

Page 001 of 813 to/à Page 003 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:24 AM
To: Brown, Dawn A PREM:EX
Subject: Re: Attendance confirmation - PA meeting June 14,2018

Hi Dawn,

Don and Christine will be in attendance in Chambers.

Thanks,

Keira

From: Brown, Dawn A PREM:EX
Sent: June-04-18 8:27 AM
To: Brown, Dawn A PREM:EX; Clark, Layne PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Giuliano, Angela LASS:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Nicholson, Riley FIN:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Virk, Rajmeet LASS:EX; Wanamaker, Lori FIN:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation - PA meeting June 14,2018

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.
Please also confirm where your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

PA

Thursday, June 14, 2018
2:00 p.m. – 5:00 p.m.
Chambers/VCO

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:24 AM
To: Brown, Dawn A PREM:EX
Subject: Re: Attendance confirmation - Cabinet meeting June 13, 2018

Hi Dawn,

Don and Christine will be in attendance in Chambers.

Thanks,

Keira

From: Brown, Dawn A PREM:EX
Sent: June-04-18 8:25 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation - Cabinet meeting June 13, 2018

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email ASAP.
Please also confirm where your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

CABINET

Wednesday, June 13, 2018

9:00 a.m. – 11:30 a.m.
Chambers/VCO

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:25 AM
To: Brown, Dawn A PREM:EX
Subject: Re: attendance confirmation - MHAWG meeting June 12, 2018

Hi Dawn,

Christine will be in attendance.

Thanks,

Keira

From: Brown, Dawn A PREM:EX
Sent: June-04-18 8:23 AM
To: Brown, Dawn A PREM:EX; Canitz, Shelley L PREM:EX; Clark, Layne PREM:EX; Enemark, Gord FIN:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Gervais, Monica PREM:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Hansen, Lucy HLTH:EX; Harrison, Veronica EDUC:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Lindsay-Baugh, Anna MMHA:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Pommelet, Lisa EMPR:EX; Rollheiser, Kate MMHA:EX; Scambler, Teresa LASS:EX; Szabo, Maria PREM:EX; Wade, Debbie PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: attendance confirmation - MHAWG meeting June 12, 2018

Good morning,

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

Please also confirm where your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Sarah Gotto, and CC: Monica Gervais, and myself for the attendance survey.

MHAWG

Tuesday, June 12, 2018
1:30 p.m. – 4:30 p.m.
Chambers/VCO

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier

Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:30 AM
To: Brown, Dawn A PREM:EX
Subject: Re: Attendance confirmation - HWG Meeting June 12, 2018

Hi Dawn,

Don and Christine will NOT be in attendance.

Thanks,

Keira

From: Brown, Dawn A PREM:EX
Sent: June-04-18 8:20 AM
To: Andrade, Ana MAH:EX; Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Connor, Tamara LASS:EX; Cooling, Karen LBR:EX; Dube, Jonathan FIN:EX; Farmer, Leila PREM:EX; Gedney, Vanessa R MAH:EX; Genzale, Morgan MAH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Lennox, Brenda PREM:EX; Loubert, Danny PREM:EX; Madevon, Solenn LASS:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDPR:EX; Moran, Jennifer OHCS:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Robb, Amanda JTT:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Szabo, Maria PREM:EX; Virk, Rajmeet LASS:EX; Viveiros, Natalia MAH:EX; Wade, Debbie PREM:EX; White, Christine MAH:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation - HWG Meeting June 12, 2018

Good morning,

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

If requesting leave, please contact Christine White, and CC: Brenda Lennox, and myself for the attendance survey.

HWG

Tuesday, June 12, 2018
10:30 a.m. – 12:30 p.m.
VCO – note only at VCO

Thank you,

Dawn A. Brown

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Monday, June 4, 2018 9:33 AM
To: Ritchie, CJ CITZ:EX
Subject: Accepted: 1:00 PM MTG Christine Kennedy / CJ Ritchie

Page 012 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 4, 2018 9:44 AM
To: S.17
Subject: Accepted: Speech Overview: Interior Lumber Manufacturers Association Conference

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:54 AM
To: Morgan Sturdy
Subject: Re: E mail to Don Wright

Hi Morgan,

Don's email is Don.J.Wright@gov.bc.ca.

Thanks,

Keira

From: Morgan Sturdy <morgan@sunflowerpartners.ca>
Sent: June-01-18 10:21 AM
To: Higgins, Keira PREM:EX
Subject: E mail to Don Wright

Hi Keira

As you may recall, we connected in the fall about setting up a call at the time with Don Wright. I'm the Chair of the Board of Great Northern Way Trust.

I would like to send Don a personal e mail. Could you please provide the appropriate e mail address.

Thanks

Morgan

Sent from my iPhone

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 10:04 AM
To: Kwan, Shirley JTT:EX
Subject: Re: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Perfect - thanks.

Sent from my iPhone

On Jun 4, 2018, at 10:00 AM, Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca> wrote:

Great, thank you Keira.

I'll send out a calendar invite shortly for June 13th at 1pm-2pm.

Shirley

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:57 AM
To: Kwan, Shirley JTT:EX
Subject: Re: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Hi Shirley,

Christine has availability on Wednesday between 1:00-3:30.

Thanks,

Keira

From: Kwan, Shirley JTT:EX
Sent: June-04-18 9:49 AM
To: Higgins, Keira PREM:EX
Subject: RE: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Good Morning Keira -

Unfortunately, Fazil is away with our Minister tomorrow.

I've been advised to see if Christine K has time on June 13th?

Shirley

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:42 AM
To: Kwan, Shirley JTT:EX
Subject: Re: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Hi Shirley,

Christine has full availability tomorrow between 11:30-4:00.

Thanks,

Keira

From: Kwan, Shirley JTT:EX

Sent: June-01-18 1:24 PM

To: Higgins, Keira PREM:EX

Subject: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Hi Keira -

I've been asked to schedule an hour call with Fazil, Christine K, Christine L, Angelo and Francois re: Cumulative Impacts on June 11th.

Let me know what timeframe works in Christine K's schedule.

Thanks!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 10:12 AM
To: Faust, Marnie L GCPE:EX
Subject: Re: One Hour

Hi Marnie,

Please send a calendar invite.

Thanks,

Keira

Sent from my iPhone

On Jun 4, 2018, at 10:11 AM, Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca> wrote:

We'll take it – thank you Keira.

Marnie

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:53 AM
To: Faust, Marnie L GCPE:EX
Cc: Wensink, Alison PREM:EX
Subject: Re: One Hour

Hi Marnie,

Don does not have any availability this week but he could do June 11th from 3:30-4:30.

Thanks,

Keira

From: Faust, Marnie L GCPE:EX
Sent: June-01-18 10:28 AM
To: Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: One Hour

Hi Keira,

Evan has spoken to Don and is hoping to get an hour that Don could come to GCPE within the next week or so to present his Economic Deck to the GCPE Executive and Executive Directors.

If you can give me some options for time I will arrange at this end.

Thank you – feel free to call me if you require any clarification.

Marnie
7789-698-3327

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Brad Thorlakson
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria BC

Start: Thu 2018-06-14 1:00 PM
End: Thu 2018-06-14 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Wright, Don J. PREM:EX
Required Attendees: brad.thorlakson@tolko.com

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 4, 2018 11:11 AM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Pre-brief for Minister James - chairing Cabinet on June 20th

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Monday, June 4, 2018 11:11 AM
To: Mihlar, Fazil JTT:EX
Subject: Accepted: 1:00 PM Phone call Fazil/Christine K/Christine L/Angelo/Francois

Page 022 of 813 to/à Page 023 of 813

Withheld pursuant to/removed as

s.14

Page 024 of 813

Withheld pursuant to/removed as

s.14; s.17

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 11:44 AM
To: Sarah Hayes
Subject: Re: Meeting with Brad Thorlakson June 13 or 14

Hi Sarah - please go ahead and forward it he invite to Bob.

Thanks,

Keira

Sent from my iPhone

> On Jun 4, 2018, at 11:43 AM, Sarah Hayes <Sarah.Hayes@tolko.com> wrote:
>
> Hello again Keira, Bob Fleet, VP of Forestry & Environment will be
> joining Brad and Don in their meeting. Bob's email address is
> bob.fleet@tolko.com
>
> Can you please add Bob to the invite, or are you ok if I forward the invite to him?
>
> Thank you,
>
> Sarah Hayes
> Executive Assistant to the President and CEO | Tolko Industries Ltd.
> T (250) 549-5307 | F (250) 550-2509
> Sarah.Hayes@tolko.com | www.tolko.com
> 3000 - 28th Street | Vernon, BC | V1T 9W9 This message may contain
> confidential information and is intended only for the addressee(s). If I sent you this message in error, please notify me
and delete it. Thank you!
>
> -----Original Message-----
> From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
> Sent: Monday, June 04, 2018 10:32 AM
> To: Sarah Hayes <Sarah.Hayes@tolko.com>
> Subject: Re: Meeting with Brad Thorlakson June 13 or 14
>
> Hi Sarah,
>
> Great, I s.22 don't have access to Brad's email. I will send you the invitation shortly and please
forward it along.
>
> Thanks,
>
> Keira
>
> Sent from my iPhone
>

>> On Jun 4, 2018, at 10:21 AM, Sarah Hayes <Sarah.Hayes@tolko.com> wrote:
>>
>> Hello Keira, thank you for your quick response. Yes, 1:00 will work geat!
>>
>>
>> Sarah Hayes
>> Executive Assistant to the President and CEO | Tolko Industries Ltd.
>> T (250) 549-5307 | F (250) 550-2509
>> Sarah.Hayes@tolko.com |
>> <https://na01.safelinks.protection.outlook.com/?url=www.tolko.com&data>
>> =
>> 02%7C01%7CSarah.Hayes%40tolko.com%7C6344a3d7ee6e4b8125b008d5ca411325%
>> 7
>> C0fccdcce0dc455daced0eb3d321213e%7C0%7C1%7C636637303208143770&sdata=
>> b
>> Pvl5702JXCQbG8w4JuMusKfVajQH0UvoTvRY%2B4QDYM%3D&reserved=0
>> 3000 - 28th Street | Vernon, BC | V1T 9W9 This message may contain
>> confidential information and is intended only for the addressee(s). If I sent you this message in error, please notify
me and delete it. Thank you!
>>
>> -----Original Message-----
>> From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
>> Sent: Monday, June 04, 2018 9:28 AM
>> To: Sarah Hayes <Sarah.Hayes@tolko.com>; Wright, Don J. PREM:EX
>> <Don.J.Wright@gov.bc.ca>
>> Subject: Re: Meeting with Brad Thorlakson June 13 or 14
>>
>> Hi Sarah,
>>
>> Don is only available on June 14th until 1:30. Does 1:00-1:30 work? The meeting will be in Don's Office - room 272
West Annex, Parliament Buildings, Victoria and I will send a calendar invitation.
>>
>> Thanks,
>>
>> Keira
>>
>> _____
>> From: Sarah Hayes <Sarah.Hayes@tolko.com>
>> Sent: June-04-18 8:44 AM
>> To: Wright, Don J. PREM:EX
>> Cc: Higgins, Keira PREM:EX
>> Subject: RE: Meeting with Brad Thorlakson June 13 or 14
>>
>> Hello Don, 1:30 would work for Brad, would that be at your office?
>>
>>
>> Sarah Hayes
>> Executive Assistant to the President and CEO | Tolko Industries Ltd.
>> T (250) 549-5307 | F (250) 550-2509
>> Sarah.Hayes@tolko.com |
>> <https://na01.safelinks.protection.outlook.com/?url=www.tolko.com&data>
>> =
>> 02%7C01%7CSarah.Hayes%40tolko.com%7C628ca44a9e3e4c8a195708d5ca3821be%

>> 7
>> C0fccdccc0dc455daced0eb3d321213e%7C0%7C0%7C636637264791023829&sdata=
>> I
>> bTKytF3WpnEZC4z2zHyS9vBFqfVzbkesLvo6WraqXQ%3D&reserved=0
>> 3000 - 28th Street | Vernon, BC | V1T 9W9 This message may contain confidential information and is intended only
for the addressee(s). If I sent you this message in error, please notify me and delete it. Thank you!
>>
>> -----Original Message-----
>> From: Wright, Don J. PREM:EX [mailto:Don.J.Wright@gov.bc.ca]
>> Sent: Saturday, June 02, 2018 11:44 AM
>> To: Sarah Hayes <Sarah.Hayes@tolko.com>
>> Cc: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
>> Subject: Re: Meeting with Brad Thorlakson June 13 or 14
>>
>> Hi Sarah,
>>
>> I won't be in Vancouver on June 13, but I have 9:30-11:00 and Noon-1:30 currently open in Victoria on June 14.
Would anything in there work for Brad?
>>
>> Best wishes,
>>
>> Don
>>
>> From: Sarah Hayes <Sarah.Hayes@tolko.com>
>> Date: Friday, June 1, 2018 at 10:49 AM
>> To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
>> Subject: Meeting with Brad Thorlakson June 13 or 14
>>
>> Hello Don, Brad is wanting to touch base with you and will be in Vancouver on June 13th and Victoria on June 14th.
>>
>> Would you be available for a coffee in Vancouver June 13th or Victoria June 14th?
>>
>> Thank you,
>>
>> Sarah
>>
>>
>> Sarah Hayes
>> Executive Assistant to the President and CEO | Tolko Industries Ltd.
>> T (250) 549-5307 | F (250) 550-2509
>> Sarah.Hayes@tolko.com<mailto:Sarah.Hayes@tolko.com> |
>> https://na01.safelinks.protection.outlook.com/?url=www.tolko.com&data
>> =
>> 02%7C01%7CSarah.Hayes%40tolko.com%7C35abe86a351149ffe3db08d5c8b8d9b8%
>> 7
>> C0fccdccc0dc455daced0eb3d321213e%7C0%7C0%7C636635618620740391&sdata=
>> S
>> Yndp38hp%2Bf5q%2Bf6M2MLqaAQ3a3q8GJ3mwC73PYaTdU%3D&reserved=0<https://
>> n
>> a01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.tolko.com%
>> 2
>> F&data=02%7C01%7CSarah.Hayes%40tolko.com%7C35abe86a351149ffe3db08d5c8

>> b
>> 8d9b8%7C0fccdcce0dc455daced0eb3d321213e%7C0%7C0%7C636635618620740391
>> &
>> sdata=i8no%2BLM4MJyKD1lpDjM8rT05%2BfKSIDGe7TkEhNb9Kg%3D&reserved=0>
>> 3000 - 28th Street | Vernon, BC | V1T 9W9
>>
>> This message may contain confidential information and is intended only for the addressee(s). If I sent you this message in error, please notify me and delete it. Thank you!
>>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 4, 2018 3:18 PM
To: Halls, Lori D PSA:EX
Subject: Accepted: Fireside Chat | Corporate Orientation

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 4, 2018 3:19 PM
To: Lloyd, Evan GCPE:EX
Subject: Accepted: Meeting with DM Wright and DM Lloyd re: economic strategy

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 3:21 PM
To: JTT CSSP Secretariat JTT:EX
Subject: Re: Confirmation of Attendance - June 13th SSP

Hi - Don and Christine will be in attendance.

Thanks,

Keira

From: JTT CSSP Secretariat JTT:EX
Sent: June-04-18 1:55 PM
To: Jackson, Lindsey B TRAN:EX; Neilson, Kirsten ENV:EX; Holding, Marina TAC:EX; Silverio, Lisa FLNR:EX; Hahn, Andra EDUC:EX; Roberts, Connie A IRR:EX; Flesh, Cindy AEST:EX; Duncan, Kate EMPR:EX; Johnson, Lisa E AGRI:EX; White, Christine MAH:EX; Fleurant, Kathleen CITZ:EX; Campbell, Sue LBR:EX; Madevon, Solenn LASS:EX; Higgins, Keira PREM:EX; McKnight, Valerie SDPR:EX; Scambler, Teresa LASS:EX; Giuliano, Angela LASS:EX
Cc: Robb, Amanda JTT:EX; JTT CSSP Secretariat JTT:EX
Subject: Confirmation of Attendance - June 13th SSP

Good afternoon,

The next Sustainable Shared Prosperity Committee (SSP) meeting is Wednesday, June 13th 3:30pm to 5:30pm in Chambers.

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

If requesting leave, please send an email with reasoning to Amanda Robb, and cc: Sveah Hourston.

Thank you,

Sveah Hourston,
SSP Secretariat

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains, is strictly forbidden.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 3:43 PM
To: Richter, Connie AG:EX
Cc: Wensink, Alison PREM:EX; Wade, Debbie PREM:EX
Subject: Re: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Will do, thanks.

Sent from my iPhone

On Jun 4, 2018, at 3:42 PM, Richter, Connie AG:EX <Connie.Richter@gov.bc.ca> wrote:

Thank you. Pls. hold the 13th from 2:00–2:30 and I'll confirm all asap.

From: Wensink, Alison PREM:EX
Sent: Monday, June 4, 2018 2:10 PM
To: Richter, Connie AG:EX
Cc: Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Subject: RE: MEETING REQUEST: Assistance Requested: PO briefing on rate design

2-2:30pm looks like it would work for Don as well.

Thanks,

Alison

From: Wade, Debbie PREM:EX
Sent: Monday, June 4, 2018 1:20 PM
To: Richter, Connie AG:EX; Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Geoff has 2:00-2:30 Free that day!

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

From: Richter, Connie AG:EX
Sent: Monday, June 4, 2018 1:16 PM
To: Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Actually we could make any time between 10:30 and 2:30 work that day.

From: Richter, Connie AG:EX
Sent: Monday, June 4, 2018 1:14 PM
To: Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: MEETING REQUEST: Assistance Requested: PO briefing on rate design

How about Wednesday (13th) any time between 10:30 and noon?

From: Wade, Debbie PREM:EX
Sent: Monday, June 4, 2018 1:11 PM
To: Higgins, Keira PREM:EX; Richter, Connie AG:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Sorry ladies, neither of those times work for Geoff as he is in Ottawa on Monday and Tuesday next week.

Debb

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

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 12:07 PM
To: Richter, Connie AG:EX; Wade, Debbie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Re: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Hi Connie,

The two latter options don't work but Monday at 11:30-12:00/11:30-12:30 works for Don.

Thanks,

Keira

From: Richter, Connie AG:EX
Sent: June-04-18 11:50 AM
To: Wade, Debbie PREM:EX
Cc: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX
Subject: RE: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Thank you. No, unfortunately that won't work at our end.

Would any of the following work for both:

Monday (11th) 11-Noon;
Tuesday (12th) any time between 1:00-2:30; or
The 14th , any time in the afternoon?

From: Wade, Debbie PREM:EX
Sent: Monday, June 4, 2018 11:44 AM
To: Richter, Connie AG:EX
Cc: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX
Subject: RE: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Hi Connie;

Unfortunately Geoff is not available tomorrow, however could be available on Thursday from 3:15-4:00pm. Please advise if that might work.

Thanks!

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

From: Richter, Connie AG:EX
Sent: Monday, June 4, 2018 11:39 AM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Thanks Keira.

Debbie, would tomorrow at 4PM work for Geoff?

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 11:35 AM
To: Richter, Connie AG:EX; Wensink, Alison PREM:EX
Subject: Re: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Hi Connie,

Don is not available on Friday. He has availability either tomorrow from 4:00-5:00 or Thursday from 3:15-4:00. Please include Debbie Wade on the email chain for scheduling for Geoff.

Thanks,

Keira

From: Richter, Connie AG:EX
Sent: June-04-18 11:27 AM
To: Wensink, Alison PREM:EX

Cc: Higgins, Keira PREM:EX

Subject: MEETING REQUEST: Assistance Requested: PO briefing on rate design

Good morning, Alison.

I understand that a request has been made for our ministry to provide a briefing to DM Wright and the Chief of Staff re ICBC – rate design changes.

Would it be possible to schedule an hour briefing for Friday, June 8th, any time in the AM?

Thank you, C

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 3:49 PM
To: Hepburn, Elaine OAG:EX
Subject: Re: Quarterly Update

Thanks Elaine.

Sent from my iPhone

On Jun 4, 2018, at 3:43 PM, Hepburn, Elaine <EHepburn@bcauditor.com> wrote:

Hello Keira and thank you so much.

I have resent the invitation for next Friday, June 22nd, 3:00 pm.

Have a lovely week,

Elaine

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: June 04, 2018 9:49 AM
To: Hepburn, Elaine <EHepburn@bcauditor.com>
Subject: Re: Quarterly Update

Hi Elaine,

No problem. Don has availability on June 22nd between 3:00-4:00.

Thanks,

Keira

From: Hepburn, Elaine <EHepburn@bcauditor.com>
Sent: June-01-18 11:21 AM
To: Higgins, Keira PREM:EX
Subject: Quarterly Update

Hello Keira and happy Friday!

Unfortunately Carol is unable to make the quarterly meeting with Don Wright on June 15th. Would Mr. Wright have availability on June 18th or 22nd?

Thank you,

Elaine

Elaine Hepburn

Executive Operations Manager
Office of the Auditor General of British Columbia
623 Fort Street, Victoria, BC V8W 1G1
P: 250.419.6108 F: 250.387.1230
ehepburn@bcauditor.com
www.bcauditor.com

<image001.jpg>

Attention: This message is intended only for the person to which it is addressed and may contain information that is privileged and confidential. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this communication is prohibited. Please notify us of the error in communication by telephone or by return e-mail and destroy all copies of this communication. Thank you.

Page 038 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 8:24 AM
To: Wright, Don J. PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: Re: Could you please process for me

Hi Don,

Thank you as am I.

I will send out shortly.

Thanks,

Keira

Sent from my iPhone

On Jun 5, 2018, at 8:13 AM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:

Keira,

s.22

Could you please attach my e-signature to this and send it to Trevor as soon as possible this monring.

Thanks.

Don

Christine,

I made a couple of very minor edits. Nothing substantive.

<Letter to Trevor Hughes - WSBC Review - DRAFT[1].docx>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, June 5, 2018 8:25 AM
To: Ritchie, CJ CITZ:EX
Subject: Accepted: 9:00 AM MTG Christine Kennedy / CJ Ritchie

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 8:27 AM
To: 'Gary Ley'
Cc: Wright, Don J. PREM:EX
Subject: RE: Call

Hi Gary,

Don is available for a 10 minute call on Thursday at 9:30, 2:30 or 3:30. Please let me know which is best for your schedule.

Thanks,

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

From: Gary Ley [mailto:gary@glpa.ca]
Sent: Monday, June 4, 2018 4:00 PM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: Call

Hi Keira. Can you find ten minutes in Don's calendar this week for a call with me?
Thank you.

Gary Ley
gary@glpa.ca
604-787-5467

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 8:27 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 8:28 AM
To: Bellringer, Carol OAG:EX
Subject: Accepted: Quarterly Update

Higgins, Keira PREM:EX

Subject: PHONE CALL: Don and Gary Ley
Location: Gary to call Don at (250) 356-2206

Start: Thu 2018-06-07 9:30 AM
End: Thu 2018-06-07 9:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Gary Ley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 9:02 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: Head's up - new OIC request coming

FYI

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

From: Redies, Janet PSA:EX
Sent: Tuesday, June 5, 2018 8:58 AM
To: Prisiak, Lisa PREM:EX; Higgins, Keira PREM:EX
Subject: Head's up - new OIC request coming

Hi Lisa and Keira,
We will be raising an OIC for a Deputy Minister appointment this week, with the desired announcement date of Friday, June 8th. It should be coming your way later today.
Please advise if there any concerns about this timeline.
Best,
Janet

Janet Redies, Senior Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2
phone: 778 698-9175 | cell: 250 580-0169



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 9:20 AM
To: Hughes, Trevor LBR:EX
Cc: Samath, Mayura LBR:EX
Subject: Correspondence from Deputy Minister Don Wright
Attachments: Trevor Hughes -Review of WorkSafeBC (WSBC) - June 5, 2018.pdf

Good morning Trevor,

Please see the attached correspondence sent on behalf of Deputy Minister Don Wright.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 9:22 AM
To: Kennedy, Christine PREM:EX
Subject: FW: June 12th DM Committee on Trade

Hi Christine,

Please see email chain below and advise if the meeting is required.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Thursday, May 31, 2018 2:50 PM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: RE: June 12th DM Committee on Trade

Hi Keira -

To clarify, June 12 would be an hour and in person. Are you able to check with Christine if she would like this. She originally set up this week meeting on top of the Committee call.

Shirley

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 2:01 PM
To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: RE: June 12th DM Committee on Trade

Hi Shirley,

That's fine, thanks.

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

From: Kwan, Shirley JTT:EX
Sent: Thursday, May 31, 2018 1:56 PM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: June 12th DM Committee on Trade

Hi Keira -

ADM Dave Peterson advised from Tuesday's extended meeting that June 12th would be extended into another 1 hour meeting. Are you able to check in with Christine and advise?

Thank you!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 9:27 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83928 Due June 14, 2018

Records have been saved in the LAN.

Thanks,

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

From: OOP FOI PREM:EX
Sent: Thursday, May 31, 2018 4:27 PM
To: Higgins, Keira PREM:EX
Subject: Call for Records OOP-2018-83928 Due June 14, 2018

Hello Keira,

Please see the below request and please let me know by June 14 whether or not you have any records:

Canvassed: Keira Higgins

Please note we have now found the easiest way for you to send us records is to highlight the emails, drag and drop them directly onto the LAN. Please call Alison when you are ready to proceed and she will assist you.

Records of any and all emails (excluding attachments), text messages, BBMs, slack messages, and WhatsApp messages sent.

*(Date Range for Record Search: **03/01/2018 To 03/31/2018**)*

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

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

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

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 9:39 AM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Meeting: PJH, Geoff and Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 9:40 AM
To: S.17
Subject: Accepted: Cabinet Briefing

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 9:51 AM
To: Howie, Matthew IRR:EX; Wade, Debbie PREM:EX
Subject: RE: Meeting re:s.12

Hi Matthew,

Please see Don's availability below. I have included Geoff's assistant, Debbie.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Tuesday, June 5, 2018 9:43 AM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: Meeting re:s.12

Hi Keira,

We need to schedule a 30- to 45-minute meeting with Minister Fraser, Doug Caul, Jessica Wood, Tony Pinekett (a new contractor with MIRR), as well as Don Wright and Geoff Meggs to discuss the s.12

Below is our minister's availability for a meeting. Can you please let me know if Don and Geoff are available?

June 13: 8:15 – 8:45 or 9:00 AM / 5:30 PM – on - No

June 14: 8:15 – 8:45 or 9:00 AM / 12:00 – 12:45 PM – 12:00-12:45

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 9:52 AM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Meeting: PJH, Geoff and Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 10:24 AM
To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: RE: June 12th DM Committee on Trade

11:00-12:00 is good. Thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Kwan, Shirley JTT:EX
Sent: Tuesday, June 5, 2018 10:21 AM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: RE: June 12th DM Committee on Trade

Great, thanks Keira. What timeframe does it work best in Christine K's schedule, 11am-12pm or 10am-11am or 10:30am-11:30am?

Shirley

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 9:48 AM
To: Kwan, Shirley JTT:EX
Subject: RE: June 12th DM Committee on Trade

Hi Shirley,

I have confirmed that this meeting can be 1 hour, in-person in Chambers. Please adjust the booking.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Kwan, Shirley JTT:EX
Sent: Thursday, May 31, 2018 2:50 PM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: RE: June 12th DM Committee on Trade

Hi Keira -

To clarify, June 12 would be an hour and in person. Are you able to check with Christine if she would like this. She originally set up this week meeting on top of the Committee call.

Shirley

From: Higgins, Keira PREM:EX
Sent: Thursday, May 31, 2018 2:01 PM
To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: RE: June 12th DM Committee on Trade

Hi Shirley,

That's fine, thanks.

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

From: Kwan, Shirley JTT:EX
Sent: Thursday, May 31, 2018 1:56 PM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: June 12th DM Committee on Trade

Hi Keira -

ADM Dave Peterson advised from Tuesday's extended meeting that June 12th would be extended into another 1 hour meeting. Are you able to check in with Christine and advise?

Thank you!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 10:25 AM
To: Deputy Ministers Office Meetings IRR:EX
Subject: Accepted: Minister Meeting: MSF, Don Wright, Geoff Meggs, Tony Pinekett, Doug Caul, Jessica Wood re: s.12

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, June 5, 2018 10:39 AM
To: DM JTT JTT:EX
Subject: Accepted: DM Committee on Trade

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 10:39 AM
To: Scott, Douglas S AG:EX
Subject: Accepted: Briefing with Don Wright & Geoff Meggs Re: ICBC Rate Design

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 10:52 AM
To: Pearson, Barbera AG:EX
Cc: Richter, Connie AG:EX
Subject: RE: Re: Confirmed Meeting Participants for June 13th ICBC Rate Design Briefing

Thanks!

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

From: Pearson, Barbera AG:EX
Sent: Tuesday, June 5, 2018 10:51 AM
To: Higgins, Keira PREM:EX
Cc: Pearson, Barbera AG:EX; Richter, Connie AG:EX
Subject: Re: Confirmed Meeting Participants for June 13th ICBC Rate Design Briefing

Good Morning Keira:

The confirmed meeting participants for the briefing with Don Wright and Geoff Meggs on June 13th @ 2:00pm in the Rose Room are:

- Don Wright
- Geoff Meggs
- Richard Fyfe
- Doug Scott
- Nicolas Jimenez, ICBC
- Joy MacPhail, ICBC
- Kelly Aimers, ICBC

Please contact me if I maybe of further assistance.

Cheers,

Barb

Barbera Pearson, Manager, Business Operations
Associate Deputy Minister's Office
Ministry of Attorney General
PO Box 9263 Stn Prov Govt, Victoria BC V8W 9J4
11th Floor – 1001 Douglas Street (Sussex Bldg), Victoria BC, V8W 2C5
Phone: 778-698-0402 / Cellular: 250-216-7983
<mailto:barbera.pearson@gov.bc.ca>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 11:02 AM
To: Hepburn, Elaine OAG:EX
Subject: RE: Premier's Office

Yes, he is located downstairs from us.

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

From: Hepburn, Elaine [mailto:EHepburn@bcauditor.com]
Sent: Tuesday, June 5, 2018 11:02 AM
To: Higgins, Keira PREM:EX
Subject: Premier's Office
Importance: High

Hello – is Premier Horgan in the same building as Don Wright?

Thank you!

Elaine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 11:03 AM
To: Deputy Ministers Office Meetings IRR:EX
Subject: Accepted: Minister Meeting: MSF, Don Wright, Geoff Meggs, Tony Pinekett, Doug Caul, Jessica Wood re: S.12

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 11:22 AM
To: OOP FOI PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - May 2018
Attachments: NR

Please see the attached calendar for Don Wright.

Thanks,

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

From: Hendry, Jackie PREM:EX
Sent: Friday, June 1, 2018 8:49 AM
To: Nash, Amber PREM:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Cc: OOP FOI PREM:EX
Subject: FW: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - May 2018
Importance: High

Good Morning,

Please provide May calendar no later than June 5.

Thank you,
Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Friday, June 1, 2018 8:47 AM
To: CITZ OI CALENDAR CFR
Cc: CITZ OPEN INFOGROUP CITZ:EX
Subject: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - May 2018
Importance: High

Regarding Ministerial Directive 02-2016: **DISCLOSURE OF MINISTERS' AND DEPUTY MINISTERS' CALENDARS**

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

Please send the calendar(s) and harms assessment information by reply email or to the CITZ OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca) by June 8th, 2018

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

What You Need to Do?

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

**Detailed instructions are below*

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

What Happens Next?

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

Distribution Lists:

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

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

Many thanks,
IAO Open Information Team

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

Link to [Open Information](#)

DETAILED INSTRUCTIONS AND REDACTION INFORMATION

1. Produce a PDF of the calendar records

- Open the calendar you want to print*
- Select File
- Select Print
- Select Print Options
- Select 'Adobe PDF' as your printer. If this is not available, print the calendar, scan and email the PDF
- Select 'Calendar Detail Style' from the Print Style options
- Select the date range (In the Print Range fields)
- Check the box for 'Hide details of private appointments'
- Select Print
- Save resulting PDF

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

2. Conduct a harms assessment and provide those details

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

- Identify any legal advice or entries that might reveal solicitor-client privilege
- Other

3. Redaction Details:

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

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 11:42 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Meeting: PJH, Geoff and Don

I received the same invite twice.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, June 5, 2018 12:54 PM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: DMC NR

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, June 5, 2018 2:11 PM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: DMC NR

Higgins, Keira PREM:EX

Subject: PA
Location: Chambers

Start: Thu 2018-06-14 1:30 PM
End: Thu 2018-06-14 5:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs on Thursday every other week from 2:00 PM to 4:00 PM effective 1/18/2018 until 7/26/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

PA

Thursday, June 14, 2018
(NOW) 1:30 p.m. – 5:30 p.m.
Chambers/VCO

Thursday, June 14, 2018
(WAS) 2:00 p.m. – 5:00 p.m.
Chambers/VCO

Higgins, Keira PREM:EX

Subject: NEW TIME - MEETING: Don Wright and Brad Thorlakson and Bob Fleet - Tolko
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria BC

Start: Thu 2018-06-14 12:30 PM
End: Thu 2018-06-14 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: brad.thorlakson@tolko.com
Optional Attendees: Bob Fleet

My apologies but a mandatory meeting has come up for Don at 1:00. I am hoping that the slight time change to 12:30 will work for you?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 2:14 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: PA Pre-Brief

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 2:20 PM
To: 'Sarah Hayes'
Cc: XT:Sexsmith, Shannon FLNR:IN
Subject: RE: meeting with Don Wright next Thursday June 14

Hi Sarah,

Perfect, thank you.

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

From: Sarah Hayes [mailto:Sarah.Hayes@tolko.com]
Sent: Tuesday, June 5, 2018 2:20 PM
To: Higgins, Keira PREM:EX
Cc: XT:Sexsmith, Shannon FLNR:IN
Subject: meeting with Don Wright next Thursday June 14

Hi Keira, yes, 12:30 works, I have accepted the invite.

Thank you,

Sarah



Sarah Hayes

Executive Assistant to the President and CEO | Tolko Industries Ltd.
T (250) 549-5307 | F (250) 550-2509
Sarah.Hayes@tolko.com | www.tolko.com
3000 - 28th Street | Vernon, BC | V1T 9W9

This message may contain confidential information and is intended only for the addressee(s). If I sent you this message in error, please notify me and delete it. Thank you!

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 2:25 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: CANCELLATION: 2018 DMCs - ADDITION - November 30

Hi everyone,

Please note that the November 30, 2018 DMC has been cancelled.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 3:29 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: CANCELLATION: 2018 DMCs - June 8, July 6, July 20, July 27, August 3, September 14

Hi everyone,

Please note the following summer DMC meetings have been cancelled. Please ensure your respective DM's calendar is updated accordingly.

2018 - June 8, July 6, July 20, July 27, August 3, September 14

Thanks,

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

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Chambers/VCO

Start: Fri 2018-11-30 8:30 AM
End: Fri 2018-11-30 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX
Optional Attendees: Tsang, Robin FIN:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 3:34 PM
To: Howie, Matthew IRR:EX
Subject: RE: Doug Cauls.22

Noted – thanks.

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

From: Howie, Matthew IRR:EX
Sent: Tuesday, June 5, 2018 3:29 PM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: McNeill, Carly IRR:EX; Howie, Matthew IRR:EX
Subject: RE: Doug Cauls.22

Hi Keira/Connie,

Doug will also be s.22
Her cell number is below.

ADM Trish Balcaen will be acting DM on both days.

There's no DMC on June 8.

Doug will attend the June 15 DMC s.22

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

From: Howie, Matthew IRR:EX
Sent: Thursday, May 24, 2018 10:08 AM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: McNeill, Carly IRR:EX; Leinweber, Rachelle R IRR:EX; Howie, Matthew IRR:EX
Subject: Doug Cauls.22

Hi Keira/Connie,

Doug Caul will be s.22

Below is the acting DM schedule:

Aug 1 – Aug 10: ADM Trish Balcaen (Trish's cell: s.17)

Aug 13 – Sept 3: ADM Laurel Nash (Laurel's cell:

Matthew Howie
A/Senior Executive Assistant to

Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 3:35 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 5, 2018 3:35 PM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 7:41 PM
To: Kwan, Shirley JTT:EX
Subject: Re: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Hi Shirley,

Yes, sorry.

Sent from my iPhone

On Jun 5, 2018, at 7:28 PM, Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca> wrote:

Hi Keira -

Below is by call for June 13th, were you thinking of June 12th DMC on Trade at 11am-12pm?

Shirley

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 12:26 PM
To: Kwan, Shirley JTT:EX
Subject: RE: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Hi Shirley,

Please change the room location to Cedar Room 241 and note that there may be some noise due to construction on the roof of the building.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Monday, June 4, 2018 10:00 AM
To: Higgins, Keira PREM:EX
Subject: RE: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Great, thank you Keira.

I'll send out a calendar invite shortly for June 13th at 1pm-2pm.

Shirley

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:57 AM
To: Kwan, Shirley JTT:EX
Subject: Re: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Hi Shirley,

Christine has availability on Wednesday between 1:00-3:30.

Thanks,

Keira

From: Kwan, Shirley JTT:EX
Sent: June-04-18 9:49 AM
To: Higgins, Keira PREM:EX
Subject: RE: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Good Morning Keira -

Unfortunately, Fazil is away with our Minister tomorrow.

I've been advised to see if Christine K has time on June 13th?

Shirley

From: Higgins, Keira PREM:EX
Sent: Monday, June 4, 2018 9:42 AM
To: Kwan, Shirley JTT:EX
Subject: Re: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Hi Shirley,

Christine has full availability tomorrow between 11:30-4:00.

Thanks,

Keira

From: Kwan, Shirley JTT:EX
Sent: June-01-18 1:24 PM
To: Higgins, Keira PREM:EX
Subject: June 11th - PHONE CALL REQUEST: Fazil, Christine K, Christine L, Angelo and Francois

Hi Keira -

I've been asked to schedule an hour call with Fazil, Christine K, Christine L, Angelo and Francois re: Cumulative Impacts on June 11th.

Let me know what timeframe works in Christine K's schedule.

Thanks!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 8:22 AM
To: Maranda, Pierrette IGRS:EX
Subject: RE: Clerks' Meeting - July in Moncton, New Brunswick

Hi Pierrette,

Will do. I have not received any info yet.

Thanks,

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

From: Maranda, Pierrette IGRS:EX
Sent: Tuesday, June 5, 2018 5:30 PM
To: Higgins, Keira PREM:EX
Subject: Clerks' Meeting - July in Moncton, New Brunswick

Keira:

Preparations are under way for a provincial/territorial Clerks' meeting, followed by a federal-provincial-territorial Clerks' meeting in Moncton, New Brunswick, on July 17 and 18.

Could you let me know when you receive material on this as IGRS will coordinate briefing materials for Don's attendance.

Thanks,

Pierrette

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 8:49 AM
To: Sheldon, Tim FLNR:EX
Subject: Declined: CALL: June 26 Coast Meeting - Planning Committee (**NO DOCS)

Christine is in Cabinet and is not available.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 8:53 AM
To: Gedney, Vanessa R MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: DM DawesS.22

Noted – thanks!

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

From: Gedney, Vanessa R MAH:EX
Sent: Tuesday, June 5, 2018 4:07 PM
To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: DM Dawes s.22

Good afternoon Keira, please note that Jacquie will be S.22

- | | | |
|---------------------------|---------------------------------|--|
| • July 16 – 27, inclusive | Kevin Volk A/DM, cell: S.17 | |
| • Aug 7 – 10, inclusive | Tracy Campbell, A/DM, cell S.17 | Tracy will attend DMC on August 10 th |
| OBO | | |
| • Aug 27 – 31, inclusive | Tara Faganello, A/DM, cell S.17 | Tara will attend DMC on August 31 st |
| OBO | | |

Let me know if you have any questions.

VANESSA R. GEDNEY

Director, Executive Operations

Office of the Deputy Minister
Ministry of Municipal Affairs and Housing
5th Floor, 800 Johnson St | Victoria BC V8W 9N7
Office: 778.698.3472 | Cell: 250.361.5403 | Fax: 250.387.7973

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 8:54 AM
To: Geary, Orla FLNR:EX
Subject: RE: CALL: June 26 Coast Meeting - Planning Committee (**NO DOCS)

Hi Orla,

Yes, she attends the full Cabinet meeting.

Thanks,

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

From: Geary, Orla FLNR:EX
Sent: Wednesday, June 6, 2018 8:52 AM
To: Higgins, Keira PREM:EX
Subject: RE: CALL: June 26 Coast Meeting - Planning Committee (**NO DOCS)

Hi Keira:

Tim is also in Cabinet from 9:00 – 9:45 am. He is going to attend the meeting for first part and catch the end.

Is Christine in Cabinet for most of the morning?

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

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 8:49 AM
To: Nasadyk, Alanah FLNR:EX; Geary, Orla FLNR:EX
Subject: Declined: CALL: June 26 Coast Meeting - Planning Committee (**NO DOCS)
When: Wednesday, June 13, 2018 10:00 AM-10:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: s.15;s.17 Participant #s.15;s.1 Tim to mod

7

Christine is in Cabinet and is not available.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:00 AM
To: Wright, Don J. PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: RE: Please schedule a meeting conference call

Will do – thanks.

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

From: Wright, Don J. PREM:EX
Sent: Wednesday, June 6, 2018 8:59 AM
To: Higgins, Keira PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: Please schedule a meeting conference call

Hi Keira,

Could we please schedule a 45 minute meeting/conference call with Christine, Bobbi, Dave Nik and Fazil tomorrow to discuss climate change strategy.

Thanks.

Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:33 AM
To: Kwan, Shirley JTT:EX; Duncan, Laurie ENV:EX; McCann, Meghan EMPR:EX
Subject: RE: Request for meeting tomorrow

Many thanks Shirley!

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

From: Kwan, Shirley JTT:EX
Sent: Wednesday, June 6, 2018 9:33 AM
To: Higgins, Keira PREM:EX; Duncan, Laurie ENV:EX; McCann, Meghan EMPR:EX
Subject: RE: Request for meeting tomorrow

Good Morning!

Yes, I'll rearrange to make this work in Fazil's schedule but he'll have to dial in. I'll block the timing until calendar invite has been sent.

Shirley

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:27 AM
To: Duncan, Laurie ENV:EX; McCann, Meghan EMPR:EX; Kwan, Shirley JTT:EX
Subject: Request for meeting tomorrow

Hi Ladies,

Don would like to please request a 45 minute meeting (with conference call option) with Christine Kennedy, Bobbi Plecas, Dave Nikolejsin and Fazil Mihlar tomorrow at 3:15-4:00 to discuss climate change strategy. Please let me know if there are any irreconcilable scheduling conflicts.

Thanks,

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

Page 087 of 813 to/à Page 088 of 813

Withheld pursuant to/removed as

s.14

Page 089 of 813

Withheld pursuant to/removed as

s.14; s.17

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:36 AM
To: Duncan, Laurie ENV:EX
Subject: RE: Request for meeting tomorrow

Hi Laurie,

No problem. I will note that she will join the meeting by conference call at 3:30 and just let me know if she is able to step out early.

Thanks,

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

From: Duncan, Laurie ENV:EX
Sent: Wednesday, June 6, 2018 9:34 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request for meeting tomorrow

Hi Keira,

Bobbi is booked to be presenting in a webinar (to the CSCG) until 3:30pm. I won't be able to confirm with her until I see her @ 1pm if she can leave it early. She is free any time after 3:30pm though.

Thanks,
~Laurie

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:27 AM
To: Duncan, Laurie ENV:EX; McCann, Meghan EMPR:EX; Kwan, Shirley JTT:EX
Subject: Request for meeting tomorrow

Hi Ladies,

Don would like to please request a 45 minute meeting (with conference call option) with Christine Kennedy, Bobbi Plecas, Dave Nikolejsin and Fazil Mihlar tomorrow at 3:15-4:00 to discuss climate change strategy. Please let me know if there are any irreconcilable scheduling conflicts.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:39 AM
To: McCann, Meghan EMPR:EX
Subject: RE: Request for meeting tomorrow

Done – thanks.

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

From: McCann, Meghan EMPR:EX
Sent: Wednesday, June 6, 2018 9:36 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request for meeting tomorrow

Please also invite Ines Piccinino

From: McCann, Meghan EMPR:EX
Sent: Wednesday, June 6, 2018 9:33 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request for meeting tomorrow

Thanks, please invite Les MacLaren.

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:31 AM
To: McCann, Meghan EMPR:EX
Subject: RE: Request for meeting tomorrow

Hi Meghan,

Yes, that is no problem thank you.

On a side-note, I need to please receive notification for all DM vacations with the info for the Acting DM prior to vacation.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Wednesday, June 6, 2018 9:29 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request for meeting tomorrow

s.22 , can our acting DM attend for him or our ADM Les MacLaren who has been working on this?

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:27 AM
To: Duncan, Laurie ENV:EX; McCann, Meghan EMPR:EX; Kwan, Shirley JTT:EX
Subject: Request for meeting tomorrow

Hi Ladies,

Don would like to please request a 45 minute meeting (with conference call option) with Christine Kennedy, Bobbi Plecas, Dave Nikolejsin and Fazil Mihlar tomorrow at 3:15-4:00 to discuss climate change strategy. Please let me know if there are any irreconcilable scheduling conflicts.

Thanks,

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

Higgins, Keira PREM:EX

Subject: 3:15 - CONFERENCE CALL: Don Wright, Christine Kennedy, Bobbi Plecas (to join at 3:30), Les MacLaren (obo of Dave N), Ines Piccinino and Fazil Mihlar

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 Participant Conference ID: s.15;s.1 #; Don to moderate - ID:s.15;s.17 #

Start: Thu 2018-06-07 3:15 PM

End: Thu 2018-06-07 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX; Plecas, Bobbi ENV:EX; MacLaren, Les EMPR:EX; Piccinino, Ines MNGD:EX; Mihlar, Fazil JTT:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 9:43 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: 3:15 - CONFERENCE CALL: Don Wright, Christine Kennedy, Bobbi Plecas (to join at 3:30), Les MacLaren (obo of Dave N), Ines Piccinino and Fazil Mihlar

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 9:49 AM
To: Schmidt, Cathy A EMPR:EX
Subject: RE: 3:15 - CONFERENCE CALL: Don Wright, Christine Kennedy, Bobbi Plecas (to join at 3:30), Les MacLaren (obo of Dave N), Ines Piccinino and Fazil Mihar

Hi Cathy,

No advance materials.

Thanks,

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

From: Schmidt, Cathy A EMPR:EX **On Behalf Of** MacLaren, Les EMPR:EX
Sent: Wednesday, June 6, 2018 9:48 AM
To: Higgins, Keira PREM:EX
Subject: RE: 3:15 - CONFERENCE CALL: Don Wright, Christine Kennedy, Bobbi Plecas (to join at 3:30), Les MacLaren (obo of Dave N), Ines Piccinino and Fazil Mihar

Good morning Keira; is there any material that Les will require for this call?

Cathy Schmidt
Executive Coordinator
Electricity and Alternative Energy Division
Ministry of Energy, Mines and Petroleum Resources
PO Box 9314 Stn Prov Govt
4th Floor, 1810 Blanshard Street
Victoria, BC V8W 9N1
250-952-0673

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

From: Higgins, Keira PREM:EX **On Behalf Of** Wright, Don J. PREM:EX
Sent: Wednesday, June 6, 2018 9:42 AM
To: Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX; Plecas, Bobbi ENV:EX; MacLaren, Les EMPR:EX; Piccinino, Ines MNGD:EX; Mihar, Fazil JTT:EX
Subject: 3:15 - CONFERENCE CALL: Don Wright, Christine Kennedy, Bobbi Plecas (to join at 3:30), Les MacLaren (obo of Dave N), Ines Piccinino and Fazil Mihar
When: Thursday, June 7, 2018 3:15 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:**S.15;S.17** ; Participant Conference ID:**S.15;S.17#**; Don to moderate - ID**S.15;s.1 #**

Higgins, Keira PREM:EX

Subject: 3:15 - CONFERENCE CALL: Don Wright, Christine Kennedy, Bobbi Plecas, Les MacLaren (obo of Dave N), Ines Piccinino and Fazil Mihlar

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 ; Participant Conference ID:s.15;s.17#; Don to moderate - IDS.15;s.17 #

Start: Thu 2018-06-07 3:15 PM

End: Thu 2018-06-07 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX; Plecas, Bobbi ENV:EX; MacLaren, Les EMPR:EX; Piccinino, Ines EMPR:EX; Mihlar, Fazil JTT:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 10:14 AM
To: Hepburn, Elaine OAG:EX
Subject: RE: D. Wright: Meeting with AG

Hi Elaine,

Sounds great, thanks!

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

From: Hepburn, Elaine [mailto:EHepburn@bcauditor.com]
Sent: Wednesday, June 6, 2018 10:05 AM
To: Higgins, Keira PREM:EX
Subject: RE: D. Wright: Meeting with AG

Hi Keira,

Let's do that. If for some reason Carol needs to see Mr. Wright earlier, I'll be in touch.

Thank you again – have a nice day!

Elaine

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: June 06, 2018 8:22 AM
To: Hepburn, Elaine <EHepburn@bcauditor.com>
Subject: RE: D. Wright: Meeting with AG

Hi Elaine,

If it's okay with Carol, let's just cancel this one and resume in the fall as scheduled.

Thanks,

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

From: Hepburn, Elaine [mailto:EHepburn@bcauditor.com]
Sent: Tuesday, June 5, 2018 4:11 PM
To: Higgins, Keira PREM:EX
Subject: D. Wright: Meeting with AG

Hello Keira,

I am so sorry but Carol has just confirmed this morning that she will not be in town on June 22nd (the date we rescheduled to). Did you want to look for any future availability, or, would you prefer I cancel this one and we try something in a few weeks or wait for the next set meeting?

I appreciate your patience with this!

Thank you,

Elaine

Elaine Hepburn

Executive Operations Manager
Office of the Auditor General of British Columbia
623 Fort Street, Victoria, BC V8W 1G1
P: 250.419.6108 F: 250.387.1230
ehepburn@bcauditor.com
www.bcauditor.com



OFFICE OF THE
Auditor General
of British Columbia

Attention: This message is intended only for the person to which it is addressed and may contain information that is privileged and confidential. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this communication is prohibited. Please notify us of the error in communication by telephone or by return e-mail and destroy all copies of this communication. Thank you.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 10:41 AM
To: Little, Christine JTT:EX
Subject: New Time Proposed: Weekly Economic Strategy Discussion - CK/CL/AC/KY

Hi – June 28th is the Cabinet Planning Session. Could we please move the weekly call to Friday (any time after 10:00 is great).

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 10:46 AM
To: Young, Olivia JTT:EX
Cc: Albrecht, Christine JTT:EX
Subject: RE: Weekly Economic Strategy Discussion - CK/CL/AC/KY

Many thanks!

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

From: Young, Olivia JTT:EX **On Behalf Of** Little, Christine JTT:EX
Sent: Wednesday, June 6, 2018 10:46 AM
To: Higgins, Keira PREM:EX
Cc: Albrecht, Christine JTT:EX
Subject: RE: Weekly Economic Strategy Discussion - CK/CL/AC/KY

Good Morning Keira,

I will send through an updated invite for Friday June 29 at 10am.

Olivia

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

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 10:41 AM
To: Young, Olivia JTT:EX; Albrecht, Christine JTT:EX
Subject: New Time Proposed: Weekly Economic Strategy Discussion - CK/CL/AC/KY
When: Thursday, June 28, 2018 11:00 AM-12:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Dial In s.15;s.17 , Conference ID s.15; (CL to Moderate)
s.17

Hi – June 28th is the Cabinet Planning Session. Could we please move the weekly call to Friday (any time after 10:00 is great).

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 10:46 AM
To: Little, Christine JTT:EX
Subject: Accepted: Weekly Economic Strategy Discussion - CK/CL/AC/FB

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don and Geoff - weekly meeting
Location: Geoff's Office

Start: Mon 2018-06-11 10:30 AM
End: Mon 2018-06-11 11:00 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

Page 103 of 813 to/à Page 105 of 813

Withheld pursuant to/removed as

s.14

Page 106 of 813 to/à Page 107 of 813

Withheld pursuant to/removed as

s.14; s.17

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 6, 2018 12:30 PM
To: Kennedy, Christine PREM:EX
Subject: Accepted: Broughton Update

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 12:32 PM
To: Little, Christine JTT:EX
Subject: New Time Proposed: Weekly Economic Strategy Discussion - CK/CL/AC/KY

Hi Christine – apologies but a mandatory meeting has come up tomorrow for Christine. Would it be possible to move this call to 11:30 tomorrow to accommodate?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 1:25 PM
To: Massy, Michelle E PREM:EX
Subject: RE: CABRO Contact

Many thanks!

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

From: Massy, Michelle E PREM:EX
Sent: Wednesday, June 6, 2018 1:23 PM
To: Higgins, Keira PREM:EX
Subject: CABRO Contact

Neves, Gilbert FIN:EX 778 698-4740 Gilbert.Neves@gov.bc.ca

He's an executive director at CABRO

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 1:38 PM
To: Bridges, Kelsey PSEC:EX
Subject: RE: Request for contact

Hi Kelsey,

No problem and thank you for the info. Not exactly the common spelling.....

Thanks,

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

From: Bridges, Kelsey PSEC:EX
Sent: Wednesday, June 6, 2018 1:37 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for contact

Hi Keira,

Sorry I missed your call, I had just stepped away from my desk!

Its Robert Pauliszyn! His office # is 778-698-8528.

Please let me know if you need any further information!

Thanks,
Kelsey

From: Higgins, Keira PREM:EX
Sent: June 6, 2018 1:33 PM
To: Bridges, Kelsey PSEC:EX <Kelsey.Bridges@gov.bc.ca>
Subject: Request for contact

Hi Kelsey,

I am trying to get in contact with an Executive Director named Robert Poulsen (sp?) from PSEC but cannot locate him in the GAL. Are you able to assist please?

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 2:25 PM
To: Poldrugovac, Saija FIN:EX
Subject: Re: non-employee travel policy

Many thanks Saija.

Sent from my iPhone

On Jun 6, 2018, at 2:07 PM, Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca> wrote:

Hi Keira,

Here is the link for the travel policy. Section 13.4

http://gww.fin.gov.bc.ca/gws/camss/fsa/financial_operations/Travel/Travel_Expenses.stm#13.4

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://gww.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

Page 113 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 2:54 PM
To: Little, Christine JTT:EX
Subject: Accepted: Weekly Economic Strategy Discussion - CK/CL/AC/FB

Thank you!

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 2:55 PM
To: Young, Olivia JTT:EX
Subject: RE: Weekly Economic Strategy Discussion - CK/CL/AC/KY

Thanks so much Olivia!

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

From: Young, Olivia JTT:EX **On Behalf Of** Little, Christine JTT:EX
Sent: Wednesday, June 6, 2018 2:42 PM
To: Higgins, Keira PREM:EX
Cc: Albrecht, Christine JTT:EX
Subject: RE: Weekly Economic Strategy Discussion - CK/CL/AC/KY

I will send an updated invite now.

Thank you!

Olivia

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

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 12:32 PM
To: Young, Olivia JTT:EX; Albrecht, Christine JTT:EX
Subject: New Time Proposed: Weekly Economic Strategy Discussion - CK/CL/AC/KY
When: Thursday, June 7, 2018 12:45 PM-1:45 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Dial In:s.15;s.17 Conference IDs.15;s.(CL to Moderate)

17

Hi Christine – apologies but a mandatory meeting has come up tomorrow for Christine. Would it be possible to move this call to 11:30 tomorrow to accommodate?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 2:55 PM
To: Kennedy, Christine PREM:EX
Subject: FW: Agenda and Materials for 8 am June 7 Call re-Coast Meeting on June 26
Attachments: 2d_Minister Speaking Note (June 6).docx; DRAFT -Timeline for Coast Meeting and Follow Up Activities (June 6).docx; 2f_Tim Sheldan Speaking Notes (June 1).docx; Coast Forestry Meeting presentation - confidential draft (June 6).pptx

Importance: High

Hi Christine,

Please let me know if you would like these printed.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Geary, Orla FLNR:EX
Sent: Wednesday, June 6, 2018 2:32 PM
To: Sit, Vera FLNR:EX; Sutherland, Craig FLNR:EX; Kennedy, Christine PREM:EX; Stagg, Chris J FLNR:EX; Peterson, Dave FLNR:EX; Lachance, Nikki FLNR:EX; 'John Allan'
Cc: Hayes, Sarah FLNR:EX; de Bree, Jennifer FLNR:EX; Higgins, Keira PREM:EX; Boyce, Melanie FLNR:EX
Subject: FW: Agenda and Materials for 8 am June 7 Call re-Coast Meeting on June 26
Importance: High

Good Afternoon:

Materials for the June 7 call at 8:00 am (Coast Planning Committee).

If you require any additional information, please let me know.

Thanks,
Orla

From: Sit, Vera FLNR:EX
Sent: Wednesday, June 6, 2018 12:17 PM
To: Geary, Orla FLNR:EX
Cc: Lachance, Nikki FLNR:EX
Subject: Agenda and Materials for 8 am June 7 Call re-Coast Meeting on June 26
Importance: High

Hello_Orla,

For tomorrow 8 am call regarding Coast Meeting, please see agenda below and attached draft documents: timeline; speaking notes; slide deck.

Minister's Speaking Notes and slide deck have been updated (version June 6) based on Deputy's comments.

Please provide to all call participants. Thanks

Vera

Agenda for June 7, 8 am call regarding Coast Meeting on June 26:

1. June 26 meeting issues:

- status of RSVPs
- industry reaction to agenda
- industry outreach

2. Status of materials:

- Slide deck
- Speaking notes
- Binder materials

3. Issues for Next call

4. Communications

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 3:14 PM
To: Kennedy, Christine PREM:EX
Subject: RE: Agenda and Materials for 8 am June 7 Call re-Coast Meeting on June 26

Okay, sounds good.

When you have time I need to talk to you about the per diem item we discussed. I have talked to CABRO and FIN and there is no simple answer to the per diem schedule for this situation.

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

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

From: Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 2:58 PM
To: Higgins, Keira PREM:EX
Subject: Re: Agenda and Materials for 8 am June 7 Call re-Coast Meeting on June 26

That is okay. They aren't very long so I will just read them on screen during the call.

Christine

> On Jun 6, 2018, at 2:56 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:
>
> Hi Christine,
>
> Please let me know if you would like these printed.
>
> Thanks,
>
> Keira Higgins, Executive Administrative Coordinator Office of the
> Premier, Deputy Minister
> 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
> Ph: (250) 356-2206
>
> From: Geary, Orla FLNR:EX
> Sent: Wednesday, June 6, 2018 2:32 PM
> To: Sit, Vera FLNR:EX; Sutherland, Craig FLNR:EX; Kennedy, Christine PREM:EX; Stagg, Chris J FLNR:EX; Peterson, Dave FLNR:EX; Lachance, Nikki FLNR:EX; 'John Allan'
> Cc: Hayes, Sarah FLNR:EX; de Bree, Jennifer FLNR:EX; Higgins, Keira
> PREM:EX; Boyce, Melanie FLNR:EX
> Subject: FW: Agenda and Materials for 8 am June 7 Call re-Coast
> Meeting on June 26
> Importance: High
>
> Good Afternoon:

>

> Materials for the June 7 call at 8:00 am (Coast Planning Committee).

>

> If you require any additional information, please let me know.

>

> Thanks,

> Orla

>

> From: Sit, Vera FLNR:EX

> Sent: Wednesday, June 6, 2018 12:17 PM

> To: Geary, Orla FLNR:EX

> Cc: Lachance, Nikki FLNR:EX

> Subject: Agenda and Materials for 8 am June 7 Call re-Coast Meeting on June 26

> Importance: High

>

> Hello Orla,

>

> For tomorrow 8 am call regarding Coast Meeting, please see agenda below and attached draft documents: timeline; speaking notes; slide deck.

>

> Minister's Speaking Notes and slide deck have been updated (version June 6) based on Deputy's comments.

>

> Please provide to all call participants. Thanks

>

> Vera

> _____

>

> Agenda for June 7, 8 am call regarding Coast Meeting on June 26:

>

> 1. June 26 meeting issues:

> · status of RSVPs

> · industry reaction to agenda

> · industry outreach

>

> 2. Status of materials:

> · Slide deck

> · Speaking notes

> · Binder materials

>

> 3. Issues for Next call

>

> 4. Communications

>

>

>

>

> <2d_Minister Speaking Note (June 6).docx> <DRAFT -Timeline for Coast Meeting and Follow Up Activities (June 6).docx> <2f_Tim Sheldan Speaking Notes (June 1).docx> <Coast Forestry Meeting presentation - confidential draft (June 6).pptx>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 3:25 PM
To: Tupper, Linsey PSA:EX
Subject: RE: Reminder and RSVP for Corporate Executive Meeting - Friday, June 22, 2018

Hi Linsey,

Christine Kennedy and Don will be in attendance.

Thanks,

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

From: Tupper, Linsey PSA:EX
Sent: Wednesday, June 6, 2018 3:21 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Reminder and RSVP for Corporate Executive Meeting - Friday, June 22, 2018

Good afternoon,

A reminder that a Corporate Executive Meeting will be held on Friday, June 22, 2018.

Meeting details are as follows:

Date and Time: Friday, June 22, 2018 from 8:30 am to 12:00 pm
Location: Vancouver Island Ballroom - Hotel Grand Pacific

Please ensure that your DMs, Associate DMs, ADMs and Executive Leads are aware of this meeting and make every effort to attend. Please confirm the names of all your Executives' attending to Linsey Tupper (Linsey.Tupper@gov.bc.ca) by noon on Monday, June 18, 2018.

Thank you,

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



Where ideas work

From: Tupper, Linsey PSA:EX
Sent: Monday, April 23, 2018 3:48 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Corporate Executive Meeting - Friday, June 22, 2018

Good afternoon,

The next Corporate Executive Meeting has been scheduled for Friday, June 22nd, 2018 at the Hotel Grand Pacific.

Please ensure this meeting is added to your Deputy Minister's calendar and is shared with your Ministry's Corporate Executive Members for scheduling purposes. As a reminder Corporate Executive is comprised of DMs, Assoc. DMs, ADMs and Executive Leads. If you are unsure of a member, please do not hesitate to contact me.

Corporate Executive Meeting

Date: Friday, June 22, 2018

Time: 8:30 am to 12:00 pm

**Location: Grand Pacific Hotel, Vancouver Island Ballroom
463 Belleville St, Victoria, BC V8V 1X3**

Please note that DMC will be cancelled for this day.

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant

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



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 3:44 PM
To: Kennedy, Christine PREM:EX
Subject: PSEC contact for per diem related to TOR
Attachments: Robert Pauliszyn.vcf

Robert Pauliszyn

Public Sector Employers' Council
Executive Director, Public Sector Barg...
Public Sector Employers' Council Secr...

778 698-8528 Work
Robert.Pauliszyn@gov.bc.ca
Suite 210 - 880 Douglas Street
Victoria BC

Keira Higgins, Executive Administrative Coordinator

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 3:56 PM
To: Woodcock, Danielle EMBC:EX
Subject: RE: DM Denlingers.22

Hi Danielle,

Noted – thanks!

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

From: Woodcock, Danielle EMBC:EX
Sent: Wednesday, June 6, 2018 1:20 PM
To: Higgins, Keira PREM:EX
Subject: DM Denlingers.22

Good Afternoon Keira,

DM Denlinger will be s.22, Assistant Deputy Minister Robert Turner will be acting on her behalf his office number is 250-952-5023 and his cell number is s.17

If for any reason there is an emergency and EMBC is activated then DM Halls and Shoemaker will be covering during the following times.

June 17 – 22 Lori Halls will be acting DM her office number is 778-698-7985 and her cell number is s.17 then

June 23 – July 1 Wes Shoemaker will be acting DM his office number is 250-356-1800 and his cell number is s.17 s.17

Thank you.

Danielle Woodcock, Manager Executive Operations
Ministry of Public Safety and Solicitor General
Deputy Ministers Office, Emergency Management BC
Suite 4B - 940 Blanshard Street
Victoria BC V8W 3C8
Office: 250-356-0840 Mobile: 250-818-1297
Email: Danielle.Woodcock@gov.bc.ca

Higgins, Keira PREM:EX

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

Start: Wed 2018-06-13 3:00 PM
End: Wed 2018-06-13 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 7:33 PM
To: Faust, Marnie L GCPE:EX
Subject: Re: June 7 DMCPST Material

Hi Marnie,

I won't have a chance to talk to Don about this so let's go with no this time. s.22
s.22

Thanks,

Keira

Sent from my iPhone

On Jun 6, 2018, at 4:34 PM, Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca> wrote:

Hi Keira,

Let me know if Robb should attend DMCPST s.22 – Robb is acting DM.

Thank you.

Marnie

From: Bronee, Rueben PSA:EX
Sent: Wednesday, June 6, 2018 4:31 PM
To: Faust, Marnie L GCPE:EX
Subject: Re: June 7 DMCPST Material

Hi Marnie.

Practice to date has not been to allow delegates. So unless Evan has the agreement of the chair (Don) then I'm afraid we'll need to be consistent with that practice.

-Rueben

On Jun 6, 2018, at 4:23 PM, Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca> wrote:

Robb Gibbs will participate on Evan Lloyd's behalf tomorrow.

Thanks!

Marnie

From: Bronee, Rueben PSA:EX
Sent: Wednesday, June 6, 2018 3:26 PM
To: Halls, Lori D PSA:EX; Kot, Jill CITZ:EX; Wright, Don J. PREM:EX; Mihlar, Fazil JTT:EX; Nikolejsin, Dave EMPT:EX; MacDonald, Scott D EDUC:EX; Plecas, Bobbi ENV:EX; Baskerville, Shannon AEST:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX

Cc: Higgins, Keira PREM:EX; Whitford, Kelly M AEST:EX; Tupper, Linsey PSA:EX; Sampson, Laura EDUC:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Nicholson, Riley FIN:EX; Hansen, Erin AGRI:EX; Bertrand, Julie EDUC:EX; Duncan, Laurie ENV:EX; Molyneux, Jennifer CITZ:EX; Roe, Sandra PSA:EX; Faust, Marnie L GCPE:EX; Bertrand, Julie EDUC:EX; Justesen, Josh T FIN:EX

Subject: June 7 DMCPST Material

Material for tomorrow's DMCPST meeting is now [online here](#).

Also, for a little reading further to the narrative discussion, here's a slightly provocative blog post that might be of interest from the leading UK innovation agency Nesta:

<https://www.nesta.org.uk/blog/why-improvement-does-not-equal-innovation/>

Rueben Bronee

Executive Lead

Policy, Innovation and Engagement

BC Public Service Agency

Rueben.Bronee@gov.bc.ca

250-213-6614

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 Participant Conference ID: s.15;s.1 #; Don to moderate - ID: s.15;s.17 #

Start: Mon 2018-06-11 9:30 AM

End: Mon 2018-06-11 10:30 AM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Halls - weekly meeting
Location: Don's Office

Start: Mon 2018-06-25 9:30 AM
End: Mon 2018-06-25 10:30 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

Don is heading over to Vancouver for the Cabinet Planning Session.

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 ; Participant Conference ID: s.15;s.1 #; Don to moderate - ID:s.15;s.17 #

Start: Tue 2018-07-03 11:30 AM

End: Tue 2018-07-03 12:30 PM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Moved in lieu of Stat holiday.

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Lori Wanamaker - weekly meeting
Location: Don's Office - room 272 West Annex, Victoria

Start: Tue 2018-07-03 10:30 AM
End: Tue 2018-07-03 11:00 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:00 AM to 11:30 AM effective 11/20/2017 until 4/22/2019. There are 54 more occurrences.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wanamaker, Lori FIN:EX

Moved in lieu of Stat holiday.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-07-02 11:30 AM
End: Mon 2018-07-02 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:28 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check in

Stat.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:29 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:30 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check in

s.22

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:
s.15;s.17 Participant Conference ID:s.15;s.17#; Don to moderate - ID:s.15;s.17#

Start: Mon 2018-07-23 9:30 AM

End: Mon 2018-07-23 10:30 AM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don and Geoff - weekly meeting
Location: Geoff's Office

Start: Mon 2018-07-23 10:30 AM
End: Mon 2018-07-23 11:00 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Wanamaker - weekly meeting
Location: Don's Office - room 272 West Annex, Victoria

Start: Mon 2018-07-23 11:00 AM
End: Mon 2018-07-23 11:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:00 AM to 11:30 AM effective 11/20/2017 until 4/22/2019. There are 54 more occurrences.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wanamaker, Lori FIN:EX

Importance: High

s.22

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-07-23 11:30 AM
End: Mon 2018-07-23 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Halls - weekly meeting
Location: Don's Office

Start: Tue 2018-07-24 9:30 AM
End: Tue 2018-07-24 10:30 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:31 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:31 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:34 AM
To: Zacharuk, Christina PSEC:EX
Subject: Declined: CONFERENCE CALL: Christina Zacharuk, Don Wright and Geoff Meggs - Bargaining Update

s.22

Please cancel this call.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 : Participant Conference ID:s.15;s.1 #; Don to moderate - ID:s.15;s.17 #

Start: Mon 2018-07-30 9:30 AM

End: Mon 2018-07-30 10:30 AM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don and Geoff - weekly meeting
Location: Geoff's Office

Start: Mon 2018-07-30 10:30 AM
End: Mon 2018-07-30 11:00 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Wanamaker - weekly meeting
Location: Don's Office - room 272 West Annex, Victoria

Start: Mon 2018-07-30 11:00 AM
End: Mon 2018-07-30 11:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:00 AM to 11:30 AM effective 11/20/2017 until 4/22/2019. There are 54 more occurrences.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wanamaker, Lori FIN:EX

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-07-30 11:30 AM
End: Mon 2018-07-30 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:35 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Halls - weekly meeting
Location: Don's Office

Start: Tue 2018-07-31 9:30 AM
End: Tue 2018-07-31 10:30 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:36 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:40 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: MEETING: PJH, Geoff and Don

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:36 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:41 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: MEETING: PJH, Geoff and Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:41 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:42 AM
To: Zacharuk, Christina PSEC:EX
Subject: Declined: CONFERENCE CALL: Christina Zacharuk, Don Wright and Geoff Meggs - Bargaining Update

s.22 Please cancel this call.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:42 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 8:42 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check in

Stat.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 Participant Conference ID: s.15;s.1 #; Don to moderate - ID: s.15;s.17 #

Start: Mon 2018-08-06 9:30 AM

End: Mon 2018-08-06 10:30 AM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 9:00 AM
To: Nanninga, Tanera AG:EX
Subject: RE: Cancellation of July and August calls

Thanks!

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

From: Nanninga, Tanera AG:EX
Sent: Thursday, June 7, 2018 8:55 AM
To: Higgins, Keira PREM:EX
Subject: RE: Cancellation of July and August calls

Done! Thanks Keira!

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 8:33 AM
To: Nanninga, Tanera AG:EX
Subject: Cancellation of July and August calls

Hi Tanera,

s.22 . Please cancel the Thursday calls on July 26th and August 2nd.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 9:06 AM
To: Bridges, Kelsey PSEC:EX
Subject: RE: DMC - June 15

Hi Kelsey,

Of course and noted.

Thanks,

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

From: Bridges, Kelsey PSEC:EX
Sent: Thursday, June 7, 2018 9:02 AM
To: Higgins, Keira PREM:EX
Subject: DMC - June 15

Good morning Keira,

Is it possible for Christina to participate in DMC from VCO?

Thanks!

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



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 9:06 AM
To: S.17
Subject: Accepted: Phone Call: Geoff & Don

Higgins, Keira PREM:EX

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

Start: Thu 2018-06-07 3:00 PM
End: Thu 2018-06-07 3:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX

Apologies, PJH scheduled a call.

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Withheld pursuant to/removed as

s.14

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 9:44 AM
To: Tupper, Linsey PSA:EX
Cc: Canitz, Shelley L PREM:EX; Redies, Janet PSA:EX
Subject: RE: BN and OIC for Neilane Mayhew
Attachments: Neilane Mayhew - OIC BN.pdf

Hi Linsey,

Please see the approved NB for Neilane.

Shelley – please proceed with processing the OIC.

Thanks,

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

From: Tupper, Linsey PSA:EX
Sent: Wednesday, June 6, 2018 1:46 PM
To: Higgins, Keira PREM:EX
Cc: Canitz, Shelley L PREM:EX; Redies, Janet PSA:EX
Subject: BN and OIC for Neilane Mayhew

Hi Keira,

Please find attached the BN and OIC for the appointment of Neilane Mayhew for Don's review and approval.

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

Please return a signed copy of the BN to our office. The timing for this OIC is for it to be signed by Friday, June 8th.

With thanks,
Linsey

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



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 9:45 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Binder delivery

Hi Dawn,

s.22 any time is fine.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Thursday, June 7, 2018 9:18 AM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Binder delivery

That time again ladies.

Looking for delivery deadlines for tomorrow please 😊

Sent from my Samsung Galaxy smartphone.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 10:03 AM
To: Ringma, Shalegh FIN:EX
Subject: RE: executive contact list update

Hi Shalegh,

Noted thanks. I will be sending an update in a few days and will remove Heather's^{s.22}

Thanks,

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

From: Ringma, Shalegh FIN:EX
Sent: Thursday, June 7, 2018 8:58 AM
To: Higgins, Keira PREM:EX
Subject: executive contact list update

Morning Keira,

Heather Wood no longer^{s.22}

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 7, 2018 10:29 AM
To: Wade, Debbie PREM:EX
Subject: RE: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Noted – thanks!

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

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

From: Wade, Debbie PREM:EX **On Behalf Of** Meggs, Geoff PREM:EX
Sent: Thursday, June 7, 2018 10:28 AM
To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX
Subject: Declined: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron
When: Monday, June 11, 2018 9:30 AM-10:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 Participant
Conference ID:s.15;s.1 #; Don to moderate - ID: s.15;s.1 #

Geoff will be in Ottawa and has a meeting during this time
Thanks
Debb

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 11:00 AM
To: Kennedy, Christine PREM:EX
Subject: FW: 50-75 Tshirts

Hi Christine,

Please see quote below for printing.

Thanks,

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

From: Shenanigans Promogear April McLean <april@promogear.ca>
Sent: June 7, 2018 10:56 AM
To: 'Keira Higgins'
Subject: RE: 50-75 Tshirts

Hello Keira,

Thanks for calling and emailing!

I'd recommend the American Apparel as it is a nice soft cotton and comes in men's and women's - see links below.

50 - 75 white tees printed 1 colour front - \$9.50 each
XXL add \$2.00
Taxes extra

men's

<https://www.technosport.com/catalog/product/2001W/UNISEX-FINE-JERSEY-T-SHIRT.html>

women's

<https://www.technosport.com/catalog/product/2102W/WOMENS-FINE-JERSEY-T-SHIRT.html>

Any questions please let me know.

Thanks, April

::Business Hours::
Monday to Thursday 8:30 – 5:00

Friday 8:30 – 4:30

Copyright

Shenanigans Promogear - Since 1998

From: Keira Higgins s.22

Sent: June-07-18 10:02 AM

To: april@promogear.ca

Subject: 50-75 Tshirts

Hi April,

I need to have 50-75 white T-shirts printed with wording on the front. We are still figuring out what the shirts will say but they will likely have a few words across the front in bold lettering. We want to ensure the shirts are good quality and soft. We would need a variety of sizes that fit men and women ranging from S-XL (but most of them will be M and L). Can you please give a price estimate for this order?

Thanks,

Keira Higgins

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 11:16 AM
To: Wright, Don J. PREM:EX
Subject: Receipt

Hi Don,

I have retrieved the receipt from the dinner in Port Alberni and will proceed with invoicing the charges to FLNRO.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 11:21 AM
To: Holliss, Jeanne PSA:EX
Subject: RE: Oath Event - June 12 - Speaking Notes

Thanks Jeanne!

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

From: Holliss, Jeanne PSA:EX
Sent: Thursday, June 7, 2018 11:17 AM
To: Higgins, Keira PREM:EX
Subject: Oath Event - June 12 - Speaking Notes

Hi Keira,

I am sending you over the final version of the SN for Don. Rueben had a quick look at them this morning and made a minor edit so I thought I would get the updated version to you ASAP.

Please let me know if you have any questions.

Cheers,
Jeanne

Jeanne Holliss
Manager, Corporate Engagement Initiatives |
BC Public Service Agency | 976 Meares Street |
Victoria BC | V8V 1T7 | Phone: 250.516.3848 |
AskMyHR: www.gov.bc.ca/myhr



Where ideas work

Higgins, Keira PREM:EX

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

Start: Mon 2018-06-18 1:00 PM
End: Mon 2018-06-18 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 1:14 PM
To: 'Kathleen Spalek'; 'Raelene Adamson'
Subject: RE: Office of the Premier - UBCM

Hi Raelene,

Please see the registration details below. As noted, UBCM never sent me the receipt but we did provide a credit card for payment.

Thanks,

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

From: Kathleen Spalek [mailto:kspalek@ubcm.ca]
Sent: Thursday, September 21, 2017 11:19 AM
To: Higgins, Keira PREM:EX
Subject: Re: Office of the Premier - UBCM

Sorry Keira, I forgot about the additional session. I will let you know the final total and email you.

Cheers,

Kathleen

Kathleen Spalek, CPA, CGA
Chief Financial Officer
Union of BC Municipalities | ubcm.ca
60-10551 Shellbridge Way | Richmond, BC V6X 2W9
phone: 604-270-8226 ext 102 | kspalek@ubcm.ca

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: Thursday, September 21, 2017 at 11:17 AM
To: Kathleen Spalek <kspalek@ubcm.ca>
Subject: RE: Office of the Premier - UBCM

Hi Kathleen,

Don't worry about the receipt. That is totally understandable. The charge seems low though. Does that include the study session?

Thank you again!

Keira Higgins, Executive Administrative Coordinator

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

From: Kathleen Spalek [mailto:kspalek@ubcm.ca]
Sent: Thursday, September 21, 2017 11:14 AM
To: Higgins, Keira PREM:EX
Subject: Re: Office of the Premier - UBCM

Hi Keira,

The name badge will be available at registration on Monday. The charge to your credit card is \$170. It is pretty crazy around here right now so I don't think the staff will have time to send you a copy of a receipt as we are currently packing.

Kathleen

Kathleen Spalek, CPA, CGA
Chief Financial Officer
Union of BC Municipalities | ubcm.ca
60-10551 Shellbridge Way | Richmond, BC V6X 2W9
phone: 604-270-8226 ext 102 | kspalek@ubcm.ca

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: Thursday, September 21, 2017 at 11:04 AM
To: Kathleen Spalek <kspalek@ubcm.ca>
Subject: RE: Office of the Premier - UBCM

Hi Kathleen,

I very greatly appreciate your assistance especially given the very tight time-line. Thank you so much!

I have included the registration paperwork for Christine Kennedy. In seeing the session information, DM to the Premier, Don Wright (who is on the Premier's Office registration access pass list) has also decided to attend the September 25th Study Session – Dissecting Affordability-Root Causes and Implications. I have added payment for his attendance at the session and am hoping you can please add him to the registration list for the session.

Please let me know if there are any concerns and thank you again for your help.

Please charge the registration fees to:

MC: **S.17**
Date: **S.17**
Code:
Name on card: Alison Wensink

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: Kathleen Spalek [<mailto:kspalek@ubcm.ca>]
Sent: Thursday, September 21, 2017 9:37 AM
To: Higgins, Keira PREM:EX; radamson@ubcm.ca
Subject: Re: Office of the Premier - UBCM

Hi Keira,

Can you please let me know what your new ADM plans to attend. I have attached a PDF of our registration form for government staff. I will also need a credit card number to process the registration. Please respond directly to me.

Regards,

Kathleen

Kathleen Spalek, CPA, CGA
Chief Financial Officer
Union of BC Municipalities | ubcm.ca
60-10551 Shellbridge Way | Richmond, BC V6X 2W9
phone: 604-270-8226 ext 102 | kspalek@ubcm.ca

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: Thursday, September 21, 2017 at 9:34 AM
To: Kathleen Spalek <kspalek@ubcm.ca>, Raelene Adamson <radamson@ubcm.ca>
Subject: Office of the Premier - UBCM

Good morning Raelene and Kathleen,

We have a new ADM who has just joined our office in the Office of the Premier and has been asked to participate in UBCM. I understand that registration is closed but am wondering if there is anything that can please be done to register her prior to the conference opening? Our apologies for the very late request. Her name is Christine Kennedy and she is the ADM of Corporate Initiatives.

Please let me know if there is anything that can be done or if there is someone whom I might speak with regarding this request.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 1:15 PM
To: Cleaver, Sheila C FIN:EX
Subject: RE: Prov of Sask flower cards

Hi Sheila,

Card received and activated thanks.

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

From: Cleaver, Sheila C FIN:EX
Sent: Thursday, June 7, 2018 12:22 PM
To: Cleaver, Sheila C FIN:EX
Subject: Prov of Sask flower cards
Importance: High

Hi everyone,

You should have all received your new corrected cards by now. We were waiting until you activated the new card until we cancelled the other card.

Could you please reply and confirm once you have activated your new card?

Then I can go ahead and cancel these incorrect Prov of Sask flower cards. Please be sure these cards are cut up and destroyed.

Thank You.
Sheila

From: Cleaver, Sheila C FIN:EX
Sent: Friday, May 25, 2018 9:22 AM
To: McKinstry, Cindy D FIN:EX
Subject: NEW BMO Travel card
Importance: High

Hi there,

Further to the Email below, BMO has run a report and found all of the cards that were printed incorrectly. If you're receiving this Email, it means you have an incorrect card and they are mailing out a new one for you. The cards will be mailed to me first.

BMO is trying to ensure there is no interruption with you using your card, so:

- If you have already activated the card you have, that's fine, you can continue to use it until you receive your new one. I will Email you once I receive your new card and will wait to cancel the old card until you've activated your new one.
- If you haven't activated it and do need to use it prior to this new card arriving, you can go ahead and activate it. I will Email you once I receive your new card and will wait to cancel the old card until you've activated your new one.
- If you haven't activated it and do not need to use for the next week or so, then you can cut it up and wait for your new card.

Thank You.
Sheila

To: BMO Travel cardholders

BMO has contacted us to advise that there were a batch of BMO Travel cards that were issued with the incorrect branding. The incorrect cards were issued during the first couple of weeks in May, 2018 and we thought they were all corrected.

I am sending this as I received 2 phone calls this morning from cardholders who received these cards in error so there may be more.

Could you please double-check that your travel card says **"Province of BC"** AND has a **photo of the mountains**. The incorrect cards have a photo of a flower and may or may not say Province of BC.

I only need you to reply if you received one of these incorrect cards. If so, these cards will need to be destroyed and a new card provided.

Thank You.

Sheila Cleaver

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 1:21 PM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for ELUC meeting June 13, 2018

Hi Dawn,

Christine will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX
Sent: Thursday, June 7, 2018 11:53 AM
To: Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Finkel, Paul PREM:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Purdy, Sandra FLNR:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Finkel, Paul PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for ELUC meeting June 13, 2018
Importance: High

Good morning,

Please note the following meeting has been confirmed. Please update your Minister/Official's calendar to reflect this confirmation.

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.

Please also confirm where your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Connie Roberts, and CC: Paul Finkel, and myself for the attendance survey.

ELUC

Wednesday, June 13, 2018
2:00 p.m. – 3:00 p.m..
Chambers/VCO

Thank you,

Dawn A. Brown

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 1:32 PM
To: 'Dewli, Vishal'
Subject: RE: Attached Image

Many thanks!

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

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

From: Dewli, Vishal [mailto:vishal.dewli@chancesrimrock.ca]
Sent: Thursday, June 7, 2018 1:27 PM
To: Higgins, Keira PREM:EX
Subject: Fw: Attached Image

Thanks

Vishal

Sent from my BlackBerry 10 smartphone on the TELUS network.

Original Message

From: CFPMain <CFPMain@coulsongroup.com>
Sent: Thursday, June 7, 2018 1:20 PM
To: Dewli, Vishal
Subject: Attached Image

This message and any attachments are confidential and intended only for the use of the intended recipient(s). If you are not the intended recipient, you are hereby notified that any review, re-transmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you have received this email in error, please notify the sender immediately by return e-mail, and delete this message and any attachments from your system. Thank you for your cooperation.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 1:33 PM
To: Sutherland, Craig FLNR:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5
Attachments: 1597_001.pdf

Hi Craig,

Thank you for your offer to reverse the food charges and have them paid out by the Ministry to Don. I have included the receipt. Please let me know if you require any further info such as his supplier number.

Thanks,

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

From: Sutherland, Craig FLNR:EX
Sent: Tuesday, June 5, 2018 3:30 PM
To: Higgins, Keira PREM:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5

Hi Keira – can you please give me a call when you get a chance before 4pm. I just have a follow-up question from our dinner last night with Don. My cell number is ^{S.17}

Thanks
Craig

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 2:06 PM
To: Sutherland, Craig FLNR:EX
Cc: Hadway, Sharon L FLNR:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5

Many thanks!

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

From: Sutherland, Craig FLNR:EX
Sent: Thursday, June 7, 2018 2:05 PM
To: Higgins, Keira PREM:EX
Cc: Hadway, Sharon L FLNR:EX
Subject: Re: Don Wright Tour Itinerary - June 4-5

No problem Keira. We're make this happen. I've asked Sharon to get all the meal charges reversed.

Craig Sutherland

On Jun 7, 2018, at 1:34 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Craig,

Thank you for your offer to reverse the food charges and have them paid out by the Ministry to Don. I have included the receipt. Please let me know if you require any further info such as his supplier number.

Thanks,

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

From: Sutherland, Craig FLNR:EX
Sent: Tuesday, June 5, 2018 3:30 PM
To: Higgins, Keira PREM:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5

Hi Keira – can you please give me a call when you get a chance before 4pm. I just have a follow-up question from our dinner last night with Don. My cell number is s.17

Thanks
Craig

<1597_001.pdf>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 2:10 PM
To: Dhanota, Surjit LASS:EX
Cc: Hutchings, Eric LASS:EX
Subject: RE: Mirror

Many thanks. s.22 that would be best.

Thanks,

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

From: Dhanota, Surjit [mailto:Surjit.Dhanota@leg.bc.ca]
Sent: Thursday, June 7, 2018 2:09 PM
To: Higgins, Keira PREM:EX
Cc: Hutchings, Eric LASS:EX
Subject: RE: Mirror

Yes, I will request Eric to take care this today or tomorrow.

Regards
Surjit S Dhanota
Facility Manager
250-952-8137

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Thursday, June 07, 2018 2:05 PM
To: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Subject: Mirror

Hi Surjit,

I am wondering if you might have a small wall mirror that we could put in Don's Office?

Thanks,

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

Higgins, Keira PREM:EX

Subject: CONFERENCE CALL: Christine Kennedy, Tasha Schollen and Kevin Butterworth
Location: Dial-in Phone Numbers:**s.15;s.17** : Participant Conference ID:**s.15;s.1** #;
Christine to moderate - ID:**s.15;s.1** #

Start: Fri 2018-06-08 11:30 AM
End: Fri 2018-06-08 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX
Required Attendees: Schollen, Tasha GCPE:EX; Butterworth, Kevin AEIT:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 3:01 PM
To: Halls, Lori D PSA:EX
Subject: RE: As requested - letter

Hi Lori,

Sounds good, thanks.

Linsey mentioned that Neilane's letter should be dated with tomorrow's date. Are you wanting me to send these out tomorrow or are they to come back to you for distribution?

Thanks,

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

From: Halls, Lori D PSA:EX
Sent: Thursday, June 7, 2018 2:53 PM
To: Higgins, Keira PREM:EX
Subject: FW: As requested - letter

Keira

Here are the two letters Don will need to sign before he leaves today. He is expecting them.

Lori Halls
Deputy Minister
BC Public Service Agency

From: Redies, Janet PSA:EX
Sent: Thursday, June 7, 2018 2:36 PM
To: Halls, Lori D PSA:EX
Cc: Tupper, Linsey PSA:EX; Roe, Sandra PSA:EX
Subject: As requested - letter

As requested, please find the draft offer letter.
I have also attached a copy of the Post Employment Restrictions for your convenience.
Regards,
Janet

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 3:17 PM
To: Halls, Lori D PSA:EX
Subject: RE: Draft Letter and Announcement re: Doug Hughes

Hi Lori,

Don wants me to send out the announcement on his behalf tomorrow. He will review the wording later this afternoon.

Thanks,

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

From: Halls, Lori D PSA:EX
Sent: Thursday, June 7, 2018 3:06 PM
To: Higgins, Keira PREM:EX
Subject: FW: Draft Letter and Announcement re: Doug Hughes

Lori Halls
Deputy Minister
BC Public Service Agency

From: Halls, Lori D PSA:EX
Sent: Wednesday, June 6, 2018 5:37 PM
To: Wright, Don J. PREM:EX
Subject: Draft Letter and Announcement re: Doug Hughes

Don - 2 items for your review (letter and announcement).

s.14 I've shared it with Doug and he's good
with it. Once you've signed it, Doug will need to as well.

I've also included a draft announcement that I would suggest go out from you to Deputy Ministers Council on Friday when the OIC is deposited. I've run the announcement by Doug. He's good with it and Neilane is as well.

Announcement

Dear Colleagues:

It is with mixed emotion that I share with you today that Doug Hughes will be retiring from the BC Public Service effective January 31, 2019. With over 33 years of exemplary public service, Doug has worked across the social sector in the ministries of children and family development, health and most recently Doug was instrumental in establishing the

new Ministry of Mental Health and Addictions. Each and every day he approached his work with compassion, with the intention and commitment to improve services for British Columbians, especially many of our most vulnerable citizens and he challenged us to do better.

During the next several months Doug will continue to serve as a Deputy Minister for the BC Public Service and will effectively support the transition of his successor and work directly with my office providing strategic advice on social priorities.

With that in mind, I am pleased to announce that Neilane Mayhew has been appointed Deputy Minister, Mental Health and Addictions effective immediately. As the Associate Deputy Minister and Chief Operating Officer, Neilane has been with the Ministry of Mental Health and Addictions since October 2017. Prior to this, Neilane served as the Associate Deputy Minister and Chief Operating Officer (COO) of the Ministry of Aboriginal Relations and Reconciliation (MARR) since October 2014. Neilane has over sixteen years of public sector leadership experience and in her new role, will bring strategic orientation, results focus, strong stakeholder relationship skills and a commitment to building a strong, resilient and healthy organization.

Please join me in congratulating Doug on his impending retirement and Neilane on her new appointment.

Lori Halls
Deputy Minister
BC Public Service Agency

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 3:25 PM
To: Nasadyk, Alanah FLNR:EX
Subject: RE: Request: Processing of draft letters from the Premier for (re) appointments to the Muskwa-Kechika Advisory Board

Hi Alanah,

My apologies but I do not know the answer to that. I do not have any role in correspondence/signing for the Premier.

Thanks,

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

From: Nasadyk, Alanah FLNR:EX
Sent: Thursday, June 7, 2018 3:21 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request: Processing of draft letters from the Premier for (re) appointments to the Muskwa-Kechika Advisory Board

Thank you for letting me know!

Is Susan Farmer the contact specifically for appointment letters or should I be sending her any materials approved by DM/Minister for the Premier's signature?

Kind regards,
Alanah

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 6, 2018 1:00 PM
To: Nasadyk, Alanah FLNR:EX
Subject: RE: Request: Processing of draft letters from the Premier for (re) appointments to the Muskwa-Kechika Advisory Board

Hi Alanah,

Nice to meet you as well but I am not the correct contact for these. Please contact Susan Farmer.

Thanks,

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

From: Nasadyk, Alanah FLNR:EX

Sent: Wednesday, June 6, 2018 12:59 PM

To: Higgins, Keira PREM:EX

Subject: Request: Processing of draft letters from the Premier for (re) appointments to the Muskwa-Kechika Advisory Board

Hello Keira,

Nice to e-meet you! I am the new Issues Coordinator in the DMO.

Attached are letters from the PO regarding appointments to the Muskwa-Kechika Advisory Board, as well as referenced attachments. They have been reviewed and approved by the DM and MDD and are ready for the Premier's signature.

Best regards,



Alanah Nasadyk

Issues and Administrative Coordinator

Deputy Minister's Office

(250) 387-1526

Forests, Lands, Natural Resource Operations and Rural Development

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 3:58 PM
To: Plant, Byron AG:EX
Subject: RE: Distribution of OLC memos re: orders in council and ministerial orders to MO/DMO staff

Hi Byron,

My advice is that these should be sent by your Ministry. Please feel free to call me to discuss.

Thanks,

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

From: Plant, Byron AG:EX
Sent: Thursday, June 7, 2018 3:55 PM
To: Higgins, Keira PREM:EX
Subject: RE: Distribution of OLC memos re: orders in council and ministerial orders to MO/DMO staff

Hi Keira,

Thank you for your assistance with this.

Would there be appetite for Mr. Wright to send these memos out on our behalf? I should have been clearer in my initial correspondence that is Chief Legislative Counsel's preference, as it would help emphasize that staff are required to follow these guidelines.

I think it also may be preferable to instead send it to the list for BCPSA Agency DMC Admin & Operational Support. Those are the staff likely to benefit most from the guidelines.

Happy to discuss if needed,
Byron

Byron Plant | Manager and Registrar, Official Documents
Order in Council Administration Office | Office of Legislative Counsel | Legal Services Branch
Phone: 250 387-0725 | Fax: 250-387-4349 | byron.plant@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Thursday, June 7, 2018 1:18 PM
To: Plant, Byron AG:EX
Cc: Prisiak, Lisa PREM:EX; Swystun, Corinne L AG:EX; Fehr, Rodney AG:EX; Kohan, Kevin AG:EX; MacMillan, Elizabeth PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Distribution of OLC memos re: orders in council and ministerial orders to MO/DMO staff

Hi Byron,

The list for Deputy Minister's is in GAL under "BCPSA Agency DMC List". I do not have access to a list for Minister's but have copied Geoff's assistant, Debbie Wade, who may have a list.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: MacMillan, Elizabeth PREM:EX
Sent: Thursday, June 7, 2018 1:15 PM
To: Plant, Byron AG:EX
Cc: Higgins, Keira PREM:EX; Prisiak, Lisa PREM:EX; Swystun, Corinne L AG:EX; Fehr, Rodney AG:EX; Kohan, Kevin AG:EX
Subject: FW: Distribution of OLC memos re: orders in council and ministerial orders to MO/DMO staff

Hello Byron – I've taken the liberty of copying Keira in Don Wright's office in case she can advise re distribution lists from Don's office.

I'm also hoping she might be able to direct you to who in Geoff's office could do the same.

Cheers,
Elizabeth

From: Plant, Byron AG:EX
Sent: Thursday, June 7, 2018 10:55 AM
To: MacMillan, Elizabeth PREM:EX
Cc: Swystun, Corinne L AG:EX; Fehr, Rodney AG:EX; Kohan, Kevin AG:EX
Subject: Distribution of OLC memos re: orders in council and ministerial orders to MO/DMO staff

Good morning Elizabeth,

Lisa suggested that you may be able to assist with getting two Office of Legislative Counsel memos distributed to Minister and Deputy Minister office staff. I understand that Geoff Meggs and Don Wright have distribution lists that could be possibly employed for this purpose.

The attached memos contain updated guidelines for Orders in Council and Ministerial Orders. I will be sending these myself to ministry OIC contacts, but we're hoping to have it distributed directly to MO and DMO staff as well.

Are you able to assist or advise on how we might best proceed?

Thank you,
Byron

Byron Plant | Manager and Registrar, Official Documents
Order in Council Administration Office | Office of Legislative Counsel | Legal Services Branch
Phone: cell: 250 514-6671 | 250 387-0725 | Fax: 250-387-4349 | byron.plant@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 8:11 AM
To: Michell, Jennifer FIN:EX
Subject: RE: SEA in DMO

Hi Jennifer,

Will do – thanks.

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

From: Michell, Jennifer FIN:EX
Sent: Thursday, June 7, 2018 5:22 PM
To: Higgins, Keira PREM:EX
Subject: SEA in DMO

Hi Keira

Just a note to let you know that tomorrow is Riley Nicholson's last day with us. Can you update the contact for Lori's office to Josh Justesen? He will be backfilling in the position until we are able to finalize our competition.

Thanks and please let me know what else you need from me.
Jen

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance
Tel. 250-356-6696 | Email: Jennifer.Michell@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Friday, June 8, 2018 8:12 AM
To: Miller, Amy FIN:EX
Subject: Accepted: Next Steps - Work Plan, Job Description, Timelines

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 8:44 AM
To: Kennedy, Christine PREM:EX
Subject: FW: Important Update: Reservation for

Importance: High

Keira Higgins, Executive Administrative Coordinator

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

From: Wensink, Alison PREM:EX
Sent: Friday, June 8, 2018 8:43 AM
To: Higgins, Keira PREM:EX
Subject: FW: Important Update: Reservation for
Importance: High

From: Harbour Air, Whistler Air & SaltSpring Air [mailto:reservation@harbourair.com]
Sent: Friday, June 8, 2018 7:50 AM
To: Wensink, Alison PREM:EX
Subject: Important Update: Reservation for
Importance: High



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Please note there is an important update which may impact your upcoming Harbour Air flight. Important flight advisory details are noted in red below.

Please be advised the Johnson Street bridge will be closed from 9-4 today. Please allow extra time for travel.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Thank you for choosing Harbour Air.

Customer Information

Account

HAS #

s.17

Company

Office Of The Premier - Deputy Minister's Office

Advisory

Please be advised the Johnson Street bridge will be closed from 9-4 today. Please allow extra time for travel.

Booking #s.17**Friday, June 8, 2018****Flight #2060****09:30 Victoria Harbour / Map** **10:05 Vancouver Harbour / Map** **35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Christine Kennedy, Female****Add to Calendar**

Invoice #s.17

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00**GoFlex Fare Conditions:**

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25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

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35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cancellation fee if cancelled within 24hrs of
departur e

Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- **Luggage** restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
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Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs (N/A), Evan Lloyd, Robb Gibbs, Lori Wanamaker (NA), Heather Wood (obo Lori), Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 : Participant Conference ID: S.15;S.1 #; Don to moderate - IDS.15;s.17 #

Start: Mon 2018-06-11 9:30 AM

End: Mon 2018-06-11 10:30 AM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Gibbs, Robb GCPE:EX; Wood, Heather FIN:EX

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker (NA), Heather Wood (obo Lori), Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15;s.17 Participant Conference ID:s.15;s.17#; Don to moderate - ID:s.15;s.17#

Start: Mon 2018-06-18 9:30 AM

End: Mon 2018-06-18 10:30 AM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX; Wood, Heather FIN:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 8:48 AM
To: Nicholson, Riley FIN:EX
Subject: RE: June 11 / 18 Agenda's Meetings

Hi Riley,

Yes, I have added her to the invites.

Thanks,

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

From: Nicholson, Riley FIN:EX
Sent: Thursday, June 7, 2018 5:14 PM
To: Higgins, Keira PREM:EX
Subject: June 11 / 18 Agenda's Meetings

Hi Keira,

Lori would like to know if Heather Wood can attend the upcoming Agenda's meetings (June 11 / 18) on her behalf s.22 ?

Thanks,

Riley

Riley Nicholson
Senior Executive Assistant
Deputy Minister's Office
Ministry of Finance
T: 250 387 3184 F: 250 387 1655
Email: Riley.Nicholson@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 8:49 AM
To: Halls, Lori D PSA:EX
Subject: RE: Draft Letter and Announcement re: Doug Hughes

Hi Lori,

No it's all good. I will touch base with him and will hold until you give me the word the OIC has cleared.

Thanks,

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

From: Halls, Lori D PSA:EX
Sent: Friday, June 8, 2018 8:47 AM
To: Higgins, Keira PREM:EX
Subject: Re: Draft Letter and Announcement re: Doug Hughes

He didn't. Want me to text him?

Lori Halls
Deputy Minister
BC Public Service Agency

On Jun 8, 2018, at 8:46 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Lori,

Did Don get back to you as to whether he approved the wording?

Thanks,

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

From: Halls, Lori D PSA:EX
Sent: Thursday, June 7, 2018 3:06 PM
To: Higgins, Keira PREM:EX
Subject: FW: Draft Letter and Announcement re: Doug Hughes

Lori Halls
Deputy Minister
BC Public Service Agency

From: Halls, Lori D PSA:EX
Sent: Wednesday, June 6, 2018 5:37 PM
To: Wright, Don J. PREM:EX
Subject: Draft Letter and Announcement re: Doug Hughes

Don - 2 items for your review (letter and announcement).

s.14

I've shared it with Doug

and he's good with it. Once you've signed it, Doug will need to as well.

I've also included a draft announcement that I would suggest go out from you to Deputy Ministers Council on Friday when the OIC is deposited. I've run the announcement by Doug. He's good with it and Neilane is as well.

Announcement

Dear Colleagues:

It is with mixed emotion that I share with you today that Doug Hughes will be retiring from the BC Public Service effective January 31, 2019. With over 33 years of exemplary public service, Doug has worked across the social sector in the ministries of children and family development, health and most recently Doug was instrumental in establishing the new Ministry of Mental Health and Addictions. Each and every day he approached his work with compassion, with the intention and commitment to improve services for British Columbians, especially many of our most vulnerable citizens and he challenged us to do better.

During the next several months Doug will continue to serve as a Deputy Minister for the BC Public Service and will effectively support the transition of his successor and work directly with my office providing strategic advice on social priorities.

With that in mind, I am pleased to announce that Neilane Mayhew has been appointed Deputy Minister, Mental Health and Addictions effective immediately. As the Associate Deputy Minister and Chief Operating Officer, Neilane has been with the Ministry of Mental Health and Addictions since October 2017. Prior to this, Neilane served as the Associate Deputy Minister and Chief Operating Officer (COO) of the Ministry of Aboriginal Relations and Reconciliation (MARR) since October 2014. Neilane has over sixteen years of public sector leadership experience and in her new role, will bring strategic orientation, results focus, strong stakeholder relationship skills and a commitment to building a strong, resilient and healthy organization.

Please join me in congratulating Doug on his impending retirement and Neilane on her new appointment.

Lori Halls

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 8:52 AM
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Thank you.

Keira Higgins, Executive Administrative Coordinator

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

From: Jackson, Lindsey B TRAN:EX
Sent: Friday, June 8, 2018 8:47 AM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Good Morning Keira,

I have attached the Pacific Gateway Planning IBN to this email. It is for the Pacific Gateway meeting for Wed, June 13th meeting at 11:30am with Don Wright, DM Grant Main, ADM Silas Brownsey, SMA James Papadopoulos.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 13:46
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Noted – thanks.

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 1:09 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hello Again,

Another update to the attendees:

Minister Trevena
DM Grant Main
ADM Silas Brownsey
MA James Papadopoulos

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:53
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Noted – thanks.

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:50 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi,

Only one of our MA's will be attending (James Papadopoulos) along with Minister Trevena and DM Grant Main.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena

Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:42
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Sounds great. I have the meeting confirmed for June 13th at 11:30 in Don's Office.

Thanks,

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi,

Let us confirm 11:30-12:00pm on Wed, June 13th. Our attendees are:

Minister Trevena
DM Grant Main
MA Will Beale
MA James Papadopoulos

I have requested BN to be completed by June 6th and I will forward them along.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:26

To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Why don't we do June 13th right after Cabinet in Don's Office?

Thanks,

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:24 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Keira,

Regarding the 30 minute meeting request with DM Wright from Minister Trevena about Pacific Gateway. Here are some options:

Tuesday, June 5th, 2:00 or any time after
Tuesday, June 12th, between 11:00-1:00 OR 3:30 or later
Wednesday, June 13th, between 11:45-1:15
Tuesday, June 19th, 4:00 or any time after

If these do not work I can give you more.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-16-18 15:04
To: Jackson, Lindsey B TRAN:EX; Wensink, Alison PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Okay please send me several dates/times and I will check them against Don's schedule.

Thanks,

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

From: Jackson, Lindsey B TRAN:EX
Sent: Wednesday, May 16, 2018 3:02 PM
To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: Minister Trevena requests meeting with Dm Wright after session

Good Afternoon,

Minster Trevena would like to request a meeting with DM Wright after Session, regarding Pacific Gateway. The attendees would be:

Minister Trevena
DM Grant Main
MA Will Beale

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:09 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Neilane Mayhew letter
Attachments: Neilane Mayhew - June 8, 2018.pdf

Morning Dawn-Lynn,

Please see the attached signed OIC letter to Neilane Mayhew. The letter was mailed in hard copy this morning.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:12 AM
To: Fischer, Lori PSA:EX
Subject: Doug Hughes letter
Attachments: Doug Hughes - June 7, 2018.pdf; Post Employment Restrictions May 2018.pdf

Hi Lori,

Please see the attached signed letter to Doug Hughes. The letter was mailed out this morning and should arrive at his home within a few business days.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:21 AM
To: Mulloy, Eleanor PREM:EX
Subject: RE: Emergency List

Sure! It's s.22 and s.17

Thanks,

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

From: Mulloy, Eleanor PREM:EX
Sent: Friday, June 8, 2018 9:20 AM
To: Higgins, Keira PREM:EX
Subject: Emergency List

Heya, do you want your work cell on here? I don't have that number 😊

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:25 AM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Clark, Layne PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX
Subject: Deputy Minister Contact list - Confidential and Public Lists
Attachments: 08 June 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:29 AM
To: Halls, Lori D PSA:EX
Subject: RE: OIC

Hi Lori,

Will do.

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

From: Halls, Lori D PSA:EX
Sent: Friday, June 8, 2018 9:28 AM
To: Higgins, Keira PREM:EX
Subject: Fwd: OIC

Can you send the announcement out?

Lori Halls
Deputy Minister
BC Public Service Agency

Begin forwarded message:

From: "Redies, Janet PSA:EX" <Janet.Redies@gov.bc.ca>
Date: June 8, 2018 at 9:17:31 AM PDT
To: "Halls, Lori D PSA:EX" <Lori.D.Halls@gov.bc.ca>
Cc: "Tupper, Linsey PSA:EX" <Linsey.Tupper@gov.bc.ca>, "Roe, Sandra PSA:EX" <Sandra.Roe@gov.bc.ca>
Subject: OIC

I have just received notification that the OIC for Neilane Mayhew has been signed.
Best regards,
Janet

Janet Redies, Senior Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2
phone: 778 698-9175 | cell: 250 580-0169



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:32 AM
To: BCPSA Agency DMC List
Cc: BCPSA Agency DMC Admin & Operational Support
Subject: Announcement

Sent on behalf of Deputy Minister Don Wright.

Dear Colleagues:

It is with mixed emotion that I share with you today that Doug Hughes will be retiring from the BC Public Service effective January 31, 2019. With over 33 years of exemplary public service, Doug has worked across the social sector in the ministries of children and family development, health and most recently Doug was instrumental in establishing the new Ministry of Mental Health and Addictions. Each and every day he approached his work with compassion, with the intention and commitment to improve services for British Columbians, especially many of our most vulnerable citizens and he challenged us to do better.

During the next several months Doug will continue to serve as a Deputy Minister for the BC Public Service and will effectively support the transition of his successor and work directly with my office providing strategic advice on social priorities.

With that in mind, I am pleased to announce that Neilane Mayhew has been appointed Deputy Minister, Mental Health and Addictions effective immediately. As the Associate Deputy Minister and Chief Operating Officer, Neilane has been with the Ministry of Mental Health and Addictions since October 2017. Prior to this, Neilane served as the Associate Deputy Minister and Chief Operating Officer (COO) of the Ministry of Aboriginal Relations and Reconciliation (MARR) since October 2014. Neilane has over sixteen years of public sector leadership experience and in her new role, will bring strategic orientation, results focus, strong stakeholder relationship skills and a commitment to building a strong, resilient and healthy organization.

Please join me in congratulating Doug on his impending retirement and Neilane on her new appointment.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 10:04 AM
To: Nicholson, Riley FIN:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Riley,

s.22

Keira Higgins, Executive Administrative Coordinator

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

From: Nicholson, Riley FIN:EX
Sent: Friday, June 8, 2018 10:03 AM
To: Higgins, Keira PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Keira,

s.22

Take care,

Riley

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:25 AM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Clark, Layne PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX
Subject: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 10:05 AM
To: Lewthwaite, Jennifer TRAN:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: RE: MTG REQUEST: s.12

Hi Jennifer,

That would be great, thanks.

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Friday, June 8, 2018 10:03 AM
To: Higgins, Keira PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: RE: MTG REQUEST: s.12

Let's do the 19th from 2:30 – 3. Shall I send the invite?

Jen

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:51 AM
To: Lewthwaite, Jennifer TRAN:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: RE: MTG REQUEST: s.12

Hi Jennifer,

Please see Don's availability below:

June 19th - 2:30-3:00
June 20th – between 1:00-2:00
June 22nd – between 3:00-4:00

Thanks,

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Friday, June 8, 2018 9:48 AM
To: Higgins, Keira PREM:EX

Cc: Verwoord, Cindy TRAN:EX

Subject: MTG REQUEST s.12

Hi Kiera,

Hoping to get some time with Don the week of June 18th:

Meeting Title:	s.12
Meeting Purpose:	To update Don (will be going to P&A in the fall)
Staff Attendees:	Silas Brownsey, Grant Main, Don Wright
Meeting Date Requested:	Week of June 18th
Meeting Duration:	30 minutes

Let me know what may work for Don.

Regards,

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

PH: 250-387-3077

Cell: 250-882-7527

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 10:07 AM
To: Walsh, Sara M HLTH:EX
Subject: RE: June 15 DMC

Hi Sara,

ADMs are also permitted as delegates.

Thanks,

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

From: Walsh, Sara M HLTH:EX
Sent: Friday, June 8, 2018 10:03 AM
To: Higgins, Keira PREM:EX
Subject: June 15 DMC

Good morning Keira,

I am connecting to advise DM Brown will not be able to attend Friday, June 15 DMC meeting as he will be ^{s.22}

When you have a moment, would you be able to advise whether it is permitted to send a delegate other than Sabine Feulgen, Associate DM to this/these meetings.

Thank you in advance for advising. Much appreciated.

*Kind regards,
Sara Walsh*

*Senior Executive Assistant to Sabine Feulgen, Associate Deputy Minister, Corporate Services
Ministry of Health | 1515 Blanshard St, Victoria, BC
Tel: 250-952-1764 | Email: Sara.Walsh@gov.bc.ca*

CONFIDENTIALITY NOTICE:

This email (and any attachment) was intended for a specific recipient. It may contain information that is privileged, confidential or exempt from disclosure. Any privilege that exists is not waived. If you are not the intended recipient: * do not copy it, distribute it to another person or use it for any other purpose; and * delete it and advise me by return email or telephone.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 10:10 AM
To: Main, Grant TRAN:EX
Subject: Accepted: Meeting: Don Wright/Grant Main/Silas Brownsey

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 10:14 AM
To: Kumar, Sangita FLNR:EX
Subject: RE: REQUEST: Don Wright Food invoice - June 4, 2018 Dinner meeting

Hi Sangita,

Please see Don's info below:

Donald J Wright
Employee # s.22
Supplier # s.22

Thanks,

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

From: Kumar, Sangita FLNR:EX
Sent: Friday, June 8, 2018 10:07 AM
To: Higgins, Keira PREM:EX
Subject: REQUEST: Don Wright Food invoice - June 4, 2018 Dinner meeting

Hi Keira:

We are filling out the paperwork to have Don reimbursed for the June 4 food charges. We need his employee number. Are you able to provide? Thanks.

Sangita Kumar

*Regional Executive Administrator
West Coast Natural Resource Region
Ministry of Forests, Lands, Natural Resource Operations
and Rural Development
2100 Labieux Road, Nanaimo BC V9T 6E9
Tel: 250-751-7163; Fax: 250-751-7196
E-mail: Sangita.kumar@gov.bc.ca*

From: "Sutherland, Craig FLNR:EX" <Craig.Sutherland@gov.bc.ca>
Date: June 7, 2018 at 1:46:09 PM PDT
To: "Hadway, Sharon L FLNR:EX" <Sharon.Hadway@gov.bc.ca>
Subject: Fwd: Don Wright Tour Itinerary - June 4-5

Please action. Thx

Craig Sutherland

Begin forwarded message:

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: June 7, 2018 at 1:33:29 PM PDT
To: "Sutherland, Craig FLNR:EX" <Craig.Sutherland@gov.bc.ca>
Subject: RE: Don Wright Tour Itinerary - June 4-5

Hi Craig,

Thank you for your offer to reverse the food charges and have them paid out by the Ministry to Don. I have included the receipt. Please let me know if you require any further info such as his supplier number.

Thanks,

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

From: Sutherland, Craig FLNR:EX
Sent: Tuesday, June 5, 2018 3:30 PM
To: Higgins, Keira PREM:EX
Subject: RE: Don Wright Tour Itinerary - June 4-5

Hi Keira – can you please give me a call when you get a chance before 4pm. I just have a follow-up question from our dinner last night with Don. My cell number is s.17 s.17

Thanks
Craig

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 11:33 AM
To: Maranda, Pierrette IGRS:EX
Subject: FW: Clerks and Cabinet Secretaries FPT Meeting - July 2018
Attachments: Clerks program July 2018 draft .doc

FYI

Keira Higgins, Executive Administrative Coordinator

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

From: Dickinson, Joel (ECO/BCE) [mailto:Joel.Dickinson@gnb.ca]
Sent: Friday, June 8, 2018 10:51 AM
To: 'Don.J.Wright@gov.bc.ca'; 'kent.campbell@gov.sk.ca'; 'fred.meier@leg.gov.mb.ca'; 'steve.orsini@ontario.ca'; 'andre.fortier@mce.gouv.qc.ca'; 'lauralee.langley@novascotia.ca'; 'ptledwell@gov.pe.ca'; 'Jim.connell@gov.yk.ca'; 'Mike_Aumond@gov.nt.ca'; 'annmariehann@gov.nl.ca'; 'kokpik@gov.nu.ca'; Wagner, Judy (ECO/BCE)
Cc: 'jade.hopkins@gov.sk.ca'; 'lynn.voth@leg.gov.mb.ca'; 'christine.woodworth@novascotia.ca'; Crain, Krista (ECO/BCE); 'carolynj@gov.nl.ca'; 'Donna.Milne@gov.yk.ca'; 'rita.goodwin@gov.ab.ca'; Michaud, Lise (ECO/BCE); Kumar, Hemant (ECO/BCE); 'debbie_baert-reid@gov.nt.ca'; 'mbaines@gov.nu.ca'; 'Ray.Gilmour@gov.ab.ca'; Higgins, Keira PREM:EX; 'Pina.Bosco2@ontario.ca'; 'isabelle.michaud@mce.gouv.qc.ca'; 'AEMACPHAIL@gov.pe.ca'
Subject: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Good Afternoon,

I am writing on behalf of Judy Wagner, Clerk for the Government on New Brunswick to request your input on the upcoming July 2018 meetings of Clerks and Cabinet Secretaries. The meetings will take place July 17 and 18 in Moncton, New Brunswick, and will end prior to the beginning of the Council of the Federation meetings in St. Andrews, NB July 18-20. Transportation via motor coach will be provided for those attending COF in St. Andrews. Meetings and accommodations will be held at the s.15 in Moncton. For accommodations please contact Lindsey Edney, (Lindsey.Edney2@gnb.ca).

A draft agenda of the 2 days is attached, a further email and updated agenda will follow in the coming weeks from Lise Michaud.

Federal officials have proposed the following agenda items for the FPT meeting. This meeting will run from 8:30 am to 3:00PM AST. We would appreciate your views on the agenda topics:

- Canada-US relations
- Indigenous relations and rights recognition
- National security update
- Democracy and threats to democratic institutions
- Collaboration on data and decision making
- Cooperation through the levels of government

Similar to past approaches, Judy is proposing that a PT Clerks and Cabinet Secretaries' meeting in advance of the FPT meeting. The most likely opportunity would be to meet at 4:00 pm on Tuesday, July 17, prior to a scheduled dinner event for the group at 6pm.

Please respond by June 18, 2018, including your feedback on the FPT agenda, your availability for a PT meeting, and your thoughts on the PT meeting agenda. Once all responses have been received, we will circulate the results and share them with our federal counterpart.

Thank you,

Joel Dickinson
Assistant Deputy Minister
New Brunswick Executive Council Office

Higgins, Keira PREM:EX

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

Start: Fri 2018-07-13 10:00 AM
End: Fri 2018-07-13 11:00 AM
Show Time As: Tentative

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

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 11:44 AM
To: Jackson, Lindsey B TRAN:EX
Subject: RE: UPDATED VERSION Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

There is no attachment.

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

From: Jackson, Lindsey B TRAN:EX
Sent: Friday, June 8, 2018 11:42 AM
To: Higgins, Keira PREM:EX
Subject: RE: UPDATED VERSION Minister Trevena requests meeting with Dm Wright after session

Hi Keira,

See attached updated IBN for the Pacific Gateway meeting for Wed, June 13th meeting at 11:30am with Don Wright, DM Grant Main, ADM Silas Brownsey, SMA James Papadopoulos.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Minister of Transportation and Infrastructure
250-953-4848
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Jackson, Lindsey B TRAN:EX
Sent: June-08-18 8:47
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Good Morning Keira,

I have attached the Pacific Gateway Planning IBN to this email. It is for the Pacific Gateway meeting for Wed, June 13th meeting at 11:30am with Don Wright, DM Grant Main, ADM Silas Brownsey, SMA James Papadopoulos.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 13:46
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Noted – thanks.

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 1:09 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hello Again,

Another update to the attendees:

Minister Trevena
DM Grant Main
ADM Silas Brownsey
MA James Papadopoulos

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:53

To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Noted – thanks.

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:50 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi,

Only one of our MA's will be attending (James Papadopoulos) along with Minister Trevena and DM Grant Main.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:42
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Sounds great. I have the meeting confirmed for June 13th at 11:30 in Don's Office.

Thanks,

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi,

Let us confirm 11:30-12:00pm on Wed, June 13th . Our attendees are:

Minister Trevena
DM Grant Main
MA Will Beale
MA James Papadopoulos

I have requested BN to be completed by June 6th and I will forward them along.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:26
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Why don't we do June 13th right after Cabinet in Don's Office?

Thanks,

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:24 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Keira,

Regarding the 30 minute meeting request with DM Wright from Minister Trevena about Pacific Gateway. Here are some options:

Tuesday, June 5th, 2:00 or any time after
Tuesday, June 12th, between 1100-1:00 OR 3:30 or later
Wednesday, June 13th, between 11:45-1:15
Tuesday, June 19th, 4:00 or any time after

If these do not work I can give you more.

Best Regards,
Lindsey

Lindsey Jackson

Administrative Coordinator to the Honourable Claire Trevena

Office of the Minister of Transportation and Infrastructure

250-387-1978

Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX

Sent: May-16-18 15:04

To: Jackson, Lindsey B TRAN:EX; Wensink, Alison PREM:EX

Cc: Verwoord, Cindy TRAN:EX

Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Okay please send me several dates/times and I will check them against Don's schedule.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Jackson, Lindsey B TRAN:EX

Sent: Wednesday, May 16, 2018 3:02 PM

To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX

Cc: Verwoord, Cindy TRAN:EX

Subject: Minister Trevena requests meeting with Dm Wright after session

Good Afternoon,

Minster Trevena would like to request a meeting with DM Wright after Session, regarding Pacific Gateway. The attendees would be:

Minister Trevena

DM Grant Main

MA Will Beale

Best Regards,
Lindsey

Lindsey Jackson

Administrative Coordinator to the Honourable Claire Trevena

Office of the Minister of Transportation and Infrastructure

250-387-1978

Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Halls - weekly meeting
Location: Don's Office

Start: Tue 2018-07-17 9:30 AM
End: Tue 2018-07-17 10:30 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

Don will be in New Brunswick.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 11:57 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 11:57 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 11:58 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: MEETING: PJH, Geoff and Don

Don will be in New Brunswick for the Clerks and Cabinet Secretaries Meeting.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 12:04 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 12:04 PM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

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

Start: Thu 2018-07-19 10:00 AM
End: Thu 2018-07-19 10:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

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

Importance: High

Don is in New Brunswick for a conference. Please cancel.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 12:05 PM
To: Zacharuk, Christina PSEC:EX
Subject: Declined: CONFERENCE CALL: Christina Zacharuk, Don Wright and Geoff Meggs - Bargaining Update

Don is in New Brunswick for a conference. Please cancel.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 12:09 PM
To: Berry, Julia F HLTH:EX
Cc: Kelly, Samantha J HLTH:EX; Tucker, Evelyn L HLTH:EX
Subject: RE: DMC June 15th- ADM Deb Godfrey Attending for DM Brown

Noted – thanks.

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

From: Berry, Julia F HLTH:EX
Sent: Friday, June 8, 2018 12:08 PM
To: Higgins, Keira PREM:EX
Cc: Kelly, Samantha J HLTH:EX; Tucker, Evelyn L HLTH:EX
Subject: DMC June 15th- ADM Deb Godfrey Attending for DM Brown

Hi Keira,

ADM Deb Godfrey will be attending on behalf of DM Brown for DMC on June 15th. I have CC'ed her EA, Evelyn Tucker - Evelyn.Tucker@gov.bc.ca – on this email.

Thank you,

Julia Berry
Program Assistant
Deputy Minister's Office
(778)698-0417

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 12:13 PM
To: Mulloy, Eleanor PREM:EX
Subject: RE: Emergency List

My phone number is still not on here.....

Keira Higgins, Executive Administrative Coordinator

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

From: Mulloy, Eleanor PREM:EX
Sent: Friday, June 8, 2018 12:12 PM
To: Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX
Subject: Emergency List

Further to Shelley's note below, please see attached a draft version of the Emergency Contact List. Please let me know of any desired changes and I will then finalize.

From: Canitz, Shelley L PREM:EX
Subject: are you comfortable with an exchange of personal contact information

Hello – there may be times when we need to get a hold of each other and for a variety of reasons, people aren't reading their work email or answering their work calls (for example, one of us comes into work early and finds there is a gas leak – it would be good to let all others know while they are still at home so they can settle in and prepare to work there for a bit) . In such cases, we should consider having each other's home land/cell phones, or home email.

If you are comfortable sharing some personal contact information, Eleanor will prepare a laminated card for our wallets and for satellite phone cases. You can then add that information to your work contact lists, so that you have both an electronic and hard copy of contact info.

If you do not wish to share your personal contact information, we will continue to use your work contacts as our primary form of communication.

Any concerns? Happy to discuss further.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 12:28 PM
To: Kennedy, Christine PREM:EX
Subject: RE: CFN TOR

Hi Christine,

Sounds good, thanks.

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

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

From: Kennedy, Christine PREM:EX
Sent: Friday, June 8, 2018 12:26 PM
To: Higgins, Keira PREM:EX
Subject: CFN TOR

I have given a Paul Kariya the terms of reference copy, so the electronic copies to ccs can go out anytime. Thank you!

Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 12:33 PM
To: Shoemaker, Wes AGRI:EX; Sheldan, Tim FLNR:EX; Zacharias, Mark ENV:EX; Caul, Doug D IRR:EX; Meggs, Geoff PREM:EX; Bain, Don PREM:EX; Kennedy, Christine PREM:EX
Subject: Copy of letter from Don Wright
Attachments: Paul Kariya - June 7, 2018.pdf

Hi everyone,

Please see the attached (copy of) letter provided to Paul Kariya and signed by Deputy Minister Don Wright.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 12:33 PM
To: Wright, Don J. PREM:EX
Subject: RE: Other

Hi Don,

I received all 3 emails with the info.

Thanks,

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

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

From: Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 12:28 PM
To: Higgins, Keira PREM:EX
Subject: Other

Name: Donald J Wright

Expiry date: s.22

Security number : s.22

Sent from my iPhone

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 12:54 PM
To: Nanninga, Tanera AG:EX
Subject: RE: Weekly call

Thanks!

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

From: Nanninga, Tanera AG:EX
Sent: Friday, June 8, 2018 12:46 PM
To: Higgins, Keira PREM:EX
Subject: RE: Weekly call

Done! Thanks Keira!

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 12:05 PM
To: Nanninga, Tanera AG:EX
Subject: Weekly call

Hi Tanera,

Don is away the week of July 16th for a conference in New Brunswick. Please cancel the weekly call on July 19th.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 12:54 PM
To: Bridges, Kelsey PSEC:EX
Subject: RE: Weekly Bargaining Update Calls

Excellent, thanks!

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

From: Bridges, Kelsey PSEC:EX
Sent: Friday, June 8, 2018 12:53 PM
To: Higgins, Keira PREM:EX
Subject: Weekly Bargaining Update Calls

Hey Keira,

Thanks for the updates with Don's schedule. I just wanted to let you know, it is possible that we may be cancelling the recurrence shortly if bargaining wraps up this month.

Then when bargaining starts again later this year, we will coordinate another call 😊

Thanks,

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



Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs (N/A), Evan Lloyd, Robb Gibbs, Lori Wanamaker (NA), Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 Participant Conference ID s.15,s.1 #; Don to moderate - ID: s.15,s.17 #

Start: Mon 2018-06-11 9:30 AM

End: Mon 2018-06-11 10:30 AM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

Higgins, Keira PREM:EX

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

Start: Thu 2018-06-21 10:00 AM
End: Thu 2018-06-21 10:45 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 2:21 PM
To: Ringma, Shalegh FIN:EX; Michell, Jennifer FIN:EX
Cc: Hill, Heather K FIN:EX
Subject: RE: Heather Wood - s.22

Hi Shalegh,

Noted – thanks.

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

From: Ringma, Shalegh FIN:EX
Sent: Friday, June 8, 2018 2:07 PM
To: Michell, Jennifer FIN:EX; Higgins, Keira PREM:EX
Cc: Hill, Heather K FIN:EX
Subject: Heather Wood s.22

Hello,

Heather Wood s.22
s.2 Heather Hill will be acting both the days.
?

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

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Eric Kristianson, Robb Gibbs, Sage Aaron, Wes Shoemaker, Tim Sheldan, Christine Kennedy

Location: Rose Room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 ; Participant Conference ID: s.15,s. #; Don to moderate - ID: s.15,s. #

Start: Sun 2018-06-10 7:00 PM

End: Sun 2018-06-10 8:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kristianson, Eric GCPE:EX; Gibbs, Robb GCPE:EX; Aaron, Sage PREM:EX; Shoemaker, Wes AGRI:EX; Sheldan, Tim FLNR:EX; Kennedy, Christine PREM:EX

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Eric Kristianson, Robb Gibbs, Sage Aaron, Wes Shoemaker, Tim Sheldan, Christine Kennedy, Mark Z and Doug Caul

Location: Rose Room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:
s.15,s.17 Participant Conference ID: s.15,s. #; Don to moderate - ID: s.15,s.1 #

Start: Sun 2018-06-10 7:00 PM

End: Sun 2018-06-10 8:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kristianson, Eric GCPE:EX; Gibbs, Robb GCPE:EX; Aaron, Sage PREM:EX; Shoemaker, Wes AGRI:EX; Sheldan, Tim FLNR:EX; Kennedy, Christine PREM:EX

Optional Attendees: Zacharias, Mark ENV:EX; Caul, Doug D IRR:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 2:35 PM
To: Walker, Leah MCF:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Leah,

Will do. I am going to wait until Monday in case there are more updates.

Thanks,

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

From: Walker, Leah MCF:EX
Sent: Friday, June 8, 2018 12:34 PM
To: Higgins, Keira PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Keira,

Could you update the office # for Allison to my cell please, its 250-208-2759. I don't have access to Jens UCC phone, so that number belongs to her.

Thank you,

Leah Walker
A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 9:25 AM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Clark, Layne PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX
Subject: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 3:39 PM
To: Gibbs, Robb GCPE:EX; Wright, Don J. PREM:EX
Subject: RE: MEETING: Don Wright, Eric Kristianson, Robb Gibbs, Sage Aaron, Wes Shoemaker, Tim Sheldan, Christine Kennedy, Mark Z and Doug Caul

Hi Robb! Will do, thanks for the heads up.

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

From: Gibbs, Robb GCPE:EX
Sent: Friday, June 8, 2018 3:30 PM
To: Wright, Don J. PREM:EX
Subject: RE: MEETING: Don Wright, Eric Kristianson, Robb Gibbs, Sage Aaron, Wes Shoemaker, Tim Sheldan, Christine Kennedy, Mark Z and Doug Caul

Oh hey Keira or Don, you might want to include Don Bain.

R

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

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

From: Higgins, Keira PREM:EX **On Behalf Of** Wright, Don J. PREM:EX
Sent: Friday, June 8, 2018 2:26 PM
To: Kristianson, Eric GCPE:EX; Gibbs, Robb GCPE:EX; Aaron, Sage PREM:EX; Shoemaker, Wes AGRI:EX; Sheldan, Tim FLNR:EX; Kennedy, Christine PREM:EX
Cc: Zacharias, Mark ENV:EX; Caul, Doug D IRR:EX
Subject: MEETING: Don Wright, Eric Kristianson, Robb Gibbs, Sage Aaron, Wes Shoemaker, Tim Sheldan, Christine Kennedy, Mark Z and Doug Caul
When: Sunday, June 10, 2018 7:00 PM-8:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Rose Room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 ; Participant
Conference ID: s.15,s.1 #; Don to moderate - ID:s.15,s.1 #

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Eric Kristianson, Robb Gibbs, Sage Aaron, Wes Shoemaker, Tim Sheldan, Christine Kennedy, Mark Z and Doug Caul (tentative); Don Bain

Location: Rose Room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:
s.15,s.17 Participant Conference ID: s.15,s.1 #; Don to moderate - ID s.15,s.1 #

Start: Sun 2018-06-10 7:00 PM

End: Sun 2018-06-10 8:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kristianson, Eric GCPE:EX; Gibbs, Robb GCPE:EX; Aaron, Sage PREM:EX; Shoemaker, Wes AGRI:EX; Sheldan, Tim FLNR:EX; Kennedy, Christine PREM:EX; Bain, Don PREM:EX

Optional Attendees: Zacharias, Mark ENV:EX; Caul, Doug D IRR:EX

Higgins, Keira PREM:EX

Subject: Booked for Christina Zacharuk
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Wed 2018-06-20 9:00 AM
End: Wed 2018-06-20 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 8:26 AM
To: 'Pascal Spothelfer'
Cc: Suzanne Gill; Lilo Richards
Subject: RE: Genome British Columbia Board Retreat - invitation

Hi Pascal,

Thank you for the invitation. Don would have liked to attend but has meetings in Ottawa that week.

Thanks,

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

From: Pascal Spothelfer [mailto:pspothelfer@genomebc.ca]
Sent: Friday, May 18, 2018 2:47 PM
To: Higgins, Keira PREM:EX
Cc: Suzanne Gill; Lilo Richards
Subject: Genome British Columbia Board Retreat - invitation

Dear Don,

Every year in early July, our Board of Directors takes the time to gather for a retreat to have the opportunity to discuss matters of strategic importance in depth and to inform our longer term direction. We also use this time to expose our Board to the world of genomic applications with a brief field trip.

This year our retreat takes us to Campbell River. We will visit a fish farm in the afternoon of Thursday, July 5, followed by dinner in the evening and a full day working session on Friday, July 6. As we are in the midst of our strategic planning process, we will focus our discussions on key elements of our strategic plan, including vision, mission, value proposition and key programs and initiatives.

We certainly recognize the importance of the provincial government as our main funder and stakeholder and we therefore always invite a representative of government to provide us with comments at the opening of the retreat and, if time permits, to participate in our discussions. We would be delighted if you could join us and give us your views about our role and work and how we are situated in the broader context of government priorities. You would obviously be very welcome to join us for the duration of the retreat, including the Thursday program. Your actual remarks would be scheduled for Friday morning at around 08:30 at the beginning of the work session, but we could also adjust our agenda to accommodate your schedule.

I would very much appreciate if you would join us for all or parts of our retreat and look forward to hearing from you.

Cheers.

Pascal

Pascal Spothelfer, PhD
President and Chief Executive Officer
Genome British Columbia
"A catalyst for a vibrant, genomics-driven life sciences cluster on Canada's West Coast"

www.genomebc.ca @genomebc
LinkedIn /genomebc
Direct: 604-675-1023

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 8:56 AM
To: Lloyd, Evan GCPE:EX
Subject: Accepted: Meeting with DM Wright and DM Lloyd re: economic strategy

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:01 AM
To: Geary, Orla FLNR:EX
Subject: RE: From PO -- Dates for Don Wright briefing on Coast meeting

Same to you!

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

From: Geary, Orla FLNR:EX
Sent: Monday, June 11, 2018 9:01 AM
To: Higgins, Keira PREM:EX
Subject: RE: From PO -- Dates for Don Wright briefing on Coast meeting

Will do – thanks Keira.

Happy Monday ☺

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 8:59 AM
To: Geary, Orla FLNR:EX
Subject: RE: From PO -- Dates for Don Wright briefing on Coast meeting

Hi Orla,

Not that I know of but you may want to check with your team as you are the lead.

Thanks,

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

From: Geary, Orla FLNR:EX
Sent: Monday, June 11, 2018 8:45 AM
To: Higgins, Keira PREM:EX
Subject: RE: From PO -- Dates for Don Wright briefing on Coast meeting

Hi Keira:

Sounds great. I just have exec until 11am then I'll send invite. Anyone else to be invited?

Thanks,
Orla.

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 8:42 AM
To: Geary, Orla FLNR:EX
Subject: RE: From PO -- Dates for Don Wright briefing on Coast meeting

Hi Orla,

We can hold the meeting in Don's Office but 4:00-5:00 is preferred.

Thanks,

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

From: Geary, Orla FLNR:EX
Sent: Monday, June 11, 2018 8:38 AM
To: Higgins, Keira PREM:EX
Subject: RE: From PO -- Dates for Don Wright briefing on Coast meeting

Hi Keira:

Will this be an in person meeting (I'm assuming so?) at Don's office? 1 hour? Can we do 4:30 – 5:30 pm?

Kindly advise.

Thanks,
Orla.

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 8:19 AM
To: Eckardt, Dana R FLNR:EX
Cc: Geary, Orla FLNR:EX
Subject: RE: From PO -- Dates for Don Wright briefing on Coast meeting

Hi Orla,

4:00 on the 19th works for Don.

Thanks,

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

From: Eckardt, Dana R FLNR:EX
Sent: Monday, June 11, 2018 6:43 AM
To: Higgins, Keira PREM:EX
Cc: Geary, Orla FLNR:EX
Subject: FW: From PO -- Dates for Don Wright briefing on Coast meeting

Morning Keira –

Christine has asked us to see about scheduling a final review of materials/dry run of the presentation with Don a week or so before the CEO Coast meeting. She has suggested a couple of times

- 4:00 – 5:30 on the 19th or
- 11:30 – 12:30 on the 20th would work.

I am not sure if either of these times still work with Don's schedule. The 19th works bit better for Tim, but he would be available after 4:30.

CC'd on this note is Tim's Sr. EA Orla. Can I leave this with the two of you to find a time that works with both Tim's and Don's schedule?

Thanks,

Dana

Begin forwarded message:

From: "Sit, Vera FLNR:EX" <Vera.Sit@gov.bc.ca>
Date: June 7, 2018 at 11:40:29 AM PDT
To: "Eckardt, Dana R FLNR:EX" <Dana.Eckardt@gov.bc.ca>
Cc: "Lachance, Nikki FLNR:EX" <Nikki.Lachance@gov.bc.ca>
Subject: From PO -- Dates for Don Wright briefing on Coast meeting

Hello Dana,

Please see note from Christine Kennedy below. She suggested two time slots to set up briefing with Don. Could you please determine which day would work for Tim and book with PO? I think the 19th would be better if possible.

Please let me know the date you have landed so that I can get back to Christine.

Thanks.

Vera

From: Kennedy, Christine PREM:EX
Sent: June 7, 2018 11:30 AM
To: Sit, Vera FLNR:EX <Vera.Sit@gov.bc.ca>
Subject: Minor Comments on Presentation

Hi Vera,

Great job on the materials so far. In addition to the comments on the call this morning, I made a few comments / changes on the presentation following a quick review with Don. He thought it was good as well.

In his trip to Nanaimo / Port Alberni with Craig and Chris, one of them had shown him a picture of a cutblock with nothing but the cedar taken out of it. He was wondering if it would be possible to use that picture in the stumpage discussion, without identifying the company of course.

Also, I am wondering if we should schedule a final review of materials / dry run of the presentation with Don a week or so before the meeting. His schedule is booked pretty heavily in the final few days, but 4:00 – 5:30 on the 19th or 11:30 – 12:30 on the 20th would work.

Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:04 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet meeting June 20, 2018

Hi Dawn,

Don and Christine will attend in Chambers.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX
Sent: Monday, June 11, 2018 8:57 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Richards, Erin PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for Cabinet meeting June 20, 2018
Importance: High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.
Please also confirm WHERE your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

CABINET

Wednesday, June 20, 2018
9:00 a.m. – 11:30 a.m.

Chambers/VCO

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:04 AM
To: Bridges, Kelsey PSEC:EX
Subject: RE: Booked for Christina Zacharuk

Thanks Kelsey.

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

From: Bridges, Kelsey PSEC:EX
Sent: Monday, June 11, 2018 8:46 AM
To: Higgins, Keira PREM:EX
Subject: RE: Booked for Christina Zacharuk

Good morning Keira,

I hope you had a great weekend!

Just to close the loop, I am not adding another room to our booking for June 20th.

Thanks,
Kelsey

From: Higgins, Keira PREM:EX
Sent: June 8, 2018 3:57 PM
To: Bridges, Kelsey PSEC:EX <Kelsey.Bridges@gov.bc.ca>
Subject: RE: Booked for Christina Zacharuk

Hi Kelsey,

It is possible but you are responsible for calling and arranging the cancellation. Once done, I can add the room.

Thanks,

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

From: Bridges, Kelsey PSEC:EX
Sent: Friday, June 8, 2018 3:55 PM
To: Higgins, Keira PREM:EX
Subject: RE: Booked for Christina Zacharuk

Hi Keira,

I just realized that we have at least 7 people attending in Victoria – I see there is a meeting scheduled in the Blanshard room – is it possible, if there is no Deputy, can they be bumped, so we have 999 Canada Place, 617 Govt and Blanshard and use MultiSiteTwo?

If you prefer, this request can wait until Monday!

Thanks,
Kelsey

From: Higgins, Keira PREM:EX
Sent: June 8, 2018 3:48 PM
To: Bridges, Kelsey PSEC:EX <Kelsey.Bridges@gov.bc.ca>
Subject: RE: Booked for Christina Zacharuk

Thank you, you too!

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

From: Bridges, Kelsey PSEC:EX
Sent: Friday, June 8, 2018 3:47 PM
To: Higgins, Keira PREM:EX
Subject: RE: Booked for Christina Zacharuk

Thank you!!

I hope you have a great weekend! 😊

Thanks,
Kelsey

From: Higgins, Keira PREM:EX
Sent: June 8, 2018 3:45 PM

To: Bridges, Kelsey PSEC:EX <Kelsey.Bridges@gov.bc.ca>

Subject: FW: Booked for Christina Zacharuk

Subject: Accepted: Booked for Christina Zacharuk

When: Wednesday, June 20, 2018 9:00 AM-10:30 AM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:15 AM
To: Wright, Don J. PREM:EX
Subject: Message

Hi Don,

Gary Wouters would like you to please call him when you have a minute s.22

Thanks,

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

Higgins, Keira PREM:EX

Subject: NEW DATE/TIME- MEETING: Don Wright and Heather Wood - bi-weekly meeting
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Wed 2018-07-04 1:00 PM
End: Wed 2018-07-04 1:45 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

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

Hi – I am moving this meeting to accommodate a change in Cabinet Committee timing. Please let me know if there are any scheduling concerns.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:40 AM
To: 'Pilar Alba'
Subject: RE: Phone meeting request | APF Canada RE: Gateway Initiative

Hi Pilar,

Sounds good.

Thanks,

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

From: Pilar Alba [mailto:pilar.alba@asiapacific.ca]
Sent: Monday, June 11, 2018 9:39 AM
To: Higgins, Keira PREM:EX
Cc: Stewart Beck; Serena Ko
Subject: RE: Phone meeting request | APF Canada RE: Gateway Initiative

Good morning Keira,

Thank you for your note. s.22
arrange a time that works for both of them.

I will contact you again once he is back, to

Best regards,

Pilar

Pilar Alba
Executive Assistant to the
President and CEO



ASIA PACIFIC
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OF CANADA

FONDATION
ASIE PACIFIQUE
DU CANADA

pilar.alba@asiapacific.ca

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Vancouver, BC V6C 1J9
www.asiapacific.ca

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From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Monday, June 11, 2018 8:24 AM
To: Pilar Alba <pilar.alba@asiapacific.ca>
Cc: Serena Ko <serena.ko@asiapacific.ca>; Christeen Young <christeen.young@asiapacific.ca>
Subject: RE: Phone meeting request | APF Canada RE: Gateway Initiative

Hi Pilar,

Apologies for the delay in getting back to you. Don has availability tomorrow between 2:00-4:00. Is there a time in that window that would work for Stewart?

Thanks,

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

From: Pilar Alba [mailto:pilar.alba@asiapacific.ca]
Sent: Wednesday, May 23, 2018 4:19 PM
To: Higgins, Keira PREM:EX
Cc: Serena Ko; Christeen Young
Subject: Phone meeting request | APF Canada RE: Gateway Initiative

Good afternoon Keira,

Stewart would like to have a phone conversation with Mr. Wright regarding the Gateway Initiative; can you kindly advise what Mr. Wright's availability is like for a 15-minute call next week?

Best regards,

Pilar

Pilar Alba
Executive Assistant to the
President and CEO



ASIA PACIFIC
FOUNDATION
OF CANADA

FONDATION
ASIE PACIFIQUE
DU CANADA

pilar.alba@asiapacific.ca

T 604 630 1524
Suite 900 – 675 West Hastings Street
Vancouver, BC V6C 1J9
www.asiapacific.ca

Higgins, Keira PREM:EX

Subject: Canceled: NEW DATE/TIME- MEETING: Don Wright and Heather Wood - bi-weekly meeting

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

Start: Wed 2018-07-04 1:00 PM

End: Wed 2018-07-04 1:45 PM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Wood, Heather FIN:EX

Importance: High

Hi – I am moving this meeting to accommodate a change in Cabinet Committee timing. Please let me know if there are any scheduling concerns.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:48 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don Weekly

That works! Let's do 11:45 so they can have a minute to use the washroom.

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

From: Nanninga, Tanera AG:EX
Sent: Monday, June 11, 2018 9:47 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG/Don Weekly

Can it be a phone call on the 4th...MDE will be attending cabinet via VCO?

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:39 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don Weekly

Hi Tanera,

He doesn't have any availability that day but how about if they meet in Don's Office after Cabinet on July 4th?

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

From: Nanninga, Tanera AG:EX
Sent: Monday, June 11, 2018 9:35 AM
To: Higgins, Keira PREM:EX
Subject: AG/Don Weekly

Hi Keira,

MDE has to be at his P&A meeting from 9:30-12:30 on July 5th. Does Don have any other time free that day for the call?

Thanks,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC
Attorney General and Minister responsible for Liquor, Gaming, and ICBC
Phone: (250-387-1866)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 10:00 AM
To: Bracewell, Barb MMHA:EX
Subject: RE: Info for Neilane

Hi Barb,

s.22

Cheers,

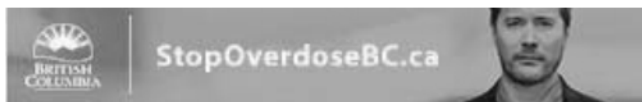
Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Bracewell, Barb MMHA:EX
Sent: Monday, June 11, 2018 9:59 AM
To: Higgins, Keira PREM:EX
Subject: RE: Info for Neilane

Hi Keira - I will not be supporting the DM, s.22
s.22 Neilane will be bringing her SEA, Nancy Tates, with her. I will forward your request to
Nancy for her to complete. s.22
s.22

Barb Bracewell

Senior Executive Assistant to
Doug Hughes, Deputy Minister | Ministry of Mental Health and Addictions
250-952-1049



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From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:56 AM
To: Bracewell, Barb MMHA:EX
Subject: Info for Neilane

Hi Barb,

When you have time this week, could you please fill out the empty boxes for Neilane?

DEPUTY MINISTER	ASSIST	MINISTRY	OFFICE ADDRESS	OFFICE	PRIVATE
MAYHEW, Neilane Neilane.Mayhew@gov.bc.ca	Barb Bracewell	Mental Health and Addictions	2nd Floor 1515 Blanshard St PO Box 9672 Stn Prov Govt Victoria BC V8W 9P6	(250) 952-1049	s.17

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 10:01 AM
To: McLaren, Chris PREM:EX
Subject: RE: Re: conference call with PJH today

Perfect, thank you!

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

From: McLaren, Chris PREM:EX
Sent: Monday, June 11, 2018 9:59 AM
To: Higgins, Keira PREM:EX
Subject: RE: Re: conference call with PJH today

It will be ½ hr and I will send an invite.
Just ensure that Don knows he is the participant not moderator.
Thanks!
Chris

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:57 AM
To: McLaren, Chris PREM:EX
Subject: RE: Re: conference call with PJH today

Hi Chris,

Thank you. How long will the call be? Will your office be sending a calendar invitation?

Thanks,

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

From: McLaren, Chris PREM:EX
Sent: Monday, June 11, 2018 9:56 AM
To: Higgins, Keira PREM:EX
Subject: Re: conference call with PJH today

Hi Keira,
Don will be on the call with the Premier at 3:30 pm today.
He will be joined by Minister Donaldson and they will be discussing the ILMA meeting and speech today.

ConCal details:
Conference Call details:

Tel: s.15,s.17

Participant code s.15,s.17

Please let me know if you need any further information for this call.

Cheers,

Chris



Chris McLaren, Scheduling Officer

Office of the Premier

250-387-1806

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 10:01 AM
To: S.17
Subject: Accepted: Phone Call: Don Wright/Minister Donaldson

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 10:18 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 10:18 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 10:28 AM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: Don Wright Briefing on Coast Meeting (Tim/Chris)

Higgins, Keira PREM:EX

Subject: FW: MEETING: Don, Tim, Christine, Chris Stagg - Briefing on Coast Meeting
Location: Room 272 West Annex

Start: Tue 2018-06-19 4:00 PM
End: Tue 2018-06-19 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Sheldon, Tim FLNR:EX

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

From: Sheldon, Tim FLNR:EX
Sent: Monday, June 11, 2018 10:27 AM
To: Sheldon, Tim FLNR:EX; Wright, Don J. PREM:EX; Stagg, Chris J FLNR:EX
Subject: MEETING: Don, Tim, Christine, Chris Stagg - Briefing on Coast Meeting
When: Tuesday, June 19, 2018 4:00 PM-5:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Room 272 West Annex

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 10:53 AM
To: Main, Grant TRAN:EX
Subject: Accepted: Brief: Community Benefits Updates

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 10:57 AM
To: Howie, Matthew IRR:EX
Subject: RE: Meeting with Doug and Don re: s.12 timelines

Hi Matthew,

Between 1:00-2:00 on Wednesday works for Don. Please send a calendar invitation.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Monday, June 11, 2018 10:56 AM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: Meeting with Doug and Don re: s.12 timelines
Importance: High

Hi Keira,

I've been asked to schedule a meeting with Doug and Don to occur in the next week regarding s.12 timelines.

I think 30 to 45 minutes will suffice. Below is Doug's availability. Can you please let me know when Don is available?
Thank you.

- (1.) **Tues, June 12:** 12:15 – 2:45 PM
- (2.) **Wed, June 13:** 12:30 – 2:00 PM
- (3.) **Thurs, June 14:** morning – 12:00 PM / 12:30 – 3:30 PM

Matthew Howie
A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 11:04 AM
To: Caul, Doug D IRR:EX
Subject: Accepted: MEETING: Don, Doug re: s.12 Timelines

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 11:07 AM
To: Hansen, Erin AGRI:EX
Subject: RE: Conference Call Request ASAP

Hi Erin,

Don has availability today between 1:00-2:00 or 2:30-3:30.

Thanks,

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

From: Hansen, Erin AGRI:EX
Sent: Monday, June 11, 2018 11:06 AM
To: Higgins, Keira PREM:EX
Subject: Conference Call Request ASAP
Importance: High

Good morning Keira.

Wes Shoemaker has asked me to work with you to set up a 30 minute conference call as soon as possible with the following participants:

Lorne Brownsey
Doug Caul
Tim Sheldan
Wes Shoemaker
Don Wright
Don Bain
Geoff Meggs

Topic is Broughton. Please let me know if there is any further information you require.

Thanks,

Erin Hansen
Senior Executive Assistant to Wes Shoemaker
Deputy Minister of the Ministry of Agriculture
250-356-1800 Erin.Hansen@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 11:19 AM
To: Shoemaker, Wes AGRI:EX
Subject: Accepted: Teleconference: Don Wright, Don Bain, Geoff Meggs, Lorne Brownsey, Doug Caul, Tim Sheldan, Wes Shoemaker

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 11, 2018 1:24 PM
To: Shoemaker, Wes AGRI:EX
Subject: Accepted: TO BE RESCHEDULED - Teleconference: Don Wright, Don Bain, Geoff Meggs, Lorne Brownsey, Doug Caul, Tim Sheldan, Wes Shoemaker

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 1:24 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: please email me when you are back

I am back. Do you know what time he needs to be in Kamloops?

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

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 11, 2018 12:14 PM
To: Higgins, Keira PREM:EX
Subject: please email me when you are back

Re Don going to Kamloops on June 22 to give a presentation – if possible, he would like to come back on the 22nd

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 1:27 PM
To: Yuma Morisho, Okenge PREM:EX; Wade, Debbie PREM:EX; Nash, Amber PREM:EX
Subject: RE: U.S. Independence Day Reception: Thursday, June 28, 6-9 p.m.

Hi Okenge,

I have not received this invitation for Don.

Thanks,

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

From: Yuma Morisho, Okenge PREM:EX
Sent: Monday, June 11, 2018 11:54 AM
To: Wade, Debbie PREM:EX; Higgins, Keira PREM:EX; Nash, Amber PREM:EX
Subject: FW: U.S. Independence Day Reception: Thursday, June 28, 6-9 p.m.

Have the Premier, Don and Geoff received a similar invitation? Thanks for advising. oym

From: Vancouver, RSVP [mailto:vacrsvp@state.gov]
Sent: Friday, June 8, 2018 12:31 PM
To: Yuma Morisho, Okenge PREM:EX
Subject: U.S. Independence Day Reception: Thursday, June 28, 6-9 p.m.

Mr. Okenge Morisho,

Attached please find an invitation to the U.S. Consulate General's 242nd Independence Day celebration, to be held on June 28, 2018 at the UBC Farm. Please print this invitation or bring it on your smart phone.

Important:

Due to required security and check in procedures, all attendees MUST RSVP prior to the event. Additionally, you MUST present the attached invitation (with barcode) and bring valid government-issued ID in order to be admitted to the event. To help expedite check-in and security procedures, guests are encouraged to minimize bags and personal belongings brought to the event.

We look forward to seeing you at the event!

Sincerely,

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 1:37 PM
To: Tates, Nancy MMHA:EX
Subject: FW: CANCELLATION: 2018 DMCs - ADDITION - November 30

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 5, 2018 2:25 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: CANCELLATION: 2018 DMCs - ADDITION - November 30

Hi everyone,

Please note that the November 30, 2018 DMC has been cancelled.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 3:29 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: CANCELLATION: 2018 DMCs - June 8, July 6, July 20, July 27, August 3, September 14

Hi everyone,

Please note the following summer DMC meetings have been cancelled. Please ensure your respective DM's calendar is updated accordingly.

2018 - June 8, July 6, July 20, July 27, August 3, September 14

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 1:38 PM
To: Bates, Nancy MMHA:EX
Subject: FW: CANCELLATION: 2018 DMCs - June 8, July 6, July 20, July 27, August 3, September 14

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX
Sent: Thursday, May 24, 2018 3:29 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: CANCELLATION: 2018 DMCs - June 8, July 6, July 20, July 27, August 3, September 14

Hi everyone,

Please note the following summer DMC meetings have been cancelled. Please ensure your respective DM's calendar is updated accordingly.

2018 - June 8, July 6, July 20, July 27, August 3, September 14

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 1:38 PM
To: Tates, Nancy MMHA:EX
Subject: FW: CANCELLATION - DMC - Friday, June 22, 2018

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX
Sent: Friday, April 27, 2018 10:09 AM
To: Tupper, Linsey PSA:EX; BCPSA Agency DMC Admin & Operational Support
Subject: CANCELLATION - DMC - Friday, June 22, 2018

Good morning everyone,

As per Linsey's note below, I would like to confirm that DMC on June 22nd has been cancelled.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Tupper, Linsey PSA:EX
Sent: Monday, April 23, 2018 3:48 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Corporate Executive Meeting - Friday, June 22, 2018

Good afternoon,

The next Corporate Executive Meeting has been scheduled for Friday, June 22nd, 2018 at the Hotel Grand Pacific.

Please ensure this meeting is added to your Deputy Minister's calendar and is shared with your Ministry's Corporate Executive Members for scheduling purposes. As a reminder Corporate Executive is comprised of DMs, Assoc. DMs, ADMs and Executive Leads. If you are unsure of a member, please do not hesitate to contact me.

Corporate Executive Meeting

Date: Friday, June 22, 2018

Time: 8:30 am to 12:00 pm

Location: Grand Pacific Hotel, Vancouver Island Ballroom
463 Belleville St, Victoria, BC V8V 1X3

Please note that DMC will be cancelled for this day.

Thanks,
Linsey

Linsey Tupper, Senior Executive Assistant

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



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 1:42 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; Clark, Layne PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX; Tates, Nancy MMHA:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists
Attachments: 11 June 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists. Please welcome back Nancy Tates!

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

Thanks,

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

Higgins, Keira PREM:EX

Subject: 11:45 - PHONE CALL: Don Wright and Geoff Plant - Legislative Officers standardization proposal
Location: Geoff to call Don at (250) 356-2206
Start: Fri 2018-06-15 11:45 AM
End: Fri 2018-06-15 12:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Wright, Don J. PREM:EX
Required Attendees: Geoff Plant

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 1:43 PM
To: 'Geoff Plant'
Subject: RE: Legislative Officers standardization proposal

Hi Geoff,

That is appreciated, thank you.

I will schedule the call for 11:45-12:00 on Friday and will send you a calendar invitation.

Thanks,

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

From: Geoff Plant [<mailto:GPlant@glgzlaw.com>]
Sent: Monday, June 11, 2018 11:32 AM
To: Higgins, Keira PREM:EX
Subject: RE: Legislative Officers standardization proposal

Yes. Anytime in that hour would work. (I will be in a board meeting, but I can step out to take the call.) If you could let me know what time I should expect the call, that would be great.

Thanks.

GEOFF PLANT, Q.C.*
PARTNER
GALL LEGGE GRANT ZWACK LLP
T: (604) 891.1186 F: (604) 669.5101 E: gplant@glgzlaw.com
1000 - 1199 West Hastings Street, Vancouver BC V6E 3T5 www.glgzlaw.com
NOTICE: This e-mail is confidential and may contain privileged information. If you are not an intended recipient, please delete this e-mail and notify us immediately. Any unauthorized use or disclosure is prohibited.
*Denotes Law Corporation

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: Monday, June 11, 2018 8:27 AM
To: Geoff Plant <GPlant@glgzlaw.com>
Subject: RE: Legislative Officers standardization proposal

Hi Geoff,

Don has time for a call on Friday between 11:00-12:00. Is there a 10 minute window there that would work for your schedule?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Geoff Plant [<mailto:GPlant@glgzlaw.com>]
Sent: Thursday, May 24, 2018 1:33 PM
To: Higgins, Keira PREM:EX
Subject: Legislative Officers standardization proposal

Keira,

I am writing at the request of Craig James, Clerk of the Legislative Assembly, and hoping Don Wright might be able to find ten minutes some time for a phone call with me about a piece of work I did for Craig in the spring of 2017 that has been “resting” on a shelf since then. The work was a proposal for a “standardization” project for the seven Officers of the Legislature. The attached memo was not the final word on the proposal, rather it was intended to start a discussion, and in fact my own views on a few of these issues are no longer reflected in it. But it would be a considerable assistance to achieve a measure of standardization with respect to such things as terms and conditions of appointment, compensation, the process for appointment, eligibility for renewal and so on. I am aware of at least three situations where the lack of clarity and consistency here has given rise to problems (one of those is the claim now being advanced in the BC Supreme Court by the former Representative for Children and Youth, Mary Ellen Turpel Lafond for a pension benefit over and above that which is provided under the relevant statute.)

My thought – and Craig’s – is that it might be helpful to bring this idea to the attention of government. I don’t think Craig has ever discussed it with any of the MLAs, and I certainly have not.

Over to you.

Geoff

GEOFF PLANT, Q.C.*
PARTNER

GALL LEGGE GRANT ZWACK LLP

T: (604) 891.1186 F: (604) 669.5101 E: gplant@glgzlaw.com

1000 - 1199 West Hastings Street, Vancouver BC V6E 3T5 www.glgzlaw.com

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*Denotes Law Corporation

Higgins, Keira PREM:EX

Subject: FW: CONFERENCE CALL: Don Wright, Don Bain, Christine Kennedy, Geoff Meggs, Lorne Brownsey, Doug Caul, Tim Sheldan, Wes Shoemaker - Broughton
Location: Dial-in: s.15,s.17 Participant ID: s.15,s. !# (Wes is Moderator)
Start: Tue 2018-06-12 1:30 PM
End: Tue 2018-06-12 2:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Shoemaker, Wes AGRI:EX

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

From: Shoemaker, Wes AGRI:EX

Sent: Monday, June 11, 2018 11:19 AM

To: Shoemaker, Wes AGRI:EX; L BROWNSEY; Caul, Doug D IRR:EX; Sheldan, Tim FLNR:EX; Wright, Don J. PREM:EX; Bain, Don PREM:EX; Meggs, Geoff PREM:EX

Subject: CONFERENCE CALL: Don Wright, Don Bain, Christine Kennedy, Geoff Meggs, Lorne Brownsey, Doug Caul, Tim Sheldan, Wes Shoemaker - Broughton

When: Tuesday, June 12, 2018 1:30 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Dial-in: s.15,s.17 Participant ID: s.15,s. !# (Wes is Moderator)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 2:04 PM
To: Hansen, Erin AGRI:EX
Subject: RE: Conference Call Request ASAP

Hi Erin,

Christine K will be on the call tomorrow. I have forwarded her the invite.

Thanks,

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

From: Hansen, Erin AGRI:EX
Sent: Monday, June 11, 2018 11:06 AM
To: Higgins, Keira PREM:EX
Subject: Conference Call Request ASAP
Importance: High

Good morning Keira.

Wes Shoemaker has asked me to work with you to set up a 30 minute conference call as soon as possible with the following participants:

Lorne Brownsey
Doug Caul
Tim Sheldan
Wes Shoemaker
Don Wright
Don Bain
Geoff Meggs

Topic is Broughton. Please let me know if there is any further information you require.

Thanks,

Erin Hansen
Senior Executive Assistant to Wes Shoemaker
Deputy Minister of the Ministry of Agriculture
250-356-1800 Erin.Hansen@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Monday, June 11, 2018 2:05 PM
To: Shoemaker, Wes AGRI:EX
Subject: Accepted: FW: CONFERENCE CALL: Don Wright, Don Bain, Christine Kennedy, Geoff Meggs, Lorne Brownsey, Doug Caul, Tim Sheldan, Wes Shoemaker - Broughton

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 3:15 PM
To: Kennedy, Christine PREM:EX
Subject: RE: Important - PJH Request

Amber requested.

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

From: Kennedy, Christine PREM:EX
Sent: Monday, June 11, 2018 3:13 PM
To: Higgins, Keira PREM:EX
Subject: RE: Important - PJH Request

Was it Amber that had asked?

I can provide some good project knowledge, but I don't know what time scheduling booked him in for.

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 3:10 PM
To: Kennedy, Christine PREM:EX
Subject: RE: Important - PJH Request

Many thanks. I will let them know it is coming.

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

From: Kennedy, Christine PREM:EX
Sent: Monday, June 11, 2018 3:08 PM
To: Higgins, Keira PREM:EX
Subject: RE: Important - PJH Request

Yikes, I had been told that he only needed the speaking notes that Sage had provided him.

I will get some stuff together here quickly and send it through you.

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 3:04 PM
To: Kennedy, Christine PREM:EX
Subject: Important - PJH Request

Hi Christine,

PJH's Office has asked if you have any materials for the Columbia Lake Tech Announcement tomorrow?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, June 12, 2018 8:50 AM
To: Lloyd, Evan GCPE:EX
Subject: Accepted: MEETING: Don and GCPE - Don to present economic strategy

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 9:13 AM
To: Bates, Nancy MMHA:EX
Subject: RE: Info for Neilane

Thanks Nancy!

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

From: Bates, Nancy MMHA:EX
Sent: Tuesday, June 12, 2018 9:12 AM
To: Higgins, Keira PREM:EX
Subject: RE: Info for Neilane

Morning! As requested....

Neilane Mayhew
Make: s.22
Model:
Colour:
Year: s.22
Licence Plate # s.22

Nancy

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 2:26 PM
To: Bates, Nancy MMHA:EX <Nancy.Tates@gov.bc.ca>
Subject: RE: Info for Neilane

No worries. Please just send me her make, model, colour, year and license plate when you are able to get it.

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

From: Bates, Nancy MMHA:EX
Sent: Monday, June 11, 2018 2:19 PM
To: Higgins, Keira PREM:EX
Subject: RE: Info for Neilane

s.22

And thanks for the parking pass info—I didn't even get a chance to ask! 😊

Thanks so much Keira...

N.

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 1:37 PM
To: Bates, Nancy MMHA:EX <Nancy.Bates@gov.bc.ca>
Subject: RE: Info for Neilane

Hi! That was a quick hiatus. Welcome back!

I will pop Neilane's parking pass in the mail so she has it in time for DMC on Friday. Thanks for the info. I will forward you the DMC cancellation emails.

Thanks,

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

From: Bates, Nancy MMHA:EX
Sent: Monday, June 11, 2018 1:21 PM
To: Higgins, Keira PREM:EX
Subject: FW: Info for Neilane

Hi Keira! Happy to get reacquainted ☺ I will be staying with Neilane as her SEA. Here's the updated information:

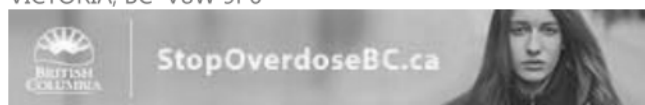
DEPUTY MINISTER	ASSIST	MINISTRY	OFFICE ADDRESS	OFFICE	PRIVATE
MAYHEW, Neilane Neilane.Mayhew@gov.bc.ca a	Nancy Bates	Mental Health and Addictions	2nd Floor 1515 Blanshard St PO Box 9672 Stn Prov Govt Victoria BC V8W 9P6	(778) 698-0416	s.17

Please let me know if you need anything else.

On another note, would you be able to send me the dates of DMC that have been *cancelled*? Thank you!

Nancy Bates | Senior Executive Assistant
to Deputy Minister Neilane Mayhew
Ministry of Mental Health and Addictions
2nd Floor, 1515 Blanshard Street
Victoria, BC V8W 9R1
T: 778-698-0416 | E: nancy.bates@gov.bc.ca

PO BOX 9672, STN PROV GOVT
VICTORIA, BC V8W 9P6

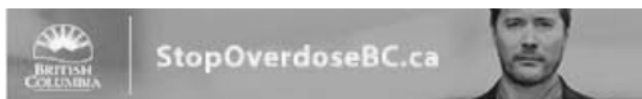


From: Bracewell, Barb MMHA:EX
Sent: Monday, June 11, 2018 9:59 AM
To: Bates, Nancy MMHA:EX <Nancy.Tates@gov.bc.ca>
Subject: FW: Info for Neilane

Can you please fill this out and return to Keira in the PO. Many thanks.

Barb Bracewell

Senior Executive Assistant to
Doug Hughes, Deputy Minister | Ministry of Mental Health and Addictions
250-952-1049



Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.

From: Higgins, Keira PREM:EX
Sent: Monday, June 11, 2018 9:56 AM
To: Bracewell, Barb MMHA:EX
Subject: Info for Neilane

Hi Barb,

When you have time this week, could you please fill out the empty boxes for Neilane?

DEPUTY MINISTER	ASSIST	MINISTRY	OFFICE ADDRESS	OFFICE	PRIVATE
MAYHEW, Neilane Neilane.Mayhew@gov.bc.ca	Barb Bracewell	Mental Health and Addictions	2nd Floor 1515 Blanshard St PO Box 9672 Stn Prov Govt Victoria BC V8W 9P6	(250) 952-1049	s.17

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 12, 2018 9:27 AM
To: Nikolejsin, Dave EMPR:EX
Subject: Accepted: PHONE CALL: Dave Nikolejsin and Don Wright

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 9:39 AM
To: Kennedy, Christine PREM:EX
Subject: FW: URGENT RESPONSE: DMC on Trade

Importance: High

Hi Christine,

Please see request below and advise.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Tuesday, June 12, 2018 9:37 AM
To: Higgins, Keira PREM:EX
Subject: URGENT RESPONSE: DMC on Trade
Importance: High

Good Morning Keira,

I've been asked to see if Christine K is ok with David Morel can dial into today's meeting at 11am?

Thanks!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 9:43 AM
To: s.22
Cc: Heavener, Cory R MCF:EX; Bond, Allison MCF:EX
Subject: Response to fax from Deputy Minister Don Wright
Attachments: Incoming letter - s.22 - June 7, 2018.pdf; Response s.22 - 12, 2018.pdf

Hi s.22

Please see the attached response to your fax of June 7, 2018. The hardcopy will be mailed out today and should arrive within a few business days.

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 9:49 AM
To: Kwan, Shirley JTT:EX
Subject: RE: URGENT RESPONSE: DMC on Trade

Hi Shirley,

That's fine. Please add conference details for David.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Tuesday, June 12, 2018 9:37 AM
To: Higgins, Keira PREM:EX
Subject: URGENT RESPONSE: DMC on Trade
Importance: High

Good Morning Keira,

I've been asked to see if Christine K is ok with David Morel can dial into today's meeting at 11am?

Thanks!

Shirley

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-06-25 11:30 AM
End: Mon 2018-06-25 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron - Agendas

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 Participant Conference ID: s.15,s. #; Don to moderate - ID s.15,s.1 #

Start: Mon 2018-06-25 1:00 PM

End: Mon 2018-06-25 2:00 PM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Moved to accommodate Corporate Executive meeting.

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron - Agendas

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 Participant Conference ID: s.15,s. #; Don to moderate - ID: s.15,s. #

Start: Mon 2018-06-11 9:30 AM

End: Mon 2018-06-11 10:30 AM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

*** Please inform Keira by Friday if you will be calling into the meeting.

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron - Agendas

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 : Participant Conference ID: s.15,s. #; Don to moderate - ID:s.15,s.1 #

Start: Mon 2018-06-25 1:00 PM

End: Mon 2018-06-25 2:00 PM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Moved to accommodate Corporate Executive meeting.

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker (NA), Heather Wood (obo Lori), Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 Participant Conference ID: s.15,s. #; Don to moderate - ID s.15,s.1 #

Start: Mon 2018-06-18 9:30 AM

End: Mon 2018-06-18 10:30 AM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX; Wood, Heather FIN:EX

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 ; Participant Conference ID: s.15,s.1 #; Don to moderate - ID: s.15,s.17 #

Start: Tue 2018-07-03 11:30 AM

End: Tue 2018-07-03 12:30 PM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Moved in lieu of Stat holiday.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron - Agendas

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 Participant Conference ID: s.15,s.1 ; Don to moderate - ID: s.15,s.1 #

Start: Mon 2018-07-23 9:30 AM
End: Mon 2018-07-23 10:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

*** Please inform Keira by Friday if you will be calling into the meeting.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron - Agendas

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 : Participant Conference ID: s.15,s.1 #; Don to moderate - ID: s.15,s. #

Start: Mon 2018-07-30 9:30 AM
End: Mon 2018-07-30 10:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

*** Please inform Keira by Friday if you will be calling into the meeting.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron - Agendas

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 Participant Conference ID: s.15,s. #; Don to moderate - ID: s.15,s.1 #

Start: Mon 2018-08-06 9:30 AM

End: Mon 2018-08-06 10:30 AM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

*** Please inform Keira by Friday if you will be calling into the meeting.

Higgins, Keira PREM:EX

Subject: MEETING: Don and Geoff - weekly meeting
Location: Geoff's Office

Start: Mon 2018-06-25 2:30 PM
End: Mon 2018-06-25 3:00 PM
Show Time As: Tentative

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

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Lori Wanamaker - weekly meeting
Location: Don's Office - room 272 West Annex, Victoria

Start: Mon 2018-06-25 2:00 PM
End: Mon 2018-06-25 2:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:00 AM to 11:30 AM effective 11/20/2017 until 4/22/2019. There are 54 more occurrences.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wanamaker, Lori FIN:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 12, 2018 9:52 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check in

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 12, 2018 9:52 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 12:26 PM
To: Kwan, Shirley JTT:EX
Subject: RE: DMC, June 15th

Noted – thanks.

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

From: Kwan, Shirley JTT:EX
Sent: Tuesday, June 12, 2018 11:35 AM
To: Higgins, Keira PREM:EX
Subject: DMC, June 15th

Hi Keira -

Fazil will participate this Friday's DMC at VCO.

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 12, 2018 12:26 PM
To: s.17
Subject: Accepted: Conference Call: Fish

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 12:31 PM
To: Howie, Matthew IRR:EX
Cc: McNeill, Carly IRR:EX
Subject: RE: Doug Caul s.22

Noted – thanks.

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

From: Howie, Matthew IRR:EX
Sent: Tuesday, June 12, 2018 12:27 PM
To: Higgins, Keira PREM:EX
Cc: McNeill, Carly IRR:EX; Howie, Matthew IRR:EX
Subject: RE: Doug Caul s.22

Hi Keira,

Contrary to the original plans—ADM Trish Balcaen will now attend the June 15 DMC for Doug. s.22
s.22

Matthew Howie
A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Howie, Matthew IRR:EX
Sent: Tuesday, June 5, 2018 3:29 PM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: McNeill, Carly IRR:EX; Howie, Matthew IRR:EX
Subject: RE: Doug Caul s.22

Hi Keira/Connie,

Doug will also be s.22
Her cell number is below.

ADM Trish Balcaen will be acting DM on both days.

There's no DMC on June 8.

Doug will attend the June 15 DMC s.22

Matthew Howie
A/Senior Executive Assistant to

Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 250-356-1394

From: Howie, Matthew IRR:EX
Sent: Thursday, May 24, 2018 10:08 AM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: McNeill, Carly IRR:EX; Leinweber, Rachelle R IRR:EX; Howie, Matthew IRR:EX
Subject: Doug Caul s.22

Hi Keira/Connie,

Doug Caul will be s.22

. Below is the acting DM schedule:

Aug 1 – Aug 10: ADM Trish Balcaen (Trish's cell: s.17

Aug 13 – Sept 3: ADM Laurel Nash (Laurel's cell:)

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 2:26 PM
To: Wade, Debbie PREM:EX
Subject: RE: Call tomorrow morning at 8am

Hi Debbie,

He will be on the call.

s.22

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

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 12, 2018 2:26 PM
To: Higgins, Keira PREM:EX
Subject: Call tomorrow morning at 8am

Hi Keira;

Is Don going to be on the fish call tomorrow morning at 8am?

thx

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 2:30 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Is Don free yet?

Will do.

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

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 12, 2018 2:29 PM
To: Higgins, Keira PREM:EX
Subject: Re: Is Don free yet?

Would you please send me s note when he is? I know that may be a long while.

> On Jun 12, 2018, at 2:27 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>

> No.

>

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

>

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

> From: Canitz, Shelley L PREM:EX
> Sent: Tuesday, June 12, 2018 2:27 PM
> To: Higgins, Keira PREM:EX
> Subject: Is Don free yet?

>

>

>

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

>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 2:56 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Is Don free yet?

They are still in his office.

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

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 12, 2018 2:29 PM
To: Higgins, Keira PREM:EX
Subject: Re: Is Don free yet?

Would you please send me s note when he is? I know that may be a long while.

> On Jun 12, 2018, at 2:27 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>

> No.

>

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

>

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

> From: Canitz, Shelley L PREM:EX
> Sent: Tuesday, June 12, 2018 2:27 PM
> To: Higgins, Keira PREM:EX
> Subject: Is Don free yet?

>

>

>

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

>

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 12, 2018 2:57 PM
To: Ringma, Shalegh FIN:EX
Subject: RE: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker (NA), Heather Wood (obo Lori), Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Hi Shalegh,

No s.22

Thanks,

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

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

From: Ringma, Shalegh FIN:EX **On Behalf Of** Wood, Heather FIN:EX
Sent: Tuesday, June 12, 2018 2:56 PM
To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX
Subject: Declined: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker (NA), Heather Wood (obo Lori), Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron
When: Monday, June 18, 2018 9:30 AM-10:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 ; Participant
Conference ID: s.15,s. #; Don to moderate - ID:s.15,s.1 #

Shauna is acting for Lori s.22 . Should she be invited? s.22

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker (NA), Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 Participant Conference ID: s.15,s.1 #; Don to moderate - ID: s.15,s.1 #

Start: Mon 2018-06-18 9:30 AM
End: Mon 2018-06-18 10:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 3:20 PM
To: Chapotelle, Jacqueline TRAN:EX; Verwoord, Cindy TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Jacqueline,

Noted, thank you.

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

From: Chapotelle, Jacqueline TRAN:EX
Sent: Tuesday, June 12, 2018 3:14 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Keira,

I just wanted to confirm that Minister Trevena will be in attendance for the meeting tomorrow.

Thanks,

Jacqueline Chapotelle
Administrative Assistant to the Honourable Claire Trevena
Minister of Transportation and Infrastructure
PO BOX 9055 Stn Prov Govt – Legislative Buildings Victoria BC V8V 1X4
P: 250.387.1978 | E: Jacqueline.Chapotelle@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 1:46 PM
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Noted – thanks.

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 1:09 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hello Again,

Another update to the attendees:

Minister Trevena
DM Grant Main
ADM Silas Brownsey
MA James Papadopoulos

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:53
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Noted – thanks.

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:50 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi,

Only one of our MA's will be attending (James Papadopoulos) along with Minister Trevena and DM Grant Main.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:42
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Sounds great. I have the meeting confirmed for June 13th at 11:30 in Don's Office.

Thanks,

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

From: Jackson, Lindsey B TRAN:EX
Sent: Thursday, May 17, 2018 12:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi,

Let us confirm 11:30-12:00pm on Wed, June 13th. Our attendees are:

Minister Trevena
DM Grant Main
MA Will Beale
MA James Papadopoulos

I have requested BN to be completed by June 6th and I will forward them along.

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX
Sent: May-17-18 12:26
To: Jackson, Lindsey B TRAN:EX
Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Why don't we do June 13th right after Cabinet in Don's Office?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Jackson, Lindsey B TRAN:EX

Sent: Thursday, May 17, 2018 12:24 PM

To: Higgins, Keira PREM:EX

Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Keira,

Regarding the 30 minute meeting request with DM Wright from Minister Trevena about Pacific Gateway. Here are some options:

Tuesday, June 5th, 2:00 or any time after

Tuesday, June 12th, between 1100-1:00 OR 3:30 or later

Wednesday, June 13th, between 11:45-1:15

Tuesday, June 19th, 4:00 or any time after

If these do not work I can give you more.

Best Regards,

Lindsey

Lindsey Jackson

Administrative Coordinator to the Honourable Claire Trevena

Office of the Minister of Transportation and Infrastructure

250-387-1978

Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

From: Higgins, Keira PREM:EX

Sent: May-16-18 15:04

To: Jackson, Lindsey B TRAN:EX; Wensink, Alison PREM:EX

Cc: Verwoord, Cindy TRAN:EX

Subject: RE: Minister Trevena requests meeting with Dm Wright after session

Hi Lindsey,

Okay please send me several dates/times and I will check them against Don's schedule.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

From: Jackson, Lindsey B TRAN:EX
Sent: Wednesday, May 16, 2018 3:02 PM
To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: Minister Trevena requests meeting with Dm Wright after session

Good Afternoon,

Minster Trevena would like to request a meeting with DM Wright after Session, regarding Pacific Gateway. The attendees would be:

Minister Trevena
DM Grant Main
MA Will Beale

Best Regards,
Lindsey

Lindsey Jackson
Administrative Coordinator to the Honourable Claire Trevena
Office of the Minister of Transportation and Infrastructure
250-387-1978
Lindsey.B.Jackson@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 12, 2018 3:21 PM
To: Zacharuk, Christina PSEC:EX
Subject: Accepted: Meeting: Christina Zacharuk / Chris Rathbone / Lori Halls / Don Wright re: ECD

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 12, 2018 3:31 PM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 12, 2018 3:31 PM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 4:43 PM
To: Wright, Don J. PREM:EX
Subject: Re: Can you set up a phone call for me

Will do - thanks.

Sent from my iPhone

> On Jun 12, 2018, at 4:42 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:
>
> With Michael Wernick sometime on Monday.
>
> Sent from my iPhone

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 9:21 AM
To: Moran, Roseanne LASS:EX; Canitz, Shelley L PREM:EX
Subject: RE: Connecting re caucus June 22

Hi Roseanne,

Don will be flying into Kamloops at 12:20 so should be able to arrive for the 1:30 start time. Please provide details of where the event will take place.

Thanks,

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

From: Moran, Roseanne [mailto:Roseanne.Moran@leg.bc.ca]
Sent: Tuesday, June 12, 2018 10:43 AM
To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX
Subject: RE: Connecting re caucus June 22

Hi. Am firming up times today. Will get back to you ASAP. Thx.

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Date: June 12, 2018 at 8:48:34 AM PDT
To: Moran, Roseanne <Roseanne.Moran@leg.bc.ca>, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: RE: Connecting re caucus June 22

Hi Roseanne,

Things may be shifting in Don's schedule. He will touch base with you later today regarding timing.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 12, 2018 8:26 AM
To: Moran, Roseanne LASS:EX; Canitz, Shelley L PREM:EX
Subject: RE: Connecting re caucus June 22

Hi Roseanne,

Unfortunately Don has a committee in the morning which means he couldn't fly until the early afternoon which would put him in Kamloops at 7:55pm.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Moran, Roseanne [mailto:Roseanne.Moran@leg.bc.ca]

Sent: Monday, June 11, 2018 4:05 PM

To: Canitz, Shelley L PREM:EX

Cc: Higgins, Keira PREM:EX

Subject: RE: Connecting re caucus June 22

Hi. Only Friday. When can Don get there on Friday?

From: Canitz, Shelley L PREM:EX [mailto:Shelley.Canitz@gov.bc.ca]

Sent: Monday, June 11, 2018 4:03 PM

To: Moran, Roseanne <Roseanne.Moran@leg.bc.ca>

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

Subject: Re: Connecting re caucus June 22

Roseanne - is caucus meeting Thursday or Saturday? Friday before 2 isn't possible

On Jun 11, 2018, at 1:54 PM, Moran, Roseanne <Roseanne.Moran@leg.bc.ca> wrote:

Maybe 2 but any later would not be good.

From: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>

Date: June 11, 2018 at 1:29:32 PM PDT

To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>, Moran, Roseanne <Roseanne.Moran@leg.bc.ca>

Subject: Connecting re caucus June 22

Roseanne - what time is the latest Don could present on the 22nd?

Keira leads on Don's schedule and is juggling the 22nd. He has some morning events he can't miss.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 9:28 AM
To: Ringma, Shalegh FIN:EX
Subject: Bi-weekly meeting

Hi Shalegh,

Could we please move the June 21st bi-weekly meeting with Don and Heather to June 20th at 1:00?

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 13, 2018 9:35 AM
To: Halls, Lori D PSA:EX
Subject: New Time Proposed: MEETING: Lori Halls, Don Wright and Iris Colyn - Executive Development Conversation

Hi Linsey – Don needs to be in Kamloops on Friday. Could we please move this meeting to June 18th to accommodate? Don has availability between 2:00-4:30.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 9:36 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Director, Wild Salmon Strategy Secretariat

Hi Shelley,

Should the IDIR for the PO begin first thing on Friday? Also, the letter says May 29, 2018. Should I be changing this to June 15, 2018?

Thanks,

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

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 13, 2018 8:41 AM
To: Higgins, Keira PREM:EX
Subject: FW: Director, Wild Salmon Strategy Secretariat

Keira – as discussed, would you please prepare this letter for Christine’s signature? The announcement will be on Friday, so I hope to have the OIC ready for then too.

Would you also ensure her IDIR etc is transferred over? She will also need tech support (computer, cell, etc) – and anything else that a transferring employee may need!

Thanks
Shelley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 13, 2018 10:04 AM
To: Scott, Douglas S AG:EX
Subject: Accepted: (2:00pm) Briefing with Don Wright & Geoff Meggs Re: ICBC Rate Design

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:05 AM
To: 'Bougie, Jo-Anne'
Subject: RE: 15 minute phone call

That would be fabulous! Thank you.

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

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

From: Bougie, Jo-Anne [mailto:Jo-Anne.Bougie@pco-bcp.gc.ca]
Sent: Wednesday, June 13, 2018 10:05 AM
To: Higgins, Keira PREM:EX
Subject: RE: 15 minute phone call

That is great, thanks Keira.

He can call at 613-957-5400. Would you like me to send an invite?

Jo-Anne Bougie
Office of the Clerk of the Privy Council | Bureau du Greffier du Conseil privé
(613) 957-5403

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

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Wednesday, June 13, 2018 1:03 PM
To: Bougie, Jo-Anne <Jo-Anne.Bougie@pco-bcp.gc.ca>
Subject: RE: 15 minute phone call

Hi Jo-Anne,

1:30PDT/4:30EDT on Tuesday works well. What number shall I have Don call Mr. Wernick at?

Thanks,

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

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

From: Bougie, Jo-Anne [mailto:Jo-Anne.Bougie@pco-bcp.gc.ca]
Sent: Wednesday, June 13, 2018 9:49 AM
To: Higgins, Keira PREM:EX

Subject: RE: 15 minute phone call

Hello Keira,

Unfortunately he is in meetings from 1:30 to 5:30 EDT. He would have time from 12:00 to 1:30 EDT or on Tuesday from 3:30 to 5:00 EDT.

Jo-Anne Bougie

Office of the Clerk of the Privy Council | Bureau du Greffier du Conseil privé
(613) 957-5403

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

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

Sent: Wednesday, June 13, 2018 12:26 PM

To: Bougie, Jo-Anne <Jo-Anne.Bougie@pco-bcp.gc.ca>

Subject: RE: 15 minute phone call

Hi Jo-Anne,

Don Wright is hoping for a 15 minute call with Mr. Wernick on Monday. Might he have time at/after 12:00PDT/3:00EDT?

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:11 AM
To: 'George Macauley'
Subject: RE: Lunch on June 22nd

Thank you George.

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

From: s.22 **On Behalf Of** George Macauley
Sent: Wednesday, June 13, 2018 10:10 AM
To: Higgins, Keira PREM:EX
Subject: Re: Lunch on June 22nd

Thanks Keira. I understand the many calls upon Don's limited time and you were very clear earlier on the possibility that Don could be required to be in Kamloops.

We will miss Don at Lunch and I will definitely pass on his regrets.

Many thanks,
George

On Wed, Jun 13, 2018 at 9:33 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi George,

I am terribly sorry but Don is now required to go to Kamloops on June 22nd and as such will need to cancel his RSVP to the lunch at the Empress. Hopefully next time we can make it work.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

--

George Macauley
Macauley & Associates Consulting Inc.
Office@macauley.ca
250-812-8148

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 13, 2018 10:11 AM
To: 'Wernick, Michael'
Subject: Accepted: Call between Mr. Wright and Mr. Wernick (they will call 613-957-5400)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:13 AM
To: Ringma, Shalegh FIN:EX
Subject: RE: Bi-weekly meeting

Could we do 11:30-12:30?

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

From: Ringma, Shalegh FIN:EX
Sent: Wednesday, June 13, 2018 10:12 AM
To: Higgins, Keira PREM:EX
Subject: RE: Bi-weekly meeting

There is a TB Minor meeting from 1-2 that day. Over lunch is open.

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 9:28 AM
To: Ringma, Shalegh FIN:EX
Subject: Bi-weekly meeting

Hi Shalegh,

Could we please move the June 21st bi-weekly meeting with Don and Heather to June 20th at 1:00?

Thanks,

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

Higgins, Keira PREM:EX

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

Start: Wed 2018-06-20 11:30 AM
End: Wed 2018-06-20 12:15 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:32 AM
To: Shoemaker, Wes AGRI:EX
Subject: RE: Don's schedule Monday

Will do.

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

From: Shoemaker, Wes AGRI:EX
Sent: Wednesday, June 13, 2018 10:32 AM
To: Higgins, Keira PREM:EX
Subject: Re: Don's schedule Monday

Hold that time estimate 1 hour.

Wes

W.H. (Wes) Shoemaker, MBA
Deputy Minister
Ministry of Agriculture
5th Floor, 808 Douglas Street
Victoria, BC V8W 9B4
Tel: 250.356.1803 | Cell: 250.516.6892 | Fax: 250.356.7279
E-mail: wes.shoemaker@gov.bc.ca

****Please note: This email is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, disclosure or reproduction is strictly prohibited.****

Sent from my iPhone

On Jun 13, 2018, at 10:31 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Wes,

3:00 works for Don.

Thanks,

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

From: Shoemaker, Wes AGRI:EX
Sent: Wednesday, June 13, 2018 10:29 AM
To: Higgins, Keira PREM:EX
Subject: Don's schedule Monday

I've been asked to setup a meeting between DJW, Tim Sheldan, myself and Salmon Farming industry reps.

What is Don's availability on Monday for this meeting? Tim S was suggesting 3 pm.

Wes

W.H. (Wes) Shoemaker, MBA
Deputy Minister
Ministry of Agriculture
5th Floor, 808 Douglas Street
Victoria, BC V8W 9B4
Tel: 250.356.1803 | Cell: 250.516.6892 | Fax: 250.356.7279
E-mail: wes.shoemaker@gov.bc.ca

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Sent from my iPhone

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:44 AM
To: Richter, Connie AG:EX
Subject: RE: PLS. NOTE: DAG s.22 & FPT Meeting

Noted – thanks.

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

From: Richter, Connie AG:EX
Sent: Tuesday, June 12, 2018 3:49 PM
To: Higgins, Keira PREM:EX
Subject: FW: PLS. NOTE: DAG s.22 & FPT Meeting

Keira, fyi as well.

James Harvey's cell is: s.17

From: Richter, Connie AG:EX
Sent: Tuesday, June 12, 2018 3:48 PM
To: Smith, George AG:EX; Nanninga, Tanera AG:EX; Harder, Derrick AG:EX; Scott, Samantha AG:EX; Azam, Salman AG:EX; Bailey, Ian D AG:EX; Carr, Michelle LCLB:EX; Cavanaugh, Lynda A AG:EX; Currie, Tami AG:EX; Fyfe, Richard J AG:EX; Harvey, James AG:EX; Juk, Peter A AG:EX; Lawson, R. Blain LDB:EX; Mazure, John C GPEB:EX; McAndrews, Caroline GCPE:EX; Moyse, Geoff AG:EX; Sandstrom, Kurt AG:EX; Scott, Douglas S AG:EX
Subject: PLS. NOTE: DAG s.22 & FPT Meeting

Good afternoon,

Please note that Richard will be away from the office s.22 FPT meetings back east.

s.22

FPT Meetings (June 19–22)

James will be Acting Deputy during this time.

Please continue to forward everything for the Deputy's attention, signing etc. to our office for processing.

Thank you, C

Higgins, Keira PREM:EX

Subject: 11:15 - Booked for Christine Kennedy
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Fri 2018-06-29 11:15 AM
End: Fri 2018-06-29 12:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 11:03 AM
To: Duncan, Nikki PSSG:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Noted – thanks.

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

From: Duncan, Nikki PSSG:EX
Sent: Wednesday, June 13, 2018 11:01 AM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Hi Keira, Mark is attending DMC on Friday in Chambers. He is also registered at the Building Bridges seminar that the PSA has on, so he may leave DMC early...
Thanks

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 11:04 AM
To: Kelly, Samantha J HLTH:EX
Cc: Moulton, Holly HLTH:EX; Berry, Julia F HLTH:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Noted – thanks.

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

From: Kelly, Samantha J HLTH:EX
Sent: Wednesday, June 13, 2018 11:03 AM
To: Higgins, Keira PREM:EX
Cc: Moulton, Holly HLTH:EX; Berry, Julia F HLTH:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Hi Keira,

ADM Manjit Sidhu will now be attending on DM Brown's behalf.

Thank you!

Samantha Kelly | A/Senior Executive Assistant
Deputy Minister's Office
Ministry of Health
Ph: 250 952-1590

Ministry of Health | PO Box 9639 STN PROV GOVT | Victoria BC | V8W 9P1

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From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 11:11 AM
To: Richter, Connie AG:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Noted – thanks.

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

From: Richter, Connie AG:EX
Sent: Wednesday, June 13, 2018 11:10 AM
To: Higgins, Keira PREM:EX
Cc: Engelbrecht, Maya AG:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Hi Keira,

James Harvey, ADAG for Legal Services Branch, will be attending for Richard.

Thank you, C

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 11:15 AM
To: Cocco, Angelo JTT:EX; Kennedy, Christine PREM:EX
Subject: RE: Cabinet Confidential: Binder update

Done – thanks.

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

From: Cocco, Angelo JTT:EX
Sent: Wednesday, June 13, 2018 10:49 AM
To: Kennedy, Christine PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Cabinet Confidential: Binder update

Hi Christine –

I just spotted an error in the paper binder that you received. Please remove the initiative from ^{s.12}
s.12 ' and replace it with the attached s.12

Thanks,
Angelo

Angelo Cocco
Executive Director
Ministry of Jobs, Trade and Technology
W: 778 698-1684
C: 250 516-3674

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, June 13, 2018 11:16 AM
To: DM JTT JTT:EX
Subject: Accepted: DM Committee on Trade

Higgins, Keira PREM:EX

Subject: Canceled: 11:15 - Booked for Christine Kennedy
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Fri 2018-06-29 11:15 AM
End: Fri 2018-06-29 12:15 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Importance: High

Higgins, Keira PREM:EX

Subject: 11:15 - Booked for Christine Kennedy
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Fri 2018-06-29 11:15 PM
End: Sat 2018-06-30 12:15 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:08 PM
To: Hansen, Erin AGRI:EX
Subject: RE: Meeting to schedule Monday, June 18th

Hi Erin,

I have booked the Rose Room. Max capacity is 8.

Thanks,

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

From: Hansen, Erin AGRI:EX
Sent: Wednesday, June 13, 2018 1:00 PM
To: Higgins, Keira PREM:EX
Subject: Meeting to schedule Monday, June 18th

Good afternoon Keira.

Wes has asked me to work with you to find a room at the Legislature to hold a meeting with Broughton Industry on Monday, June 18th at 3:00 – 4:00 pm. Attendees are below:

- Don Wright
- Tim Sheldan
- Wes Shoemaker
- Doug Caul (Possibly)

Industry attendees:

- David Kiemele
- Vincent Earnest
- Possibly one other attendee TBD

Please advise if you are able to locate a meeting room and I will send out the invite from Wes's calendar.

Thanks,

Erin Hansen
Senior Executive Assistant to Wes Shoemaker
Deputy Minister of the Ministry of Agriculture
250-356-1800 Erin.Hansen@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:09 PM
To: Bracewell, Barb MMHA:EX
Cc: Casanova, Tamara MMHA:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Noted – thanks.

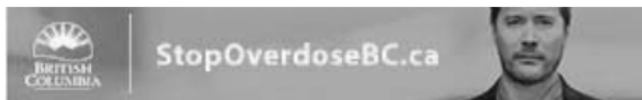
Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

From: Bracewell, Barb MMHA:EX
Sent: Wednesday, June 13, 2018 12:36 PM
To: Higgins, Keira PREM:EX
Cc: Casanova, Tamara MMHA:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

I believe that Doug Hughes will attend DMC on June 15th and that DM Neilane Mayhew will also be attending.

Barb Bracewell

Ministry of Mental Health and Addictions
250-952-1049



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From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Maryam Golnaraghi
Location: Vancouver Premier's Office - suite 730-999 Canada Place

Start: Thu 2018-06-21 3:30 PM
End: Thu 2018-06-21 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:13 PM
To: Brown, Dawn A PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Binder delivery for Friday

Hi Dawn,

Before 4:00 for Don please.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Wednesday, June 13, 2018 12:20 PM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Binder delivery for Friday
Importance: High

Hello ladies,

Looking for binder delivery deadlines for Friday please.

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:14 PM
To: Witter, Allison AGRI:EX
Subject: Request for call

Hi Allison,

Could you please give me a quick call when you have a minute (250) 356-2206?

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:15 PM
To: Michell, Jennifer FIN:EX
Cc: Brouwer, Shauna FIN:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Noted – thanks.

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

From: Michell, Jennifer FIN:EX
Sent: Wednesday, June 13, 2018 12:18 PM
To: Higgins, Keira PREM:EX
Cc: Brouwer, Shauna FIN:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Hi Keira

Shauna Brouwer will be attending in Lori's absence

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:18 PM
To: Christensen, Suzanne PREM:EX; Mulloy, Eleanor PREM:EX
Subject: RE: An invitation - June 23

Hi Suzanne,

I will discuss with Don.

Eleanor - you could please secure a room it would be appreciated. Security will need to be notified as it is a weekend.

Thanks,

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

From: Christensen, Suzanne PREM:EX
Sent: Wednesday, June 13, 2018 11:55 AM
To: Higgins, Keira PREM:EX
Subject: FW: An invitation - June 23

Keira

Don indicated he was interested in this.

This is going to be 11-1 on June 23. Can you confirm with him whether he wants to go?

Can I ask you to help with organizing a room, or would you like to get Eleanor to do that? First option is the Chamber...

Thanks

Suzanne

From: Christensen, Suzanne PREM:EX
Sent: Tuesday, June 5, 2018 5:00 PM
To: Wright, Don J. PREM:EX; Smith, George AG:EX; Lawson, Liam PSSG:EX; Frampton, Caelie ENV:EX; Aaron, Sage PREM:EX; Yuma Morisho, Okenge PREM:EX; Sanford, Donna L GCPE:EX; Copage, Caitlin GCPE:EX
Subject: An invitation - June 23

Hello

On June 23 Helen Clark, three term Prime Minister of New Zealand, and former administrator of the UN Development Programme will be in Victoria presenting a documentary based on her run for Secretary General of the UN. We are arranging a meeting with her in the late morning.

We are checking with a small group of people who may have an interest in speaking with a leader who has navigated proportional representation, who initiated a number of significant reforms in her country during her time in office, and who ran the UN's largest development assistance program.

I know the weekend of the 23rd has major events planned elsewhere which you may be attending, so wanted to send this email to check early availability and interest. For those who are able to come, we will provide more information, including time and location, later.

Hope to see you then.

Suzanne Christensen
Assistant Deputy Minister
Priorities and Accountability Office
Office of the Premier

Phone: 250-387-3563

Cell: s.17

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:37 PM
To: Henry, David A FIN:EX
Cc: Canitz, Shelley L PREM:EX
Subject: FW: Service Request Form

Hi David,

I just submitted the service request. She wants a laptop with large monitor and keyboard. Also, we will be purchasing an iPhone that will need to be setup.

Thanks,

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

From: Keira.Higgins@gov.bc.ca [mailto:Keira.Higgins@gov.bc.ca]
Sent: Wednesday, June 13, 2018 1:36 PM
To: FIN IMB Service Desk (78912) FIN:EX; Higgins, Keira PREM:EX
Subject: Service Request Form

Checkout Information

On-Site Address: Room 272 West Annex Parliament Buildings
On-Site Contact Name: Keira Higgins
On-Site Contact Phone: (250)356-2206
Account: PREM-DEPUTY MINISTER'S OFFICE
Ministry Number: 004
Responsibility Centre: 36B10
Service Code: 36205
Project Number: 3600000
Expense Authority: Jacqueline Hendry

Service Requests

Account - New IDIR or Transfer In
Type: Transfer In
Transfer From Ministry: Agriculture
First Name: Allison
Last Name: Witter
Required By Date: 15, JUN, 2018
Email Account Required: Yes
GAL Company: Office of the Premier
GAL Department: Deputy Minister's Office
GAL Job Title: Director
GAL Office: Deputy Minister's Office

GAL Supervisor: Christine Kennedy
GAL User Phone: (250)356-2206
GAL Assistant: Keira Higgins
GAL Address: Room 049 - 617 Government Street
GAL City: Victoria
GAL Postal Code: V8W 9V1
Shared File Print Required: Yes
Contact Name: Keira Higgins
Contact Number: (250)356-2206
Access Requirements: Same as Christine Kennedy
Transfer Email: Yes
Transfer H Drive: Yes
VPN Required: Yes
DTS Required: Yes
Mobile Required: Yes
Mobile: iPhone
Activation Assistance: Yes

Hardware - New Workstation

Type: 14 Inch Laptop
Required By Date: 15, JUN, 2018
Assigned User: Allison Witter
Additional Hardware: Laptop large monitor keyboard

ActiveSync - New Or Add Device

First Name: Allison
Last Name: Witter
Mobile: iPhone
Activation Assistance: Yes

Requestor: Higgins, Keira PREM:EX
Email: Keira.Higgins@gov.bc.ca
Time: 2018-06-13 13:35:56

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 13, 2018 1:37 PM
To: Shoemaker, Wes AGRI:EX
Subject: Accepted: DM Meeting with Industry: Don Wright, Tim Sheldan, Wes Shoemaker, Doug Caul, David Kiemele, Vincent Ernest

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:39 PM
To: Loubert, Danny PREM:EX
Subject: RE: Request for meeting room - Don Wright

Hi Danny,

He does? I had no idea.

Thanks,

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

From: Loubert, Danny PREM:EX
Sent: Wednesday, June 13, 2018 1:24 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for meeting room - Don Wright

Hi Keira,

I'll book a meeting room for Don for his meetings. He does have an office to work out of as well.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:12 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Request for meeting room - Don Wright

Hi Danny,

May I please book a small meeting room for Don on June 21st from 10:00-4:30? So far he just has this meeting but will be booking others.

MEETING: Don Wright and Maryam Golnaraghi
Time: 3:30-4:00

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:41 PM
To: Wade, Debbie PREM:EX
Subject: RE: Geoff would like to meet with Don

Okay, sounds good.

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

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 13, 2018 1:41 PM
To: Higgins, Keira PREM:EX
Subject: RE: Geoff would like to meet with Don

Ok, let's book that time, and I'll try and move Geoff's 2:30 meeting
Thanks!

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

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:39 PM
To: Wade, Debbie PREM:EX
Subject: RE: Geoff would like to meet with Don

Hi Debbie,

His only availability is 2:30 after the ICBC meeting.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 13, 2018 1:38 PM
To: Higgins, Keira PREM:EX
Subject: Geoff would like to meet with Don

Hi Keira;

Geoff would like to meet with Don today for a quick chat. Would he be available to pop down for 5:30?

Thanks!

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 13, 2018 1:54 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Don Wright

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 1:55 PM
To: Wade, Debbie PREM:EX
Subject: RE: Request for Rose Room today @ 4:00pm

It's free. I will book it for him.

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

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 13, 2018 1:55 PM
To: Higgins, Keira PREM:EX
Subject: Request for Rose Room today @ 4:00pm

Hi Keira;

Geoff would like to book the rose room for a meeting today at 4:00pm. It appears to be free but thought I should double check with you!

Please advise,
Thanks!

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 2:19 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Copy of appointment letter - Allison Witter
Attachments: Allison Witter Appointment Letter - June 13, 2018.docx

Hi Dawn-Lynn,

Please see the attached copy of the appointment letter for Allison Witter.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 2:39 PM
To: Canitz, Shelley L PREM:EX; Phillips, Dawn-Lynn PSA:EX
Subject: FW: Copy of appointment letter - Allison Witter

Hi Shelley,

Over to you for advice (as per below).

Thanks,

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

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, June 13, 2018 2:37 PM
To: Higgins, Keira PREM:EX
Subject: RE: Copy of appointment letter - Allison Witter

Hi Keira – I am assuming that I will need to create a new position for this, can you confirm I can use Christine Kennedy's payroll? 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: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 2:19 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Copy of appointment letter - Allison Witter

Hi Dawn-Lynn,

Please see the attached copy of the appointment letter for Allison Witter.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 2:40 PM
To: Redies, Janet PSA:EX
Subject: RE: CRC needed for Allison Wittier

Hi Janet,

Will do, thanks.

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

From: Redies, Janet PSA:EX
Sent: Wednesday, June 13, 2018 2:36 PM
To: Higgins, Keira PREM:EX
Subject: CRC needed for Allison Wittier

Hi Keira,

I just spoke with Shelley re: this pending appointment, and noted that the CRC needs to be done ahead of the OIC. She said to send the form to you, for you to send to Allison.

Let me know if you have any questions.

Best,
Janet

Janet Redies, Senior Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2
phone: 778 698-9175 | cell: 250 580-0169



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 2:41 PM
To: Witter, Allison AGRI:EX
Subject: FW: CRC needed for Allison Wittier
Attachments: Consent_for_Disclosure_of_Criminal_Record_Information 2015.pdf

Hi Allison,

Please complete the attached form.

Thanks,

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

From: Redies, Janet PSA:EX
Sent: Wednesday, June 13, 2018 2:36 PM
To: Higgins, Keira PREM:EX
Subject: CRC needed for Allison Wittier

Hi Keira,
I just spoke with Shelley re: this pending appointment, and noted that the CRC needs to be done ahead of the OIC.
She said to send the form to you, for you to send to Allison.
Let me know if you have any questions.
Best,
Janet

Janet Redies, Senior Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2
phone: 778 698-9175 | cell: 250 580-0169



Where ideas work

Higgins, Keira PREM:EX

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

Start: Wed 2018-06-20 1:30 PM
End: Wed 2018-06-20 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 2:46 PM
To: Birnie, Kayla LBR:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Noted – thanks.

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

From: Birnie, Kayla LBR:EX
Sent: Wednesday, June 13, 2018 2:32 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Hey Keira,

Trevor will be attending from VCO.

Thanks ☺

Kayla Birnie
Manager, Executive Operations
Ministry of Labour

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Higgins, Keira PREM:EX

Subject: Booked for Minister Robinson
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Tue 2018-06-26 12:45 AM
End: Tue 2018-06-26 1:15 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 3:22 PM
To: White, Christine MAH:EX
Subject: FW: Booked for Minister Robinson

Subject: Accepted: Booked for Minister Robinson

When: Tuesday, June 26, 2018 12:45 AM-1:15 AM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Higgins, Keira PREM:EX

Subject: MEETING: Don and Keira - scheduling
Location: Don's Office

Start: Fri 2018-06-15 11:00 AM
End: Fri 2018-06-15 11:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 3:24 PM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Keira - scheduling

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 3:44 PM
To: Duncan, Laurie ENV:EX
Cc: Cameron, Tara D ENV:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Noted – thanks.

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

From: Duncan, Laurie ENV:EX
Sent: Wednesday, June 13, 2018 3:43 PM
To: Higgins, Keira PREM:EX
Cc: Cameron, Tara D ENV:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Hi Keira,

Bobbi will not be able to attend this week's DMC mtg. (She's attending a Building Bridges workshop)

Thank you,

Laurie Duncan

a/Sr. Executive Assistant to Bobbi Plecas
Deputy Minister, Climate Change
Ministry of Environment & Climate Change Strategy

Phone: 250-356-8794
Email: Laurie.1.Duncan@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 14, 2018 8:25 AM
To: PREM CAL PREM:EX
Subject: Accepted: Con Call: Geoff, Don W, Eby & Heyman

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 8:26 AM
To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: June 25th week DMC on Trade

Hi Shirley,

She is fine with people dialing into any of these meetings.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Wednesday, June 13, 2018 6:45 PM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX
Subject: RE: June 25th week DMC on Trade

Hi Keira,

Can you please check in with Christine K if she is ok Dave P dials into June 29th meeting?

Shirley

From: Kwan, Shirley JTT:EX
Sent: Wednesday, June 13, 2018 11:03 AM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX
Subject: RE: June 25th week DMC on Trade

Great, thank you and yes to 11:15am start to 12:15pm.

Shirley

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 11:01 AM
To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: June 25th week DMC on Trade

Hi Shirley,

They are available and I will book but please start the meeting at 11:15 to allow Christine transit time.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Wednesday, June 13, 2018 10:59 AM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX
Subject: RE: June 25th week DMC on Trade

Keira, I understand. May we move June 26th to June 29th at 11am-12pm in person?

May I ask you to see if the telepresence rooms are available for this – VCO and Govt Street?

I'll update the calendar invite once I hear back from you.

Shirley

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:30 AM
To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: June 25th week DMC on Trade

Hi Shirley,

That week is pretty full because it is the Cabinet Planning Session. Her only availability is June 29th after 11:00.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Wednesday, June 13, 2018 10:26 AM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX
Subject: June 25th week DMC on Trade

Hi Keira -

I've been asked to reschedule June 26th to another date that week for an hour in person.

Can you please advise what timeframes and dates that work in Christine K's schedule.

Thanks!

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, June 14, 2018 8:29 AM
To: Kot, Jill CITZ:EX
Subject: Tentative: DMCPSC

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 8:31 AM
To: Gedney, Vanessa R MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: DMO/CLS Divisional Forum - June 19th, 2018

Hi Vanessa,

Don will be there and will stay for the lunch. He can also present the award. Please let me know where the event will be as the calendar invitation still says TBD.

Thanks,

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

From: Gedney, Vanessa R MAH:EX
Sent: Wednesday, June 13, 2018 4:37 PM
To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: DMO/CLS Divisional Forum - June 19th, 2018

Good afternoon Keira, just confirming Don's attendance for June 19th at 11:00 am; as I mentioned below; he is more than welcome to join us for lunch afterwards (any allergies that we need to be aware of)?

I should also note that the DMO & Community Legislative Services Division received a Top Unit Award for 2018 (would it be possible to have him present to us at the Forum)? I have the framed certificate....might be a nice segue way 😊

From: Gedney, Vanessa R MAH:EX
Sent: Thursday, May 17, 2018 3:58 PM
To: Higgins, Keira PREM:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Just to note, lunch is being provided and he is more than welcome to join the team; just let me know.

From: Higgins, Keira PREM:EX
Sent: Thursday, May 17, 2018 3:39 PM
To: Gedney, Vanessa R MAH:EX
Cc: Genzale, Morgan MAH:EX
Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

Don would be pleased to participate. Please send a calendar invitation with the location.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Gedney, Vanessa R MAH:EX

Sent: Tuesday, May 15, 2018 4:06 PM

To: Higgins, Keira PREM:EX

Cc: Genzale, Morgan MAH:EX

Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

As discussed, we would like to propose June 19th for Don's consideration (11:00 – 12:00).

From: Higgins, Keira PREM:EX

Sent: Tuesday, May 15, 2018 3:13 PM

To: Gedney, Vanessa R MAH:EX

Cc: Genzale, Morgan MAH:EX

Subject: RE: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

Unfortunately we already have the time held for a similar session in another Ministry. Is there a future date we might consider?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Gedney, Vanessa R MAH:EX

Sent: Tuesday, May 15, 2018 3:06 PM

To: Higgins, Keira PREM:EX

Cc: Genzale, Morgan MAH:EX

Subject: FW: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Keira, would Don be available for the Community and Legislative Divisional Forum on June 14th, anytime between 9:00 – 1:00 pm? They would be interested if he would be available to speak about his background in the public and private sector.

The morning will be spent unpacking WES Scores and celebrating/discussing our Top Work Unit Award.

From: Rai, Diana MAH:EX
Sent: Tuesday, May 15, 2018 2:52 PM
To: Gedney, Vanessa R MAH:EX
Cc: Rai, Diana MAH:EX
Subject: REQUEST: CLS Divisional Forum - June 14th, 2018 9am to 1pm

Hi Vanessa,

We are having an annual Divisional Forum in which we will be covering a few things with our staff:

Unpacking of WES Scores –
Celebrating our Successes – Led by Kevin and EDs
Discussing top work award

We would also like to see if Don Wright, the head of the BCPSA, would be available to speak on his background in the public sector as well as the private sector. We could most certainly build our schedule around his time.

Would Jacquie also be interested in perhaps kicking off the forum? We would appreciate that very much as well.

Cheers,

Diana Rai
Executive Coordinator | Community and Legislative Services Division
Assistant Deputy Minister's Office
Ministry of Municipal Affairs and Housing
6th Floor, 800 Johnson St | Victoria BC V8W 9N7
Desk: 778. 698.2847 | Cell: 250.889.9805 | Fax: 250.387.7973

Higgins, Keira PREM:EX

Subject: FW: MEETING: Don Wright, Tim Sheldan, Wes Shoemaker, Christine Kennedy, Doug Caul, David Kiemele, Vincent Ernest - Aquaculture companies
Location: Legislature, Rose Room
Start: Mon 2018-06-18 3:00 PM
End: Mon 2018-06-18 4:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Shoemaker, Wes AGRI:EX

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

From: Shoemaker, Wes AGRI:EX

Sent: Wednesday, June 13, 2018 1:31 PM

To: Shoemaker, Wes AGRI:EX; Wright, Don J. PREM:EX; Sheldan, Tim FLNR:EX; david.kiemele@cermaq.com; Erenst, Vincent

Cc: Caul, Doug D IRR:EX

Subject: MEETING: Don Wright, Tim Sheldan, Wes Shoemaker, Christine Kennedy, Doug Caul, David Kiemele, Vincent Ernest - Aquaculture companies

When: Monday, June 18, 2018 3:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Legislature, Rose Room

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 8:39 AM
To: Piotrowicz, Eddie P FIN:EX
Subject: RE: PREM New User Req'd June 15, Workstation
Attachments: Copy of Workstation_Justification_Form.xlsx

Hi Eddie,

Thank you. Please see form (attached).

Thanks,

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

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, June 13, 2018 4:02 PM
To: Higgins, Keira PREM:EX
Subject: RE: PREM New User Req'd June 15, Workstation

Hi Keira, for new workstation requests a workstation justification form is required...please see attached form to fill out.

From: Keira.Higgins@gov.bc.ca [mailto:Keira.Higgins@gov.bc.ca]
Sent: Wednesday, June 13, 2018 1:36 PM
To: FIN IMB Service Desk (78912) FIN:EX; Higgins, Keira PREM:EX
Subject: PREM New User Req'd June 15, Workstation

Checkout Information

On-Site Address: Room 272 West Annex Parliament Buildings
On-Site Contact Name: Keira Higgins
On-Site Contact Phone: (250)356-2206
Account: PREM-DEPUTY MINISTER'S OFFICE
Ministry Number: 004
Responsibility Centre: 36B10
Service Code: 36205
Project Number: 3600000
Expense Authority: Jacqueline Hendry

Service Requests

Account - New IDIR or Transfer In
Type: Transfer In
Transfer From Ministry: Agriculture
First Name: Allison
Last Name: Witter

Required By Date: 15, JUN, 2018
Email Account Required: Yes
GAL Company: Office of the Premier
GAL Department: Deputy Minister's Office
GAL Job Title: Director
GAL Office: Deputy Minister's Office
GAL Supervisor: Christine Kennedy
GAL User Phone: (250)356-2206
GAL Assistant: Keira Higgins
GAL Address: Room 049 - 617 Government Street
GAL City: Victoria
GAL Postal Code: V8W 9V1
Shared File Print Required: Yes
Contact Name: Keira Higgins
Contact Number: (250)356-2206
Access Requirements: Same as Christine Kennedy
Transfer Email: Yes
Transfer H Drive: Yes
VPN Required: Yes
DTS Required: Yes
Mobile Required: Yes
Mobile: iPhone
Activation Assistance: Yes

Hardware - New Workstation

Type: 14 Inch Laptop
Required By Date: 15, JUN, 2018
Assigned User: Allison Witter
Additional Hardware: Laptop large monitor keyboard

ActiveSync - New Or Add Device

First Name: Allison
Last Name: Witter
Mobile: iPhone
Activation Assistance: Yes

Requestor: Higgins, Keira PREM:EX
Email: Keira.Higgins@gov.bc.ca
Time: 2018-06-13 13:35:56

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 8:40 AM
To: Shoemaker, Wes AGRI:EX
Subject: RE: Call with Greg D'Avignon BCBC

Will do – thanks.

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

From: Shoemaker, Wes AGRI:EX
Sent: Thursday, June 14, 2018 8:36 AM
To: Higgins, Keira PREM:EX
Subject: Re: Call with Greg D'Avignon BCBC

Okay. Hold that time. I will reach out to Greg.

Wes

W.H. (Wes) Shoemaker, MBA
Deputy Minister
Ministry of Agriculture
5th Floor, 808 Douglas Street
Victoria, BC V8W 9B4
Tel: 250.356.1803 | Cell: 250.516.6892 | Fax: 250.356.7279
E-mail: wes.shoemaker@gov.bc.ca

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Sent from my iPhone

On Jun 14, 2018, at 8:35 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Wes,

Don is available at 4:00.

Thanks,

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

From: Shoemaker, Wes AGRI:EX
Sent: Thursday, June 14, 2018 8:23 AM
To: Higgins, Keira PREM:EX
Subject: Call with Greg D'Avignon BCBC

Don has asked for a call to be setup with Greg for Monday, preferably after 3pm meeting with Aquaculture companies. What is his availability?

Wes

W.H. (Wes) Shoemaker, MBA
Deputy Minister
Ministry of Agriculture
5th Floor, 808 Douglas Street
Victoria, BC V8W 9B4
Tel: 250.356.1803 | Cell: 250.516.6892 | Fax: 250.387.6003
E-mail: wes.shoemaker@gov.bc.ca

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Sent from my iPad

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 14, 2018 9:37 AM
To: Shoemaker, Wes AGRI:EX
Subject: Accepted: Phone Call: Greg D'Avignon, Don Wright and Wes Shoemaker

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 9:48 AM
To: 'Island Rail'
Subject: RE: ICF Letter to Premier John Horgan SIGNED

Hi Graham,

Will do, thank you.

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

From: Island Rail [mailto:islandrail@shaw.ca]
Sent: Thursday, June 14, 2018 9:35 AM
To: Higgins, Keira PREM:EX
Subject: FW: ICF Letter to Premier John Horgan SIGNED

Hi Keira,
Could you please ensure Don sees this letter and I would appreciate if you would direct it to the Premier's scheduler as well.
Thank you

Graham Bruce
Chief Executive Officer
Island Corridor Foundation
Box 375 Stn A, Nanaimo BC V9R 5L3
Office: 250 754 7254 | Direct: 250 246 4320 | Cell: 250 210 0411 | Fax: 888 662 4197 | www.IslandRail.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 9:48 AM
To: Nash, Amber PREM:EX
Cc: McLaren, Chris PREM:EX
Subject: FW: ICF Letter to Premier John Horgan SIGNED
Attachments: ICF_Letter_to_Premier_John_Horgan.pdf

Hi Amber,

Over to you.

Thanks,

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

From: Island Rail [mailto:islandrail@shaw.ca]
Sent: Thursday, June 14, 2018 9:35 AM
To: Higgins, Keira PREM:EX
Subject: FW: ICF Letter to Premier John Horgan SIGNED

Hi Keira,
Could you please ensure Don sees this letter and I would appreciate if you would direct it to the Premier's scheduler as well.
Thank you

Graham Bruce
Chief Executive Officer
Island Corridor Foundation
Box 375 Stn A, Nanaimo BC V9R 5L3
Office: 250 754 7254 | Direct: 250 246 4320 | Cell: 250 210 0411 | Fax: 888 662 4197 | www.IslandRail.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 9:59 AM
To: Moulton, Holly HLTH:EX
Subject: RE: Deputy Minister - Stephen Brown s.22

Noted – thanks.

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

From: Moulton, Holly HLTH:EX
Sent: Thursday, June 14, 2018 9:49 AM
To: Higgins, Keira PREM:EX
Subject: Deputy Minister - Stephen Brown s.22

Good morning Keira,
Please note that Deputy Minister, Stephen Brown s.22
Sabine Feulgen will be Acting Deputy Minister and her contact details are below.

Sabine Feulgen
Office Number: 250 952 1766
Dell Number s.17
Assistant: Sara Walsh, Office Number: 250 952 1764.

Kind regards,

Holly Moulton
A/Director, Executive Operations
Office of the Deputy Minister
Ministry of Health
250 952 2162

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 10:01 AM
To: Duncan, Laurie ENV:EX
Cc: Cameron, Tara D ENV:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Noted – thanks.

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

From: Duncan, Laurie ENV:EX
Sent: Thursday, June 14, 2018 9:55 AM
To: Higgins, Keira PREM:EX
Cc: Cameron, Tara D ENV:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good Morning Keira,

I have confirmed that Bobbi will now be able to attend DMC tomorrow morning. She will be attending in Chambers.

Thank you,
~Laurie

From: Duncan, Laurie ENV:EX
Sent: Wednesday, June 13, 2018 3:43 PM
To: Higgins, Keira PREM:EX
Cc: Cameron, Tara D ENV:EX
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Hi Keira,

Bobbi will not be able to attend this week's DMC mtg. (She's attending a Building Bridges workshop)

Thank you,

Laurie Duncan

a/Sr. Executive Assistant to Bobbi Plecas
Deputy Minister, Climate Change
Ministry of Environment & Climate Change Strategy

Phone: 250-356-8794
Email: Laurie.1.Duncan@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 10:06 AM
To: Loubert, Danny PREM:EX
Subject: DMC attendance

Hi Danny,

Please note the following DMs will attend DMC tomorrow from VCO:

Sandy C
Fazil M
Trevor H
Christina Z

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 10:10 AM
To: Stewart, Melanie FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: Deputy Minister's Council Agenda

Hi Melanie,

s.22

I have referred your request to Shelley Canitz who coordinates the agenda for DMC.

Thanks,

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

From: Stewart, Melanie FIN:EX
Sent: Thursday, June 14, 2018 10:09 AM
To: Higgins, Keira PREM:EX
Subject: Deputy Minister's Council Agenda

Good morning Keira,

I have recently been appointed ADM, Gender Equity in the Ministry of Finance. In this role, I am supporting Parliamentary Secretary Dean to fulfill her mandate, including "ensuring that gender equity is reflected in government budgets, policies and programs."

I understand that you are responsible for coordinating the agendas for DMC meetings?

I am contacting you regarding when it might be possible to schedule a presentation to DMC on the Gender Equity file and plans for rolling out Gender Based Analysis Plus across government as a means of fulfilling the gender equity mandate. Lori Halls has spoken with Don Wright about this and this was his suggested approach. Following this presentation, I would then present the material to all of Corporate Executive at their next meeting in the Fall.

Can you let me know what dates may have room on the agenda in the next month or so and what the process is for having material approved etc.?

Thank you for your consideration and assistance,
Melanie

Melanie J. Stewart, PhD.
Assistant Deputy Minister, Gender Equity
Gender Equity Secretariat
Ministry of Finance
C: 250-213-8764

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 10:15 AM
To: Hansen, Erin AGRI:EX
Subject: RE: Call with Greg D'Avignon BCBC

Yes, that works.

Thanks,

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

From: Hansen, Erin AGRI:EX
Sent: Thursday, June 14, 2018 10:14 AM
To: Higgins, Keira PREM:EX
Subject: FW: Call with Greg D'Avignon BCBC

Hi Keira.

Would it be possible to have Don and the DMs do this call in the Rose Room as they will be there for the meeting prior?

Thanks,
Erin

From: Shoemaker, Wes AGRI:EX
Sent: Thursday, June 14, 2018 8:39 AM
To: Hansen, Erin AGRI:EX
Subject: Fwd: Call with Greg D'Avignon BCBC

Can you call Greg's office and see if Greg can do a call Monday at 4 with Don and other DMs related to Salmon Farming?

Wes

W.H. (Wes) Shoemaker, MBA
Deputy Minister
Ministry of Agriculture
5th Floor, 808 Douglas Street
Victoria, BC V8W 9B4
Tel: 250.356.1803 | Cell: 250.516.6892 | Fax: 250.356.7279
E-mail: wes.shoemaker@gov.bc.ca

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Sent from my iPhone

Begin forwarded message:

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: June 14, 2018 at 8:34:37 AM PDT
To: "Shoemaker, Wes AGRI:EX" <Wes.Shoemaker@gov.bc.ca>
Subject: RE: Call with Greg D'Avignon BCBC

Hi Wes,

Don is available at 4:00.

Thanks,

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

From: Shoemaker, Wes AGRI:EX
Sent: Thursday, June 14, 2018 8:23 AM
To: Higgins, Keira PREM:EX
Subject: Call with Greg D'Avignon BCBC

Don has asked for a call to be setup with Greg for Monday, preferably after 3pm meeting with Aquaculture companies. What is his availability?

Wes

W.H. (Wes) Shoemaker, MBA
Deputy Minister
Ministry of Agriculture
5th Floor, 808 Douglas Street
Victoria, BC V8W 9B4
Tel: 250.356.1803 | Cell: 250.516.6892 | Fax: 250.387.6003
E-mail: wes.shoemaker@gov.bc.ca

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Sent from my iPad

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 10:31 AM
To: Gorman, Frances A IGRS:EX
Subject: RE: LSA dates/orgs (Assigned nights) 2018

Hi Frances,

Thank you.

I think he would be happy to do the night of the 9th as DoC (if he is needed) but I know from last year that his preference is to defer the role for the other nights to the other DMs.

Thanks,

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

From: Gorman, Frances A IGRS:EX
Sent: Thursday, June 14, 2018 10:28 AM
To: Higgins, Keira PREM:EX
Subject: RE: LSA dates/orgs (Assigned nights) 2018

Hi Keira,

Thanks for letting me know. Yes, let's confirm Don for the 9th. In Don's role I would be approaching him in the next couple of weeks (well contacting you ;)) to see if he was available to attend any of the nights in the role as Director of Ceremonies. As the DoC role is for the Head of the Public Service. If he isn't available, then I approach the DM's to attend on his behalf for all the nights.

The same will happen for the Premier. If he is not able to attend any of the nights, I will approach the Ministers to attend on the Premier's behalf.

Thanks again for following up Keira. I'll be in touch closer to the ceremony nights with all the details/documents/information. In the meantime, can you put 5:55-9:00p.m. in Don's calendar for October 9th at Government House?

Will Don be available to attend any other nights, while I have you?

Frances

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 9:12 AM
To: BC Honours and Awards HAS:EX; Gorman, Frances A IGRS:EX
Subject: RE: LSA dates/orgs (Assigned nights) 2018

Hi Frances,

Don would like to attend the Premier's Awards night on October 9th. How do I go about confirming his attendance?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: BC Honours and Awards HAS:EX

Sent: Monday, June 11, 2018 2:20 PM

To: Alanna.Valentine@gov.bc.ca; Dale, Raman GCPE:EX; Elson, Jody CITZ:EX; Ferrara, Rita LDB:EX; FitzPatrick, Kate DBC:EX; Fudge-Jensen, Karen RBCM:EX; Gooderham, Coleen E ENV:EX; Halkett, Kim WCAT:IN; Hall, Cheryl AG:EX; Hintz, Elissa OMBD:EX; Kearsey, Stephen OAG:EX; Mackay, Karen CLBC:EX; Martins, Sonja CSNR:EX; Mercier, Veronique IGRS:EX; Oman, Darlene FPB:EX; Osborne, Tim MCF:EX; PAABBC PAAB:EX; Piasentin, Eddy HLTH:EX; Pitre, Julie PENC:EX; Roe, Sandra PSA:EX; Schneider, Ellice LASS:EX; Shout, Linda RCY:EX; Siu, Raeleen FIN:EX; Spence, Suzanne CSNR:EX; Taylor, Erika PENC:EX; Thickens, Melissa TRAN:EX; Trudeau, Sylvia SDPR:EX; Turton, Roberta MAH:EX; Ward, Karen MAH:EX; Western, Nola EBC:EX; XT:Maloney Sara AG:IN; Yeats, Vicki IIO:EX; Adamson, Steve AG:EX; Bergthorson, Sheena PSEC:EX; Cousins, Sabrina ENV:EX; Cowden, Sharon A TRAN:EX; Crosby, Gail MCF:EX; de Bree, Jennifer FLNR:EX; DeWolfe, Vivian EAB:EX; Dublin, Donna A RCY:EX; Evans, Lisa OMBD:EX; Gilker, Leslie PAAB:EX; Goldade, Shannon EAO:EX; Gorbert-Hopkins, Natasha LDB:EX; Guidoriagao, Kimberley MMHA:EX; Hansen, Erin AGRI:EX; Higgins, Keira PREM:EX; Keene, Jeff IRR:EX; Kerrigan, Andrea GCPE:EX; Kershaw, Leah PENC:EX; Laemmerzähl, Corinna WCAT:IN; Lal, Irene R IIO:EX; Locke, Amber EBC:EX; MacLean-Pollock, Gail; Matthews, Alicia JTT:EX; McEwen, Glenna L EAAT:EX; McNally, Lorna AG:EX; Melo, Tina LDB:EX; Mullane, Aleta HLTH:EX; Nelson, Brenda L JTT:EX; Nicoll, Georgina AG:EX; Olson, Kris EDUC:EX; Palin, Ross AEST:EX; Pan, Christina CITZ:EX; Podgorenko, Shannon FPB:EX; Sall, Gurmeet GCPE:EX; SDPR Long Service Awards SDPR:EX; Shaw, Brea BRDO:EX; Specht, Cheryl EDUC:EX; Stonnell, Jennifer FIN:EX; Sukhija, Ruchita FIN:EX; Thorburn, Paula D AG:EX; Trachsel, Daymon EMPR:EX; Tupper, Linsey PSA:EX; Van Buskirk, Amanda OAG:EX; Van Leeuwen, Kelli LASS:EX; Willows, Jaimie CLBC:EX; XT: Miller, Nicole PSA:IN; XT:Glass, Teesa JAG:IN; XT:Van Laethem, Tralene AG:IN

Subject: LSA dates/orgs (Assigned nights) 2018

Good afternoon everyone,

Please find attached the night assignments for the upcoming Fall ceremonies. You will see two worksheets (one listed by organization and one by the dates)

Thanks to everyone who shared their information with us. We have made all attempts to accommodate every date/special request.

Additional information/reminders:

- We have 1427 recipients now registered for **11 ceremony** nights.
- Here are the revised/final ceremony dates: September 25, 26, 27, October 3, 4, 9, 10, 11, 16, 17, 18)
- Recipients will receive their invitations (starting later) this week. The deadline to RSVP is July 20th.
- We have started a new waitlist as of June 1st (All late requests up to the end of May have been accommodated and the recipient will receive an invitation)

If you have questions or concerns about the night assignments specifically, please reach out to Frances. (Frances.Gorman@gov.bc.ca)

Thanks again for your support and (most importantly) Happy Public Service Week!

Long Service Award Team

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 10:53 AM
To: Kennedy, Christine PREM:EX
Subject: RE: Call With Christine Little

Hi Christine,

You don't have a call with her so I recommend doing a full shutdown and restart on your phone.

Thanks,

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

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

From: Kennedy, Christine PREM:EX
Sent: Thursday, June 14, 2018 10:37 AM
To: Higgins, Keira PREM:EX
Subject: Call With Christine Little

Keira could you check on whether I have a call with Christine Little at 11 and if so cancel it. My phone shows this, but I had thought she had cancelled it a few days ago. I'm with Don at the GCPE meeting and I don't think we will be done by then. He told them he could stay til 11:30 for discussion. Thanks.

Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 14, 2018 11:03 AM
To: Halls, Lori D PSA:EX
Subject: Accepted: Lori Halls, Don Wright and Iris Colyn | Executive Development Conversation

Higgins, Keira PREM:EX

Subject: Booked for Fazil Mihlar
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Start: Fri 2018-06-29 1:00 PM
End: Fri 2018-06-29 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 11:31 AM
To: Kwan, Shirley JTT:EX
Cc: Loubert, Danny PREM:EX
Subject: FW: Booked for Fazil Mihlar

Subject: Accepted: Booked for Fazil Mihlar

When: Friday, June 29, 2018 1:00 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 11:41 AM
To: Faust, Marnie L GCPE:EX
Subject: RE: Dons headed back

Thanks Marnie!

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

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

From: Faust, Marnie L GCPE:EX
Sent: Thursday, June 14, 2018 11:40 AM
To: Higgins, Keira PREM:EX
Subject: Dons headed back

Sent from my iPhone

Higgins, Keira PREM:EX

Subject: PA
Location: Chambers

Start: Thu 2018-06-14 1:30 PM
End: Thu 2018-06-14 4:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs on Thursday every other week from 2:00 PM to 4:00 PM effective 1/18/2018 until 7/26/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

PA

Thursday, June 14, 2018
(NOW) 1:30 p.m. – 5:30 p.m.
Chambers/VCO

Thursday, June 14, 2018
(WAS) 2:00 p.m. – 5:00 p.m.
Chambers/VCO

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 1:07 PM
To: Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX
Subject: FW: New PA end time this afternoon

Importance: High

FYI

Keira Higgins, Executive Administrative Coordinator

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

From: Massy, Michelle E PREM:EX
Sent: Thursday, June 14, 2018 12:59 PM
To: Brown, Dawn A PREM:EX; Clark, Layne PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Giuliano, Angela LASS:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Justesen, Josh T FIN:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Szabo, Maria GCPE:EX; Talbot, Sarena AEST:EX; Virk, Rajmeet LASS:EX; Wanamaker, Lori FIN:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Subject: New PA end time this afternoon
Importance: High

Please be advised that the Priorities and Accountability meeting beginning at 1:30pm today is now scheduled to end at 4:30pm.

Thank you,
Michelle

Michelle Massy

Manager | Cabinet Operations
Room 049 | 617 Government St. | Victoria, BC
250.387.0869 | cell: 250-516-0685

Warning: *This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message*

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 1:10 PM
To: Wright, Don J. PREM:EX
Subject: FW: stuff coming out of Estimates

Hi Don,

Is this an item you had on your list and if so is there any follow up that I can assist with?

Thanks,

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

From: Nash, Amber PREM:EX
Sent: Thursday, June 14, 2018 12:40 PM
To: Higgins, Keira PREM:EX
Subject: FW: stuff coming out of Estimates

Hi Keira,

Just wanted to follow up on this email below regarding items that may require further follow up coming out of Estimates.

In particular for me are the last 2 items – Can you confirm when the material would be ready to send to Shannon Smith regarding the highway? We'd like to include a personal note from the Premier wishing her well.

For the other 2 – just want to be sure that no follow is immediately required on my end in regards.

A

From: Meggs, Geoff PREM:EX
Sent: Wednesday, June 6, 2018 10:51 AM
To: Geary, Vanessa PREM:EX
Cc: Nash, Amber PREM:EX; Van Meer-Mass, Kate PREM:EX; Wright, Don J. PREM:EX
Subject: Re: stuff coming out of Estimates

Thanks Vanessa - Don did a similar list and we're following up.

Geoff

Sent from my iPhone

On Jun 6, 2018, at 10:41 AM, Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca> wrote:

There were a few things I noted coming out of Estimates on Thursday morning that may/not require follow up:

- Doug Clovechok, MLA Columbia River Revelstoke raised the issue of Highway 1 safety in the Three Gap area (near Revelstoke). Two specific pieces coming out of this:
 - o He asked if a geotechnical study of this area had been undertaken and if it hadn't, it should be. The Premier agreed. We also need more info on the 3 Gap area/issue and funding to fix to forward to MLA Clovechok. Should I follow up with Transportation?
 - o He brought in a couple of photos of a vehicle that was crushed by fallen boulder and stated that the woman driver, who survived the accident, was watching. The woman's name is Shannon Smith and she lives in Revelstoke. After we get info on the issue/area, may be a good idea for the Premier to send her a card, wishing her well and providing follow up info?
- Donna Barnett, MLA for Cariboo Chilcotin raised the issue of forest fire prevention and offered to take the Premier on a tour – he said he would look at his calendar ;) A response either way would be appropriate and nice;)
- Laurie Throness, MLA for Chilliwack Kent raised issue of meeting Chief Seymour of Seabird Island during the flood tour – I wasn't entirely sure what the follow up was, Amber, maybe you know and may be worthwhile looking at Hansard – I can do, let me know.

Vanessa Geary | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1662 | **M:** 604-619-0513
E: vanessa.geary@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 1:29 PM
To: Kennedy, Christine PREM:EX
Subject: RE: s.12

Yes, she has a meeting with Don Bain and Mark Z.

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

From: Kennedy, Christine PREM:EX
Sent: Thursday, June 14, 2018 1:28 PM
To: Higgins, Keira PREM:EX
Subject: FW: s.12

Oops, I had responded to myself there. 😊

From: Kennedy, Christine PREM:EX
Sent: Thursday, June 14, 2018 1:27 PM
To: Kennedy, Christine PREM:EX
Subject: RE: s.12

I did, I had tried to book it tomorrow for an 11:30 meeting with Silas Brownsey but got a note back saying that the room was booked for Stephanie at the time.

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Thursday, June 14, 2018 1:26 PM
To: Kennedy, Christine PREM:EX
Subject: FW: s.12

Hi Christine,

Did you try to book the Rose Room for something? I just received a decline as it is already booked.

Thanks,

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

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

From: PREM Rose Room PREM:EX

Sent: Thursday, June 14, 2018 12:32 PM

To: Higgins, Keira PREM:EX

Subject: Declined:\$12

When: Friday, June 15, 2018 11:30 AM-12:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: PREM Rose Room PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 1:29 PM
To: 'Maryam Golnaraghi'
Cc: Fraser, Agnes EMBC:EX
Subject: RE: Meeting with Don Wright

Hi Maryam,

Many thanks for the information.

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

From: Maryam Golnaraghi [mailto:s.22]
Sent: Thursday, June 14, 2018 1:13 PM
To: Higgins, Keira PREM:EX
Cc: Fraser, Agnes EMBC:EX
Subject: Re: Meeting with Don Wright

Dear Keira, I hope this note finds you well. As a follow up to our exchanges, you can find my bio at: <https://www.genevaassociation.org/sites/default/files/staff/cv/golnaraghi.pdf>

More details about my background can also be accessed at my LinkedIn
Page: <https://ca.linkedin.com/in/maryamgolnaraghi>

Looking forward to meeting Don Wright next week.

With best regards,

Maryam

On 13 June 2018 at 22:13, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Maryam,

Thank you, a bio would be appreciated. I have sent you a calendar invitation with the meeting location.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Maryam Golnaraghi [mailto:s.22]_____
Sent: Wednesday, June 13, 2018 12:22 PM
To: Higgins, Keira PREM:EX
Cc: Fraser, Agnes EMBC:EX
Subject: Re: Meeting with Don Wright

Hi Keira, thank you for your email. I confirm that I am in Vancouver on June 21st and available at the proposed time. I look forward to details of venue. I will send you a short bio later.

Thank you again

Best regards

Maryam Golnaraghi

Sent from my iPhone

On Jun 13, 2018, at 11:36 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Maryam,

I understand that Becky Denlinger was hoping to coordinate a meeting between you and Don Wright in Vancouver. I am wondering if you might have time between 1:30-4:00 on June 21st?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 2:00 PM
To: Geary, Orla FLNR:EX; Gooderham, Coleen E ENV:EX
Subject: FW: Confirmation of attendance to the June 15, 2018 DMC

Please confirm attendance.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 10:56 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the June 15, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 15, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 2:03 PM
To: Wright, Don J. PREM:EX
Subject: FW: Preparation for June 27/28 - CITZ Items
Attachments: CITZ Priority 1 - Connectivity.docx; CITZ Priority 2 - Procurement.docx; CITZ Priority 3 - FOI.DOCX

Hi Don,

Please let me know if I can be of assistance with organizing these emails.

Thanks,

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

From: Cook, Jeannette CITZ:EX
Sent: Thursday, June 14, 2018 2:02 PM
To: Higgins, Keira PREM:EX
Cc: Kot, Jill CITZ:EX
Subject: FW: Preparation for June 27/28 - CITZ Items

Hi Keira – please find attached our completed templates per Don's request below.

Thanks.
JC

Jeannette Cook | Director, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | e: jeannette.cook@gov.bc.ca

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: June 14, 2018 at 8:21:40 AM PDT
To: BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>
Subject: Re: Preparation for June 27/28

Hi Everybody,

Just a friendly reminder.

Please let me know if there is any problem with you getting me your Ministry's priorities by the end of the day.

Thanks.

Don

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Monday, June 4, 2018 at 7:01 AM
To: BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>
Cc: 's.17 _____', Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Subject: Preparation for June 27/28

Hi All,

Further to our discussion at DMC on Friday, could I ask you to pass this material on to your Ministers, and please find the earliest opportunity to sit down with them and agree on what your top, ranked, three priorities are.

In response to queries from some of you, I have clarified that you can have 1-page table for **each** priority. My original thought had been 1 page for all three. But the tradeoff is 12 font and nothing beyond 1 page. We are going to be posting these up on the wall at the retreat, and trust me, the complete unexpurgated version of War and Peace will not be very useful, and is unlikely to get much of read, and much favour.

I look forward to receiving every ministry's material by June 14.

Thanks everybody.

Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 2:05 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-84080 Due June 25, 2018

No records.

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

From: OOP FOI PREM:EX
Sent: Thursday, June 14, 2018 11:35 AM
To: LP PO Deputy Minister
Subject: Call for Records OOP-2018-84080 Due June 25, 2018

Hello,

Please see the below request and please let me know by June 25th whether or not you have any records:

Canvassed: all DMO staff

*All emails sent to and received from (at the Deputy Ministers Office level) from any email addresses ending with
@compositepublicaffairs.com*

(Date Range for Record Search: From 04/07/2018 To 06/04/2018) Date Format is MM/DD/YYYY

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

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

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

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 2:11 PM
To: Geary, Orla FLNR:EX; Hansen, Erin AGRI:EX; Austin, Matt FLNR:EX; de Bree, Jennifer FLNR:EX
Subject: RE: URGENT CALL: Today at 5pm Fish Farms (Broughton First Nations)

Hi Orla,

Yes for Don.

Thanks,

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

From: Geary, Orla FLNR:EX
Sent: Thursday, June 14, 2018 2:09 PM
To: Hansen, Erin AGRI:EX; Austin, Matt FLNR:EX; Higgins, Keira PREM:EX; de Bree, Jennifer FLNR:EX
Subject: URGENT CALL: Today at 5pm Fish Farms (Broughton First Nations)
Importance: High

Hi!

I need to set up a call today at 5pm with Wes, Doug, Tim, James Mack, Don Wright and Lorne B.

There is an announcement coming out on Tuesday on the Fish Farms... s.16
s.16

Can we make this call happen today at 5pm?

Kindly advise.

Thanks,
O.



Orla Geary

Senior Executive Assistant to Deputy Minister Tim Sheldan
Deputy Minister's Office
Ministry of Forests, Lands and Natural Resource Operations
780 Blanshard Street, Victoria BC V8W 2H1
Office: (250) 387-8280

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 2:24 PM
To: Wright, Don J. PREM:EX
Subject: RE: List of invitees

Will do - thanks.

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

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

From: Wright, Don J. PREM:EX
Sent: Thursday, June 14, 2018 2:24 PM
To: Higgins, Keira PREM:EX
Subject: List of invitees

Can you check the list of invitees. If any of Eric Kristjanson, Don Bain and Christine are not on the list, could you please ask Tim's assistant to add them?

Thanks.

Don

Sent from my iPhone

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 14, 2018 2:25 PM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: CALL: FISH FARMS

Higgins, Keira PREM:EX

Subject: FW: CALL: FISH FARMS
Location: s.15,s.17 # (**Craig to moderate)

Start: Thu 2018-06-14 5:00 PM
End: Thu 2018-06-14 5:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Sheldon, Tim FLNR:EX

Importance: High

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

From: Sheldon, Tim FLNR:EX

Sent: Thursday, June 14, 2018 2:23 PM

To: Sheldon, Tim FLNR:EX; Sutherland, Craig FLNR:EX; Shoemaker, Wes AGRI:EX; Caul, Doug D IRR:EX; Mack, James AGRI:EX; Wright, Don J. PREM:EX; Short, Charles J FLNR:EX; Thomas, Vivian P GCPE:EX; s.22

Subject: CALL: FISH FARMS

When: Thursday, June 14, 2018 5:00 PM-5:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: s.15,s.17 # (**Craig to moderate)

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 2:26 PM
To: Geary, Orla FLNR:EX
Subject: FW: List of invitees

FYI - please note I have forwarded the invite as per below.

Thanks,

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

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

From: Wright, Don J. PREM:EX
Sent: Thursday, June 14, 2018 2:24 PM
To: Higgins, Keira PREM:EX
Subject: List of invitees

Can you check the list of invitees. If any of Eric Kristjanson, Don Bain and Christine are not on the list, could you please ask Tim's assistant to add them?

Thanks.

Don

Sent from my iPhone

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, June 14, 2018 2:28 PM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: FW: CALL: FISH FARMS

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 3:26 PM
To: Chandler, Alex FIN:EX
Subject: RE: June 19 Treasury Board Attendance Survey

Hi Alex,

Christine will attend in Chambers.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Chandler, Alex FIN:EX
Sent: Thursday, June 14, 2018 3:24 PM
To: Bain, Don PREM:EX; Brown, Dawn A PREM:EX; Connor, Tamara LASS:EX; Duncan, Kate EMPR:EX; Gibbs, Robb GCPE:EX; Giesbrecht, Mandy FIN:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Kang, Gurbrinder LASS:EX; Kinnear, Lindsay PREM:EX; Madevon, Solenn LASS:EX; Massy, Michelle E PREM:EX; Mulloy, Eleanor PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Spilker, Robyn FIN:EX; Taylor, Kathy J LASS:EX; White, Christine MAH:EX
Subject: June 19 Treasury Board Attendance Survey

Good Afternoon,

Please confirm the attendance of your Minister/Official and their location for the next Treasury Board meeting by responding to this email:

Treasury Board

Tuesday, June 19, 2018
9:00 a.m.– 12:00 p.m.
Chambers / VCO

Alex Chandler

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

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 3:42 PM
To: Kish, Gillian PSA:EX; Vear, Maureen GPEB:EX; Holliss, Jeanne PSA:EX
Subject: FW: Top Work Unit Awards

Hi Jeanne,

Do you have a contact for the certificates who could please follow up with Maureen?

Thanks,

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

From: Vear, Maureen GPEB:EX
Sent: Thursday, June 14, 2018 3:39 PM
To: Higgins, Keira PREM:EX
Subject: Top Work Unit Awards

Hello Kiera:

We have been provided with the framed and two other Top Work Unit Award certificates.
We have a few different locations, both here in Victoria and a few on the mainland so would require one more of each.

Maureen Vear
Gaming Policy and Enforcement Branch
778-698-2277



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 3:51 PM
To: Wright, Don J. PREM:EX
Subject: FYI - Minister Popham is joining the 5:00

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, June 14, 2018 3:59 PM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: CALL: FISH FARMS

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 14, 2018 3:59 PM
To: Sheldon, Tim FLNR:EX
Subject: Accepted: CALL: FISH FARMS

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 8:18 AM
To: Loubert, Danny PREM:EX
Subject: RE: Ready to connect

Perfect. I will link in now.

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

From: Loubert, Danny PREM:EX
Sent: Friday, June 15, 2018 8:17 AM
To: Higgins, Keira PREM:EX
Subject: Ready to connect

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 8:24 AM
To: Wright, Don J. PREM:EX
Subject: FW: Preparation for June 27/28 - CITZ Items
Attachments: CITZ Priority 1 - Connectivity.docx; CITZ Priority 2 - Procurement.docx; CITZ Priority 3 - FOI.DOCX

Keira Higgins, Executive Administrative Coordinator

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

From: Kot, Jill CITZ:EX
Sent: Thursday, June 14, 2018 4:31 PM
To: Higgins, Keira PREM:EX
Cc: Cook, Jeannette CITZ:EX
Subject: RE: Preparation for June 27/28 - CITZ Items

Hello Keira,
I made a few minor modifications to the submission from Citizens' Services. Attached are the revised notes.
Thanks
Jill Kot

From: Cook, Jeannette CITZ:EX
Sent: Thursday, June 14, 2018 2:02 PM
To: Higgins, Keira PREM:EX
Cc: Kot, Jill CITZ:EX
Subject: FW: Preparation for June 27/28 - CITZ Items

Hi Keira – please find attached our completed templates per Don's request below.

Thanks.
JC

Jeannette Cook | Director, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | e: jeannette.cook@gov.bc.ca

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: June 14, 2018 at 8:21:40 AM PDT
To: BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>
Subject: Re: Preparation for June 27/28

Hi Everybody,

Just a friendly reminder.

Please let me know if there is any problem with you getting me your Ministry's priorities by the end of the day.

Thanks.

Don

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Monday, June 4, 2018 at 7:01 AM
To: BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>
Cc: s.17 _____, Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Subject: Preparation for June 27/28

Hi All,

Further to our discussion at DMC on Friday, could I ask you to pass this material on to your Ministers, and please find the earliest opportunity to sit down with them and agree on what your top, ranked, three priorities are.

In response to queries from some of you, I have clarified that you can have 1-page table for **each** priority. My original thought had been 1 page for all three. But the tradeoff is 12 font and nothing beyond 1 page. We are going to be posting these up on the wall at the retreat, and trust me, the complete unexpurgated version of War and Peace will not be very useful, and is unlikely to get much of read, and much favour.

I look forward to receiving every ministry's material by June 14.

Thanks everybody.

Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 8:32 AM
To: Stewart, Lori JTT:EX
Subject: RE: Chat

Thanks Lori.

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

From: Stewart, Lori JTT:EX
Sent: Friday, June 15, 2018 8:32 AM
To: Higgins, Keira PREM:EX
Subject: RE: Chat

Hi Keira,

No worries! Alan is bringing extra copies with him.

Thank you.

Lori Stewart
Executive Administrative Assistant to Dr. Alan Winter, BC's Innovation Commissioner
Office of BC's Innovation Commissioner
Phone: 778-698-3948
Email: Lori.Stewart@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: June 15, 2018 8:31 AM
To: Stewart, Lori JTT:EX <Lori.Stewart@gov.bc.ca>
Subject: RE: Chat

Hi Lori,

Don will not have had time to see this and I probably won't be able to get it to him before the meeting. It would be good if Alan could please bring an extra copy to the meeting.

Thanks,

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

From: Stewart, Lori JTT:EX
Sent: Thursday, June 14, 2018 4:29 PM

To: Higgins, Keira PREM:EX
Subject: RE: Chat

Good afternoon Keira,

I have attached a few topics for discussion which Alan would like to discuss with Deputy Minister Wright tomorrow at his meeting unless there are other topics preferred by the Deputy Minister.

Thank you.

Lori Stewart

*Executive Administrative Assistant to Dr. Alan Winter, BC's Innovation Commissioner
Office of BC's Innovation Commissioner
Phone: 778-698-3948
Email: Lori.Stewart@gov.bc.ca*

From: Higgins, Keira PREM:EX
Sent: May 30, 2018 3:14 PM
To: Winter, Alan JTT:EX <Alan.Winter@gov.bc.ca>
Cc: Stewart, Lori JTT:EX <Lori.Stewart@gov.bc.ca>
Subject: RE: Chat

Hi Alan,

Thank you. I have sent a calendar invitation.

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

From: Winter, Alan JTT:EX
Sent: Wednesday, May 30, 2018 3:10 PM
To: Higgins, Keira PREM:EX
Cc: Stewart, Lori JTT:EX
Subject: RE: Chat

Hi, Keira
Thanks – Friday 15th June, and the 10am – 11am slot would work well!
Regards,

Alan

From: Higgins, Keira PREM:EX
Sent: May 30, 2018 1:51 PM
To: Winter, Alan JTT:EX <Alan.Winter@gov.bc.ca>
Subject: RE: Chat

Hi Alan,

Don would be pleased to meet the week of June 11th. I have listed his availability below. Please let me know which option is best for your schedule.

June 13th – between 1:00-3:30

June 15th – between 10:00-11:00

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Winter, Alan JTT:EX

Sent: Tuesday, May 29, 2018 9:01 AM

To: don.j.wright@gov.bc.ca

Cc: Stewart, Lori JTT:EX; Higgins, Keira PREM:EX

Subject: Chat

Hi, Don

s.22

The BC Tech Summit was a very good event generally, and I think the community appreciated the Premier's speech about "tech in every sector".

You mentioned getting together, which would be great. I'm in Victoria until tomorrow, then go to Vancouver on Thursday and on to Boston on Saturday for BIO. I'm back in Victoria/Vancouver the weeks of the 11th and the 18th June. Regards,

Alan



Dr. Alan E. Winter

BC's Innovation Commissioner

Ministry of Jobs, Trade and Technology

☎ 778-698-1503 | ✉ Alan.Winter@gov.bc.ca

Higgins, Keira PREM:EX

Subject: CONFERENCE CALL: Don, Dave Nik and Mark Z
Location: Dial-in Phone Numbers: s.15,s.17 : Participant Conference ID: s.15,s. #; Don to moderate - ID: s.15,s. #

Start: Fri 2018-06-15 4:00 PM
End: Fri 2018-06-15 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Nikolejsin, Dave EMPR:EX; Zacharias, Mark ENV:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 10:16 AM
To: Verwoord, Cindy TRAN:EX
Subject: RE: Meeting: Tuesday June 19th @ 2:30

Hi Cindy,

That's fine.

Thanks,

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

From: Verwoord, Cindy TRAN:EX
Sent: Friday, June 15, 2018 9:47 AM
To: Higgins, Keira PREM:EX
Subject: Meeting: Tuesday June 19th @ 2:30

Hi Keira,

Hoping to add one more person to the attendee list for the meeting with Don on Tuesday, June 19th at 2:30pm to discuss the s.12 If there is room would you please add Kevin Volk to the list of attendees? I will update our meeting invite once you have confirmed there is room.

Thank you,

Cindy Verwoord
A/ Senior Executive Assistant
Deputy Ministers' Office | Ministry of Transportation and Infrastructure
Telephone: 250-387-3280 | Email: cindy.verwoord@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 10:23 AM
To: Gooderham, Coleen E ENV:EX
Subject: RE: Q: today's 4:00 call

Hi Coleen,

He has an off-site event prior so there is a good chance he may not be.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Gooderham, Coleen E ENV:EX
Sent: Friday, June 15, 2018 10:22 AM
To: Higgins, Keira PREM:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: Q: today's 4:00 call

Hi

If Don is in the office Mark will come over.

Pls advise.

Thank you



Coleen Gooderham

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

Page 460 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 10:40 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Shelley,

Would this be you?

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

From: Bouchard, Cynthia (WD/DEO) [mailto:cynthia.bouchard@canada.ca]
Sent: Friday, June 15, 2018 10:22 AM
To: Higgins, Keira PREM:EX
Cc: Reiss, Veronica (WD/DEO)
Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Keira,

I hope you are doing well. We are currently preparing the October 10 meeting between Mr. Wright, Deputy Minister Dylan Jones, and the BC Federal Council Members. We would like to confirm that a meeting between 9:00 am and 12:00 pm at the SFU Segal Building, 500 Granville Street in Vancouver would work for Mr. Wright.

Federal Council members want to hear from Mr. Wright, his vision for BC and for its public service, and the role that the federal government can play in support of his effort, but there may be other areas that we could prepare for prior to the meeting. Is there someone within his office with whom we could connect in regards to the agenda? We would also appreciate receiving his biography, if possible. Please do not hesitate to let us know if you need anything else from us.

We look forward to the Deputy Premier's visit.

Best regards,

Cynthia Bouchard

Manager, British Columbia Federal Council's Secretariat
Government of Canada
cynthia.bouchard@canada.ca / Tel: 604-666-6427 / TTY: 1-877-303-3388

Gestionnaire, Secrétariat du Conseil fédéral de la Colombie-Britannique
Gouvernement du Canada
cynthia.bouchard@canada.ca / Tél. : 604-666-6427 / ATS : 1-877-303-3388

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Quoi de nouveau au Conseil fédéral de la C.-B.? Visitez notre [site web](#) des Conseils fédéraux régionaux !

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Thursday, April 12, 2018 11:39 AM
To: Bouchard, Cynthia (WD/DEO)

Cc: Edgar, Chantal (WD/DEO)

Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Cynthia,

Sounds good, if you could please send me the logistics as soon as confirmed it would be much appreciated.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Bouchard, Cynthia (WD/DEO) [mailto:cynthia.bouchard@canada.ca]

Sent: Thursday, April 12, 2018 11:36 AM

To: Higgins, Keira PREM:EX

Cc: Edgar, Chantal (WD/DEO)

Subject: Don Wright's meeting with the BC Federal Council

Hi Keira,

Thank you for confirming a date for Don's visit on October 10.

I wanted you to have my coordinates as I will be the person organizing the event. I will be in touch in the near future as we further plan Mr. Wright's meeting with BCFC members. Please feel free to connect with me if you have any questions or concerns.

Best regards,

Cynthia Bouchard

Manager, British Columbia Federal Council's Secretariat

Government of Canada

cynthia.bouchard@canada.ca / Tel: 604-666-6427 / TTY: 1-877-303-3388

Gestionnaire, Secrétariat du Conseil fédéral de la Colombie-Britannique

Gouvernement du Canada

cynthia.bouchard@canada.ca / Tél. : 604-666-6427 / ATS : 1-877-303-3388

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Page 463 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 11:11 AM
To: Canitz, Shelley L PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: RE: would you please send this note out Friday after 10 (on behalf of Christine)

Will do – thanks.

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

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 15, 2018 11:04 AM
To: Higgins, Keira PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: RE: would you please send this note out Friday after 10 (on behalf of Christine)

You may send this out now – the announcement of the Committee has been made

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 4:50 PM
To: Canitz, Shelley L PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: Re: would you please send this note out Friday after 10 (on behalf of Christine)

Will do - thanks.

Sent from my iPhone

On Jun 13, 2018, at 4:22 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Keira – are you able to send this note out from Christine to DMO staff (and maybe downstairs/VCO) sometime after 10 on Friday?

Following the Premier’s announcement of the Wild Salmon Advisory Committee earlier today, I am pleased to advise that Allison (Ali) Witter will be joining our office on Monday as Director, Wild Salmon Secretariat. Ali is from Victoria and holds a Bachelor’s degree in International Development and Economics from McGill University and a Master of Science in Environmental Policy and Management from Lund University in Sweden. She is currently completing her PhD in Fisheries Economics at UBC, has experience as a team member in a small seafood company in Vancouver, and for the last year has worked as Fisheries and Seafood Industry Specialist in the Ministry of Agriculture.

Ali will be reporting to me and we are very pleased to have her to work with our office, ministries, Coastal First Nations, the Advisory Committee and other interested stakeholders in the development of a wild salmon strategy for B.C. She will be located on the ground floor of 617 Government Street – please join me in welcoming her to our team.

Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 11:20 AM
To: Tupper, Linsey PSA:EX
Subject: Please give me a shout when you have a sec. No rush.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 11:24 AM
To: 'Bouchard, Cynthia (WD/DEO)'
Cc: Reiss, Veronica (WD/DEO)
Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Cynthia,

s.22

The logistics work well for Don. I will have our team at the Intergovernmental Relations Secretariat touch base with regard to the agenda.

Thanks,

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

From: Bouchard, Cynthia (WD/DEO) [mailto:cynthia.bouchard@canada.ca]
Sent: Friday, June 15, 2018 10:22 AM
To: Higgins, Keira PREM:EX
Cc: Reiss, Veronica (WD/DEO)
Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Keira,

I hope you are doing well. We are currently preparing the October 10 meeting between Mr. Wright, Deputy Minister Dylan Jones, and the BC Federal Council Members. We would like to confirm that a meeting between 9:00 am and 12:00 pm at the SFU Segal Building, 500 Granville Street in Vancouver would work for Mr. Wright.

Federal Council members want to hear from Mr. Wright, his vision for BC and for its public service, and the role that the federal government can play in support of his effort, but there may be other areas that we could prepare for prior to the meeting. Is there someone within his office with whom we could connect in regards to the agenda? We would also appreciate receiving his biography, if possible. Please do not hesitate to let us know if you need anything else from us.

We look forward to the Deputy Premier's visit.

Best regards,

Cynthia Bouchard

Manager, British Columbia Federal Council's Secretariat
Government of Canada
cynthia.bouchard@canada.ca / Tel: 604-666-6427 / TTY: 1-877-303-3388

Gestionnaire, Secrétariat du Conseil fédéral de la Colombie-Britannique
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cynthia.bouchard@canada.ca / Tél. : 604-666-6427 / ATS : 1-877-303-3388

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Quoi de nouveau au Conseil fédéral de la C.-B.? Visitez notre [site web](#) des Conseils fédéraux régionaux !

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Thursday, April 12, 2018 11:39 AM
To: Bouchard, Cynthia (WD/DEO)
Cc: Edgar, Chantal (WD/DEO)
Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Cynthia,

Sounds good, if you could please send me the logistics as soon as confirmed it would be much appreciated.

Thanks,

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

From: Bouchard, Cynthia (WD/DEO) [mailto:cynthia.bouchard@canada.ca]
Sent: Thursday, April 12, 2018 11:36 AM
To: Higgins, Keira PREM:EX
Cc: Edgar, Chantal (WD/DEO)
Subject: Don Wright's meeting with the BC Federal Council

Hi Keira,

Thank you for confirming a date for Don's visit on October 10.

I wanted you to have my coordinates as I will be the person organizing the event. I will be in touch in the near future as we further plan Mr. Wright's meeting with BCFC members. Please feel free to connect with me if you have any questions or concerns.

Best regards,

Cynthia Bouchard
Manager, British Columbia Federal Council's Secretariat
Government of Canada
cynthia.bouchard@canada.ca / Tel: 604-666-6427 / TTY: 1-877-303-3388

Gestionnaire, Secrétariat du Conseil fédéral de la Colombie-Britannique
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cynthia.bouchard@canada.ca / Tél. : 604-666-6427 / ATS : 1-877-303-3388

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Quoi de nouveau au Conseil fédéral de la C.-B.? Visitez notre [site web](#) des Conseils fédéraux régionaux !

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 15, 2018 11:29 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 15, 2018 11:29 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Don has an event in Vancouver.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 11:30 AM
To: Massy, Michelle E PREM:EX
Subject: RE: Welcome new employee Ali Witter

Will do!

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

From: Massy, Michelle E PREM:EX
Sent: Friday, June 15, 2018 11:26 AM
To: Higgins, Keira PREM:EX
Subject: RE: Welcome new employee Ali Witter

Could you please have only myself from CabOps on the list? I think Lindsay and Arianna are on there right now but Elizabeth has requested that it just be myself who receives these emails. Please and thank you!

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 11:24 AM
To: Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: RE: Welcome new employee Ali Witter

Hi Michelle,

Yes I do....why?

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

From: Massy, Michelle E PREM:EX
Sent: Friday, June 15, 2018 11:23 AM
To: Higgins, Keira PREM:EX
Subject: RE: Welcome new employee Ali Witter

Hi Keira – do you manage the BCPSA agency DMC contact list?

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 11:13 AM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Christensen, Suzanne PREM:EX <Suzanne.Christensen@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca>; McConnell, Sheena PREM:EX <Sheena.McConnell@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Loubert, Danny PREM:EX

<Danny.Loubert@gov.bc.ca>; Witter, Allison AGRI:EX <Allison.Witter@gov.bc.ca>

Subject: Welcome new employee Ali Witter

Sent on behalf of ADM Christine Kennedy.

Following the Premier's announcement of the Wild Salmon Advisory Committee earlier today, I am pleased to advise that Allison (Ali) Witter will be joining our office on Monday as Director, Wild Salmon Secretariat. Ali is from Victoria and holds a Bachelor's degree in International Development and Economics from McGill University and a Master of Science in Environmental Policy and Management from Lund University in Sweden. She is currently completing her PhD in Fisheries Economics at UBC, has experience as a team member in a small seafood company in Vancouver, and for the last year has worked as Fisheries and Seafood Industry Specialist in the Ministry of Agriculture.

Ali will be reporting to me and we are very pleased to have her to work with our office, ministries, Coastal First Nations, the Advisory Committee and other interested stakeholders in the development of a wild salmon strategy for B.C. She will be located on the ground floor of 617 Government Street – please join me in welcoming her to our team.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 11:42 AM
To: Geary, Orla FLNR:EX
Subject: RE: DRAFT Agenda for June 26

Very helpful! Many thanks.

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

From: Geary, Orla FLNR:EX
Sent: Friday, June 15, 2018 11:40 AM
To: Higgins, Keira PREM:EX
Subject: DRAFT Agenda for June 26



Orla Geary

Senior Executive Assistant to Deputy Minister Tim Sheldan
Deputy Minister's Office
Ministry of Forests, Lands and Natural Resource Operations
780 Blanshard Street, Victoria BC V8W 2H1
Office: (250) 387-8280

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Friday, June 15, 2018 12:22 PM
To: Kot, Jill CITZ:EX
Subject: Accepted: DMCPSC (includes Online Mtg info)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 12:47 PM
To: Nikolejsin, Dave EMPR:EX; Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX
Cc: Zacharias, Mark ENV:EX; Yuma Morisho, Okenge PREM:EX
Subject: RE: Note for Don

Will do – thanks.

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

From: Nikolejsin, Dave EMPR:EX
Sent: Friday, June 15, 2018 12:46 PM
To: Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX; Higgins, Keira PREM:EX
Cc: Zacharias, Mark ENV:EX; Yuma Morisho, Okenge PREM:EX
Subject: FW: Note for Don

Keira, can you please ensure Don has this for our call at 4?
Okenge here is the doc we discussed. Please feel free to join at 4 if you like.

From: Beltrano, Linda EMPR:EX
Sent: June 15, 2018 12:34 PM
To: Nikolejsin, Dave EMPR:EX <Dave.Nikolejsin@gov.bc.ca>
Subject: Note for Don

Dave
Here is the note.

Linda Beltrano
Executive Lead
Oil Infrastructure Group
Ministry of Energy, Mines & Petroleum Resources
778-698-3661

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 1:10 PM
To: Henry, David A FIN:EX
Subject: RE: Allison Witter

Thanks David!

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

From: Henry, David A FIN:EX
Sent: Friday, June 15, 2018 12:57 PM
To: Higgins, Keira PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: RE: Allison Witter

Good morning Keira, for sure.
See you Monday.

Thanks,
David

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 13, 2018 2:45 PM
To: Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: Allison Witter

Hi everyone,

I have confirmed with Allison that she will start in our office on Monday and will come to our room so David can walk her to her new spot and get her setup.

David – could you be here at 8:30 on Monday?

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 15, 2018 1:30 PM
To: Halls, Lori D PSA:EX
Subject: Declined: DMCPSI

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 15, 2018 1:57 PM
To: Kennedy, Christine PREM:EX
Subject: Accepted: Conference Call - Fish Farms

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 2:18 PM
To: Geary, Orla FLNR:EX
Subject: RE: DRAFT Agenda for June 26

Hi Orla,

That's all good. Now that I have the logistics I have it confirmed in Don and Christine's calendars.

Thanks,

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

From: Geary, Orla FLNR:EX
Sent: Friday, June 15, 2018 2:17 PM
To: Higgins, Keira PREM:EX
Subject: RE: DRAFT Agenda for June 26

Hi Keira:

No official invite for the calendar. I just blocked off the time in Tim's calendar ☺

From: Higgins, Keira PREM:EX
Sent: June 15, 2018 11:46 AM
To: Geary, Orla FLNR:EX
Subject: RE: DRAFT Agenda for June 26

Okay sounds good☺

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

From: Geary, Orla FLNR:EX
Sent: Friday, June 15, 2018 11:45 AM
To: Higgins, Keira PREM:EX
Subject: RE: DRAFT Agenda for June 26

Hey thanks.

s.22

I'm just trying to get a MDD meeting changed at the original time of the briefing. Hopefully we can make this original time work.

Stay tuned.

From: Higgins, Keira PREM:EX
Sent: June 15, 2018 11:44 AM
To: Geary, Orla FLNR:EX
Subject: RE: DRAFT Agenda for June 26

Hey,

I just realized I could also offer 11:00-11:30 on Monday for the briefing.

Thanks,

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

From: Geary, Orla FLNR:EX
Sent: Friday, June 15, 2018 11:40 AM
To: Higgins, Keira PREM:EX
Subject: DRAFT Agenda for June 26



Orla Geary

Senior Executive Assistant to Deputy Minister Tim Sheldan
Deputy Minister's Office
Ministry of Forests, Lands and Natural Resource Operations
780 Blanshard Street, Victoria BC V8W 2H1
Office: (250) 387-8280

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 15, 2018 2:30 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: HOLD - Petronas Not yet conf'd

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 2:33 PM
To: Wade, Debbie PREM:EX
Subject: RE: Request for 45 minute meeting

s.22 Please hold until we hear from Simon.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Friday, June 15, 2018 2:32 PM
To: Higgins, Keira PREM:EX
Cc: Coley, Simon J EMPR:EX
Subject: RE: Request for 45 minute meeting

Hi Keira;

The only time that works for Geoff is June 18th from 11:00-11:45am.

Thanks!

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

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 2:30 PM
To: Wade, Debbie PREM:EX; Coley, Simon J EMPR:EX
Subject: Request for 45 minute meeting

Hi Debbie and Simon,

Don needs to please request a 45 minute meeting next week with Geoff and Simon to discuss First Nations and LNG. Please let me know which of the below options work for your schedule:

June 18th – 11:00-11:45; 2:00-2:45
June 21st – between 1:30-3:30 – Telepresence

Thanks,

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

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 3:03 PM
To: Brubacher, Kelly IGRS:EX
Subject: RE: Diversity and Inclusion Executive Committee Meeting Materials, June 18, 2018

Done – thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Brubacher, Kelly IGRS:EX
Sent: Friday, June 15, 2018 2:56 PM
To: Higgins, Keira PREM:EX
Subject: FW: Diversity and Inclusion Executive Committee Meeting Materials, June 18, 2018

Hi Keira, could you please replace these minutes in Okenge's binder which Gary dropped off at lunch time today? Thank you!

From: Tupper, Linsey PSA:EX
Sent: Friday, June 15, 2018 2:55 PM
To: Wood, Jessica IRR:EX; Devenny, Denise MCF:EX; Yuma Morisho, Okenge PREM:EX; Harrington, Molly SDPR:EX; Vasey, Jeff AEST:EX; Dhaliwal, Sunny CITZ:EX; Piccinino, Ines EMPR:EX; Nicholls, Diane R FLNR:EX; Mihlar, Fazil JTT:EX; Lapointe, Lisa PSSG:EX; Carroll, Sandra TAC:EX; Stewart, Melanie FIN:EX
Cc: Seeley, Mark PSA:EX; Lum, Sharon IRR:EX; Zhu, Jamie MCF:EX; Wensink, Alison PREM:EX; Brubacher, Kelly IGRS:EX; Moccia, Margaret SDPR:EX; Barnes, Kristin AEST:EX; Howard, Beth CITZ:EX; Petrini, Teresa EMPR:EX; Pike, Shannon FLNR:EX; Kwan, Shirley JTT:EX; Smallwood, Susan PSSG:EX; Shang, Cindy TAC:EX; O'Connor, Lara PSA:EX
Subject: RE: Diversity and Inclusion Executive Committee Meeting Materials, June 18, 2018

Good afternoon,

Please replace the minutes that were sent yesterday with this version.

Thank you.

Linsey

Linsey Tupper, Senior Executive Assistant

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



Where ideas work

From: Tupper, Linsey PSA:EX
Sent: Thursday, June 14, 2018 2:06 PM
To: Wood, Jessica IRR:EX; Devenny, Denise MCF:EX; Yuma Morisho, Okenge PREM:EX; Harrington, Molly SDPR:EX; Vasey, Jeff AEST:EX; Dhaliwal, Sunny CITZ:EX; Piccinino, Ines EMPR:EX; Nicholls, Diane R FLNR:EX; Mihlar, Fazil JTT:EX;

Lapointe, Lisa PSSG:EX; Carroll, Sandra TAC:EX; Stewart, Melanie FIN:EX

Cc: Seeley, Mark PSA:EX; Lum, Sharon IRR:EX; Zhu, Jamie MCF:EX; Wensink, Alison PREM:EX; Brubacher, Kelly IGRS:EX; Moccia, Margaret SDPR:EX; Barnes, Kristin AEST:EX; Howard, Beth CITZ:EX; Petrini, Teresa EMPR:EX; Pike, Shannon FLNR:EX; Kwan, Shirley JTT:EX; Smallwood, Susan PSSG:EX; Shang, Cindy TAC:EX; O'Connor, Lara PSA:EX

Subject: Diversity and Inclusion Executive Committee Meeting Materials, June 18, 2018

Good afternoon,

Please find attached materials for the Diversity and Inclusion Executive Committee Meeting on Monday, June 18th from 9:30 am to 11:30 am.

With thanks,

Linsey

Linsey Tupper, Senior Executive Assistant

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



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 3:38 PM
To: Restall, Analise EMPR:EX
Cc: Coley, Simon J EMPR:EX; Wade, Debbie PREM:EX
Subject: RE: Request for 45 minute meeting

Hi Analise,

Thank you. The meeting will be in-person. I will send a calendar invitation.

Thanks,

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

From: Restall, Analise EMPR:EX
Sent: Friday, June 15, 2018 3:37 PM
To: Higgins, Keira PREM:EX
Cc: Coley, Simon J EMPR:EX
Subject: RE: Request for 45 minute meeting

Hi Keira,

Yes, Simon can meet with Don Wright at 11:00 on Monday. To confirm, will this be in person?

Thanks,

Analise Restall
Manager, Division Operations
ADMO | Strategic & Indigenous Affairs Division
Ministry of Energy, Mines & Petroleum Resources
Phone: (778) 698-4991 | Fax: (250) 387-6209 | Email: analise.restall@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 3:33 PM
To: Restall, Analise EMPR:EX
Subject: FW: Request for 45 minute meeting

Hi Analise,

Please see below and advise if Simon is available at 11:00 on June 18th.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Friday, June 15, 2018 2:32 PM
To: Higgins, Keira PREM:EX
Cc: Coley, Simon J EMPR:EX
Subject: RE: Request for 45 minute meeting

Hi Keira;

The only time that works for Geoff is June 18th from 11:00-11:45am.

Thanks!

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

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 2:30 PM
To: Wade, Debbie PREM:EX; Coley, Simon J EMPR:EX
Subject: Request for 45 minute meeting

Hi Debbie and Simon,

Don needs to please request a 45 minute meeting next week with Geoff and Simon to discuss First Nations and LNG.
Please let me know which of the below options work for your schedule:

June 18th – 11:00-11:45; 2:00-2:45
June 21st – between 1:30-3:30 – Telepresence

Thanks,

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

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs and Simon Coley
Location: Don's Office - room 272 West Annex, Parliament Buildings

Start: Mon 2018-06-18 11:00 AM
End: Mon 2018-06-18 11:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Meggs, Geoff PREM:EX; Coley, Simon J EMPR:EX

Higgins, Keira PREM:EX

Subject: Canceled: 11:45MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-06-18 11:30 AM
End: Mon 2018-06-18 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 3:46 PM
To: Pink, Linda COI:EX
Subject: RE: contact info

Hi Linda,

s.22 Sorry but I don't have any contact info for s.22. It's likely that the PSA does but they won't be able to share it.

Thanks,

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

From: Pink, Linda [mailto:Linda.Pink@coibc.ca]
Sent: Friday, June 15, 2018 3:29 PM
To: Higgins, Keira PREM:EX
Subject: contact info

Hi Keira,

Hope you are doing well. Is there a possibility that you might have an email address for s.22. I realize that you might possibly not be able to share it with me and I understand if that is the case.

Thank you,
Linda

Linda Pink
Executive Coordinator
Office of the Conflict of Interest Commissioner
First Floor, 421 Menzies Street, Victoria, BC V8V 1X4
Ph: 250-387-8677 Fax: 250-356-6580

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 5:37 PM
To: Heavener, Cory R MCF:EX
Subject: Re: Response to fax from Deputy Minister Don Wright

Thanks Cory.

Sent from my iPhone

On Jun 15, 2018, at 5:31 PM, Heavener, Cory R MCF:EX <Cory.Heavener@gov.bc.ca> wrote:

Hi Keira,
We have been in contact by phone and email with s.22 We will respond to this email.
Thanks for your note.
Cory

Sent from my iPhone

On Jun 15, 2018, at 3:34 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Cory,

I will leave the follow up to your team.

Thanks,

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

From: s.22
Sent: Friday, June 15, 2018 2:52 PM
To: Higgins, Keira PREM:EX
Cc: Heavener, Cory R MCF:EX; Bond, Allison MCF:EX
Subject: Re: Response to fax from Deputy Minister Don Wright

Thank you for your reply, will a investigation or anything be occurring?

Sent from ProtonMail mobile

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

On Jun 12, 2018, 9:43 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi s.22

Please see the attached response to your fax of June 7, 2018. The hardcopy will be mailed out today and should arrive within a few business days.

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 15, 2018 6:08 PM
To: Wright, Don J. PREM:EX
Subject: Re: New Brunswick

Okay sounds good. Thanks.

Sent from my iPhone

On Jun 15, 2018, at 5:46 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:

Hi Keira,

Don't worry about this until Monday, but I would like to fly down to Moncton first thing Monday July 16 and fly back after the meeting on July 18.

Thanks.

Don

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 8:31 AM
To: Heavener, Cory R MCF:EX
Subject: FW: Response to fax from Deputy Minister Don Wright
Attachments: Incoming letter - s.22 - June 7 2018.pdf; Response s.22 12
2018.pdf

Hi Cory,

FYI – please see below.

Thanks,

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

From: s.22
Sent: Sunday, June 17, 2018 4:04 AM
To: Higgins, Keira PREM:EX
Subject: Re: Response to fax from Deputy Minister Don Wright

s.22

Page 495 of 813

Withheld pursuant to/removed as

s.22

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

On Jun 12, 2018, 9:43 AM, Higgins, Keira PREM:EX < Keira.Higgins@gov.bc.ca> wrote:

Hi s.22

Please see the attached response to your fax of June 7, 2018. The hardcopy will be mailed out today and should arrive within a few business days.

Thank you,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 8:34 AM
To: Henry, David A FIN:EX
Subject: Are you still able to come to assist with the new setup?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 8:58 AM
To: Woodcock, Danielle EMBC:EX
Subject: RE: DM Denlinger s.22

Thanks Danielle!

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

From: Woodcock, Danielle EMBC:EX
Sent: Friday, June 15, 2018 8:04 PM
To: Higgins, Keira PREM:EX
Subject: DM Denlinger s.22

Hi Keira,

Becky will be s.22 the acting Deputy Minister for Emergency
Management during that time will be
Assistant Deputy Minister Bob Turner Office 250-952-5023 Cell s.17 Email Robert.Turner@gov.bc.ca

If for any reason EMBC is activated for an emergency event then coverage will be as follows,

June 17 – 23, 2018 acting DM will be Deputy Minister Lori Halls Office 778-698-7978 Cell s.17 Email
Lori.D.Halls@gov.bc.ca

June 24 – July 1, 2018 acting DM will be Deputy Minister Wes Shoemaker Office 778-698-4831 Cell s.17 Email
Wes.Shoemaker@gov.bc.ca

Thank you.

Danielle Woodcock, Manager Executive Operations
Ministry of Public Safety and Solicitor General
Deputy Ministers Office, Emergency Management BC
Suite 4B - 940 Blanshard Street
Victoria BC V8W 3C8
Office: 250-356-0840 Mobile: 250-818-1297
Email: Danielle.Woodcock@gov.bc.ca

Page 499 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 10:07 AM
To: Piotrowicz, Eddie P FIN:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: iStore - 876219 - 59668 - Allison Witter Transfer In - 876286 - 59683 New Workstation

Many thanks Eddie!

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

From: Piotrowicz, Eddie P FIN:EX
Sent: Monday, June 18, 2018 10:02 AM
To: Higgins, Keira PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: iStore - 876219 - 59668 - Allison Witter Transfer In - 876286 - 59683 New Workstation

Hello Keira, I have called this in - Service Request Opened: SR2634778 : 913:Emergency iStore order: 876219.

As soon as it's complete I will send you an email.

From: Piotrowicz, Eddie P FIN:EX
Sent: Monday, June 18, 2018 9:55 AM
To: Hendry, Jackie PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: RE: iStore - 876219 - 59668 - Allison Witter Transfer In - 876286 - 59683 New Workstation

No that's great Jackie...thanks! 😊

From: Hendry, Jackie PREM:EX
Sent: Monday, June 18, 2018 9:53 AM
To: Piotrowicz, Eddie P FIN:EX
Cc: Higgins, Keira PREM:EX
Subject: RE: iStore - 876219 - 59668 - Allison Witter Transfer In - 876286 - 59683 New Workstation

Hi Eddie – I have just done approvals. Have I approved everything? Just want to make sure I haven't missed anything.
Jackie

From: Piotrowicz, Eddie P FIN:EX
Sent: Monday, June 18, 2018 9:39 AM
To: Hendry, Jackie PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: FW: iStore - 876219 - 59668 - Allison Witter Transfer In - 876286 - 59683 New Workstation
Importance: High

Hello Jacqueline, This order(876219 – 876286 - Allison Witter) needs to be approved so I can call it in as an Emergency request. Can you have a look for it? ☺

From: Piotrowicz, Eddie P FIN:EX
Sent: Thursday, June 14, 2018 10:23 AM
To: Higgins, Keira PREM:EX
Subject: iStore - 876219 - 59668 - Allison Witter Transfer In - 876286 - 59683 New Workstation

Hello,

iStore - 876219 - 59668 - Allison Witter Transfer In - 876286 - 59683 New Workstation – submitted.

From: Keira.Higgins@gov.bc.ca [mailto:Keira.Higgins@gov.bc.ca]
Sent: Wednesday, June 13, 2018 1:36 PM
To: FIN IMB Service Desk (78912) FIN:EX; Higgins, Keira PREM:EX
Subject: PREM New User Req'd June 15, Workstation

Checkout Information

On-Site Address: Room 272 West Annex Parliament Buildings
On-Site Contact Name: Keira Higgins
On-Site Contact Phone: (250)356-2206
Account: PREM-DEPUTY MINISTER'S OFFICE
Ministry Number: 004
Responsibility Centre: 36B10
Service Code: 36205
Project Number: 3600000
Expense Authority: Jacqueline Hendry

Service Requests

Account - New IDIR or Transfer In
Type: Transfer In
Transfer From Ministry: Agriculture
First Name: Allison
Last Name: – (AWITTER)
Required By Date: 15, JUN, 2018
Email Account Required: Yes
GAL Company: Office of the Premier
GAL Department: Deputy Minister's Office
GAL Job Title: Director
GAL Office: Deputy Minister's Office
GAL Supervisor: Christine Kennedy
GAL User Phone: (250)356-2206
GAL Assistant: Keira Higgins
GAL Address: Room 049 - 617 Government Street
GAL City: Victoria
GAL Postal Code: V8W 9V1
Shared File Print Required: Yes
Contact Name: Keira Higgins

Contact Number: (250)356-2206

Access Requirements: Same as Christine Kennedy

Transfer Email: Yes

Transfer H Drive: Yes

VPN Required: Yes

DTS Required: Yes

Mobile Required: Yes

Mobile: iPhone

Activation Assistance: Yes

Hardware - New Workstation

Type: 14 Inch Laptop

Required By Date: 15, JUN, 2018

Assigned User: Allison Witter

Additional Hardware: Laptop large monitor keyboard

ActiveSync - New Or Add Device

First Name: Allison

Last Name: Witter

Mobile: iPhone

Activation Assistance: Yes

Requestor: Higgins, Keira PREM:EX

Email: Keira.Higgins@gov.bc.ca

Time: 2018-06-13 13:35:56

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 18, 2018 10:29 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 18, 2018 10:30 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check in

Don is on a flight to New Brunswick.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron - Agendas

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: s.15,s.17 ; Participant Conference ID: s.15,s. #; Don to moderate - ID: s.15,s.1 #

Start: Mon 2018-07-16 9:30 AM

End: Mon 2018-07-16 10:30 AM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Importance: High

*** Please inform Keira by Friday if you will be calling into the meeting.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don and Geoff - weekly meeting
Location: Geoff's Office

Start: Mon 2018-07-16 10:30 AM
End: Mon 2018-07-16 11:00 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don Wright and Lori Wanamaker - weekly meeting
Location: Don's Office - room 272 West Annex, Victoria

Start: Mon 2018-07-16 11:00 AM
End: Mon 2018-07-16 11:30 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:00 AM to 11:30 AM effective 11/20/2017 until 4/22/2019. There are 54 more occurrences.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Wanamaker, Lori FIN:EX

Importance: High

Don is in New Brunswick this week.

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: DMO staff weekly stand up meeting
Location: 272 West Annex, Parliament Buildings

Start: Mon 2018-07-16 11:30 AM
End: Mon 2018-07-16 11:45 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 11:30 AM to 11:45 AM effective 2/19/2018 until 1/28/2019.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Yuma Morisho, Okenge PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie PREM:EX
Optional Attendees: Shortt, Amanda PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 18, 2018 10:32 AM
To: Richards, Erin PREM:EX
Subject: Accepted: Don Wright Presentation

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 11:00 AM
To: Wright, Don J. PREM:EX
Subject: FW: Don's presentation for Kamloops

Hi Don,

Do you have anything to send in advance (as per below)?

Thanks,

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

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 18, 2018 9:55 AM
To: Higgins, Keira PREM:EX
Subject: FW: Don's presentation for Kamloops

Keira – would you see if Don will have a copy you can send to Roseanne?

From: Moran, Roseanne [<mailto:Roseanne.Moran@leg.bc.ca>]
Sent: Monday, June 18, 2018 9:38 AM
To: Canitz, Shelley L PREM:EX
Subject: Don's presentation for Kamloops

Hi there. Just wanted to make sure that I have a backup copy of his presentation in the event that something unforeseen happens. Can you assist with that? Thanks!

Roseanne Moran | Executive Director | New Democrat BC Government Caucus
T: 250.953.4645 E: roseanne.moran@leg.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 10:51 AM
To: Hay, Lorna JTT:EX
Subject: RE: Phone Call Request - Christine/Fazil/James

Yes, that's great, thanks.

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

From: Hay, Lorna JTT:EX
Sent: Monday, June 18, 2018 10:32 AM
To: Higgins, Keira PREM:EX
Subject: RE: Phone Call Request - Christine/Fazil/James

Just checked with Shirley Kwan in my office and she said that normally she would send these from Fazil's calendar. Are you ok with me doing that?

From: Hay, Lorna JTT:EX
Sent: Monday, June 18, 2018 9:44 AM
To: Higgins, Keira PREM:EX
Subject: RE: Phone Call Request - Christine/Fazil/James

June 20th works for James and Fazil. Can I send the invite or would you prefer it comes from Christine's calendar?

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 9:35 AM
To: Hay, Lorna JTT:EX
Subject: RE: Phone Call Request - Christine/Fazil/James

Will do – thanks.

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

From: Hay, Lorna JTT:EX
Sent: Monday, June 18, 2018 9:29 AM
To: Higgins, Keira PREM:EX
Subject: RE: Phone Call Request - Christine/Fazil/James

Can we hold 2pm Wednesday? I will see if that works for James and get back to you.

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 9:28 AM
To: Hay, Lorna JTT:EX
Subject: RE: Phone Call Request - Christine/Fazil/James

Hi Lorna,

She has between 11:30 and 3:30 on Wednesday if that work?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Hay, Lorna JTT:EX

Sent: Monday, June 18, 2018 8:54 AM

To: Higgins, Keira PREM:EX

Subject: Phone Call Request - Christine/Fazil/James

Good Morning Keira,

Fazil Mihar was asking if it were possible to have a 30 minute call this week Christine and James Harvey (JAG) regarding s.14 Could you please let me know if Christine has any time available.

Thank you,

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Monday, June 18, 2018 11:10 AM
To: Mihlar, Fazil JTT:EX
Subject: Accepted: 2:00pm CALL Christine/Fazil/James - s.14

Higgins, Keira PREM:EX

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

Start: Mon 2018-06-18 2:00 PM
End: Mon 2018-06-18 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Hendry, Jackie PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 1:18 PM
To: Trimble, Brett FIN:EX
Subject: RE: Testing Trio

Okay, sounds good!

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

From: Trimble, Brett FIN:EX
Sent: Monday, June 18, 2018 1:09 PM
To: Higgins, Keira PREM:EX
Subject: Testing Trio

Hi Keira,
Robin and I have booked the Rose room for a quick test.

Regards, Brett

Brett Trimble
Systems Analyst
Premier's Office Technology Support
@: prem.tech@gov.bc.ca
Tel: 250-953-5151
Cel: 250-634-4966

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 18, 2018 1:26 PM
To: Kennedy, Christine PREM:EX
Subject: Accepted: Hold for appointment DJW asked that I arrange for him

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 1:28 PM
To: Witter, Allison AGRI:EX; Henry, David A FIN:EX
Subject: FW: iStore 876881 / SR2634826 - Transfer Expiry notice for Witter, Allison AGRI:EX (AWITTER)

Hi David,

Has Ali connected with you regarding the below email? Will you need to come by CabOps tomorrow for additional setup?

Ali – please call me when you have a moment regarding some setup items.

Thanks,

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

From: Witter, Allison AGRI:EX
Sent: Monday, June 18, 2018 11:54 AM
To: Higgins, Keira PREM:EX
Subject: Fwd: iStore 876881 / SR2634826 - Transfer Expiry notice for Witter, Allison AGRI:EX (AWITTER)

FYI

Sent from my iPhone

Begin forwarded message:

From: "WSSDIDIAM@gov.bc.ca" <WSSDIDIAM@gov.bc.ca>
Date: June 18, 2018 at 11:13:38 AM PDT
To: <Allison.Witter@gov.bc.ca>
Cc: <Robert.B.Lee@gov.bc.ca>
Subject: iStore 876881 / SR2634826 - Transfer Expiry notice for Witter, Allison AGRI:EX (AWITTER)

Hello Allison,

Transfer OUT iStore 876881
Transfer IN iStore 876219

Your account has been set to expire at the end of 2018-06-18 so that your transfer can begin on the following business day. If you would like the transfer completed sooner than this, please reply with a time when you will be logged off. ** Please ensure you obtain your Supervisor's approval prior to requesting a change to the original transfer date. **

** H drive Data Transfer was approved. Your current H drive will be available to you once the transfer is complete.

** Email Data Transfer was not approved as part of this order, so your email, contacts, calendar will not be available to you once the transfer is complete.

NOTE - Transfers are completed during business hours Monday to Friday, 8am to 5pm. The Transfer IN iStore Preparer will be notified when your transfer is complete.

During the transfer process you cannot be logged in to the government network, as your account will be disabled during the time it takes to complete the transfer.

Questions? Contact the 7-7000 Service Desk online, by e-mail at 77000@gov.bc.ca or call 250 387-7000 (toll-free 1 866 660-0811).

The purpose of this communication is to convey and/or gather information relating to an approved iStore service request to transfer a user or IDIR/mailbox between Ministries/Organizations. We are unable to accept updates or changes to the related iStore order(s) via this communication. If you require changes to the iStore order(s) (change Start/End date of Transfer, approve data transfer, etc.) please contact 7-7000 Service Desk online, by e-mail at 77000@gov.bc.ca or call 250 387-7000 (toll-free 1 866 660-0811) to open a Service Request to update the applicable iStore order. Changes to an iStore order are not permitted if the work is already in progress. Please note: Only the iStore preparer or your Service Manager can request updates for an approved iStore order.

Thank you,
ISM Canada providing services to:
OCIO Enterprise Solutions
Identity and Access Management
Service Desk Email: 77000@gov.bc.ca
Service Desk Tel: (250) 387-7000
WO1667221

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 1:39 PM
To: Witter, Allison AGRI:EX
Subject: FW: Harbour Air

Keira Higgins, Executive Administrative Coordinator

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

From: Wensink, Alison PREM:EX
Sent: Wednesday, August 2, 2017 9:13 AM
To: Higgins, Keira PREM:EX
Subject: Harbour Air

Harbour Air Turbobucks Account:

Turbobucks Voucher Number: S.17
New Security Code: S.15; S.17

Account Administrator: Alison Wensink / Office of the Premier – Deputy Minister's Office
HAS #/Customer Profile #: S.17
Temporary Password to the HAS profile: S.17

Alison Wensink, Executive Administrative Coordinator

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 1:49 PM
To: Witter, Allison AGRI:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

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

From: Harbour Air, Whistler Air & Saltspring Air [mailto:reservation@harbourair.com]
Sent: Monday, June 18, 2018 1:44 PM
To: Higgins, Keira PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

HAS #

s.17

Company

Office Of The Premier - Deputy Minister's Office

Booking # s.17

Thursday, June 21, 2018

Flight #2060

09:30 Victoria Harbour / Map 

10:05 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Allison Witter, Female

[Add to Calendar](#)

Invoice **s.17**

Air Transportation Charges

Sked 200/300 : (St) GO Flex	\$186.64
-----------------------------	----------

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
---	--------

Sked 200 : Carbon Offset	\$0.65
--------------------------	--------

Sked 200 : VHFC Terminal Fee	\$9.86
------------------------------	--------

+ Goods and Services Tax	\$9.85
--------------------------	--------

Billing	\$197.15
---------	----------

Taxes	\$9.85
-------	--------

Grand Total	\$207.00
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GoFlex Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking # **s.17**

Thursday, June 21, 2018

Invoice **s.17**

Flight #2210**16:30 Vancouver Harbour / Map** **17:05 Victoria Harbour / Map** bsp; **35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex**

. Allison Witter, Female

[Add to Calendar](#)**Air Transportation Charges**

Sked 200/300 : (St) GO Flex	\$186.64
-----------------------------	----------

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
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Sked 200 : Carbon Offset	\$0.65
--------------------------	--------

Sked 200 : VHFC Terminal Fee	\$9.86
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+ Goods and Services Tax	\$9.85
--------------------------	--------

Billing	\$197.15
---------	----------

Taxes	\$9.85
-------	--------

Grand Total	\$207.00
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GoFlex Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure (subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information**Domestic Flights**

. Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure.

Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of

their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

The maximum weight per single piece of luggage is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)

Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.

Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

Check in time is 45 minutes prior to flight time. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 45 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Passport book required for all passengers including infants *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Cancellations less than 24 hours result in a full forfeiture of the fare

Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.

For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 18, 2018 2:16 PM
To: Beresford, Charley FIN:EX
Subject: Accepted: Telephone call Don Wright and Charley Beresford , Senior Exec Lead, CABRO
- regarding FICOM

Please call (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 2:32 PM
To: Martin, Victoria FIN:EX
Subject: RE: FICOM

Hi Victoria,

Thank you.

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

From: Martin, Victoria FIN:EX
Sent: Monday, June 18, 2018 2:31 PM
To: Higgins, Keira PREM:EX
Subject: RE: FICOM

Got it – will brief Charley. Waiting to get into ask her about the process behind this call this afternoon.
I will be in touch soonest.

Kind regards,

Victoria

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 2:19 PM
To: Martin, Victoria FIN:EX
Subject: RE: FICOM

Hi Victoria,

Don will not have time to review these and may not even see them prior to the call.

Thanks,

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

From: Martin, Victoria FIN:EX
Sent: Monday, June 18, 2018 2:16 PM
To: Higgins, Keira PREM:EX
Subject: FW: FICOM

Hi Kiera,

Thanks ever so much for facilitating the phone call later today . I am very appreciative, as is , of course, Charley.

This is the material about FICOM for sharing with the Deputy.

With appreciation,

Victoria

Victoria Martin | Executive Administrative Assistant
Crown Agencies and Board Resourcing Office | [CABRO](#)
Ministry of Finance | Victoria.Martin@gov.bc.ca
617 Government St, Victoria
Office #778 974-4007
Cell# 778 678 - 5136

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 3:11 PM
To: Olson, Lianna FIN:EX
Subject: RE: Please call me when you have a minute

Hi Lianna,

s.22

Yes, all is sorted☺

Thanks,

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

From: Olson, Lianna FIN:EX
Sent: Monday, June 18, 2018 3:10 PM
To: Higgins, Keira PREM:EX
Subject: RE: Please call me when you have a minute

Hey Keira, s.22

I understand you were talking to Victoria Martin about this, but let me know if you would still like to discuss. I believe Victoria is waiting for Charley to finish a phone call and has now gotten back to you. But please let me know if you need anything further.

Thanks,
Lianna

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 2:29 PM
To: Olson, Lianna FIN:EX
Subject: Please call me when you have a minute

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 3:39 PM
To: Geary, Orla FLNR:EX
Subject: RE: Material for Tuesday 4 pm Coast meeting

Thanks!

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

From: Geary, Orla FLNR:EX
Sent: Monday, June 18, 2018 2:47 PM
To: Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX; 'John Allan'; Stagg, Chris J FLNR:EX
Cc: Hayes, Sarah FLNR:EX; Higgins, Keira PREM:EX
Subject: FW: Material for Tuesday 4 pm Coast meeting

Good afternoon:

Attached hereto please find the materials for tomorrow's Coast meeting at 4:00 pm.

<< File: 1c_Participant List (June 15).xlsx >> << File: 2a_Minister Speaking Note (June 17).docx >> << File: 2b_Coast Forestry Meeting presentation - confidential draft (June 18).pptx >> << File: 2c_Tim Sheldon Speaking Notes (June 17).docx >>

If you have any questions or concerns, please let me know.

Thanks,
Orla

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

Orla Geary

Senior Executive Assistant to Deputy Minister Tim Sheldon
Deputy Minister's Office
Ministry of Forests, Lands and Natural Resource Operations
780 Blanshard Street, Victoria BC V8W 2H1
Office: (250) 387-8280

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 3:53 PM
To: Verwoord, Cindy TRAN:EX; Lewthwaite, Jennifer TRAN:EX
Cc: Westgate, Rachael TRAN:EX; Smith, Sheila M TRAN:EX
Subject: RE: MTG REQUEST:s.12

Hi Cindy,

No worries, if it won't be ready until tomorrow please just have Grant walk it in.

Thanks,

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

From: Verwoord, Cindy TRAN:EX
Sent: Monday, June 18, 2018 3:51 PM
To: Higgins, Keira PREM:EX; Lewthwaite, Jennifer TRAN:EX
Cc: Westgate, Rachael TRAN:EX; Smith, Sheila M TRAN:EX
Subject: RE: MTG REQUEST:s.12

Hi Keira,

Grant and Staff will be walking Don through a ppt. Grant is doing one final look on it and we are happy to send up first thing tomorrow morning if all goes well this evening.

Does this work?

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 3:46 PM
To: Lewthwaite, Jennifer TRAN:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: RE: MTG REQUEST:s.12

Hi Jennifer,

Are there any advance materials?

Thanks,

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Friday, June 8, 2018 9:48 AM
To: Higgins, Keira PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: MTG REQUEST:s.12

Hi Kiera,

Hoping to get some time with Don the week of June 18th:

Meeting Title:	s.12
Meeting Purpose:	To update Don (will be going to P&A in the fall)
Staff Attendees:	Silas Brownsey, Grant Main, Don Wright
Meeting Date Requested:	Week of June 18th
Meeting Duration:	30 minutes

Let me know what may work for Don.

Regards,

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

PH: 250-387-3077
Cell: 250-882-7527

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 3:59 PM
To: Henry, David A FIN:EX
Subject: Ali Witter

Hi David,

As discussed if you could please check in on Ali Witter tomorrow to finalize setup it would be appreciated. Please grant me editor access to her calendar while you are there.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 5:12 PM
To: Heavener, Cory R MCF:EX
Cc: Bond, Allison MCF:EX
Subject: Re: Response to fax from Deputy Minister Don Wright

Thank you Cory.

Sent from my iPhone

On Jun 18, 2018, at 5:02 PM, Heavener, Cory R MCF:EX <Cory.Heavener@gov.bc.ca> wrote:

Hi Kiera,

Alex Scheiber, Deputy Director of Child Welfare, spoke to s.22 on June 8th, has received emails from her and sent her a follow up email on June 17, 2018.

s.22 may continue to send emails and faxes to client relations and senior government officials to s.22 We have learned she has done this for many months.

My suggestion is that s.22 be referred to Alex Scheiber, Deputy Director of Child Welfare. She has Alex cell phone number and email and is welcome to contact him any time.

Cory

Cory Heavener
Provincial Director of Child Welfare
Assistant Deputy Minister
Office of the Provincial Director and Aboriginal Services
Ministry of Children and Family Development
phone – 778-698-5125

From: Higgins, Keira PREM:EX
Sent: Monday, June 18, 2018 8:31 AM
To: Heavener, Cory R MCF:EX <Cory.Heavener@gov.bc.ca>
Subject: FW: Response to fax from Deputy Minister Don Wright

Hi Cory,

FYI – please see below.

Thanks,

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

From: s.22
Sent: Sunday, June 17, 2018 4:04 AM

To: Higgins, Keira PREM:EX

Subject: Re: Response to fax from Deputy Minister Don Wright

s.22

s.22

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

On Jun 12, 2018, 9:43 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi s.22 ,

Please see the attached response to your fax of June 7, 2018. The hardcopy will be mailed out today and should arrive within a few business days.

Thank you,

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

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Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 19, 2018 8:31 AM
To: Kennedy, Christine PREM:EX
Subject: Accepted: Hold this time please. Need 5 minutes in this time block for you to join ELUC and make some brief remarks on process and sequencing

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 9:14 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for HWG meeting Tuesday, June 26, 2018

Hi Dawn,

Christine will attend but Don will not.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX
Sent: Tuesday, June 19, 2018 9:06 AM
To: Andrade, Ana MAH:EX; Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Connor, Tamara LASS:EX; Cooling, Karen LBR:EX; Dube, Jonathan MCF:EX; Farmer, Leila PREM:EX; Gedney, Vanessa R MAH:EX; Genzale, Morgan MAH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Kennedy, Christine PREM:EX; Kesteven, Torey LASS:EX; Kinnear, Lindsay PREM:EX; Larson, Lori MMHA:EX; Lennox, Brenda PREM:EX; Loubert, Danny PREM:EX; Madevon, Solenn LASS:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDPR:EX; Moran, Jennifer OHCS:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Robb, Amanda JTT:EX; Robinson, Jon PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Szabo, Maria GCPE:EX; Viveiros, Natalia MAH:EX; Wade, Debbie PREM:EX; White, Christine MAH:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for HWG meeting Tuesday, June 26, 2018
Importance: High

Good morning,

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

If requesting leave, please contact Christine White, and CC: Brenda Lennox, and myself for the attendance survey.

HWG

Tuesday, June 26, 2018
1:30 p.m. – 3:30 p.m.
VCO – note only at VCO

Thank you,

Dawn A. Brown

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 9:15 AM
To: Silverio, Lisa FLNR:EX; Geary, Orla FLNR:EX
Subject: RE: Request: Coast CEO Follow Up Meeting Date

Don has PA but could do it in the morning.

Thanks,

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

From: Silverio, Lisa FLNR:EX
Sent: Tuesday, June 19, 2018 9:14 AM
To: Higgins, Keira PREM:EX; Geary, Orla FLNR:EX
Subject: RE: Request: Coast CEO Follow Up Meeting Date

Hello,
Sep 17th will not work for Minister.
Does Sep 20th work for Don and Tim?

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 9:05 AM
To: Silverio, Lisa FLNR:EX; Geary, Orla FLNR:EX
Subject: RE: Request: Coast CEO Follow Up Meeting Date

Hi ladies,

Don has several meetings with PJH on September 18th. Could we do the 17th instead?

Thanks,

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

From: Silverio, Lisa FLNR:EX
Sent: Tuesday, June 19, 2018 8:53 AM
To: Geary, Orla FLNR:EX; Higgins, Keira PREM:EX
Subject: RE: Request: Coast CEO Follow Up Meeting Date

Hello,
Minister is available **September 18th in Vancouver**.
Orla/Keira—Could you confirm if the morning or afternoon would work for Tim/Don.

Cabinet is in Victoria on Sep 19th from 9-12pm so that day is not going to work and the meeting needs to take place prior to Sep 24th.

Thank you,
Lisa

From: Geary, Orla FLNR:EX
Sent: Tuesday, June 19, 2018 8:48 AM
To: Higgins, Keira PREM:EX; Silverio, Lisa FLNR:EX
Subject: RE: Request: Coast CEO Follow Up Meeting Date

Good Morning:

September 19, 20 look good for Tim

Sept 25, 27 (a.m.) also work....

Thanks,
Orla.

From: Eckardt, Dana R FLNR:EX
Sent: June 19, 2018 8:25 AM
To: Higgins, Keira PREM:EX; Silverio, Lisa FLNR:EX; Geary, Orla FLNR:EX
Subject: Request: Coast CEO Follow Up Meeting Date

Keira, Lisa, Orla

The Coast CEO meeting is now 1 week away. Thanks for your help to date coordinating all the pre-brief and prep meetings for Minister, Don and Tim.

We have been asked to schedule one more meeting in advance of next week. Here are the details

When: Week of September 17 (or September 24th at the latest)
For: Coast CEO follow-up meeting
Time: 3 hour time slot for meeting required

Can I leave this with the three of you to find a time that best works with schedules?

I understand we are hoping to have the time blocked off in September prior to next week's meeting so Minister/Don/Tim can consider announcing the date of the follow up meeting.

Let me know if further details are required. Once the date is confirmed please let me know.

Thanks in advance

Cheers,

Dana Eckardt
Director, Executive Operations | **Deputy Ministers Office**
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Phone: 250 356 2700 | Mobile: 250 818 8916

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 9:15 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for CCWG meeting June 26, 2018

Christine will not be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX
Sent: Tuesday, June 19, 2018 9:09 AM
To: Benn, Jennifer; Bond, Allison MCF:EX; Brown, Dawn A PREM:EX; Canitz, Shelley L PREM:EX; Clark, Layne PREM:EX; Colins, Tracey L PREM:EX; Dube, Jonathan MCF:EX; Farmer, Leila PREM:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Kesteven, Torey LASS:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; MacDonald, Scott D EDUC:EX; Massey, Christine MCF:EX; Massy, Michelle E PREM:EX; McCrea, Jennifer EDUC:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Robinson, Jon PREM:EX; Sampson, Laura EDUC:EX; Scambler, Teresa LASS:EX; Sharma, Niki MCF:EX; Sures, Lauren EDUC:EX; Szabo, Maria GCPE:EX; Tran, Kim C (Victoria) MCF:EX; Walker, Leah MCF:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for CCWG meeting June 26, 2018
Importance: High

Good Morning,

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

Please confirm WHERE your Minister/Official will be attending.

If requesting leave, please contact Nikki Sharma, and CC: Tracey Colins, and myself for the attendance survey.

CCWG

Tuesday, June 26, 2018
4:00 p.m. – 6:00 p.m.
Chambers/VCO

Thank you,

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

Higgins, Keira PREM:EX

Subject: FW: MEETING: Don Wright, Grant Main, Silas Brownsey, Kevin Volk, Christine Kennedy - s.12
Location: Don's office
Start: Tue 2018-06-19 2:30 PM
End: Tue 2018-06-19 3:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Main, Grant TRAN:EX

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

From: Main, Grant TRAN:EX

Sent: Friday, June 8, 2018 10:07 AM

To: Main, Grant TRAN:EX; Wright, Don J. PREM:EX; Brownsey, Silas TRAN:EX

Subject: MEETING: Don Wright, Grant Main, Silas Brownsey, Kevin Volk, Christine Kennedy -s.12
s.12

When: Tuesday, June 19, 2018 2:30 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Don's office

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 19, 2018 10:12 AM
To: Zacharuk, Christina PSEC:EX
Subject: Declined: CONFERENCE CALL: Christina Zacharuk, Don Wright and Geoff Meggs - Bargaining Update

Don is on a flight. Could we please cancel this call?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 10:36 AM
To: Wright, Don J. PREM:EX
Subject: FW: Important Update: Reservation for

Importance: High

FYI – please note update regarding parking for your Wednesday flight.

Keira Higgins, Executive Administrative Coordinator

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

From: Wensink, Alison PREM:EX
Sent: Tuesday, June 19, 2018 10:17 AM
To: Higgins, Keira PREM:EX
Subject: FW: Important Update: Reservation for
Importance: High

From: Harbour Air, Whistler Air & SaltSpring Air [mailto:reservation@harbourair.com]
Sent: Tuesday, June 19, 2018 10:12 AM
To: Wensink, Alison PREM:EX
Subject: Important Update: Reservation for
Importance: High



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Please note there is an important update which may impact your upcoming Harbour Air flight. Important flight advisory details are noted in red below.

Space is limited in the City of Victoria parking lot due to the Ska Festival. Pls allow extra time for parking.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Thank you for choosing Harbour Air.

Customer Information

Account

HAS #

s.17

Company

Office Of The Premier - Deputy Minister's Office

Advisory

Space is limited in the City of Victoria parking lot due to the Ska Festival. Pls allow extra time for parking.

Booking #s.17**Wednesday, June 20, 2018****Flight #222/Twin Otter****17:00 Victoria Harbour / Map** **17:35 Vancouver Harbour / Map** **35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****. Donald Wright, Male****Add to Calendar**Invoice **s.17****Air Transportation Charges**

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00**GoFlex Fare Conditions:**

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure (subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cancellation fee if cancelled within 24hrs of
departur e

Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- **Luggage** restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 10:46 AM
To: Clark, Layne PREM:EX
Subject: RE: Caucus presentation - Friday

Sure thing.

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

From: Clark, Layne PREM:EX
Sent: Tuesday, June 19, 2018 10:45 AM
To: Higgins, Keira PREM:EX
Subject: RE: Caucus presentation - Friday

Hey Keira,

Can we add one more half hour at the end just for a bit of discussion?

Layne

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 10:40 AM
To: Clark, Layne PREM:EX
Subject: RE: Caucus presentation - Friday

Thanks!

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

From: Clark, Layne PREM:EX
Sent: Tuesday, June 19, 2018 10:39 AM
To: Higgins, Keira PREM:EX
Subject: RE: Caucus presentation - Friday

No problem.

Thanks!

Layne

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 10:35 AM

To: Clark, Layne PREM:EX

Subject: Caucus presentation - Friday

Hi Layne,

Don needs 1 hour for his Friday presentation. Could we please schedule him from 1:30-2:30?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Ali, Christine, Donna Sanford, Caitlin Copage
Location: Room 069, BC Legislature

Start: Tue 2018-06-19 12:30 PM
End: Tue 2018-06-19 1:00 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX
Required Attendees: Witter, Allison AGRI:EX

Importance: High

We have time set up with the CASA Secretariat tomorrow at 12:30 if that works from you, and can go from there to meeting with Geoff.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 12:02 PM
To: Kennedy, Christine PREM:EX; Witter, Allison AGRI:EX
Subject: CANCELLED - 12:30 meeting has been cancelled by Donna S

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:18 PM
To: Kwan, Shirley JTT:EX
Cc: Hay, Lorna JTT:EX; Jang, Monica JTT:EX
Subject: RE: Conference Call

Sounds good, thanks.

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

From: Kwan, Shirley JTT:EX
Sent: Tuesday, June 19, 2018 1:02 PM
To: Higgins, Keira PREM:EX
Cc: Hay, Lorna JTT:EX; Jang, Monica JTT:EX
Subject: Re: Conference Call

Hi Keira -

Will confirm tomorrow at 230pm-3pm and send a calendar invite with dial in details.

Thank you again!

Shirley

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 9:58 AM
To: Kwan, Shirley JTT:EX
Cc: Hay, Lorna JTT:EX
Subject: RE: Conference Call

Hi Shirley,

Please see availability below:

June 20th – between 1:00-2:00; 2:30-3:30

June 29th – between 1:00-4:00

July 3rd – between 1:00-3:00

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Tuesday, June 19, 2018 9:55 AM
To: Higgins, Keira PREM:EX
Cc: Hay, Lorna JTT:EX
Subject: Conference Call

Good Morning Keira -

I've been asked to schedule a 30 min call with Eric and his team, Fazil, Christine K and Ron (no materials) re: ^{s.13}
s.13

Are you able to provide me a few dates and timeslots that works in Christine K's schedule for this week or next week?

Thanks!

Shirley

From: Jang, Monica JTT:EX
Sent: Monday, June 18, 2018 12:33 PM
To: 'Eric Place'
Cc: Bronstein, Ron JTT:EX; Kwan, Shirley JTT:EX
Subject: RE: Conference Call

Hi Eric,

I've copied in Shirley from my office to help you find a time. Will have her provide you a few options when she is able to coordinate all the calendars.

Thanks,

Monica.

From: Bronstein, Ron JTT:EX
Sent: Monday, June 18, 2018 12:31 PM
To: 'Eric Place'
Cc: Jang, Monica JTT:EX
Subject: RE: Conference Call

Hi Eric, best for me to extricate myself from being in the middle of the meeting logistics, and instead for you to email directly with Monica Jang from our Deputies Office. Monica will need to look at a couple of calendars that I do not have access.

Regards, Ron

From: Eric Place [mailto:Eric@atvantagecapital.com]
Sent: Monday, June 18, 2018 12:26 PM
To: Bronstein, Ron JTT:EX <Ron.Bronstein@gov.bc.ca>
Cc: Tom Ligocki <Tom@atvantagecapital.com>; Mike Burtch <mike.burtch@fortcapital.ca>; Libby Liu-Smith

<Libby@atvantagecapital.com>

Subject: Re: Conference Call

Sounds good

We will keep it to a small team on our side and are in BC for time zone purposes.

From: "Bronstein, Ron JTT:EX" <Ron.Bronstein@gov.bc.ca>

Date: Monday, June 18, 2018 at 12:21 PM

To: Eric Place <eric@atvantagecapital.com>

Subject: RE: Conference Call

Thanks Eric for the touch back. My Deputy Minister and likely another senior deputy are interested in a meeting, as soon as possible. We can arrange a conference line. I would recommend keeping the number of participants fairly tight so then we won't have too much scheduling pain. Maybe 45-60 minutes in total.

s.13

Are you in BC or elsewhere for time zone purposes? I have a request into his office to find a few time slots in the next day or so.

Thanks, Ron

From: Eric Place [mailto:Eric@atvantagecapital.com]

Sent: Monday, June 18, 2018 11:59 AM

To: Bronstein, Ron JTT:EX <Ron.Bronstein@gov.bc.ca>

Subject: Conference Call

Hi Ron,

Sorry I am in pretty bad cell coverage area today for a quick call

s.13

Team would be glad to get on a conference call with you and the team, could you maybe propose a couple of days and times that could work for your team this week and we can circle around our different schedules to find a time that works for all of us? We will try to accommodate as much as possible of course

Thanks

Eric

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:19 PM
To: Lewthwaite, Jennifer TRAN:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: RE: 2:30pm today

Hi Jennifer,

Don's Office cannot accommodate this many people. Please change the location to the Rose Room.

Thanks,

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Tuesday, June 19, 2018 12:58 PM
To: Higgins, Keira PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: 2:30pm today

Jacquie Dawes is also attending.

Jen

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:25 PM
To: Hay, Lorna JTT:EX
Subject: RE: telepresence booking

Hi Lorna,

Yes, there are quite a few different Telepresence locations.

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

From: Hay, Lorna JTT:EX
Sent: Tuesday, June 19, 2018 1:22 PM
To: Higgins, Keira PREM:EX
Subject: RE: telepresence booking

Is there more than one room that has capabilities for telepresence? The person will be linking in from 1515 Blanshard in Victoria. Would 1pm – 1:45pm be available?

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 10:59 AM
To: Hay, Lorna JTT:EX
Subject: RE: telepresence booking

Hi Lorna,

What room are you wanting to link in with and what time do you need it (you gave a 2 hour window)?

Thanks,

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

From: Hay, Lorna JTT:EX
Sent: Tuesday, June 19, 2018 10:54 AM
To: Higgins, Keira PREM:EX
Subject: telepresence booking

Hi Keira,

Could I please book the Canada Place telepresence room for June 26 for 45 mins between 1-3pm?

Higgins, Keira PREM:EX

Subject: Booked for Fazil M
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Start: Tue 2018-06-26 1:00 PM
End: Tue 2018-06-26 1:45 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:28 PM
To: Kennedy, Christine PREM:EX; Witter, Allison PREM:EX
Cc: Witter, Allison PREM:EX
Subject: RE: Help!

Hi Allison,

Yesterday I arranged that David would come this morning to complete the setup. Has he not showed up yet?

Thanks,

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

From: Kennedy, Christine PREM:EX
Sent: Tuesday, June 19, 2018 1:25 PM
To: PREM Tech
Cc: Higgins, Keira PREM:EX; Witter, Allison PREM:EX
Subject: Help!

Hey guys, I know you are probably working on this already but Allison Witter is not yet able to get access to her emails and calendar. Can you please let me and Keira know when this is likely to be resolved. If it is a matter that requires Agriculture sign off Wes Shoemaker will be here this afternoon and I can get him to send a quick e-mail.

Thanks so much, I know you are tremendously busy and we appreciate all you do for us.

Christine Kennedy
Office of the Premier, Deputy Minister's Office
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:28 PM
To: Hay, Lorna JTT:EX
Subject: FW: Booked for Fazil M

Subject: Accepted: Booked for Fazil M

When: Tuesday, June 26, 2018 1:00 PM-1:45 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Higgins, Keira PREM:EX

Subject: Canceled: Booked for Fazil M
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Start: Tue 2018-06-26 1:00 PM
End: Tue 2018-06-26 1:45 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

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

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:44 PM
To: 'Nikki Roussanidis'
Subject: RE: BCBC || Meeting - 21 June 2018 || Attendance.

Thank you.

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

From: Nikki Roussanidis [mailto:nikki.roussanidis@bccbc.com]
Sent: Tuesday, June 19, 2018 1:42 PM
To: Higgins, Keira PREM:EX
Subject: RE: BCBC || Meeting - 21 June 2018 || Attendance.

Hello Keira

My apologies!!

DM Don Wright is to be attend at the BCBC offices at 7:55 am on Thursday, 21 June 2018. Our Address is: #810-1050 West Pender Street, Vancouver BC. He will have the agenda from 8:00 am – 9:30 am, this includes Q&A.

All the best!

Nikki Roussanidis

Direct: 604-696-6586 |



From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: June 19, 2018 1:40 PM
To: Nikki Roussanidis <nikki.roussanidis@bccbc.com>
Subject: RE: BCBC || Meeting - 21 June 2018 || Attendance.

Hi Nikki,

Please send the logistics: location and timing.

Thanks,

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

From: Nikki Roussanidis [<mailto:nikki.roussanidis@bcbc.com>]

Sent: Tuesday, June 19, 2018 1:39 PM

To: Higgins, Keira PREM:EX

Subject: BCBC || Meeting - 21 June 2018 || Attendance.

Hello Keira

Trust you are well. As requested, following is a list of Board members that have RSPD'd their attendance at the BCBC Board meeting with DM Don Wright on Thursday, 21 June. If you require anything further from me, please feel free to reach out.

21 June 2018	Attendance		
			Organization
1	Audain	Michael	Polygon Homes
1	Blamey	Mark	Kerr Wood Leidal
1	Butler	Kathy	Canadian Imperial Bank
1	Butzelaar	Frank	Seaspan
1	Cassidy	Paul	McCarthy Tetrault
1	Collins	Mark	BC Ferries Corporation
1	Crawford	John	Pacific Blue Cross
1	Dall'Antonia	Roger	FortisBC
1	D'Avignon	Greg	BCBC
1	Duggan	Terry	BC Maritime Employers Ass.
1	Dunn	Richard	Encana Corp
1	Emans	John	TD Canada Trust
1	Eng	Rick	Brookfield Management
1	French	Doug	Telus Corp
1	Gardner	Chris	Independent Contractors
1	Giraud	Byng	WoodFibre
1	Gorman	James	WestFraser
1	Harris	Eric	Harris & Co.
1	Labistour	David	Mountain Equipment CoOp
1	Lau	TED	NEXT Leaders
1	Macfarlane	Fiona	EY
1	Mann	Valerie	Lawson Lundell
1	McGuigan	Jim	PwC
1	Moesker	Jens	Fairmont Hotels
1	Moore	James	Dentons
1	Neilsen	Steven	Finning Canada
1	Paish	Sue	Digital Technology Supercluster
1	Pela	Walter	KPMG
1	Pierce	Susannah	LNG Canada
1	Podmore	David	Concert Properties
1	Redfern	David	Lafarge

1	Shi	Hao	Agricultural Bank of China
1	Shoji-Lee	Leigh-Ann	Pacific Northern Gas
1	Silvester	Robin	Port Metro Vancouver
1	Smith	Marcia	Teck Resources
1	Speakman	James	ClarkWilson
1	Steiner	Daniel	NortonRoseFulbright
1	Thibodeau	Martin	RBC Royal Bank
1	Trotter	Lane	Langara College
1	Yurkovich	Susan	COFI
1	Lee	Benjamin	TimberWest

41 Subtotal

1	Finlayson	Jock	BCBC Staff
1	Muir	Cheryl	BCBC Staff
1	Peacock	Ken	BCBC Staff
1	Roussanidis	Nikki	BCBC Staff
1	Willaims	David	BCBC Staff
46			

Total

Best regards,
Nikki Roussanidis
Executive Assistant to the President
Business Council of British Columbia
810-1050 West Pender Street
Vancouver , B.C. V6E 3S7

Direct: 604-696-6586 |
www.bcbc.com | [@bizcouncilbc](https://twitter.com/bizcouncilbc)



Where Leaders Meet to Unlock BC's Full Potential

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, June 19, 2018 2:03 PM
To: Plecas, Bobbi ENV:EX
Subject: Accepted: LUNCH: Bobbi Plecas/Christine Kennedy

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 19, 2018 3:02 PM
To: Zacharuk, Christina PSEC:EX
Subject: Declined: CONFERENCE CALL: Christina Zacharuk, Don Wright and Geoff Meggs - Bargaining Update

Cabinet Planning Session. Please cancel this call.

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 19, 2018 3:10 PM
To: Main, Grant TRAN:EX
Subject: Declined: MEETING: Don Wright, Grant Main, Jacquie Dawes, Silas Brownsey, Kevin Volk, Christine Kennedy - s.12

Meeting didn't happen. To be rescheduled.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 3:23 PM
To: Verwoord, Cindy TRAN:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Meeting Request

Hi Cindy,

He is fully booked next week but has availability the following week as follows:

July 3rd – between 1:30-2:30
July 4th – between 2:00-3:00

Thanks,

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

From: Verwoord, Cindy TRAN:EX
Sent: Tuesday, June 19, 2018 3:20 PM
To: Higgins, Keira PREM:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: Meeting Request

Hi Keira,

I understand that the meeting this afternoon needs to be rescheduled. Would you please advise as to what works for Don's schedule in the coming week and early next?

Thank you,

Cindy Verwoord
A/ Senior Executive Assistant
Deputy Ministers' Office | Ministry of Transportation and Infrastructure
Telephone: 250-387-3280 | Email: cindy.verwoord@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 3:32 PM
To: Lee, Penny FIN:EX
Cc: Massy, Michelle E PREM:EX
Subject: RE: 877523-59804-Allison Witter-New Telephone Install

Thanks Penny.

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

From: Lee, Penny FIN:EX
Sent: Tuesday, June 19, 2018 3:30 PM
To: Higgins, Keira PREM:EX
Cc: Massy, Michelle E PREM:EX
Subject: 877523-59804-Allison Witter-New Telephone Install

Hi Keira, I have submitted I-store 877523 to request a new telephone install for Allison. An email from Telus will be sent to Michelle to advise of the date they will be onsite to install the new telephone line. Please let me know if you have any questions. Thank you.

Penny Lee
Telephone Coordinator
Ministry of Finance, Corporate Services, Information Management Branch
Supporting Finance, Office of the Premier and various other agencies
9-250-387-8912

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:33 PM
To: Lee, Penny FIN:EX
Cc: Kinnear, Lindsay PREM:EX
Subject: RE: Ticket 59804-Alison Winter-New Telephone Install

Hi Penny,

Sorry change of contact, please note Michelle Massy 250.387.0869

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:28 PM
To: Lee, Penny FIN:EX
Cc: Kinnear, Lindsay PREM:EX
Subject: RE: Ticket 59804-Alison Winter-New Telephone Install

Hi Penny,

Please note Lindsay Kinnear as the onsite contact.

Thanks,

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

From: Lee, Penny FIN:EX
Sent: Tuesday, June 19, 2018 12:02 PM
To: Higgins, Keira PREM:EX
Subject: RE: Ticket 59804-Alison Winter-New Telephone Install

Thanks Keira, I will go ahead and submit the order. I do need a different name and phone number for the site contact as Telus will be calling that person when they are on site to install the new line. Can you let me know who I should use? Thank you. Penny

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 11:46 AM
To: Lee, Penny FIN:EX
Subject: RE: Ticket 59804-Alison Winter-New Telephone Install

Hi Penny,

I think option 1. will work well.

Thanks,

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

From: Lee, Penny FIN:EX
Sent: Tuesday, June 19, 2018 11:45 AM
To: Higgins, Keira PREM:EX
Subject: RE: Ticket 59804-Alison Winter-New Telephone Install

Thanks Keira for your quick response. If that is the case, then maybe we should order her an analog speakerphone which is the only line that comes in with no add on keys, unless she wants auto dials. Here are the two options:

1. Analog speakerphone where she only has one number and there are 8 keys she can program frequently dialed numbers.



2. Digital speakerphone, M5316, with extra keys that we can program auto dials on (she can program frequently called numbers), the additional cost to this is \$10.45/month for the enhanced station (digital)



	7 Call Forward
13 Auto Dial	6 Voicemail Message Light
12 Auto Dial	5 Auto Dial
11 Auto Dial	4 Auto Dial
10 Auto Dial	3 Auto Dial
9 Auto Dial	2 Transfer
8 Auto Dial	1 New Number

Please let me know which option you want to go with and I will submit the order. Thanks.

Penny

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 11:22 AM
To: Lee, Penny FIN:EX
Subject: RE: Ticket 59804-Alison Winter-New Telephone Install

Hi Penny,

Allison does not need to see any other lines or answer them.

Thanks,

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

From: Lee, Penny FIN:EX
Sent: Tuesday, June 19, 2018 11:19 AM
To: Higgins, Keira PREM:EX
Subject: Ticket 59804-Alison Winter-New Telephone Install

Hi Keira, I have a couple of questions on the key line up for Allison's new phone. Can you let me know if Allison needs to see other peoples lines on her phone set so she will know they are on the phone? This can be set up as a non ringing visual (she will see the diamond blink and she will hear a slight hum) or a ringing visual where the number also rings on her set. The telephone set they issue is a M5316 which has 13 buttons with a 22 button add on. For the keys that Allison does not need to see ring, we can ask that they program them as auto dials (gives you the ability to program numbers frequently called). I have attached a keyline up and I have filled in some mandatory options. They can be moved around to how Allison would like it with the exception of Key 1 where her main line will be. Please give me a call and we can discuss at 778-698-3070. Thank you.

M5316 Set

	7 Call Forward
13	6 Voicemail Message Light
12	5
11	4
10	3 Transfer
9	2 Does she want an additional directory number? This is useful if she is on Key 1 and someone else calls, she can pick up here before it goes to voicemail
8	1 New Number

22 Button Add-on

25	36
24	35
23	34
22	33
21	32
20	31
19	30
18	29
17	28
16	27
15	26

Penny Lee
Telephone Coordinator

Ministry of Finance, Corporate Services, Information Management Branch
Supporting Finance, Office of the Premier and various other agencies
9-250-387-8912

From: Keira.Higgins@gov.bc.ca [mailto:Keira.Higgins@gov.bc.ca]
Sent: Monday, June 18, 2018 4:02 PM
To: FIN IMB Service Desk (78912) FIN:EX; Higgins, Keira PREM:EX
Subject: PREM: Telephony

Checkout Information

On-Site Address: Room 033 - 617 Government Street; PO Box 9487; STN PROV
On-Site Contact Name: Ali
Account: PREM-DEPUTY MINISTER'S OFFICE
Ministry Number: 004
Responsibility Centre: 36B10
Service Code: 36205
Project Number: 3600000
Expense Authority: Jacqueline Hendry

Service Requests

Telephone Line - Install New
Type: Multi-line - Speaker
First Name: Allison
Last Name: Witter
Option: Install Voice Mail
Feature: Call Forward External
Add-on: Install Add-on Module
Add-on Keys Required: 18 Button (M5209/M5312)

Requestor: Higgins, Keira PREM:EX
Email: Keira.Higgins@gov.bc.ca
Time: 2018-06-18 16:02:23

Higgins, Keira PREM:EX

Subject: MEETING: Don, Suzanne and Leila
Location: Don's Office

Start: Wed 2018-06-20 1:00 PM
End: Wed 2018-06-20 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 4:00 PM
To: Wright, Don J. PREM:EX
Subject: Message

Hi Don,

Bruce Rose from Aspen Planers called and said he wants to touch base as it doesn't appear any changes have come about since your meeting of May 4th regarding grade 4 credits. He is hoping to speak to you (604) 377-1423.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 4:06 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: DMC - Friday, June 22

Hi Jennifer,

It is cancelled.

Thanks,

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

From: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, June 19, 2018 4:05 PM
To: Higgins, Keira PREM:EX
Subject: DMC - Friday, June 22

Hi Keira,

Just confirming, this Friday's DMC is cancelled? Thanks.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, June 19, 2018 4:10 PM
To: Mihlar, Fazil JTT:EX
Subject: Accepted: 2:30 PM Phone call Fazil/Christine K/Ron/Dave P/Eric P & team

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 4:11 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Do you have a presentation on the 10 draft principles?

Hi Shelley,

Over to you.

Thanks,

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

From: LaBoucan, Guuduniia FLNR:EX
Sent: Tuesday, June 19, 2018 4:10 PM
To: Higgins, Keira PREM:EX
Subject: Do you have a presentation on the 10 draft principles?

Hello, as per our phone conversation, I have been asked to do a 30 minute presentation on the *10 Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples* (Principles) including a Q&As section to the Provincial Hunting and Trapping Advisory Team (PHTAT) on Tuesday June 26th, 2018. The PHTAT is an advisory group made up of hunters, trappers, some First Nations, and guides that the Wildlife Branch meets with twice per year. I am hoping that the presentation, if it exists, provides a high level overview of the Principles that would be appropriate to such a stakeholder group. If you could let me know as soon as possible, it would be greatly appreciated,

All my relations

g

Ms. Guuduniia (Guud-N-Eye) La Boucan, B.Sc., J.D.

Senior Policy Analyst

Fish and Aquatic Habitat Branch, Fish Policy Section

Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD)

778-698-8459

Victoria, BC

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 4:30 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Emailing: Letterhead template - DMO-PO
Attachments: Letterhead template - DMO-PO.docx

Hi Dawn-Lynn,

As I mentioned don't scramble to get these ones on the letterhead. I don't mind doing it. Just for future correspondence, here is our template:)

Your message is ready to be sent with the following file or link attachments:

Letterhead template - DMO-PO

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 8:08 AM
To: Wright, Don J. PREM:EX
Subject: FW: Don's IDIR password will expire in 6 days

FYI

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

From: Trimble, Brett FIN:EX
Sent: Wednesday, June 20, 2018 7:17 AM
To: Higgins, Keira PREM:EX
Cc: PREM Tech
Subject: RE: Don's IDIR password will expire in 6 days

Good morning Keira,

A reminder that your DM's IDIR password will soon expire. We are letting you know to ensure that the client does not get locked out on the iPad/iPhone/Android/Blackberry and PC.

If logged on to a standard workstation on the BC Government network (or VPN), please change password through the usual process:

- Tap **Ctrl, Alt** and the **Delete key (Del)**. Select: **Change a Password**. Put in current password. Then new password twice and tap the arrow.
- If using a device other than a standard workstation (i.e. home PC), go to <https://www.pwchange.gov.bc.ca/> to change your IDIR password.

Now updated, you will need to change it on your mobile devices: (iPhone/iPad/Android/Blackberry). There are normally a few locations the IDIR password needs to be changed:

- **AIRWATCH ActiveSync (iPhone/iPad/Android/Blackberry):** this is for email/calendar/contacts/tasks. **See below.**
- **WiFi (iPhone/iPad/Android/Blackberry):** if connected to Government WiFi (**BCNGN**). **See below.**
- **Microsoft Lync (Skype for Business - iPhone/Android):** if used

If any issues or questions please Contact:

Tech Support:

TEL #: 250-953-5151

Email: prem.tech@gov.bc.ca

Updating IDIR Password on iPad/iPhone

1. On the iPad/iPhone Screen, Tap **Settings**



2. Tap on Wi-Fi on the Top Left. If you are inside a Government building, look to see if BCNGN is ticked. Tap on it and it should prompt you for a Username and Password. Enter with new IDIR password.
3. You should now have the active fan for WiFi in the top left corner of the iPad.



Now go to **Step 5**.

4. If the Wireless does **not** prompt you for a Username and/or Password then you will need to Forget Network and reconnect.



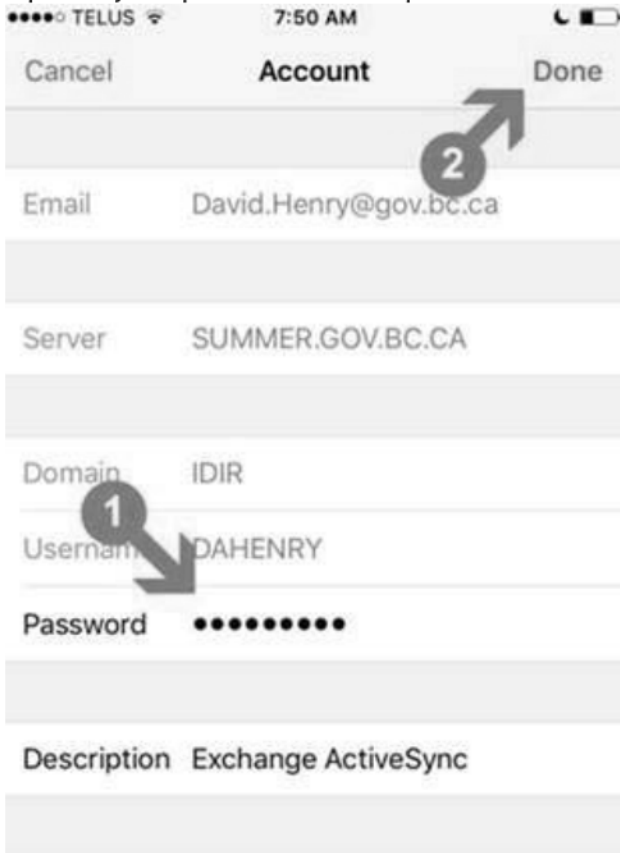
Tap on the Blue i in the circle. Choose “Forget Network” at the top. Close the window and then tap on the BCNGN to reconnect entering: **IDIR\username** and Password. If BCNGN is not available, then go to **step 5**.

1. In **Settings** tap **Accounts & Passwords** then tap on your government account under **Accounts** -> (*i.e. Exchange ActiveSync*) **THEN** tap on your email address.





Update your password and tap on **Done**.

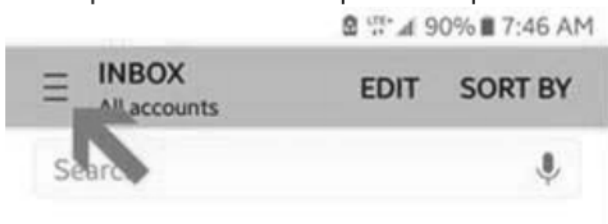


Tap Home button to exit.

Updating IDIR Password on Android

**** Information may be different depending on your Android device****

1. Go to your government email.
2. Tap 3 lines on LEFT top. Then tap on Gear.





3. Tap on your government email account (i.e. BC Gov Exchange or 2nd mailbox etc.)
4. Scroll down to **Exchange Server Settings**.
5. Type in new password. Tap **DONE**
6. Go back to your email view and do a sync.

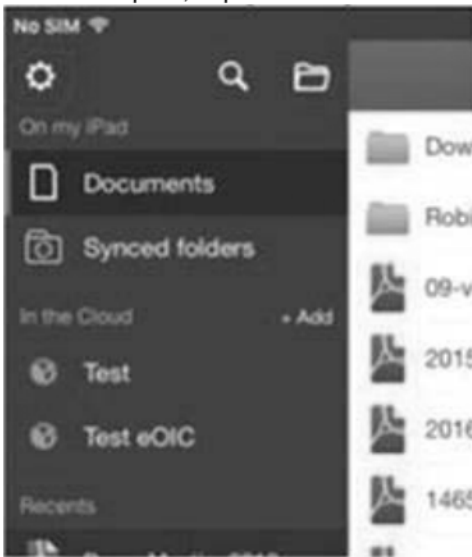
Updating IDIR Password on BlackBerry 10

1. Swipe down from the top of the screen and choose **'Settings'**.
2. Select **'Accounts'**.
3. Select your **'Government'** account.
4. Type your new password in the **'Update Password'** field.

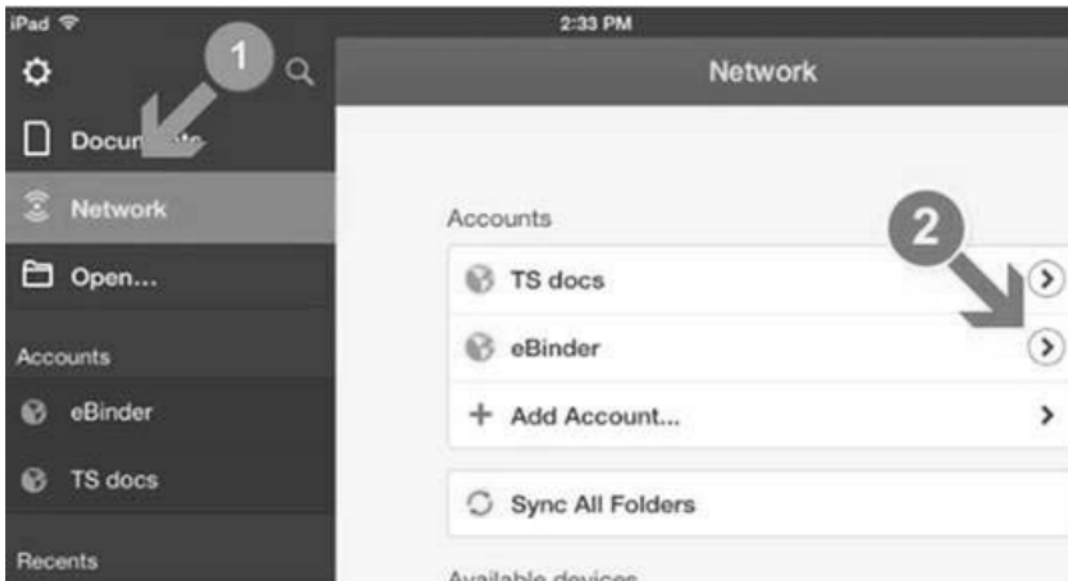
UPDATE password in PDF Expert

There may be one or more locations IDIR password needs resetting in PDF Expert – if used. See below on how to make this change.

In PDF Expert, tap on **"GEAR"** in the top Left.



1. Then tap on NETWORK on left side. Tap on the Arrow/circle to right of the documents library.



2. Tap on the **little arrow** to right of **the account name** account. (i.e. eBinder or eOIC)
3. Change the password to your new IDIR password.
4. Then, tap on the **“Save”** button in top right.
5. Do this for each entry under accounts.

**** NEVER go to your folders or files under 'In the Cloud' OR 'Documents or syncing will not work! ****

**** Tap *Synced folders* in top left and sync/access your files and folders there ****

iPad/iPhone TIPS

If you are have an Exchange Password pop-up that you can't get out of see below to close all the apps. Then Hold down power button at top of iPad for 5 seconds until the prompt to Power Off appears. Power off wait for a few seconds and press and hold on-off button again to restart. On your iPad tap the Home button 2 times quickly to show all the running applications. Then swipe up from bottom of app screen to close each app.

From: NoReply@gov.bc.ca [mailto:NoReply@gov.bc.ca]

Sent: June 20, 2018 5:02 AM

To: Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>

Cc: PREM Tech <PREM.Tech@gov.bc.ca>

Subject: Your IDIR password will expire in 6 days

Your IDIR password will expire in 6 days.

If you are logged on to a standard workstation, please change your password through the usual process.

If you are using a device other than a standard workstation, click [here](#) to change your password.

For additional password information, click [here](#).

*** This notification is generated automatically - please do not reply ***

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 8:08 AM
To: Cocco, Angelo JTT:EX
Subject: RE: Pick-up

Sounds good.

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

From: Cocco, Angelo JTT:EX
Sent: Wednesday, June 20, 2018 6:45 AM
To: Higgins, Keira PREM:EX
Subject: Pick-up

Hi Keira –

I'll pop in to get the thumb drive between 9-9:30am this morning; let me know if that's ok.

Thanks,
Angelo

Angelo Cocco
Executive Director
Ministry of Jobs, Trade and Technology
W: 778 698-1684
C: 250 516-3674

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 8:09 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: 2% In-Range Increase for Deputy Ministers and Associate Deputy Ministers

Thank you Dawn-Lynn.

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

From: Phillips, Dawn-Lynn PSA:EX
Sent: Tuesday, June 19, 2018 5:06 PM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: 2% In-Range Increase for Deputy Ministers and Associate Deputy Ministers

Hi Keira – here are the letters ready for Don’s signature. Thank you.....dl

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



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 9:02 AM
To: Henry, David A FIN:EX; Piotrowicz, Eddie P FIN:EX; Kennedy, Christine PREM:EX; Witter, Allison PREM:EX; Andruz, Dean FIN:EX
Cc: PREM Tech; Lee, Bonnie FIN:EX
Subject: RE: Allison Witter account update

Thank you!

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

From: Henry, David A FIN:EX
Sent: Wednesday, June 20, 2018 8:56 AM
To: Piotrowicz, Eddie P FIN:EX; Kennedy, Christine PREM:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX; Andruz, Dean FIN:EX
Cc: PREM Tech; Lee, Bonnie FIN:EX
Subject: Re: Allison Witter account update

Thanks Eddie.
Dean is onsite @ room 033 as well to help out.

Thanks Dean!

Much appreciated,
David

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

From: "Piotrowicz, Eddie P FIN:EX" <Eddie.Piotrowicz@gov.bc.ca>
Date: 2018-06-20 8:16 AM (GMT-08:00)
To: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>, "Kennedy, Christine PREM:EX" <Christine.Kennedy@gov.bc.ca>, "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>, "Witter, Allison PREM:EX" <Allison.Witter@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>, "Lee, Bonnie FIN:EX" <Bonnie.Lee@gov.bc.ca>
Subject: RE: Allison Witter account update

Hello,
Regarding iStore #877551 / SR2637528

Witter, Allison PREM:EX (AWITTER) IDIR account, mailbox and home folder data transferred to PREM as requested. DTS added. LAN access assigned with the exception of Resource Groups and groups owned by another ministry or organization. IDIR account and password were not changed.

RESTARTING THE WORKSTATION BEFORE THEY LOG ON IS REQUIRED to ensure the profile does not become corrupted, to refresh permissions and apply the new access.

The Mobile Device Management Services have been activated for this user.

Questions? Contact the 7-7000 Service Desk online, by e-mail at 77000@gov.bc.ca or call 250 387-7000, toll-free 1-866-660-0811.

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, June 20, 2018 8:02 AM
To: Henry, David A FIN:EX; Kennedy, Christine PREM:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX
Cc: PREM Tech; Lee, Bonnie FIN:EX
Subject: RE: Allison Witter account update
Importance: High

Hello all this order has been escalated – and is being worked on right now as a high priority.

From: Piotrowicz, Eddie P FIN:EX
Sent: Tuesday, June 19, 2018 4:07 PM
To: Henry, David A FIN:EX; Kennedy, Christine PREM:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX
Cc: PREM Tech; Lee, Bonnie FIN:EX
Subject: RE: Allison Witter account update

Hello all, it being worked on right now...get back to you soon. SR2637506 : ~913:Emergency iStore order: 877551

From: Henry, David A FIN:EX
Sent: Tuesday, June 19, 2018 3:22 PM
To: Kennedy, Christine PREM:EX; FIN IMB Service Desk (78912) FIN:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX
Cc: PREM Tech; Piotrowicz, Eddie P FIN:EX; Lee, Bonnie FIN:EX
Subject: Allison Witter account update

Good afternoon, update for all.

There were some hiccups and delays with approvals and there is a time delay to get accounts moved. It is being worked on by the OCIO admin team, we are trying to find out the ETA for the account to be active.

All will be updated as soon as we hear back.
David

From: Kennedy, Christine PREM:EX
Sent: Tuesday, June 19, 2018 1:25 PM
To: PREM Tech
Cc: Higgins, Keira PREM:EX ; Witter, Allison PREM:EX
Subject: Help!

Hey guys, I know you are probably working on this already but Allison Witter is not yet able to get access to her emails and calendar. Can you please let me and Keira know when this is likely to be resolved. If it is a matter that requires Agriculture sign off Wes Shoemaker will be here this afternoon and I can get him to send a quick e-mail.

Thanks so much, I know you are tremendously busy and we appreciate all you do for us.

Christine Kennedy
Office of the Premier, Deputy Minister's Office

272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: (250) 356-2206

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Wednesday, June 20, 2018 9:03 AM
To: Main, Grant TRAN:EX
Subject: Accepted: Meeting: Don Wright/Grant Main/Silas Brownsey/Kevin Volk

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 20, 2018 9:03 AM
To: Main, Grant TRAN:EX
Subject: Accepted: Meeting: Don Wright/Grant Main/Silas Brownsey/Kevin Volk

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 9:05 AM
To: JTT CSSP Secretariat JTT:EX
Subject: RE: Confirmation of Attendance - July 4th SSP

Don and Christine will be in attendance.

Thanks,

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

From: JTT CSSP Secretariat JTT:EX
Sent: Tuesday, June 19, 2018 5:08 PM
To: Jackson, Lindsey B TRAN:EX; Neilson, Kirsten ENV:EX; Holding, Marina TAC:EX; Silverio, Lisa FLNR:EX; Hahn, Andra EDUC:EX; Roberts, Connie A IRR:EX; Flesh, Cindy AEST:EX; Duncan, Kate EMPR:EX; Johnson, Lisa E AGRI:EX; White, Christine MAH:EX; Fleurant, Kathleen CITZ:EX; Campbell, Sue LBR:EX; Madevon, Solenn LASS:EX; Higgins, Keira PREM:EX; McKnight, Valerie SDPR:EX; Scambler, Teresa LASS:EX; Giuliano, Angela LASS:EX
Cc: Papik, Stephanie PREM:EX; Enemark, Gord FIN:EX; Robb, Amanda JTT:EX
Subject: Confirmation of Attendance - July 4th SSP

Good afternoon,

The next Sustainable Shared Prosperity Committee (SSP) meeting is Wednesday, July 4th, 3:30pm to 5:30pm in Chambers.

Please confirm the attendance of your Minister/Official by responding to this email ASAP. If your member would like to attend from VCO, please advise in your response.

If requesting leave, please send an email with reasoning to Amanda Robb, and cc: Sveah Hourston.

Thank you,

Sveah Hourston,
SSP Secretariat

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. Any unauthorized copying, disclosure or distribution of the e-mail or the information it contains, is strictly forbidden.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 9:44 AM
To: Ringma, Shalegh FIN:EX
Subject: RE: DMC

No it was cancelled.

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

From: Ringma, Shalegh FIN:EX
Sent: Wednesday, June 20, 2018 9:43 AM
To: Higgins, Keira PREM:EX
Subject: DMC

Hi Keira,

Is there DMC this Friday?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 9:49 AM
To: Curtis, David CITZ:EX
Subject: RE: West Annex visit to IAO

Hi David,

2:00 works well. Could you please send a calendar invite with your room location?

Thanks,

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

From: Curtis, David CITZ:EX
Sent: Wednesday, June 20, 2018 9:48 AM
To: Higgins, Keira PREM:EX
Subject: RE: West Annex visit to IAO

Hi Keira,

Just confirmed that any time after 2:00pm on the 29th would work well for Jill.

Please let me know if there is a specific time that works best for Don.

Thanks again,

David

From: Curtis, David CITZ:EX
Sent: Wednesday, June 20, 2018 7:28 AM
To: Higgins, Keira PREM:EX
Subject: RE: West Annex visit to IAO

Hi Keira,

I have reached out to the DMO as I am sure that Jill Kot would like to attend and I will get back to you shortly. It is likely that staff participation on the Friday may be lighter than usual given flex days.

Many thanks for your help with this!

Regards,

David

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 1:40 PM

To: Curtis, David CITZ:EX; MacMillan, Elizabeth PREM:EX

Subject: RE: West Annex visit to IAO

Hi David,

June 29th after 1:00 would be most ideal for Don.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Curtis, David CITZ:EX

Sent: Monday, June 18, 2018 7:54 PM

To: MacMillan, Elizabeth PREM:EX

Cc: Higgins, Keira PREM:EX

Subject: RE: West Annex visit to IAO

Hi Elizabeth,

Thanks for your help with this. I will be sure to connect with Keira tomorrow.

All the best,

David

From: MacMillan, Elizabeth PREM:EX

Sent: Monday, June 18, 2018 4:44 PM

To: Curtis, David CITZ:EX

Cc: Higgins, Keira PREM:EX

Subject: West Annex visit to IAO

Hello David – further to our discussion on Friday, I mentioned the idea of a visit from West Annex official (s) to IAO to meet staff and express appreciation for their work – especially now with increased volumes. He agreed and indicated he would be interested in doing that. This note is to connect you w Keira in his office to see what times might be possible.

All the best

E

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 10:08 AM
To: Fraser, Jennifer TRAN:EX
Subject: RE: please use this one

Done – thanks.

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

From: Fraser, Jennifer TRAN:EX
Sent: Wednesday, June 20, 2018 10:07 AM
To: Higgins, Keira PREM:EX
Subject: please use this one

Hi Keira,

I noticed a typo in this document. Can you please print this one?

Thinking further, if you could print 3 copies of the package that would be great. If others attend, they can then also have a package.

Thanks,

Jen

Jennifer Fraser, RPF

Regional Manager, Project Delivery and Planning Services
Director Trans Canada Highway Program
Southern Interior Region, Kamloops
(c) 250-318-7195
Jennifer.Fraser@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 10:28 AM
To: Witter, Allison PREM:EX
Subject: RE: Sharing invitation: Witter, Allison PREM:EX - Calendar

Thanks!

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

From: Witter, Allison PREM:EX
Sent: Wednesday, June 20, 2018 10:25 AM
To: Higgins, Keira PREM:EX
Subject: Sharing invitation: Witter, Allison PREM:EX - Calendar
Microsoft Exchange Witter, Allison PREM:EX - Calendar
Calendar:
Witter, Allison PREM:EX (Allison.Witter@gov.bc.ca) has invited you to view his or her Calendar.

Here's my calendar. I'll ask PREM tech about updating permissions so that you can edit it too.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 10:47 AM
To: Kennedy, Christine PREM:EX
Subject: RE: VCO

Will do – thanks.

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

From: Kennedy, Christine PREM:EX
Sent: Wednesday, June 20, 2018 10:40 AM
To: Higgins, Keira PREM:EX
Subject: VCO

For tomorrow could you let VCO know that I would like to use one of the small meeting rooms for a couple of conference calls, in addition to the meeting that I have with Don Bain, Allison and Paul Kariya. Thank you!

Higgins, Keira PREM:EX

Subject: MEETING: Christine, Allison, Don B, Paul K
Location: VCO - Keira requested meeting room

Start: Thu 2018-06-21 2:30 PM
End: Thu 2018-06-21 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX
Required Attendees: Witter, Allison PREM:EX (Allison.Witter@gov.bc.ca); Bain, Don PREM:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 11:02 AM
To: Loubert, Danny PREM:EX
Subject: RE: Request for small office

Thanks Danny.

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

From: Loubert, Danny PREM:EX
Sent: Wednesday, June 20, 2018 10:55 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request for small office

Hi Keira,

No problem, I have an office that Christine can work out of and take her meetings in.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 10:49 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Request for small office

Hi Danny,

Is there a small office that Christine can please use tomorrow for conference calls as well as this meeting:

MEETING: Christine, Allison, Don B, Paul K
Time: 2:30-3:30

Thanks,

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

Higgins, Keira PREM:EX

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

Start: Fri 2018-06-29 3:30 PM
End: Fri 2018-06-29 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 11:41 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: CANCELLATION - DMC - Friday, June 22, 2018

Hi everyone,

I have had a few questions about whether DMC was cancelled this Friday. This note is to reconfirm that it was cancelled. There is no DMC on June 22nd.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Friday, April 27, 2018 10:09 AM
To: Tupper, Linsey PSA:EX; BCPSA Agency DMC Admin & Operational Support
Subject: CANCELLATION - DMC - Friday, June 22, 2018

Good morning everyone,

As per Linsey's note below, I would like to confirm that DMC on June 22nd has been cancelled.

Thanks,

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

From: Tupper, Linsey PSA:EX
Sent: Monday, April 23, 2018 3:48 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Corporate Executive Meeting - Friday, June 22, 2018

Good afternoon,

The next Corporate Executive Meeting has been scheduled for Friday, June 22nd, 2018 at the Hotel Grand Pacific.

Please ensure this meeting is added to your Deputy Minister's calendar and is shared with your Ministry's Corporate Executive Members for scheduling purposes. As a reminder Corporate Executive is comprised of DMs, Assoc. DMs, ADMs and Executive Leads. If you are unsure of a member, please do not hesitate to contact me.

Corporate Executive Meeting
Date: Friday, June 22, 2018
Time: 8:30 am to 12:00 pm

Location: Grand Pacific Hotel, Vancouver Island Ballroom
463 Belleville St, Victoria, BC V8V 1X3

Please note that DMC will be cancelled for this day.

Thanks,
Linsey

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



Where ideas work

Higgins, Keira PREM:EX

Subject: PHONE CALL: Don Wright and Heather Wood - bi-weekly meeting
Location: Heather to call Don's cell -S.17

Start: Thu 2018-06-21 1:30 PM
End: Thu 2018-06-21 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

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

Start: Wed 2018-06-20 11:30 AM
End: Wed 2018-06-20 12:15 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every 2 weeks on Thursday from 10:00 AM to 10:45 AM

Meeting Status: Not yet responded

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

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 20, 2018 1:32 PM
To: S.17
Subject: Accepted: Phone Call: Geoff, Bob, Don

Higgins, Keira PREM:EX

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

Start: Mon 2018-06-25 12:30 PM
End: Mon 2018-06-25 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 1:59 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: OIC Appointment Allison Witter
Attachments: Allison Witter Appointment Letter.pdf

Hi Dawn-Lynn,

Allison Witter gave me her signed Appointment letter which I submitted through my own MYHR. I wanted to send it to you as well as I don't know if I am allowed to submit on Allison's behalf.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 20, 2018 2:17 PM
To: Sue Paish
Subject: New Time Proposed: Don and Sue catch up

Hi Sue,

My apologies but I think Don may have had his times slightly off. He has a presentation at 999-Canada Place that begins at 10:30. Would 30 minutes be okay for your meeting?

Thanks,

Keira

Page 612 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 20, 2018 2:34 PM
To: 'Sue Paish'
Subject: Accepted: Don and Sue catch up

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 2:41 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: OIC Appointment Allison Witter

Many thanks Dawn-Lynn!

Keira Higgins, Executive Administrative Coordinator

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

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, June 20, 2018 2:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: OIC Appointment Allison Witter

Thanks Keira – I was multi-tasking when this message came in, I saw it was the letter, so I sent it down for processing as today is our cut-off. I do normally submit these items, so it is all good. I will look for your service request and solve it – 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: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 1:59 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: OIC Appointment Allison Witter

Hi Dawn-Lynn,

Allison Witter gave me her signed Appointment letter which I submitted through my own MYHR. I wanted to send it to you as well as I don't know if I am allowed to submit on Allison's behalf.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 3:16 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: RE: 2% In-Range Increase for Deputy Ministers and Associate Deputy Ministers
Attachments: All DM - Executive In-Range Compensatin Adjustment.pdf

Keira Higgins, Executive Administrative Coordinator

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

From: Phillips, Dawn-Lynn PSA:EX
Sent: Tuesday, June 19, 2018 5:06 PM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: 2% In-Range Increase for Deputy Ministers and Associate Deputy Ministers

Hi Keira – here are the letters ready for Don’s signature. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor Executive Talent Management

Talent Management Division | BC Public Service Agency
Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 3:31 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Redies, Janet PSA:EX
Subject: RE: OIC Appointment Allison Witter
Attachments: A Witter consent for disclosure form.pdf

Hi Dawn-Lynn,

Apologies, here is the CRC.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, June 20, 2018 3:25 PM
To: Higgins, Keira PREM:EX
Subject: RE: OIC Appointment Allison Witter

Hi Keira – also, did Allison complete a Criminal Record Check for this position? I was not able to see one, so maybe it just has not come back yet. 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: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 1:59 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: OIC Appointment Allison Witter

Hi Dawn-Lynn,

Allison Witter gave me her signed Appointment letter which I submitted through my own MYHR. I wanted to send it to you as well as I don't know if I am allowed to submit on Allison's behalf.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 3:37 PM
To: Phillips, Dawn-Lynn PSA:EX; Witter, Allison PREM:EX
Cc: Redies, Janet PSA:EX
Subject: RE: OIC Appointment Allison Witter

Hi Allison,

Please see note below and supply to Dawn-Lynn.

Thanks,

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

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, June 20, 2018 3:35 PM
To: Higgins, Keira PREM:EX
Cc: Redies, Janet PSA:EX
Subject: RE: OIC Appointment Allison Witter

Hi Keira – we will also require two pieces of ID as follows –

Identity Confirmation Requirements

A minimum of one primary and one secondary identification must be provided to the hiring manager for verification

Primary ID	Secondary ID
Issued by ICBC: <ul style="list-style-type: none">• B.C. driver's licence or learner's licence (must have your photo)• B.C. Identification (BCID) card Issued by provincial or territorial government: <ul style="list-style-type: none">• Canadian birth certificate Issued by Government of Canada: <ul style="list-style-type: none">• Passport• Canadian Citizenship Card• Permanent Resident Card• Canadian Record of Landing/Canadian Immigration Identification Record	<ul style="list-style-type: none">• School ID card (student card)• Bank card (only if applicant's name is on card)• Credit card (only if applicant's name is on card)• Foreign birth certificate (a baptismal certificate is not acceptable)• Canadian or U.S. driver's licence• Naturalization certificate• Canadian Forces identification• Police identification• Foreign Affairs Canada or consular identification• Vehicle registration (only if applicant's signature is shown)• Picture employee ID card• Firearms Acquisition Certificate• Social Insurance Card (new style without signature strip not acceptable)• B.C. CareCard• Native Status Card• Parole Certificate ID• Correctional Service Conditional Release Card

We can then submit this request to PSSO online system. 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: Higgins, Keira PREM:EX

Sent: Wednesday, June 20, 2018 3:31 PM

To: Phillips, Dawn-Lynn PSA:EX

Cc: Redies, Janet PSA:EX

Subject: RE: OIC Appointment Allison Witter

Hi Dawn-Lynn,

Apologies, here is the CRC.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, June 20, 2018 3:25 PM
To: Higgins, Keira PREM:EX
Subject: RE: OIC Appointment Allison Witter

Hi Keira – also, did Allison complete a Criminal Record Check for this position? I was not able to see one, so maybe it just has not come back yet. 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: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 1:59 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: OIC Appointment Allison Witter

Hi Dawn-Lynn,

Allison Witter gave me her signed Appointment letter which I submitted through my own MYHR. I wanted to send it to you as well as I don't know if I am allowed to submit on Allison's behalf.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 3:51 PM
To: Bridges, Kelsey PSEC:EX
Subject: RE: Materials for 1pm Call - June 21

Thanks!

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

From: Bridges, Kelsey PSEC:EX
Sent: Wednesday, June 20, 2018 3:06 PM
To: Tupper, Linsey PSA:EX; Higgins, Keira PREM:EX
Subject: Materials for 1pm Call - June 21

Hello!

Attached is the Decision Note that will guide the discussion.

Please note, the document is still in draft format.

Thank you!

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



Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 8:31 AM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Canitz, Shelley L PREM:EX
Subject: RE:s.22 WITTER, Allison - Order in Council - Wild Salmon Strategy Secretariat

Hi Dawn-Lynn,

Good call, let's remove the termination as s.22

Thanks,

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

From: Phillips, Dawn-Lynn PSA:EX
Sent: Wednesday, June 20, 2018 4:47 PM
To: Higgins, Keira PREM:EX
Subject: s.22 WITTER, Allison - Order in Council - Wild Salmon Strategy Secretariat

Hi Keira – thank you for putting me in touch with Allison, I received her ID and have completed the check online, I expect to hear back tomorrow on that.

I sent her letter for data entry, she is currently showing in PeopleSoft in the position for two years (termination-16JUN20), normally with an OIC appointment that is term-limited, an employee would have a termination row, I am thinking it might be best not to have that for Allison as s.22

s.22 Please let me know if I can ask for the row to be removed, or if you want it to stay there. When we leave the termination row in PeopleSoft, it can cause issues if we do not remove it in time (with benefits).

Thank you.....dl

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



Where ideas work

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 8:32 AM
To: Akam, Shelly L FIN:EX
Cc: Magee, Tracey FIN:EX
Subject: RE: Ergonomic Chair/Desk

Hi Tracey,

Nice to meet you.

We are ready to proceed. Please let me know the next steps.

Thanks,

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

From: Akam, Shelly L FIN:EX
Sent: Wednesday, June 20, 2018 4:56 PM
To: Higgins, Keira PREM:EX
Cc: Magee, Tracey FIN:EX
Subject: RE: Ergonomic Chair/Desk

Hi Keira

We are happy to assist. I have asked Tracey Magee on my team to connect with you.

Thank you
Shelly

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 1:24 PM
To: Akam, Shelly L FIN:EX
Subject: RE: Ergonomic Chair/Desk

Hi Shelly,

Just checking in as to whether you have an update on this?

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 19, 2018 10:51 AM

To: Akam, Shelly L FIN:EX
Cc:s.22
Subject: RE: Ergonomic Chair/Desk

Hi Shelly,

Many thanks for your assistance in securing an ergonomic workspace for s.22

We have received her Ergonomic Evaluation and Don Wright has signed off on it coming out of our PO-DMO budget. We would like to order a desk with stand-up attachment and chair. Are you please able to coordinate the order for us or let me know how to proceed?

Thanks,

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

From: Mulloy, Eleanor PREM:EX
Sent: Thursday, June 14, 2018 8:59 AM
To: Akam, Shelly L FIN:EX
Cc: Higgins, Keira PREM:EX
Subject: Ergonomic Chair/Desk

Shelley, as per our conversation yesterday afternoon, we are looking to purchase an ergonomic desk and chair for s.22

s.22

s.22 and it will be reviewed by the Assistant Deputy Minister she is reporting to.

Keira Higgins, Executive Administrative Coordinator, s.22

s.22 so via this email, I am connecting the both of you. Keira can be reached at 250-356-2206. Please let me know if there is anything I can do to help and thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant
Priorities & Accountability Office
Office of the Premier
Office Phone: 250-356-2605
Cell Phone: 250-208-6194
UC Phone: 778-698-8971

"One moment can change a day, one day can change a life and one life can change the world"

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 9:22 AM
To: Richards, Erin PREM:EX
Subject: RE: Accepted: Don Wright Presentation

Hi Erin,

He is scheduled to be there.

Thanks,

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

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

From: Richards, Erin PREM:EX
Sent: Thursday, June 21, 2018 9:17 AM
To: Higgins, Keira PREM:EX
Subject: Re: Accepted: Don Wright Presentation

Hi Keira,

I'm just confirming that Don is ready for his presentation today at 10:30am. Please let me know if you have any questions.

Thank you,
Erin

> On Jun 18, 2018, at 10:32 AM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:
>
>
>
> <meeting.ics>

Higgins, Keira PREM:EX

Subject: Booked for Christina Zacharuk
Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Wed 2018-06-27 2:30 PM
End: Wed 2018-06-27 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 9:40 AM
To: Bridges, Kelsey PSEC:EX
Subject: FW: Booked for Christina Zacharuk

Subject: Accepted: Booked for Christina Zacharuk

When: Wednesday, June 27, 2018 2:30 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 10:17 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: staffing OIC sharepoint

Done – thanks!

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

From: Prisiak, Lisa PREM:EX
Sent: Thursday, June 21, 2018 10:08 AM
To: Higgins, Keira PREM:EX
Subject: FW: staffing OIC sharepoint

Hi Keira,
Please save the attached link in your favorites folder should you have an OIC you ever need to upload for Shelley.

https://premcabops.gov.bc.ca/eOIC/WA_CO_OIC

Cheers

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 20, 2018 2:47 PM
To: Prisiak, Lisa PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: RE: staffing OIC sharepoint

Lisa, this is great. Would you please add Keira to the site as well? There may be times when I am not here and she can use the site for staffing OICs.

Many thanks
Shelley

From: Prisiak, Lisa PREM:EX
Sent: Tuesday, June 19, 2018 8:49 AM

To: Canitz, Shelley L PREM:EX
Subject: staffing OIC sharepoint

Good morning,
Gordon set this up for us. Currently you are the only one in your office that has access, let me know if you want me to add someone else.

Cheers

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

From: McLean, Gordon FIN:EX
Sent: Friday, June 15, 2018 11:53 AM
To: Prisiak, Lisa PREM:EX
Cc: Colins, Tracey L PREM:EX
Subject: RE: staffing OIC sharepoint

Hi Lisa,

Link:
https://premcabops.gov.bc.ca/eOIC/WA_CO_OIC

Gordon

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 10:19 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Binder delivery deadline for Friday please

s.22 So any time is good for us.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Thursday, June 21, 2018 10:02 AM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Binder delivery deadline for Friday please
Importance: High

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 21, 2018 10:21 AM
To: Kot, Jill CITZ:EX
Subject: Accepted: Jill/Don/David re: Visit to IAO

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 21, 2018 10:35 AM
To: Yuma Morisho, Okenge PREM:EX
Subject: Accepted: Conference Call: Follow up to Clerk's call

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 11:09 AM
To: Kennedy, Christine PREM:EX
Subject: FYI - Fazil has requested a meeting with you tomorrow at 11:00

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, June 21, 2018 11:14 AM
To: Mihlar, Fazil JTT:EX
Subject: Accepted: 11:00 AM MTG Fazil/Christine K

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, June 21, 2018 11:14 AM
To: Mihlar, Fazil JTT:EX
Subject: Tentative: 1:00 PM Integrated Data DM Board Mtg

Are there conference call details for this meeting?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, June 21, 2018 11:15 AM
To: JTT CSSP Secretariat JTT:EX
Subject: Tentative: 1:00 PM DMC SSP

Are there conference call details for this meeting?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, June 21, 2018 11:18 AM
To: Mihlar, Fazil JTT:EX
Subject: Accepted: 1:00 PM Integrated Data DM Board Mtg

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 11:18 AM
To: Kwan, Shirley JTT:EX
Subject: RE: 1:00 PM Integrated Data DM Board Mtg

Thanks!

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

From: Kwan, Shirley JTT:EX
Sent: Thursday, June 21, 2018 11:17 AM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: RE: 1:00 PM Integrated Data DM Board Mtg

Hi Keira -

Christine can join Fazil in the Garibaldi Boardroom for this and if not, here are the dial in details: CONFERENCE CALL:
Dial in: **S.15;S.17** , **IDS.15;S.17** #

Let me know.

Shirley

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

From: Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Thursday, June 21, 2018 11:14 AM
To: Kwan, Shirley JTT:EX; Jang, Monica JTT:EX; Hay, Lorna JTT:EX
Subject: Tentative: 1:00 PM Integrated Data DM Board Mtg
When: Friday, June 22, 2018 1:00 PM-2:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Times Room, Queen's Printer - 3rd Floor, 563 Superior Street

Are there conference call details for this meeting?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 21, 2018 12:37 PM
To: JTT CSSP Secretariat JTT:EX
Subject: Declined: 1:00 PM DMC SSP

Higgins, Keira PREM:EX

Subject: PHONE CALL: Don Wright and Peter Robb
Location: Peter to call Don's cell at S.17

Start: Thu 2018-06-21 4:00 PM
End: Thu 2018-06-21 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Robb, Peter L. EMPR:EX

Higgins, Keira PREM:EX

Subject: Canceled: PHONE CALL: Don Wright and Peter Robb
Location: Peter to call Don's cell at S.17

Start: Thu 2018-06-21 4:00 PM
End: Thu 2018-06-21 4:30 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Robb, Peter L. EMPR:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 3:23 PM
To: Wade, Debbie PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

I do, I will continue to hold it.

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

From: Wade, Debbie PREM:EX
Sent: Thursday, June 21, 2018 3:21 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

No, she has not gotten back to me with a response of any kind. I will maybe give her a quick call. Do you still have it as a hold?

Thanks

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

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 3:20 PM
To: Wade, Debbie PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

Hi Debbie,

Has this meeting been confirmed yet?

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Friday, June 15, 2018 2:01 PM
To: Higgins, Keira PREM:EX
Subject: FW: Meeting Request - June 11th - PROGRESS ENERGY CEO

Hi Keira;

I am going to set up a meeting on behalf of the Premier with Petronas for June 26th – Can you please advise if Don would be available sometime between 10:00-12:00noon for a 30 minute meeting.

Thanks!

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

From: McLaren, Chris PREM:EX
Sent: Friday, June 15, 2018 12:29 PM
To: Wade, Debbie PREM:EX
Subject: FW: Meeting Request - June 11th - PROGRESS ENERGY CEO

As requested,
Cheers ☺
Chris

From: Katie Shaw [mailto:kshaw@globalpublic.com]
Sent: Thursday, May 31, 2018 4:12 PM
To: OfficeofthePremier, Office PREM:EX
Cc: Nash, Amber PREM:EX
Subject: Meeting Request - June 11th - PROGRESS ENERGY CEO

The Honorable
John Horgan
Premier of BC

Dear Premier,

Petronas formally announced its twenty-five percent equity stake in LNG Canada today. Progress Energy, the local company owned by Petronas who will be supplying the natural gas for this partnership would like to formally request an opportunity to meet with yourself and Minister Mungall on June 11th, 2018. Our office understands that Minister Mungall would be unable to attend in person but we would welcome her participation over conference call.

The participants in the meeting will Mark Fitzgerald, President and CEO and Liz Hannah, Vice-President, External Affairs. They are open to meeting in either Victoria or Vancouver – or a location most suitable for you.

It is a very exciting and important time for the developing of a liquified natural gas industry in the province and Progress Energy is committed to working collaboratively with the BC Government in the work ahead.

I have been asked to help coordinate this discussion. Please feel free to contact me at any time and I look forward to receiving a response.

Yours sincerely,
Katie Shaw

Katie Shaw
Vice President, Policy & Engagement

Global Public Affairs

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 3:30 PM
To: Wade, Debbie PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

Sounds good.

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

From: Wade, Debbie PREM:EX
Sent: Thursday, June 21, 2018 3:29 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

Perfect! Lol
Thanks I'll touch base asap.^{s.22} but will be checking my emails.
thx

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

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 3:28 PM
To: Wade, Debbie PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

July 25th at 3:00.

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

From: Wade, Debbie PREM:EX
Sent: Thursday, June 21, 2018 3:26 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

Keira, could you please advise what time you have held?

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier

250-356-2785

From: Wade, Debbie PREM:EX
Sent: Thursday, June 21, 2018 3:21 PM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

No, she has not gotten back to me with a response of any kind. I will maybe give her a quick call. Do you still have it as a hold?

Thanks

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

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 3:20 PM
To: Wade, Debbie PREM:EX
Subject: RE: Meeting Request - June 11th - PROGRESS ENERGY CEO

Hi Debbie,

Has this meeting been confirmed yet?

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Friday, June 15, 2018 2:01 PM
To: Higgins, Keira PREM:EX
Subject: FW: Meeting Request - June 11th - PROGRESS ENERGY CEO

Hi Keira;

I am going to set up a meeting on behalf of the Premier with Petronas for June 26th – Can you please advise if Don would be available sometime between 10:00-12:00noon for a 30 minute meeting.

Thanks!

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

From: McLaren, Chris PREM:EX
Sent: Friday, June 15, 2018 12:29 PM

To: Wade, Debbie PREM:EX
Subject: FW: Meeting Request - June 11th - PROGRESS ENERGY CEO

As requested,
Cheers ☺
Chris

From: Katie Shaw [mailto:kshaw@globalpublic.com]
Sent: Thursday, May 31, 2018 4:12 PM
To: OfficeofthePremier, Office PREM:EX
Cc: Nash, Amber PREM:EX
Subject: Meeting Request - June 11th - PROGRESS ENERGY CEO

The Honorable
John Horgan
Premier of BC

Dear Premier,

Petronas formally announced its twenty-five percent equity stake in LNG Canada today. Progress Energy, the local company owned by Petronas who will be supplying the natural gas for this partnership would like to formally request an opportunity to meet with yourself and Minister Mungall on June 11th, 2018. Our office understands that Minister Mungall would be unable to attend in person but we would welcome her participation over conference call.

The participants in the meeting will Mark Fitzgerald, President and CEO and Liz Hannah, Vice-President, External Affairs. They are open to meeting in either Victoria or Vancouver – or a location most suitable for you.

It is a very exciting and important time for the developing of a liquified natural gas industry in the province and Progress Energy is committed to working collaboratively with the BC Government in the work ahead.

I have been asked to help coordinate this discussion. Please feel free to contact me at any time and I look forward to receiving a response.

Yours sincerely,
Katie Shaw

Katie Shaw
Vice President, Policy & Engagement

Global Public Affairs
kshaw@globalpublic.com
C 250-812-3798

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 3:55 PM
To: Wade, Debbie PREM:EX
Subject: RE: Meeting with Petronas

Okay sounds good.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Thursday, June 21, 2018 3:54 PM
To: Higgins, Keira PREM:EX
Subject: FW: Meeting with Petronas

Hi Keira;

We can take the hold off for Monday June 25th, as they are not available to meet on that day. I will look for another time and check with you before offering to them.

Thanks!

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

From: Wade, Debbie PREM:EX
Sent: Thursday, June 21, 2018 3:52 PM
To: 'Nicole Johnson'
Subject: RE: Meeting with Petronas

Thanks Nicole, Kate just got back to me, so we will look for another time

Thanks for your help.

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

From: Nicole Johnson [mailto:njohnson@globalpublic.com]
Sent: Thursday, June 21, 2018 3:50 PM

To: Wade, Debbie PREM:EX
Subject: RE: Meeting with Petronas

Hi Debbie,

I believe Katie has confirmed that Mark and Liz are unable to meet on Monday. We will propose another time and day for your team and touch base with you in the coming days.

Kindest regards,

Nicole Johnson
Research Analyst
Global Public Affairs
510 Yates Street, Third Floor
Victoria, B.C. V8W 1K8
Phone: 250-893-4374
njohnson@globalpublic.com
www.globalpublicaffairs.ca

From: Wade, Debbie PREM:EX [mailto:Debbie.Wade@gov.bc.ca]
Sent: June 21, 2018 3:38 PM
To: Nicole Johnson <njohnson@globalpublic.com>
Subject: RE: Meeting with Petronas

Thankyou!

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

From: Nicole Johnson [mailto:njohnson@globalpublic.com]
Sent: Thursday, June 21, 2018 3:36 PM
To: Wade, Debbie PREM:EX
Cc: Katie Shaw
Subject: RE: Meeting with Petronas
Importance: High

Hi Debbie,

Thank you for your message.

I will follow-up with your message and get back to you soonest.

Kindest regards,

Nicole Johnson
Research Analyst
Global Public Affairs
510 Yates Street, Third Floor
Victoria, B.C. V8W 1K8
Phone: 250-893-4374
njohnson@globalpublic.com
www.globalpublicaffairs.ca

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: June 21, 2018 3:34 PM
To: Nicole Johnson <njohnson@globalpublic.com>
Cc: Katie Shaw <kshaw@globalpublic.com>
Subject: FW: Meeting with Petronas

Hi Nicole;

Not sure if you are able to follow up on this? Kate had requested a meeting with Petronas and Premier John Horgan. The Premier is not able to meet, and has asked his Chief of Staff, Geoff Meggs, and his Deputy Minister Don Wright to meet on his behalf. We have been holding Monday June 25th @ 3:00pm. Are you able to advise if this date and time work for them?

Thanks so much!

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

From: Wade, Debbie PREM:EX
Sent: Thursday, June 21, 2018 3:28 PM
To: 'kshaw@globalpublic.com'
Subject: RE: Meeting with Petronas

Hello Kate;

I have not yet heard back from you in regards to this meeting time, could you please advise if this time works for you.

Thanks so much!

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

From: Wade, Debbie PREM:EX
Sent: Friday, June 15, 2018 2:17 PM
To: 'kshaw@globalpublic.com'
Subject: Meeting with Petronas

Hello Kate;

I have been asked to schedule a meeting on behalf of the Premier, with Geoff Meggs, Chief of Staff to the Premier and Don Wright Deputy Minister to the Premier. We would like to offer the following time;

DATE: Monday June 25th
TIME: 3:00-3:30pm
Location: West Annex, Premiers Office

Can you please advise if this time works for Mark Fitzgerald and Liz Hannah.

Thanks so much.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 21, 2018 3:55 PM
To: Meggs, Geoff PREM:EX
Subject: Declined: HOLD - Petronas Not yet conf'd

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 22, 2018 8:20 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 22, 2018 8:21 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 22, 2018 8:22 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Friday, June 22, 2018 8:23 AM
To: Clark, Layne PREM:EX
Subject: Declined: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 8:39 AM
To: Kennedy, Christine PREM:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Morning,

You have been moved to the 5:30.

Thanks,

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

From: Harbour Air, Whistler Air & SaltSpring Air [mailto:reservation@harbourair.com]
Sent: Friday, June 22, 2018 8:38 AM
To: Higgins, Keira PREM:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

HAS #

s.17

Company

Office Of The Premier - Deputy Minister's Office

Booking #s.17

Friday, June 22, 2018

Flight #2230

17:30 Vancouver Harbour / Map 

18:05 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Christine Kennedy, Female

[Add to Calendar](#)

Invoice s.17

Air Transportation Charges

Sked 200/300 : (St) GO Flex	\$186.64
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Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
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Sked 200 : Carbon Offset	\$0.65
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Sked 200 : VHFC Terminal Fee	\$9.86
------------------------------	--------

+ Goods and Services Tax	\$9.85
--------------------------	--------

Billing	\$197.15
---------	----------

Taxes	\$9.85
-------	--------

Grand Total	\$207.00
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Turbobucks	\$197.15
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Date / Time	June 21, 2018 @ 9:14:32 AM
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Summary	s.17
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Service	Turbobucks
---------	------------

Ticket	s.17
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GoFlex Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

- Check-in time is **25 minutes prior to departure**. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage** restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is **50 pounds**.
- Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
 - Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
 - Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

- Check in time is **45 minutes prior to flight time**. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 45 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Passport book required for all passengers including infants** *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Cancellations less than 24 hours result in a full forfeiture of the fare
 - Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- Luggage** restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding

allowance will be sent on a standby basis and may be subject to excess luggage fees.

• **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

• Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.

• For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

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Reservations Toll Free: 1-800-665-0212

www.harbourair.com

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 9:29 AM
To: Wempe, Sarah JTT:EX; Westgate, Rachael TRAN:EX
Subject: RE: Pacific Gateway

Hi ladies,

Sorry but next week is the Cabinet Planning Session so availability is very limited. There is only one option that works for Christine.

Thanks,

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

From: Wempe, Sarah JTT:EX
Sent: Friday, June 22, 2018 9:27 AM
To: Westgate, Rachael TRAN:EX; Higgins, Keira PREM:EX
Subject: RE: Pacific Gateway

Jamie's availability:

June 28: After 3pm

June 29: Before 10am (I could also make time work after 2pm, but would prefer earlier) – after 2:00 only

Jamie is away the first week of July, so hopefully we can find time next Thurs/Fri.

Thanks!
Sarah
778-698-8774

From: Westgate, Rachael TRAN:EX
Sent: Friday, June 22, 2018 9:23 AM
To: Higgins, Keira PREM:EX; Wempe, Sarah JTT:EX
Subject: FW: Pacific Gateway

Hi ladies,

Looking to book at 30 minute phone call with Silas, Christine and Jamie in the next week or so on the Asia Pacific Foundation. If you could please advise of availability at any of the following blocks that would be much appreciated!

Thursday, June 28 – 1:30-5:00pm
Friday, June 29 – full day availability
Wednesday, July 4 – 12:00-5:00pm
Thursday, July 5 – 10:00-12:00 noon

Thanks,

Rachael Westgate

Executive Administrative Assistant- Partnerships Department
Transportation and Infrastructure
Phone w: (250) 387-5062 c: (250) 893-1084

From: Hammond, James JTT:EX
Sent: Thursday, June 21, 2018 9:49 AM
To: Brownsey, Silas TRAN:EX
Cc: Westgate, Rachael TRAN:EX
Subject: RE: Pacific Gateway

Thanks Silas – I will give Fazil a heads-up.

Jamie

From: Brownsey, Silas TRAN:EX
Sent: June 21, 2018 9:24 AM
To: Hammond, James JTT:EX <James.Hammond@gov.bc.ca>
Cc: Westgate, Rachael TRAN:EX <Rachael.Westgate@gov.bc.ca>
Subject: Pacific Gateway

Hi James,

Following up on our chat a few weeks back re: the Asia Pacific Foundation and a fall roundtable, we have been given the green light from our Minister and Don to proceed. I met with the foundation this week, and have positioned this session as one that would be co-convened by APF, the province, and potentially WESTAC (western transportation advisory council). We are looking at the break week in October.

Suggest we connect soon so I can provide some more details and ensure this aligns with work at your end, as your Minister would be invited to participate.

Will ask my office to set a meeting, and will loop in Christine Kennedy from the PO too.

Thanks,
Silas

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Friday, June 22, 2018 9:35 AM
To: Brownsey, Silas TRAN:EX
Subject: Accepted: Asia Pacific Foundation

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 9:37 AM
To: Kennedy, Christine PREM:EX
Subject: FW: TODAY Integrated Data DM Board Meeting

FYI

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

From: Kwan, Shirley JTT:EX
Sent: Friday, June 22, 2018 9:35 AM
To: Justesen, Josh T FIN:EX; Duncan, Laurie ENV:EX; Sampson, Laura EDUC:EX; Molyneux, Jennifer CITZ:EX; Whitford, Kelly M AEST:EX; Walsh, Sara M HLTH:EX; Matzanke, Elise EAO:EX; Quigley, Shanna SDPR:EX; Bates, Nancy MMHA:EX; Higgins, Keira PREM:EX; Walker, Leah MCF:EX
Subject: TODAY Integrated Data DM Board Meeting

Good Morning,

Please apologies to your DM that today's meeting at 1pm, Integrated Data DM Board meeting will be canceled.

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 9:38 AM
To: Kwan, Shirley JTT:EX
Subject: RE: TODAY Integrated Data DM Board Meeting

Hi Shirley,

No problem, I sent her a note. Have a great weekend!

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Friday, June 22, 2018 9:35 AM
To: Higgins, Keira PREM:EX
Subject: RE: TODAY Integrated Data DM Board Meeting

Fazil will let Christine know while she's in Vancouver

From: Kwan, Shirley JTT:EX
Sent: Friday, June 22, 2018 9:35 AM
To: Justesen, Josh T FIN:EX; Duncan, Laurie ENV:EX; Sampson, Laura EDUC:EX; Molyneux, Jennifer CITZ:EX; Whitford, Kelly M AEST:EX; Walsh, Sara M HLTH:EX; Matzanke, Elise EAO:EX; Quigley, Shanna SDPR:EX; Bates, Nancy MMHA:EX; Higgins, Keira PREM:EX; Walker, Leah MCF:EX
Subject: TODAY Integrated Data DM Board Meeting

Good Morning,

Please apologies to your DM that today's meeting at 1pm, Integrated Data DM Board meeting will be canceled.

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 10:37 AM
To: Tupper, Linsey PSA:EX
Subject: FW: Corporate Executive

FYI

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

From: Cook, Jeannette CITZ:EX
Sent: Friday, June 22, 2018 10:33 AM
To: Canitz, Shelley L PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Corporate Executive

Hi Shelley,

Jill asked me to pass along that David Curtis will be ½ hour late for corporate executive on Monday. He has an HR meeting that morning that he is unable to reschedule.

Thanks
JC

Jeannette Cook | Director, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | e: jeannette.cook@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 10:50 AM
To: Beadman, Krista FLNR:EX
Subject: RE: Request: Distribution List

Hi Krista,

My apologies but only Associate DM's who attend DMC are on these lists.

Thanks,

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

From: Beadman, Krista FLNR:EX
Sent: Friday, June 22, 2018 10:48 AM
To: Higgins, Keira PREM:EX
Cc: Beadman, Krista FLNR:EX
Subject: Request: Distribution List

Hi Keira

Rick Manwaring was recently appointed the Associate Deputy Minister for FLNRORD. Danielle Woodcock suggested that both Rick and myself on the following distribution lists:

BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>;
BCPSA Agency DMC Admin & Operational Support PSADMAS@Victoria1.gov.bc.ca

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 11:40 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: Meeting Request - Don & Jill this week

Hi Jennifer,

Thanks for letting me know.

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

From: Molyneux, Jennifer CITZ:EX
Sent: Friday, June 22, 2018 11:07 AM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request - Don & Jill this week

Hi Keira,

I connected with Jill this morning. We actually don't need this meeting now. Thanks.

From: Higgins, Keira PREM:EX
Sent: Thursday, June 21, 2018 10:35 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: Meeting Request - Don & Jill this week

Sounds good thanks.

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

From: Molyneux, Jennifer CITZ:EX
Sent: Thursday, June 21, 2018 10:27 AM
To: Higgins, Keira PREM:EX
Subject: RE: Meeting Request - Don & Jill this week

Thanks Keira. Jill is back in the office tomorrow so will be discussing with her. I'll connect back with you if other date options are required.

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 20, 2018 10:51 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: Meeting Request - Don & Jill this week

Hi Jennifer,

Sorry but Don is fully booked for the next week. His earliest availability is June 29th between 1:00-2:00.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Molyneux, Jennifer CITZ:EX

Sent: Wednesday, June 20, 2018 10:49 AM

To: Higgins, Keira PREM:EX

Subject: Meeting Request - Don & Jill this week

Hi Keira,

Jill would like to schedule a 30 minute meeting with Don to discuss FOI, the Cloud deck which she has sent to him and Gender X. Jill is in Kamloops today and tomorrow. I was wondering if he had any time on Friday for this.

Thanks.

Jennifer Molyneux

Senior Executive Assistant

Deputy Minister's Office

Ministry of Citizens' Services

Email: Jennifer.Molyneux@gov.bc.ca

Phone: 250-387-0401

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 3:07 PM
To: Witter, Allison PREM:EX
Subject: PREM coding
Attachments: PREM coding.doc

Please use DMO coding.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 3:41 PM
To: Witter, Allison PREM:EX
Subject: RE: PREM coding

Sounds good. I have received help in the past from Laurel.

Laurel Williams

Financial Systems & Management Analyst
Corporate Services Division
Ministry of Finance
Phone: 250 208-4006

Keira Higgins, Executive Administrative Coordinator

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

From: Witter, Allison PREM:EX
Sent: Friday, June 22, 2018 3:40 PM
To: Higgins, Keira PREM:EX
Subject: RE: PREM coding

Thank you Keira. I've updated my profile, however am still having some issues within iExpense. I'll follow up with you on this next week.

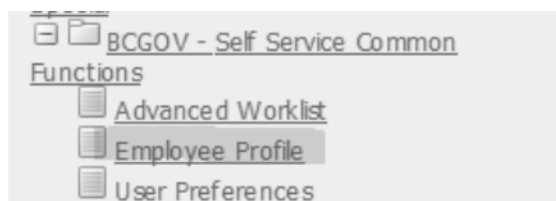
Have a great weekend,
Ali

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 3:22 PM
To: Witter, Allison PREM:EX
Subject: RE: PREM coding

Hi Ali,

You may need to update your profile within IExpense.

3) Go to BCGOV - Self Service Common Functions responsibility to establish and update your Employee Profile.



You use the Employee Profile to establish the following information:

- Employee details
- Expense details (Travel Group, Client Number, Responsibility Centre, Service Line, Project Code, Primary Approver, and Work Location).

The defaults that you set in your Employee Profile affect iExpenses, iProcurement, and Purchasing.

Whether you are a Traveller, Delegate, Requester, Receiver, or an Approver (Expense Authority), you must complete your Employee Profile before you begin to process expense reports, requisitions, purchase orders, or receipts. Once you have completed your profile, you also must maintain the information

Let me know if you have any issues. Thanks

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Witter, Allison PREM:EX

Sent: Friday, June 22, 2018 3:19 PM

To: Higgins, Keira PREM:EX

Subject: RE: PREM coding

Thanks Keira, I searched for the DMO code, however no items were found and it seems I may currently only have access to AGRI coding. Who would be a good person to follow up with to sort this out?

Cheers,
Ali

From: Higgins, Keira PREM:EX

Sent: Friday, June 22, 2018 3:07 PM

To: Witter, Allison PREM:EX

Subject: PREM coding

Please use DMO coding.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 22, 2018 5:08 PM
To: Witter, Allison PREM:EX
Subject: Re: Harbour Air Flight Itinerary. Thanks for booking!

Thanks Ali.

Sent from my iPhone

On Jun 22, 2018, at 5:03 PM, Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca> wrote:

Hi Keira,

FYI - I booked the flight below for Monday, however my name isn't showing up on the ticket, so wanted you to know who this is for if you end up receiving a notification email or are viewing the account.

Cheers,
Ali

Sent from my iPhone

Begin forwarded message:

From: "Harbour Air, Whistler Air & Saltspring Air"
<reservation@harbourair.com>
Date: June 22, 2018 at 4:55:41 PM PDT
To: allison.witter@gov.bc.ca
Subject: Harbour Air Flight Itinerary. Thanks for booking!
Reply-To: reservation@harbourair.com



[Check Flight Status](#)

[Manage Flight](#)

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[My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents

about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

HAS #

s.17

Company

Office Of The Premier - Deputy Minister's Office

Booking #s.17

Monday, June 25, 2018

Flight #2100

11:30 Victoria Harbour / Map 

12:05 Vancouver Harbour / Map&n!

bsp; 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Office Of The Premier - Deputy
Minister's Office, Female

[Add to Calendar](#)

Invoice #s.17

Air Transportation Charges

Sked 200/300 : (St) GO Flex	\$186.64
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Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
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Sked 200 : Carbon Offset	\$0.65
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Sked 200 : VHFC Terminal Fee	\$9.86
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+ Goods and Services Tax	\$9.85
--------------------------	--------

Billing	\$197.15
---------	----------

Taxes	\$9.85
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Grand Total	\$207.00
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GoFlex Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure
(subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking # **\$S.17**

Monday, June 25, 2018

Flight #225/Twin Otter

18:00 Vancouver Harbour / Map 

18:35 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Office Of The Premier - Deputy

Minister's Office, Female

[Add to Calendar](#)

Invoice # **\$S.17**

Air Transportation Charges

Sked 200/300 : (St) GO Flex	\$186.64
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Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
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Sked 200 : Carbon Offset	\$0.65
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Sked 200 : VHFC Terminal Fee	\$9.86
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+ Goods and Services Tax	\$9.85
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Billing	\$197.15
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Taxes	\$9.85
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Grand Total	\$207.00
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\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Luggage restrictions based on fare booked. Please see **Luggage** for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

The maximum weight per single piece of luggage is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)

Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.

Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

Check in time is 45 minutes prior to flight time. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 45 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Passport book required for all passengers including infants *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Cancellations less than 24 hours result in a full forfeiture of the fare

- Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc. operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Saturday, June 23, 2018 10:26 AM
To: Wright, Don J. PREM:EX
Subject: Re: AC8081/Jun 22, 2018 - Change - Air Canada Flight Notification

That was some terrible luck. I'm glad you got into the^{s.15} at least.

Sent from my iPhone

On Jun 22, 2018, at 11:10 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:

Thanks Keira. NBD. I will get back to Vic tomorrow. Staying overnight in the^{s.15}
s.15 . It could be worse. ☐

Don

Sent from my iPhone

On Jun 22, 2018, at 9:43 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Don,

I just received this notification. Sorry to hear about the change.

Sent from my iPhone

Begin forwarded message:

From: Air Canada Flight Notification
<flightnotification@aircanada.ca>
Date: June 22, 2018 at 9:18:30 PM PDT
To: keira.higgins@gov.bc.ca
Subject: AC8081/Jun 22, 2018 - Change - Air Canada Flight Notification

Please take note of the changes to the flight you are tracking with Air Canada Flight Notifications.

Flight Number: AC8081

What has changed?

Now departing Vancouver on June 22, 2018 @ 21:40

Now arriving in Victoria on June 22, 2018 @ 22:11

REVISED

Departing Vancouver (YVR) on June 22, 2018 @ 21:40

-- Departure Terminal DTB, Gate C34

Arriving in Victoria (YYJ) on June 22, 2018 @ 22:11

-- Arrival Gate 6

Schedules are subject to change without prior notice. A change is defined as a difference of 15 minutes or more from the Scheduled departure or arrival time.

To unsubscribe or manage this notification, please visit:
https://www.aircanada.com/en/travelinfo/traveller/mobile/notification_app.html

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Air Canada, PO Box 64239, RPO Thorncliffe, Calgary, Alberta, T2K 6J7

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 8:19 AM
To: 'Hannas, Greg'
Subject: RE: NEW CALL 780622037 Higgins, Keira

Hi Greg,

The monitor arrived on Friday and was taken over to 033-617 Government where it will be installed for Allison Witter.

Thanks,

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

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

From: Hannas, Greg [mailto:Greg.Hannas@tecnet.ca]
Sent: Monday, June 25, 2018 8:02 AM
To: Higgins, Keira PREM:EX
Subject: FW: NEW CALL 780622037 Higgins, Keira

Hi Keira,

I have received a service request regarding a new computer monitor that is being shipped for Allison Witter. Please contact me when the monitor arrives. I will then come onsite to install this for you.

Greg Hannas
Deskside Support - Tecnet Canada
250 812 6624

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

From: Morgan Nickolatos On Behalf Of Common Dispatch
Sent: Friday, June 22, 2018 11:50 AM
To: Hannas, Greg <Greg.Hannas@tecnet.ca>
Subject: NEW CALL 780622037 Higgins, Keira

Call: 780622037
Authorization: SR2634785A1651141
Priority: 5x9x2 day

IBM Canada/BC Gov. Various (MAXIMO)
Office of the Premier
Parliament Buildings
Victoria, BC V8V 1X4
Contact: Higgins, Keira

Phone: 250 356-2206

Where: Room 272

Make: LENOVO

Model: T470s

Part No: WO1667182

Serial No: PC0SR5DH

Asset Tag: ND051843

OS: win 10

Call Type: Fixed Price Onsite

Problem Type: MAC - MAC-Install New Hardware

Problem:

LAPTOP IS UNDER WARRANTY

Install monitor onto laptop for Allison Witter.

istore: 876286

PUROLATOR Waybill: 605851559654

keira.higgins@gov.bc.ca

Instructions:

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 9:03 AM
To: Wright, Don J. PREM:EX
Subject: AC

FYI – I submitted a claim to AC. The last time I did this they took 3 months to do anything about it but I am assuming they will refund some/all of the hotel. I will keep you posted.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 9:53 AM
To: McCann, Meghan EMPR:EX; Wade, Debbie PREM:EX
Cc: Schmidt, Cathy A EMPR:EX
Subject: RE: 30-60 min briefing request

Sorry it is the Cabinet Planning Session and there is no availability.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Monday, June 25, 2018 9:50 AM
To: Wade, Debbie PREM:EX
Cc: Schmidt, Cathy A EMPR:EX; Higgins, Keira PREM:EX
Subject: RE: 30-60 min briefing request

Are there any other times this week that would work? Dave asked me to set this up asap for this week.

From: Wade, Debbie PREM:EX
Sent: Monday, June 25, 2018 9:35 AM
To: McCann, Meghan EMPR:EX
Cc: Schmidt, Cathy A EMPR:EX; Higgins, Keira PREM:EX
Subject: RE: 30-60 min briefing request

Hi Meaghan;

Unfortunately, neither of those dates work for Geoff. He is in an all day meeting on Friday June 29th, and will be s.22
s.22

Debb

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

From: McCann, Meghan EMPR:EX
Sent: Monday, June 25, 2018 9:29 AM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Cc: Schmidt, Cathy A EMPR:EX
Subject: RE: 30-60 min briefing request

Please hold Friday option. Debbie will this work for Geoff?

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 9:25 AM
To: McCann, Meghan EMPR:EX; Wade, Debbie PREM:EX
Cc: Schmidt, Cathy A EMPR:EX
Subject: RE: 30-60 min briefing request

Hi Meghan,

Don is available as follows:

June 29 – 3:00-3:30

July 4 – between 1:30-3:30

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Monday, June 25, 2018 9:07 AM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Cc: Schmidt, Cathy A EMPR:EX
Subject: 30-60 min briefing request
Importance: High

Good morning Keira and Debbie,

Dave has asked me to set up a 30-60 (ideally 60) minute briefing between our ADM Les MacLaren, Don and Geoff re: Enterprise Renewables. Dave will participate by phone from DC if he is able. Please provide me with some options from your end, evening is ok too. I think there is some timeliness to this, thanks.

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 10:33 AM
To: Steenvoorden, Tom PSSG:EX
Subject: RE: Dates for Viper training

Hi Tom,

He didn't email me, he called.

Thanks,

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

From: Steenvoorden, Tom PSSG:EX
Sent: Monday, June 25, 2018 10:33 AM
To: Higgins, Keira PREM:EX
Subject: RE: Dates for Viper training

Hi Keira, can you please forward me Lee's email to you, I did not receive it. Thanks

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 9:57 AM
To: 'lee.bank3@canada.ca'
Cc: Canitz, Shelley L PREM:EX; Steenvoorden, Tom PSSG:EX
Subject: Dates for Viper training

Hi Lee,

The dates that work for Shelley Canitz and I for Viper training are as follows. I will leave it to Tom to check the dates against his availability and let us know if any do not work.

July – any time after July 15th with the exception of July 19 and 20th
August – any time until August 15th with the exception of August 11th

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 10:35 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet July 04, 2018

Don and Christine will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX
Sent: Monday, June 25, 2018 10:31 AM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Richards, Erin PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Justesen, Josh T FIN:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Larson, Lori MMHA:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for Cabinet July 04, 2018
Importance: High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.
Please also confirm where your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

CABINET

Wednesday, July 04, 2018
9:00 a.m. – 11:30 a.m.
Chambers/VCO

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 10:35 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for PA meeting July 05, 2018

Don and Christine will be in attendance.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Monday, June 25, 2018 10:33 AM
To: Brown, Dawn A PREM:EX; Clark, Layne PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Giuliano, Angela LASS:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Justesen, Josh T FIN:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Talbot, Sarena AEST:EX; Virk, Rajmeet LASS:EX; Wanamaker, Lori FIN:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for PA meeting July 05, 2018
Importance: High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.
Please also confirm where your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Layne Clark, and CC: Michelle Massy, and myself for the attendance survey.

PA

Thursday, July 05, 2018
9:30 a.m. – 12:30 p.m.
Chambers/VCO

Thank you,

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

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright and Mark Collins - BC Ferries
Location: Don's Office - room 272 West Annex, Parliament Buildings, Victoria

Start: Mon 2018-07-09 1:30 PM
End: Mon 2018-07-09 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: mark.collins@bcferries.com

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 10:51 AM
To: 'ResPlus (COR)'
Subject: RE: Request Missing Stay - Confirmation Requested

Many thanks!

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

From: ResPlus (COR) [mailto:Resplus@FRHI.com]
Sent: Monday, June 25, 2018 10:48 AM
To: Higgins, Keira PREM:EX
Subject: RE: Request Missing Stay - Confirmation Requested

Good afternoon Keira,

Thank you for the additional information.

The stay has been added, therefore, the points will be credited in a few days.

If you have any questions, please let us know.

Kind regards,

Sylvette

Sylvette Cormier
resplus Administrator
2081 Main Street, Moncton New Brunswick
Canada E1E 1J2
Resplus@frhi.com



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From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: Monday, June 25, 2018 12:51 PM
To: ResPlus (COR)
Subject: RE: Request Missing Stay - Confirmation Requested

Hi Sylvette,

I am so sorry, I accidentally clicked on a week prior to the stay. The stay was on June 22, 2018 at the ^{s.15}
s.15 for Donald Wright.

Room:s.15

Folio #: s.22

Thank you,

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

From: ResPlus (COR) [mailto:Resplus@FRHI.com]
Sent: Monday, June 25, 2018 8:44 AM
To: Higgins, Keira PREM:EX
Subject: FW: Request Missing Stay - Confirmation Requested

Good morning Keira,

Thank you for your request. We are unable to locate the stay mentioned below. Kindly provide a confirmation number or a copy of the hotel invoice and we will investigate further.

If you have any questions, please let us know.

Wishing you a great day!

Best regards,

Sylvette

Sylvette Cormier
resplus Administrator
2081 Main Street, Moncton New Brunswick
Canada E1E 1J2
Resplus@frhi.com



Now part of AccorHotels Group

From: ResPlus (COR)
Sent: Monday, June 25, 2018 12:27 PM
To: ResPlus (COR)
Subject: Request Missing Stay

Member

RP #	Member Name	Company Name	City	Province
s.22	Higgins, Keira	Government of BC	Victoria	British Columbia

Details

Hotel: **s.15**
Arrival Date: 6/15/2018
Departure Date: 6/16/2018
Guest Name: Donald Wright
Requested On: Monday, June 25, 2018 11:27:15 AM

Contact

Email Address: keira.higgins@gov.bc.ca

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Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 10:58 AM
To: Quigley, Shanna SDPR:EX
Subject: RE: David Galbraith s.22 - DMC

Noted – thanks!

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

From: Quigley, Shanna SDPR:EX
Sent: Monday, June 25, 2018 10:35 AM
To: Higgins, Keira PREM:EX
Subject: David Galbraith s.22 - DMC

Good morning Keira,

Deputy Minister David Galbraith s.22 . The following
ADM's will be providing coverage while he is away.

July 6 – Rob Byers, ADM
July 9 – 13 – Debi Upton, ADM
July 16 – 20 – Chris Brown, ADM
July 23 – 27 – Molly Harrington, ADM

For the only DMC in July on the 13th, Debi Upton will attend from Chambers.

Thank you,
Shanna

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 1:12 PM
To: Wright, Don J. PREM:EX
Subject: FW: Proceedings Report for the Future of Forestry Think Tank
Attachments: Quesnel Forestry Think Tank summary -final.pdf; ATT00001.htm

FYI – please let me know if you wish to have a call set up.

Thanks,

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

From: Nash, Amber PREM:EX
Sent: Monday, June 25, 2018 12:51 PM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: FW: Proceedings Report for the Future of Forestry Think Tank

Hi Both,

See below email and attached document for the consideration/attention of Geoff & Don.

A

From: Bob Simpson [mailto:mayor@quesnel.ca]
Sent: Friday, June 22, 2018 10:18 AM
To: Renneberg, Tim FLNR:EX; Nash, Amber PREM:EX
Cc: Rhya Hartley; Erin Robinson
Subject: Fwd: Proceedings Report for the Future of Forestry Think Tank

Tim and Amber, attached is the report from the Think Tank on the Future of Forestry we held in Quesnel.

Tim, if possible, I would like to have a follow up call with Minister Donaldson about next steps on this initiative.

Amber, Geoff indicated that DM Wright was interested in this file and our initiative. I would be pleased to speak with Don if he is interested.

I've copied my assistant, Rhya Hartley, on this email as she can schedule a time if the Minister and/or DM are available and interested to discuss this important initiative.

Bob Simpson
Mayor, Quesnel BC
250-255-1433

Begin forwarded message:

From: Erin Robinson <erobinson@fraserbasin.bc.ca>

Date: June 21, 2018 at 11:27:59 AM PDT

To: Erin Robinson <erobinson@fraserbasin.bc.ca>

Subject: Proceedings Report for the Future of Forestry Think Tank

Hello,

Thank-you for your participation in the Future of Forestry Think Tank on May 3 and 4, 2018.

Please find attached the Proceedings Report from the event. The City of Quesnel will be working with the local FLNRORD staff, licencees, First Nations, and other various interested parties to move into the action planning stage.

Feel free to contact me if you have any questions.

Respectfully,

Erin Robinson

Regional Manager

Cariboo-Chilcotin

Fraser Basin Council

c:250-255-6002

p:250-992-1094

erobinson@fraserbasin.bc.ca

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*****DISCLAIMER*****

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 1:12 PM
To: Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Proceedings Report for the Future of Forestry Think Tank

Thanks Amber.

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

From: Nash, Amber PREM:EX
Sent: Monday, June 25, 2018 12:51 PM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: FW: Proceedings Report for the Future of Forestry Think Tank

Hi Both,

See below email and attached document for the consideration/attention of Geoff & Don.

A

From: Bob Simpson [mailto:mayor@quesnel.ca]
Sent: Friday, June 22, 2018 10:18 AM
To: Renneberg, Tim FLNR:EX; Nash, Amber PREM:EX
Cc: Rhya Hartley; Erin Robinson
Subject: Fwd: Proceedings Report for the Future of Forestry Think Tank

Tim and Amber, attached is the report from the Think Tank on the Future of Forestry we held in Quesnel.

Tim, if possible, I would like to have a follow up call with Minister Donaldson about next steps on this initiative.

Amber, Geoff indicated that DM Wright was interested in this file and our initiative. I would be pleased to speak with Don if he is interested.

I've copied my assistant, Rhya Hartley, on this email as she can schedule a time if the Minister and/or DM are available and interested to discuss this important initiative.

Bob Simpson
Mayor, Quesnel BC
250-255-1433

Begin forwarded message:

From: Erin Robinson <erobinson@fraserbasin.bc.ca>
Date: June 21, 2018 at 11:27:59 AM PDT

To: Erin Robinson <erobinson@fraserbasin.bc.ca>

Subject: Proceedings Report for the Future of Forestry Think Tank

Hello,

Thank-you for your participation in the Future of Forestry Think Tank on May 3 and 4, 2018.

Please find attached the Proceedings Report from the event. The City of Quesnel will be working with the local FLNRORD staff, licencees, First Nations, and other various interested parties to move into the action planning stage.

Feel free to contact me if you have any questions.

Respectfully,

Erin Robinson

Regional Manager

Cariboo-Chilcotin

Fraser Basin Council

c:250-255-6002

p:250-992-1094

erobinson@fraserbasin.bc.ca

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*****DISCLAIMER*****

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 1:13 PM
To: Wade, Debbie PREM:EX; Nash, Amber PREM:EX
Subject: RE: Meeting with Premier - Week of July 9th

That works for Don.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Monday, June 25, 2018 12:05 PM
To: Nash, Amber PREM:EX; Higgins, Keira PREM:EX
Subject: RE: Meeting with Premier - Week of July 9th

Yes July 11th @ 3:30-4:30pm works for Geoff.

Thanks!

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

From: Nash, Amber PREM:EX
Sent: Monday, June 25, 2018 11:58 AM
To: Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Subject: Meeting with Premier - Week of July 9th

Hi both,

I'd like to change the weekly meeting between Premier, Don & Geoff to happen on Wed Jul 11th (instead of the usual Tuesday). I have some flexibility in time but I am suggesting 3:30 – 4:30pm for this meeting.

Will this work?

Amber

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 1:17 PM
To: Wade, Debbie PREM:EX
Subject: RE: OOP Consultations | FOI Request TAC-2018-82121 | 30 pages | Due July 03, 2018

No worries. Both the suggested options work for Don.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Monday, June 25, 2018 11:57 AM
To: Higgins, Keira PREM:EX
Subject: FW: OOP Consultations | FOI Request TAC-2018-82121 | 30 pages | Due July 03, 2018

Hi Keira;

sorry I responded to you with the wrong email attached!! My apologies.

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

From: Wade, Debbie PREM:EX
Sent: Monday, June 25, 2018 11:56 AM
To: Higgins, Keira PREM:EX
Subject: FW: OOP Consultations | FOI Request TAC-2018-82121 | 30 pages | Due July 03, 2018

Hi keira;

We will need to find another time we can offer Petronas. **s.22**

Can you please advise if Don would be available on either of the below times.

Monday July 9th anytime between 2:30-4:00pm
Tuesday July 10th between 1:00-2:00pm

Thanks!

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

From: Meggs, Geoff PREM:EX
Sent: Thursday, June 21, 2018 4:10 PM
To: Wade, Debbie PREM:EX
Subject: FW: OOP Consultations | FOI Request TAC-2018-82121 | 30 pages | Due July 03, 2018

Please print out Tamarra's for me to check

From: OOP FOI PREM:EX
Sent: Thursday, June 21, 2018 3:48 PM
To: Clark, Layne PREM:EX; McLaren, Chris PREM:EX; Meggs, Geoff PREM:EX; McCartney, Angela PREM:EX; Nash, Amber PREM:EX
Subject: OOP Consultations | FOI Request TAC-2018-82121 | 30 pages | Due July 03, 2018

Hi all,

The Ministry of Tourism, Arts & Culture has received the following FOI request:

All emails, text messages, blackberry message, slack message, WhatsApp messages – excluding attachments – sent from the Administrative Coordinator(s) of the Minister's office (where such a position exists and was staffed at any point during the time frame). (Date Range for Record Search: From 02/01/2018 To 02/28/2018)

They have identified the attached pages as responsive records. If you could please review the attached pages and please let me know if you have any concerns with disclosure.

Layne - page 1
Chris - page 2, 3, 5, 8-14, 17
Amber – emails authored by Bev on page 3, 13-14
Geoff – emails authored by Tamarra on page 15-16
Angela – emails authored by Dawn on page 18-20

Thank you all so much!

Alison

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 25, 2018 1:17 PM
To: MacLaren, Les EMPR:EX
Subject: Accepted: Briefing with Don Wright and Geoff Meggs re: Enterprise Renewables

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 1:25 PM
To: Kennedy, Christine PREM:EX
Subject: Please call Paul Finkel -S.17

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 1:41 PM
To: Kennedy, Christine PREM:EX
Subject: Fazil

Hi Christine,

Fazil's assistant called and wants to schedule time for you and Fazil to have a call regarding SSP. I was very clear that you are focussed on the Cabinet Planning Session and other items and do not have time until Friday but she is insistent that it must happen before then. I wanted to get your thoughts on it as well as see if you have a preference for scheduling as your next 3 days are very hectic as is.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 3:53 PM
To: Walker, Leah MCF:EX
Subject: RE: DM and asst list

Hi Leah,

Please see the list names below:

BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>
BCPSA Agency DMC Admin & Operational Support PSADMAS@Victoria1.gov.bc.ca

Thanks,

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

From: Walker, Leah MCF:EX
Sent: Monday, June 25, 2018 3:31 PM
To: Higgins, Keira PREM:EX
Subject: DM and asst list

Hi ☺

I was wondering if you knew of or had a list of all the DMs and their assistants. Looking to send out an email to each and want to CC their assistants (PSEC stuff)

Thanks!

Leah Walker
A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 3:53 PM
To: Kwan, Shirley JTT:EX
Subject: RE: URGENT CALL TOMORROW: Fazil, Trevor, Christine K

Hi Shirley,

She can do this call at 9:00 tomorrow. Please send a calendar invite.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Monday, June 25, 2018 1:52 PM
To: Higgins, Keira PREM:EX
Subject: URGENT CALL TOMORROW: Fazil, Trevor, Christine K

Hi Keira -

Fazil and Trevor need 15 mins tomorrow with Christine to discuss direction on the s.12 proceeding to SSP on July 4th after direction from June 21st DMCSSP not to go forward on that date.

Please let me know if there is any times tomorrow.

Shirley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 3:54 PM
To: Wright, Don J. PREM:EX
Subject: FW: Don's ppt to the business council

Hi Don,

Please see request for Dave below.

Thanks,

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

From: Galbraith, David J SDPR:EX
Sent: Monday, June 25, 2018 2:40 PM
To: Higgins, Keira PREM:EX
Subject: Don's ppt to the business council

Hi Keira,
I'm meeting with my min and the business council tomorrow. Can I get a copy of the ppt Don gave today or the one he gave to the business council please?

David Galbraith
Deputy Minister
Ministry of Social Development and Poverty Reduction

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 3:57 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Suggested date for DMC at Government House

Sounds good. Thanks.

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

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 3:51 PM
To: Higgins, Keira PREM:EX
Subject: FW: Suggested date for DMC at Government House

FYI – DMC may meet at Government House in September – will let you know once LG's office confirms it is a go so you can send details out

From: Wright, Don J. PREM:EX
Sent: Sunday, June 24, 2018 11:18 AM
To: Canitz, Shelley L PREM:EX
Subject: Re: Suggested date for DMC at Government House

Thanks Shelley,

1. Sept 7 works great.
2. DMs only
3. Maybe have a regular DMC meeting before, starting at 10:30
4. A general discussion about what the LG would like to accomplish in her term, and how the Public Service could assist her in that.

Don

From: Shelley Canitz <Shelley.Canitz@gov.bc.ca>
Date: Friday, June 22, 2018 at 3:55 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Subject: Suggested date for DMC at Government House

Don – have spoken with Jerymy Brownridge at Government House and if you would like to have DMC meet there on a Friday in September, the best date is September 7. He suggests a lunch and that a meeting room could be made available before or after for a meeting. So far, Sept 7 is a regularly scheduled day for DMC and your schedule looks quite good.

1. Does that date work for you or would you like to try another day of the week in September? (All the other Fridays in September are busy for the LG.) We could also look at Fridays in October.
2. I presume this is for DMs only - or would subs be allowed?
3. Would you like a space for meeting before or after – if so, how long and what time?
4. Do you have any agenda items in mind?

Shelley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Monday, June 25, 2018 3:59 PM
To: Kennedy, Christine PREM:EX
Subject: Accepted: Meeting with Pinnacle - Jason Fisher and Robert McCurdy

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 4:00 PM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for ELUC meeting July 04, 2018

Hi Dawn,

Christine will participate from Chambers.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX
Sent: Monday, June 25, 2018 2:50 PM
To: Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Clark, Layne PREM:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Finkel, Paul PREM:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Papik, Stephanie PREM:EX; Purdy, Sandra FLNR:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX
Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Finkel, Paul PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: Attendance confirmation for ELUC meeting July 04, 2018
Importance: High

Good afternoon,

This meeting has been confirmed. Please update your Minister/Official's calendar to reflect this confirmation.

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.

Please also confirm WHERE your Minister/Official will be attending, Chambers or VCO.

If requesting leave, please contact Connie Roberts, and CC: Paul Finkel, and myself for the attendance survey.

ELUC

Wednesday, July 04, 2018
12:45 p.m. – 2:00 p.m.
Chambers/VCO

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier

Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 4:02 PM
To: Bates, Nancy MMHA:EX
Subject: RE: DMC Attendance - June 29

Noted – thanks.

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

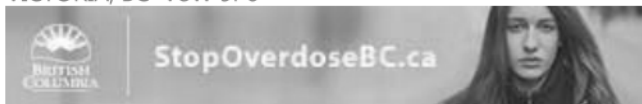
From: Bates, Nancy MMHA:EX
Sent: Monday, June 25, 2018 2:01 PM
To: Higgins, Keira PREM:EX
Subject: DMC Attendance - June 29

Hello Keira. Neilane will be at a conference in Winnipeg and unable to attend DMC on Friday. ADM Nick Grant is confirmed to attend instead.

Thank you!

Nancy Bates | Senior Executive Assistant
to Deputy Minister Neilane Mayhew
Ministry of Mental Health and Addictions
2nd Floor, 1515 Blanshard Street
Victoria, BC V8W 9R1
T: 778-698-0416 | E: nancy.bates@gov.bc.ca

PO BOX 9672, STN PROV GOVT
VICTORIA, BC V8W 9P6



Page 714 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 8:58 AM
To: Maranda, Pierrette IGRS:EX
Subject: RE: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Hi Pierrette,

Nothing further has come in.

Thanks,

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

From: Maranda, Pierrette IGRS:EX
Sent: Tuesday, June 26, 2018 8:19 AM
To: Higgins, Keira PREM:EX
Subject: RE: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Good morning Keira:

Have you received more information or material for the Clerks' meeting? The email below indicate that Lise Michaud would provide additional information. She is from the New Brunswick Clerk's office.

I believe the office of the federal Clerk, Mr. Michael Wernick, will also send some info for the meeting.

Thanks

Pierrette

From: Higgins, Keira PREM:EX
Sent: Friday, June 8, 2018 11:33 AM
To: Maranda, Pierrette IGRS:EX
Subject: FW: Clerks and Cabinet Secretaries FPT Meeting - July 2018

FYI

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

From: Dickinson, Joel (ECO/BCE) [<mailto:Joel.Dickinson@gnb.ca>]
Sent: Friday, June 8, 2018 10:51 AM
To: 'Don.J.Wright@gov.bc.ca'; 'kent.campbell@gov.sk.ca'; 'fred.meier@leg.gov.mb.ca'; 'steve.orsini@ontario.ca'; 'andre.fortier@mce.gouv.qc.ca'; 'lauralee.langley@novascotia.ca'; 'ptledwell@gov.pe.ca'; 'Jim.connell@gov.yk.ca';

'Mike_Aumond@gov.nt.ca'; 'annmariehann@gov.nl.ca'; 'kokpik@gov.nu.ca'; Wagner, Judy (ECO/BCE)
Cc: 'jade.hopkins@gov.sk.ca'; 'lynn.voth@leg.gov.mb.ca'; 'christine.woodworth@novascotia.ca'; Crain, Krista (ECO/BCE);
'carolynj@gov.nl.ca'; 'Donna.Milne@gov.yk.ca'; 'rita.goodwin@gov.ab.ca'; Michaud, Lise (ECO/BCE); Kumar, Hemant
(ECO/BCE); 'debbie_baert-reid@gov.nt.ca'; 'mbaines@gov.nu.ca'; 'Ray.Gilmour@gov.ab.ca'; Higgins, Keira PREM:EX;
'Pina.Bosco2@ontario.ca'; 'isabelle.michaud@mce.gouv.qc.ca'; 'AEMACPHAIL@gov.pe.ca'
Subject: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Good Afternoon,

I am writing on behalf of Judy Wagner, Clerk for the Government of New Brunswick to request your input on the upcoming July 2018 meetings of Clerks and Cabinet Secretaries. The meetings will take place July 17 and 18 in Moncton, New Brunswick, and will end prior to the beginning of the Council of the Federation meetings in St. Andrews, NB July 18-20. Transportation via motor coach will be provided for those attending COF in St. Andrews. Meetings and accommodations will be held at the \$15 in Moncton. For accommodations please contact Lindsey Edney, (Lindsey.Edney2@gnb.ca).

A draft agenda of the 2 days is attached, a further email and updated agenda will follow in the coming weeks from Lise Michaud.

Federal officials have proposed the following agenda items for the FPT meeting. This meeting will run from 8:30 am to 3:00PM AST. We would appreciate your views on the agenda topics:

- Canada-US relations
- Indigenous relations and rights recognition
- National security update
- Democracy and threats to democratic institutions
- Collaboration on data and decision making
- Cooperation through the levels of government

Similar to past approaches, Judy is proposing that a PT Clerks and Cabinet Secretaries' meeting in advance of the FPT meeting. The most likely opportunity would be to meet at 4:00 pm on Tuesday, July 17, prior to a scheduled dinner event for the group at 6pm.

Please respond by June 18, 2018, including your feedback on the FPT agenda, your availability for a PT meeting, and your thoughts on the PT meeting agenda. Once all responses have been received, we will circulate the results and share them with our federal counterpart.

Thank you,

Joel Dickinson
Assistant Deputy Minister
New Brunswick Executive Council Office

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 8:57 AM
To: 'Bank3, Lee (SSC/SPC)'; Steenvoorden, Tom PSSG:EX; Canitz, Shelley L PREM:EX
Cc: 'Gendron, Luc (SSC/SPC)'; 'Wiens2, Jordan (SSC/SPC)'; 'Deslauriers, Maxime (SSC/SPC)'; 'Decary, Marc (SSC/SPC)'
Subject: RE: Dates for Viper training - Gov of BC

Hi Lee,

Please note, I have just received word that Aug 7-10th will not work for Shelley as she will be travelling for work.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Monday, June 25, 2018 10:44 AM
To: 'Bank3, Lee (SSC/SPC)'; Steenvoorden, Tom PSSG:EX; Canitz, Shelley L PREM:EX
Cc: Gendron, Luc (SSC/SPC); Wiens2, Jordan (SSC/SPC); Deslauriers, Maxime (SSC/SPC); Decary, Marc (SSC/SPC)
Subject: RE: Dates for Viper training - Gov of BC

Hi Lee,

No, we have been the loan holders for almost a year. We just haven't received full training.

Thanks,

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

From: Bank3, Lee (SSC/SPC) [mailto:lee.bank3@canada.ca]
Sent: Monday, June 25, 2018 10:43 AM
To: Higgins, Keira PREM:EX; Steenvoorden, Tom PSSG:EX; Canitz, Shelley L PREM:EX
Cc: Gendron, Luc (SSC/SPC); Wiens2, Jordan (SSC/SPC); Deslauriers, Maxime (SSC/SPC); Decary, Marc (SSC/SPC)
Subject: RE: Dates for Viper training - Gov of BC

Perfect, I thought that you and Shelly qwsvere brand new Loan Holders. I will look them up and get back to you if I need anything further.

Lee Bank
A/COMSEC Cust
SSC
613-859-9738

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: June-25-18 1:39 PM
To: Bank3, Lee (SSC/SPC) <lee.bank3@canada.ca>; Steenvoorden, Tom PSSG:EX <Tom.Steenvoorden@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Cc: Gendron, Luc (SSC/SPC) <luc.gendron@canada.ca>; Wiens2, Jordan (SSC/SPC) <jordan.wiens2@canada.ca>; Deslauriers, Maxime (SSC/SPC) <maxime.deslauriers@canada.ca>; Decary, Marc (SSC/SPC) <marc.decary@canada.ca>
Subject: RE: Dates for Viper training - Gov of BC

Hi Lee,

Thank you. Luc has our security clearance and proof of citizenship as we completed those requirements within this past year.

Thanks,

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

From: Bank3, Lee (SSC/SPC) [mailto:lee.bank3@canada.ca]
Sent: Monday, June 25, 2018 10:35 AM
To: Higgins, Keira PREM:EX; Steenvoorden, Tom PSSG:EX; Canitz, Shelley L PREM:EX
Cc: Gendron, Luc (SSC/SPC); Wiens2, Jordan (SSC/SPC); Deslauriers, Maxime (SSC/SPC); Decary, Marc (SSC/SPC)
Subject: RE: Dates for Viper training - Gov of BC

Good day Keira,

Thanks for the quick reply.

We will make travel arrangements to visit you within the time frames that you have provided, once Tom Steenvoorden gets back to us with his availability.

We will need about an hour with access to the secure phone prior to all the loan holders/users being present to change all of the passwords and combinations and verify phone settings. After which we will need 1 to 2 hours with all the users and Loan holders, to train and brief everyone on the phones usage and security requirements.

Prior to our visit we will need proof of security clearance and citizenship of all of the intended users and Loan Holders. If they could be scanned in and sent to us it will be greatly appreciated.

Looking forward to meeting and thank you for all your assistance,

Lee Bank
Enterprise Alternate Comsec Custodian
Secret Infrastructure Program, Cyber and IT Security Branch
Shared Services Canada | Government of Canada
99 Metcalfe, room 9-042, Ottawa, Ontario
lee.bank3@canada.ca
BB: 613-859-9738 / Secure Fax: 613-960-3342 / Unclas Fax: 613-960-0791

Lee Bank
Gardien Suppléant Comsec Entreprise

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: June-25-18 12:57 PM
To: Bank3, Lee (SSC/SPC) <lee.bank3@canada.ca>
Cc: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Steenvoorden, Tom PSSG:EX <Tom.Steenvoorden@gov.bc.ca>
Subject: Dates for Viper training

Hi Lee,

The dates that work for Shelley Canitz and I for Viper training are as follows. I will leave it to Tom to check the dates against his availability and let us know if any do not work.

July – any time after July 15th with the exception of July 19 and 20th
August – any time until August 15th with the exception of August 11th

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 8:58 AM
To: Kennedy, Christine PREM:EX
Subject: RE: July 12 Pinnacle Renewable Energy Meeting

Hi Christine,

Will do - thanks.

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

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

From: Kennedy, Christine PREM:EX
Sent: Monday, June 25, 2018 9:52 PM
To: Higgins, Keira PREM:EX
Subject: July 12 Pinnacle Renewable Energy Meeting

I talked to Don about the Pinnacle meeting on July 12. We will go to Vancouver for that. Could you book flights and a meeting room at VCO?

I will go over earlier in the day if possible, stay over if there is space and return later in the day on the 13. Don would need to fly over after his other meetings which end at 12:30. I assume he would return the same day, but I did not ask him that.

Thank you as always.

Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 26, 2018 8:59 AM
To: Kennedy, Christine PREM:EX
Subject: Accepted: Meeting with Pinnacle - Jason Fisher and Robert McCurdy

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 26, 2018 9:09 AM
To: Kennedy, Christine PREM:EX
Subject: Accepted: Conference call with Adam Olsen, CASA Secretariat and Allison

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 9:12 AM
To: Michell, Jennifer FIN:EX
Subject: RE: 2 extra rooms in Coquitlam for this evening

Thanks for letting me know😊

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

From: Michell, Jennifer FIN:EX
Sent: Tuesday, June 26, 2018 9:12 AM
To: Higgins, Keira PREM:EX
Subject: Re: 2 extra rooms in Coquitlam for this evening

Thanks Keira but Lori is heading over tomorrow morning

Sent from my iPhone

On Jun 26, 2018, at 9:07 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Morning everyone,

Don and Christine have been called to Vancouver this evening resulting in 2 extra rooms at the s.15 (for the Cabinet Planning Session). We are within the 24 hour cancellation window so I wanted to see if anyone needs a room (for tonight only) to save the cancellation fee. Please let me know as soon as possible.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Tuesday, June 26, 2018 9:12 AM
To: Mihlar, Fazil JTT:EX
Subject: Accepted: 9:00 AM Phone call Fazil/Christine K/Trevor

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 9:19 AM
To: Wright, Don J. PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: RE: Hotel Bookibgs

Okay, great. I have a message out to the Minister's assistants right now to see if anyone can take the bookings as they wouldn't let me cancel. Failing that, the manager of the hotel is in shortly and I will call and speak to him. I will let you know how it all goes soon.

Thanks,

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

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

From: Wright, Don J. PREM:EX
Sent: Tuesday, June 26, 2018 9:17 AM
To: Higgins, Keira PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: Re: Hotel Bookibgs

Thanks Keira. \$15 will be fine. So, if we can cancel Coquitlam, let's do that. Otherwise we will trek out to Coquitlam this evening.

Sent from my iPhone

> On Jun 26, 2018, at 9:02 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>

> Hi Christine,

>

> No worries. I can get you into a hotel called the \$15 for a reasonable(ish) price. I have never booked at that hotel so maybe Don can pipe in if it's not satisfactory as he is pretty familiar with Vancouver.

>

> I will now call and beg the Coquitlam hotel for mercy. I will let you know shortly.

>

> Thanks,

>

> Keira Higgins, Executive Administrative Coordinator Office of the

> Premier, Deputy Minister

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

> Ph: (250) 356-2206

>

>

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

> From: Kennedy, Christine PREM:EX

> Sent: Tuesday, June 26, 2018 8:59 AM

> To: Higgins, Keira PREM:EX

> Cc: Wright, Don J. PREM:EX

> Subject: Re: Hotel Bookibgs

>

> Maybe see first if we can cancel in Coquitlam without penalty. If so, perhaps check around a few other places downtown to see if there are better priced options than the ~~S.15~~. Sorry for the inconvenience, I should have noticed this earlier. Coquitlam isn't that far, but having VCO to work in would be more productive.

>

> Thank you.

>

> Christine

>

>> On Jun 26, 2018, at 8:52 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>>

>> Hi Christine,

>>

>> The best available rate left at the ~~S.15~~ is \$479. Do you want me to find a different hotel in Vancouver or do you want to still head out to Coquitlam?

>>

>> Thanks,

>>

>> Keira Higgins, Executive Administrative Coordinator Office of the

>> Premier, Deputy Minister

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

>> Ph: (250) 356-2206

>>

>>

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

>> From: Kennedy, Christine PREM:EX

>> Sent: Monday, June 25, 2018 9:15 PM

>> To: Higgins, Keira PREM:EX

>> Cc: Wright, Don J. PREM:EX

>> Subject: Hotel Bookibgs

>>

>> Keira since the retreat plans now begin on Wednesday at noon in Coquitlam, could you see if it is possible to extend Don and I for tomorrow night at the ~~S.15~~ and to change our arrival for the Coquitlam hotel to Wednesday?

>>

>> We would have needed to be here anyway because of the Coast CEOs meeting tomorrow but it would be more productive to be able to work from VCO tomorrow afternoon / Wednesday morning than from Coquitlam.

>>

>> Thanks and sorry for the last minute nature of this. I hadn't been paying attention as the agenda was developed so I had not noticed that we didn't need to be in Coquitlam until noon Weds.

>>

>> Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 9:47 AM
To: Hansen, Lucy HLTH:EX
Subject: RE: 2 extra rooms in Coquitlam for this evening

Hi Lucy,

Apologies but is for tonight only.

Thanks,

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

From: Hansen, Lucy HLTH:EX
Sent: Tuesday, June 26, 2018 9:46 AM
To: Higgins, Keira PREM:EX
Subject: RE: 2 extra rooms in Coquitlam for this evening

Hi Keira,

I will take the room for one night tomorrow night..



Lucy Hansen

Administrative Coordinator to the
Honourable Adrian Dix
Minister of Health &
Minister Responsible for Francophone Affairs
Direct: 250-953-3643
Office: 250-953-3547
E-mail: Lucy.Hansen@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 9:07 AM
To: LP Administrative Coordinators; LP Support Staff; BCPSA Agency DMC Admin & Operational Support
Subject: 2 extra rooms in Coquitlam for this evening

Morning everyone,

Don and Christine have been called to Vancouver this evening resulting in 2 extra rooms at the \$15 (for the Cabinet Planning Session). We are within the 24 hour cancellation window so I wanted to see if anyone needs a room (for tonight only) to save the cancellation fee. Please let me know as soon as possible.

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 26, 2018 10:15 AM
To: S.17
Subject: Accepted: Meeting: Don & Geoff

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 11:08 AM
To: Kennedy, Christine PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: RE: Hotel Bookibgs

Hi Christine,

I honestly don't think they would have let you cancel it (even last night). They were unusually firm about the 24 hour cancellation policy and there seemed to be no wiggle room. I knew that the Session started around noon but Don didn't have any meetings at VCO in the morning so I assumed that staying in Coquitlam would be fine.

Thanks,

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

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

From: Kennedy, Christine PREM:EX
Sent: Tuesday, June 26, 2018 11:01 AM
To: Higgins, Keira PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: Re: Hotel Bookibgs

Thanks for trying Keira.

I should have cancelled the Coquitlam hotel last night when I realized that the schedule had shifted and we didn't need to be there until later on Wednesday. You'd think the hotel would be more accommodating for a group of this size, but so it goes! We will all watch more closely for next time.

I don't know if this is the case for Don as well, but I hadn't seen a copy of the agenda until yesterday afternoon, so has not noticed the change of start time. I didn't think of the hotel issue until I got to ^{S.15} last night and realized that we would be in Coquitlam a night earlier than we needed to be.

Sorry you had to spend so much time chasing this down.

Christine

> On Jun 26, 2018, at 10:29 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>

> They won't cancel the rooms and no one has offered to take them.

>

> Keira Higgins, Executive Administrative Coordinator Office of the

> Premier, Deputy Minister

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

> Ph: (250) 356-2206

>
>
> -----Original Message-----
> From: Wright, Don J. PREM:EX
> Sent: Tuesday, June 26, 2018 9:17 AM
> To: Higgins, Keira PREM:EX
> Cc: Kennedy, Christine PREM:EX
> Subject: Re: Hotel Bookibgs
>
> Thanks Keira. s.15 will be fine. So, if we can cancel Coquitlam, let's do that. Otherwise we will trek out to Coquitlam this evening.
>
> Sent from my iPhone
>
>> On Jun 26, 2018, at 9:02 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:
>>
>> Hi Christine,
>>
>> No worries. I can get you into a hotel called s.15 for a reasonable(ish) price. I have never booked at that hotel so maybe Don can pipe in if it's not satisfactory as he is pretty familiar with Vancouver.
>>
>> I will now call and beg the Coquitlam hotel for mercy. I will let you know shortly.
>>
>> Thanks,
>>
>> Keira Higgins, Executive Administrative Coordinator Office of the
>> Premier, Deputy Minister
>> 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
>> Ph: (250) 356-2206
>>
>>
>> -----Original Message-----
>> From: Kennedy, Christine PREM:EX
>> Sent: Tuesday, June 26, 2018 8:59 AM
>> To: Higgins, Keira PREM:EX
>> Cc: Wright, Don J. PREM:EX
>> Subject: Re: Hotel Bookibgs
>>
>> Maybe see first if we can cancel in Coquitlam without penalty. If so, perhaps check around a few other places downtown to see if there are better priced options than s.15. Sorry for the inconvenience, I should have noticed this earlier. Coquitlam isn't that far, but having VCO to work in would be more productive.
>>
>> Thank you.
>>
>> Christine
>>
>>> On Jun 26, 2018, at 8:52 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:
>>>
>>> Hi Christine,
>>>
>>> The best available rate left at s.15 is \$479. Do you want me to find a different hotel in Vancouver or do you want to still head out to Coquitlam?

>>>
>>> Thanks,
>>>
>>> Keira Higgins, Executive Administrative Coordinator Office of the
>>> Premier, Deputy Minister
>>> 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
>>> Ph: (250) 356-2206
>>>
>>>
>>> -----Original Message-----
>>> From: Kennedy, Christine PREM:EX
>>> Sent: Monday, June 25, 2018 9:15 PM
>>> To: Higgins, Keira PREM:EX
>>> Cc: Wright, Don J. PREM:EX
>>> Subject: Hotel Bookibgs
>>>
>>> Keira since the retreat plans now begin on Wednesday at noon in Coquitlam, could you see if it is possible to extend
Don and I for tomorrow night at \$15 and to change our arrival for the Coquitlam hotel to Wednesday?
>>>
>>> We would have needed to be here anyway because of the Coast CEOs meeting tomorrow but it would be more
productive to be able to work from VCO tomorrow afternoon / Wednesday morning than from Coquitlam.
>>>
>>> Thanks and sorry for the last minute nature of this. I hadn't been paying attention as the agenda was developed so I
had not noticed that we didn't need to be in Coquitlam until noon Weds.
>>>
>>> Christine

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 11:33 AM
To: Knowles, Jessica D FIN:EX
Subject: RE: Deputy Minister's Council Agenda

Hi Jessica,

Sorry but we won't have final numbers for the meeting until Thursday. I would count on there being a DM/sub from every Ministry.

You can pop by on Thursday to ensure the video loads. Any video will need to run off a laptop computer.

Thanks,

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

From: Knowles, Jessica D FIN:EX
Sent: Tuesday, June 26, 2018 11:30 AM
To: Higgins, Keira PREM:EX
Subject: FW: Deputy Minister's Council Agenda

Good morning Keira,

I have just started this week in Melanie Stewart's Office, and she asked me to connect with your office regarding some of the logistics for DMC this Friday. I see that Shelley Canitz is offline, so I hope it is okay that I contacted you instead.

I'm wondering if you could tell me how many people will be attending the meeting – we will be preparing a package for each.

Also, there is a short video clip as part of the presentation – would it be possible to do a quick test run on Thursday afternoon to make sure it loads properly?

Thanks so much and looking forward to hearing from you!

Jessica Knowles

*A/Admin Coordinator
Gender Equity Secretariat
Ministry of Finance
(778) 698-7234*

From: Jessica Knowles [mailto:s.22]
Sent: Monday, June 25, 2018 8:29 PM
To: Knowles, Jessica D FIN:EX
Subject: Fwd: Deputy Minister's Council Agenda

From: "melanie j stewart" <Melanie.J.Stewart@gov.bc.ca>
To: "jessica knowles" .s.22 >
Sent: Monday, June 25, 2018 6:42:31 PM
Subject: FW: Deputy Minister's Council Agenda

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 20, 2018 1:08 PM
To: Stewart, Melanie FIN:EX
Subject: RE: Deputy Minister's Council Agenda

Yes, send the link and I will have it ready to go – will it be at the beginning of your presentation, the end or.....?

From: Stewart, Melanie FIN:EX
Sent: Wednesday, June 20, 2018 1:04 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Deputy Minister's Council Agenda

Wonderful. I am hoping to be able to show a 4 minute youtube video as part of my presentation. Can the room accommodate this?

Thanks,
Melanie

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 20, 2018 12:24 PM
To: Stewart, Melanie FIN:EX
Subject: Re: Deputy Minister's Council Agenda

Absolutely

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

On Jun 20, 2018, at 12:21 PM, Stewart, Melanie FIN:EX <Melanie.J.Stewart@gov.bc.ca> wrote:

Thanks very much Shelley. Can the agenda accommodate 20 minutes?

On Jun 20, 2018, at 12:08 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Melanie – I hope to call soon – in the interim, if you have a PowerPoint presentation, please send by Wednesday, June 27 to Keira Higgins and cc me.

If you have handouts, you can either send to DMs in advance or bring copies with you. You can also send to me in advance and I can bring them into Chambers.

On the 29th, please come up to our office on the 2nd floor of the West Annex and I will come get you when it is time for your presentation. If you could be here by 8:40, that would be best.

Will talk soon
Shelley

From: Stewart, Melanie FIN:EX
Sent: Tuesday, June 19, 2018 6:31 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Deputy Minister's Council Agenda

Absolutely! Apologies for delayed reply – somehow missed your email.
8:45- ?
Please confirm time on the agenda and process for approving material –
Thanks,
Melanie

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 15, 2018 8:23 AM
To: Stewart, Melanie FIN:EX
Subject: RE: Deputy Minister's Council Agenda

Would June 29 work? Perhaps around 8:45?

From: Stewart, Melanie FIN:EX
Sent: Thursday, June 14, 2018 10:16 AM
To: Canitz, Shelley L PREM:EX; Higgins, Keira PREM:EX
Subject: RE: Deputy Minister's Council Agenda

15-20 minutes would be great. Thanks very much!

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 14, 2018 10:15 AM
To: Stewart, Melanie FIN:EX; Higgins, Keira PREM:EX
Subject: RE: Deputy Minister's Council Agenda

Melanie – hope to get back to you later today with suggested dates. How much time would you want for your presentation?

From: Stewart, Melanie FIN:EX
Sent: Thursday, June 14, 2018 10:11 AM
To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX
Subject: RE: Deputy Minister's Council Agenda

Thanks Keira – and apologies for sending this to you in error!

Shelley – thanks in advance for your consideration of the request below.

Best –
Melanie

From: Higgins, Keira PREM:EX
Sent: Thursday, June 14, 2018 10:10 AM
To: Stewart, Melanie FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: Deputy Minister's Council Agenda

Hi Melanie,

s.22

I have referred your request to Shelley Canitz who coordinates the agenda for DMC.

Thanks,

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

From: Stewart, Melanie FIN:EX
Sent: Thursday, June 14, 2018 10:09 AM
To: Higgins, Keira PREM:EX
Subject: Deputy Minister's Council Agenda

Good morning Keira,

I have recently been appointed ADM, Gender Equity in the Ministry of Finance. In this role, I am supporting Parliamentary Secretary Dean to fulfill her mandate, including “ensuring that gender equity is reflected in government budgets, policies and programs.”

I understand that you are responsible for coordinating the agendas for DMC meetings?

I am contacting you regarding when it might be possible to schedule a presentation to DMC on the Gender Equity file and plans for rolling out Gender Based Analysis Plus across government as a means of fulfilling the gender equity mandate. Lori Halls has spoken with Don Wright about this and this was his suggested approach. Following this presentation, I would then present the material to all of Corporate Executive at their next meeting in the Fall.

Can you let me know what dates may have room on the agenda in the next month or so and what the process is for having material approved etc.?

Thank you for your consideration and assistance,
Melanie

Melanie J. Stewart, PhD.
Assistant Deputy Minister, Gender Equity
Gender Equity Secretariat
Ministry of Finance
C: 250-213-8764

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 11:36 AM
To: Nash, Amber PREM:EX
Subject: RE: Cabinet Pre-Brief



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

From: Nash, Amber PREM:EX
Sent: Tuesday, June 26, 2018 11:36 AM
To: Higgins, Keira PREM:EX
Subject: RE: Cabinet Pre-Brief

Thanks! This went to Premier's email. Didn't catch it. All good.

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 11:28 AM
To: Nash, Amber PREM:EX
Subject: FW: Cabinet Pre-Brief

FYI

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

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

From: Higgins, Keira PREM:EX **On Behalf Of** Wright, Don J. PREM:EX
Sent: Thursday, June 21, 2018 9:58 AM
To: S.17
Subject: Declined: Cabinet Pre-Brief
When: Tuesday, June 26, 2018 10:30 AM-11:15 AM (UTC-08:00) Pacific Time (US & Canada).
Where: PO

Don is in the Coast Forest Meeting in Vancouver.

Higgins, Keira PREM:EX

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

Start: Tue 2018-07-03 2:00 PM
End: Tue 2018-07-03 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

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

Start: Wed 2018-07-04 1:30 PM
End: Wed 2018-07-04 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

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

Start: Mon 2018-07-09 2:30 PM
End: Mon 2018-07-09 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 1:12 PM
To: Duncan, Laurie ENV:EX
Cc: Cameron, Tara D ENV:EX
Subject: RE: FYI -s.22

Noted – thanks.

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

From: Duncan, Laurie ENV:EX
Sent: Monday, June 25, 2018 6:07 PM
To: Higgins, Keira PREM:EX
Cc: Cameron, Tara D ENV:EX
Subject: FYI -s.22

Good Afternoon Keira,

s.22

s.22

s.22 – Kevin Jardine will provide coverage

Thank you,

Laurie Duncan

a/Sr. Executive Assistant to Bobbi Plecas
Deputy Minister, Climate Change
Ministry of Environment & Climate Change Strategy

Phone: 250-356-8794

Email: Laurie.1.Duncan@gov.bc.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 1:14 PM
To: Lewthwaite, Jennifer TRAN:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: RE: s.22

Noted – thanks.

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Tuesday, June 26, 2018 12:06 PM
To: Higgins, Keira PREM:EX
Cc: Verwoord, Cindy TRAN:EX
Subject: s.22

Morning Keira,

Please find below s.22 , who is covering and how to reach them.s.22
s.22

s.22	Coverage	Cell
-	Nancy Bain – July 30-Aug 4	s.17
	Deborah Bowman – August 5-11	
	Silas Brownsey – August 12-18	
	Kevin Richter – August 19-25	
	Patrick Livolsi – August 26-31	

If you have any questions or concerns – feel free to call me.

Jen

Regards,

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

PH: 250-387-3077
Cell: 250-882-7527

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 2:21 PM
To: Wright, Don J. PREM:EX
Subject: RE: BCBC || Request for 21 June Presentation || Don Wright

Hi Don,

Another request for your presentation (please see below).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Nikki Roussanidis [mailto:nikki.roussanidis@bccbc.com]
Sent: Tuesday, June 26, 2018 2:06 PM
To: Higgins, Keira PREM:EX
Subject: BCBC || Request for 21 June Presentation || Don Wright

Hi Keira

Trust all is well. Jock Finlayson is requesting a copy of the presentation that Don Wright gave to our Board members on 21 June. Would you be able to send the presentation to me?

Please let me know either way.

Many thanks.

Best regards,

Nikki Roussanidis

Executive Assistant to the President
Business Council of British Columbia
810-1050 West Pender Street
Vancouver, B.C. V6E 3S7

Direct: 604-696-6586 |
www.bccbc.com | [@bizcouncilbc](https://twitter.com/bizcouncilbc)



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Higgins, Keira PREM:EX

Subject: Canceled: MEETING: Don and Geoff - weekly meeting
Location: Geoff's Office

Start: Tue 2018-07-03 11:00 AM
End: Tue 2018-07-03 11:30 AM
Show Time As: Free

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

Meeting Status: Not yet responded

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

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Tuesday, June 26, 2018 2:27 PM
To: Wade, Debbie PREM:EX
Subject: RE: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Noted – thanks.

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

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

From: Wade, Debbie PREM:EX **On Behalf Of** Meggs, Geoff PREM:EX
Sent: Tuesday, June 26, 2018 2:25 PM
To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX
Subject: Declined: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron
When: Tuesday, July 3, 2018 11:30 AM-12:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:s.15;s.17 ; Participant
Conference ID: s.15;s.1 #; Don to moderate - ID:s.15;s.1 #

s.22

Thanks

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 2:44 PM
To: Clark, Layne PREM:EX
Subject: RE: Rose Room

Done – thanks.

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

From: Clark, Layne PREM:EX
Sent: Tuesday, June 26, 2018 2:42 PM
To: Higgins, Keira PREM:EX
Subject: Rose Room

Hi Keira,

Can I book the Rose Room for Thursday at 4PM – 5PM?

Thanks,

Layne

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 2:48 PM
To: Kennedy, Christine PREM:EX; Wright, Don J. PREM:EX
Subject: FW: Parking information for Planning Session

Importance: High

FYI

Keira Higgins, Executive Administrative Coordinator

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

From: Massy, Michelle E PREM:EX
Sent: Tuesday, June 26, 2018 2:47 PM
To: Aaron, Sage PREM:EX; Banh, Lindsay EDUC:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Drew, Ashley ENV:EX; Richards, Erin PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Justesen, Josh T FIN:EX; Kennedy, Christine PREM:EX; Larson, Lori MMHA:EX; Massy, Michelle E PREM:EX; McCormick, Erika NRTS:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Talbot, Sarena AEST:EX; Wade, Debbie PREM:EX; Walker, Leah MCF:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX
Subject: Parking information for Planning Session
Importance: High

Good afternoon,

Please advise your Minister / Official that when they arrive to the hotel they can proceed directly into the parkade. If they are staying at the hotel, they will provide their license plate at check in. If they are only parking for the day, they can provide their license plate to myself or Lisa Prisiak outside the Aspen meeting room (located on the second floor).

Also – please ensure your Minister / Official brings a sweater and is aware that it is a casual dress code.

Thank you,
Michelle

Michelle Massy

Manager | Cabinet Operations
Room 049 | 617 Government St. | Victoria, BC
[250.387.0869](tel:250.387.0869) | cell: 250-516-0685

Warning: *This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message*

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Chambers/VCO

Start: Fri 2018-06-29 8:30 AM
End: Fri 2018-06-29 10:00 AM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX; PREM Tech

Importance: High

Higgins, Keira PREM:EX

Subject: DMC
Location: Chambers/VCO

Start: Fri 2018-06-29 8:30 AM
End: Fri 2018-06-29 10:00 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX; PREM Tech

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 5:35 PM
To: Faust, Marnie L GCPE:EX
Subject: Re: help...

It's Debbie Wade.

Sent from my iPhone

On Jun 26, 2018, at 5:31 PM, Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca> wrote:

Hi there,

Is there a Debbie in Geoff's office? Can you assist? Evan has asked me to get in touch with her.

Thanks!

Marnie

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:00 AM
To: MacMillan, Elizabeth PREM:EX
Cc: McCartney, Angela PREM:EX; Finkel, Paul PREM:EX; Christensen, Suzanne PREM:EX; Massy, Michelle E PREM:EX
Subject: Re: Ministry Priorities binder

Hi Elizabeth,

Sorry but I don't. Don collected them and printed them all himself.

Sent from my iPhone

On Jun 27, 2018, at 7:56 AM, MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca> wrote:

Thanks Keira – I've copied Suzanne in case she might know of another h/c in Victoria.

Please Keira, another idea, would you have the electronic files supporting the material in the binder or know who would so we can print and save for the Cabinet record?

Many thx
E

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 7:51 AM
To: MacMillan, Elizabeth PREM:EX
Cc: McCartney, Angela PREM:EX; Finkel, Paul PREM:EX
Subject: Re: Ministry Priorities binder

Hi Elizabeth,

Sorry but I don't have a copy. I used Don's to make those binders.

Sent from my iPhone

On Jun 27, 2018, at 7:47 AM, MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca> wrote:

Good Morning Keira – I've asked Angela to borrow your copy of the "Ministry Priorities" binder that you collated and copied earlier this week so that we can make one more copy for some work Paul is doing in Victoria this a.m. (All of ours are here with us in Coquitlam)

Please let me know if any concerns.

Thanks
Elizabeth

Ps apologies if you are receiving this request 2x – some e-mail systems challenges this
a.m. :)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:02 AM
To: Christensen, Suzanne PREM:EX
Cc: MacMillan, Elizabeth PREM:EX; McCartney, Angela PREM:EX; Finkel, Paul PREM:EX; Massy, Michelle E PREM:EX
Subject: Re: Ministry Priorities binder

Don has all of them. He collected and printed them.

Sent from my iPhone

On Jun 27, 2018, at 8:00 AM, Christensen, Suzanne PREM:EX <Suzanne.Christensen@gov.bc.ca> wrote:

I was going to bring my hard copy with me, but I will leave it behind in my office here. Paul, you can come over and pick it up. I will leave it with Eleanor.

But it would be good to get an electronic version. Keira, I think either Don or Christine must have these on their computer(s). Can you contact them to confirm? They both seem to travel with a laptop-like device, so if they have them electronically, they'll have it in Coquitlam.

Suzanne

From: MacMillan, Elizabeth PREM:EX
Sent: June 27, 2018 7:57 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: McCartney, Angela PREM:EX <Angela.McCartney@gov.bc.ca>; Finkel, Paul PREM:EX <Paul.Finkel@gov.bc.ca>; Christensen, Suzanne PREM:EX <Suzanne.Christensen@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: RE: Ministry Priorities binder

Thanks Keira – I've copied Suzanne in case she might know of another h/c in Victoria.

Please Keira, another idea, would you have the electronic files supporting the material in the binder or know who would so we can print and save for the Cabinet record?

Many thx
E

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 7:51 AM
To: MacMillan, Elizabeth PREM:EX
Cc: McCartney, Angela PREM:EX; Finkel, Paul PREM:EX
Subject: Re: Ministry Priorities binder

Hi Elizabeth,

Sorry but I don't have a copy. I used Don's to make those binders.

Sent from my iPhone

On Jun 27, 2018, at 7:47 AM, MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca> wrote:

Good Morning Keira – I’ve asked Angela to borrow your copy of the “Ministry Priorities” binder that you collated and copied earlier this week so that we can make one more copy for some work Paul is doing in Victoria this a.m. (All of ours are here with us in Coquitlam)

Please let me know if any concerns.

Thanks
Elizabeth

Ps apologies if you are receiving this request 2x – some e-mail systems challenges this a.m. :)

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:11 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: presentation for DMC

Hi Shelley,

There is no attachment here.....

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 26, 2018 5:11 PM
To: Higgins, Keira PREM:EX
Subject: presentation for DMC

Keira – would you please load this for Friday, and ask PremTech if they could come by around 8:15 in case I need help that morning?

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:12 AM
To: Wensink, Alison PREM:EX
Subject: RE: Chambers booking

Done – thanks.

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

From: Wensink, Alison PREM:EX
Sent: Tuesday, June 26, 2018 4:45 PM
To: Higgins, Keira PREM:EX
Subject: Chambers booking

Hi Keira,

When you get in tomorrow, could you please book Chambers on July 5th from 2-4pm for Minister James?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:13 AM
To: Loubert, Danny PREM:EX
Subject: RE: Request for boardroom

Thanks!

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

From: Loubert, Danny PREM:EX
Sent: Tuesday, June 26, 2018 4:12 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for boardroom

Hi Keira,

I have made a room available or Don to use.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | E: Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 10:02 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Request for boardroom

Morning Danny,

May I please request a small boardroom for the following meeting

MEETING: Don, Christine, Jason Fisher and Robert McCurdy
Date: July 12
Time: 2:30-3:30

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:13 AM
To: Clark, Layne PREM:EX
Subject: RE: July 13

Done – thanks.

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

From: Clark, Layne PREM:EX
Sent: Tuesday, June 26, 2018 4:02 PM
To: Higgins, Keira PREM:EX
Subject: July 13

Hi Keira,

Can I book the Chambers from 2-3PM on July 13th? You can cancel the booking I have for this Friday.

Layne

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:36 AM
To: Whitford, Kelly M AEST:EX
Subject: RE: DMC | Friday, July 13

Noted – thanks.

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

From: Whitford, Kelly M AEST:EX
Sent: Tuesday, June 26, 2018 4:56 PM
To: Higgins, Keira PREM:EX
Subject: DMC | Friday, July 13

Hi Keira – ADM Kevin Brewster will attend on Shannon's behalf.

Note:S.22

I'll send you the acting info tomorrow.

Kelly

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:36 AM
To: Shang, Cindy TAC:EX
Subject: RE: DMC

Noted – thanks.

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

From: Shang, Cindy TAC:EX
Sent: Wednesday, June 27, 2018 8:34 AM
To: Higgins, Keira PREM:EX
Subject: DMC

Hi Keira,

s.22 , Tracy Campbell will attend DMC on behalf of Sandy.

Thanks,
Cindy

Cindy Shang
A/Senior Executive Assistant
Office of the Deputy Minister
Ministry of Tourism, Arts and Culture
Ministry Responsible for Sport and Multiculturalism
NEW Phone: (778) 698-0450 Fax: (250) 356-1195

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:54 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Would you ask DMOs to hold Sept 7 for DMC at Government House?

Will do.

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

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 8:50 AM
To: Higgins, Keira PREM:EX
Subject: Would you ask DMOs to hold Sept 7 for DMC at Government House?

If they could block off 10:30 to 1:30 that day – we will confirm exact times soon. If they could also give us an indication if they can attend – it will be for DMs only – I would like to let Government House know a possible number attending.

Many thanks
Shelley

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:02 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Would you ask DMOs to hold Sept 7 for DMC at Government House?

Should I tell them to release the regular DMC time on Sept 7?

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

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 8:50 AM
To: Higgins, Keira PREM:EX
Subject: Would you ask DMOs to hold Sept 7 for DMC at Government House?

If they could block off 10:30 to 1:30 that day – we will confirm exact times soon. If they could also give us an indication if they can attend – it will be for DMs only – I would like to let Government House know a possible number attending.

Many thanks
Shelley

Higgins, Keira PREM:EX

Subject: DMC
Location: Government House

Start: Fri 2018-09-07 10:30 AM
End: Fri 2018-09-07 1:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX
Optional Attendees: Tsang, Robin FIN:EX

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:25 AM
To: Howie, Matthew IRR:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Hi Matthew,

Sorry we don't have that info yet.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Wednesday, June 27, 2018 9:22 AM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Hi Keira,

Doug will attend the June 29 DMC at Chambers.

Given the three-hour time slot, will the Sept 7 DMC be focussed on anything particular?

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:15 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the September 7th DMC will now be held from 10:30-1:30 at Government House and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:31 AM
To: Duncan, Nikki PSSG:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Thanks☺

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

From: Duncan, Nikki PSSG:EX
Sent: Wednesday, June 27, 2018 9:30 AM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning Mrs. Higgins,
Mark will be in Chambers on Friday, June 29th

Re: September 7th DMC, s.22

but that may change closer to the date.

Thank you
Nikki

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:15 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the September 7th DMC will now be held from 10:30-1:30 at Government House and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:55 AM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Hi Jennifer,

Apologies but no delegates will be invited to the Sept 7th meeting. I will note that s.22

Thanks,

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

From: Molyneux, Jennifer CITZ:EX
Sent: Wednesday, June 27, 2018 9:49 AM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Hi Keira,

Jill will be attending Friday's meeting in Chambers. For the September 7th meeting, s.22
acting for her. Would CJ be invited to attend on her behalf? Thanks.

CJ Ritchie is

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:15 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

*Please note the **September 7th DMC will now be held from 10:30-1:30 at Government House** and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).*

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 10:14 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Binder delivery

Don will be here until 4:00.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Wednesday, June 27, 2018 10:14 AM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX; Nash, Amber PREM:EX
Subject: Binder delivery
Importance: High

Good morning ladies,

Looking for binder delivery deadlines again for Friday.

Thank you,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 10:49 AM
To: Tsang, Robin FIN:EX
Subject: RE: Meeting invite

Hi Robin,

No, I will remove you from that one, thanks!

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

From: Tsang, Robin FIN:EX
Sent: Wednesday, June 27, 2018 10:48 AM
To: Higgins, Keira PREM:EX
Subject: Meeting invite

Hi Keira:

I received a meeting invite and the location is "Government House". Do you want support over there?

Time is - Friday, September 7, 2018 10:30 AM-1:30 PM

Thanks,
Robin

Higgins, Keira PREM:EX

Subject: Canceled: DMC
Location: Government House

Start: Fri 2018-09-07 10:30 AM
End: Fri 2018-09-07 1:30 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Friday from 8:30 AM to 10:00 AM effective 1/19/2018 until 12/28/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Importance: High

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 1:25 PM
To: Kwan, Shirley JTT:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Noted – thanks!

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

From: Kwan, Shirley JTT:EX
Sent: Wednesday, June 27, 2018 1:25 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Hi Keira -

Fazil will be in person for Sept 7th in Victoria.

Shirley

From: Kwan, Shirley JTT:EX
Sent: Wednesday, June 27, 2018 10:27 AM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good Morning Keira -

Fazil will be attending in person at VCO June 29th.

Will get back to you about September 7th ASAP.

Shirley

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:15 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the September 7th DMC will now be held from 10:30-1:30 at Government House and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 1:26 PM
To: Hay, Lorna JTT:EX
Subject: RE: RUSH meeting with Fazil

Will do – thanks.

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

From: Hay, Lorna JTT:EX
Sent: Wednesday, June 27, 2018 1:26 PM
To: Higgins, Keira PREM:EX
Subject: RE: RUSH meeting with Fazil

Could you please hold 2-2:30pm. I'll see if that will work for Ned and get back to you. Thank you very much.

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 1:12 PM
To: Hay, Lorna JTT:EX
Subject: RE: RUSH meeting with Fazil

Hi Lorna,

She is at the Cabinet Planning Session until Friday but could meet with Fazil on Friday between 1:00-3:00.

Thanks,

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

From: Hay, Lorna JTT:EX
Sent: Wednesday, June 27, 2018 12:07 PM
To: Higgins, Keira PREM:EX
Subject: RUSH meeting with Fazil

Hi Keira, Could you let me know Christine's schedule for the next few days (before July 4th? I need to schedule an in person meeting regarding Catalyst if she has any availability. With Ned Dwyer and Fazil Mihar.

Looking for 30 minutes if possible.

Thank you.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 1:59 PM
To: Whitford, Kelly M AEST:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Thanks!

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

From: Whitford, Kelly M AEST:EX
Sent: Wednesday, June 27, 2018 1:56 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Hi Keira! Shannon confirmed to attend. Hope you are having a great day!

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:15 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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Please note the September 7th DMC will now be held from 10:30-1:30 at Government House and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 2:07 PM
To: Shang, Cindy TAC:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Thanks!

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

From: Shang, Cindy TAC:EX
Sent: Wednesday, June 27, 2018 2:04 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Hi Keira,

Sandy will attend DMC on September 7.

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 9:15 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the September 7th DMC will now be held from 10:30-1:30 at Government House and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 2:13 PM
To: Gunter, Jennifer FLNR:IN
Subject: RE: BC Community Forest Association Report on Community Forest Program Expansion

Thank you Jennifer. I will ensure Don receives them.

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

From: Jennifer Gunter [mailto:jgunter@bccfa.ca]
Sent: Wednesday, June 27, 2018 2:05 PM
To: Higgins, Keira PREM:EX
Subject: FW: BC Community Forest Association Report on Community Forest Program Expansion

Hello Keira,
Thank you for your assistance. Below and attached is the information I had promised to send to Don. The key piece is the file "Community Forest Program WUI Expansion Report.pdf". The other documents are appendices.

Kind regards,
Jennifer

Jennifer Gunter, Executive Director
BC Community Forest Association
130 Government Street
Victoria BC V8V 2K7
Phone: 250 384-4110
Email: jgunter@bccfa.ca
Website: www.bccfa.ca

From: Jennifer Gunter <jgunter@bccfa.ca>
Sent: June 27, 2018 1:35 PM
To: 'Don.Wright@gov.bc.ca' <Don.Wright@gov.bc.ca>
Subject: BC Community Forest Association Report on Community Forest Program Expansion

Hello Don,

It was a pleasure to meet you yesterday in Vancouver. I'm looking forward to helping to identify solutions for Coast. As I mentioned after the meeting, the BC Community Forest Association has been working on a proposal to expand the community forest program by increasing the number and size of community forests. We also include First Nations woodland licences and woodlot licences in our concept. Given the need for community protection from wildfire, coupled with the desire to promote rural development and First Nations reconciliation, we believe that community-based tenures should be prioritized in the areas around rural and Indigenous communities (we use a 10km zone for discussion purposes).

We have been working on this concept since last fall. I've attached here the most recent report I prepared for Minister Donaldson. He has asked us to work with his staff on more comprehensive cost-benefit analysis.

I understand you are extremely busy. I would welcome any feedback you may have.

Kind regards,
Jennifer

Jennifer Gunter, Executive Director
BC Community Forest Association
130 Government Street
Victoria BC V8V 2K7
Phone: 250 384-4110
Email: jgunter@bccfa.ca
Website: www.bccfa.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 2:13 PM
To: Wright, Don J. PREM:EX
Subject: FW: BC Community Forest Association Report on Community Forest Program Expansion
Attachments: Community Forest Program WUI Expansion Report.pdf; Logan Lake Screen Shot.png; Quesnel Screen Shot.png; BCCFA WUI Concept Overview Map.pdf; CURRENT-cfa-status-report_May 10 2018.pdf; ImpactAssessmentCalculationOnTS_loganQuesnel.pdf

FYI

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

From: Jennifer Gunter [mailto:jgunter@bccfa.ca]
Sent: Wednesday, June 27, 2018 2:05 PM
To: Higgins, Keira PREM:EX
Subject: FW: BC Community Forest Association Report on Community Forest Program Expansion

Hello Keira,
Thank you for your assistance. Below and attached is the information I had promised to send to Don. The key piece is the file "Community Forest Program WUI Expansion Report.pdf". The other documents are appendices.

Kind regards,
Jennifer

Jennifer Gunter, Executive Director
BC Community Forest Association
130 Government Street
Victoria BC V8V 2K7
Phone: 250 384-4110
Email: jgunter@bccfa.ca
Website: www.bccfa.ca

From: Jennifer Gunter <jgunter@bccfa.ca>
Sent: June 27, 2018 1:35 PM
To: 'Don.Wright@gov.bc.ca' <Don.Wright@gov.bc.ca>
Subject: BC Community Forest Association Report on Community Forest Program Expansion

Hello Don,

It was a pleasure to meet you yesterday in Vancouver. I'm looking forward to helping to identify solutions for Coast. As I mentioned after the meeting, the BC Community Forest Association has been working on a proposal to expand the community forest program by increasing the number and size of community forests. We also include First Nations woodland licences and woodlot licences in our concept. Given the need for community protection from wildfire,

coupled with the desire to promote rural development and First Nations reconciliation, we believe that community-based tenures should be prioritized in the areas around rural and Indigenous communities (we use a 10km zone for discussion purposes).

We have been working on this concept since last fall. I've attached here the most recent report I prepared for Minister Donaldson. He has asked us to work with his staff on more comprehensive cost-benefit analysis.

I understand you are extremely busy. I would welcome any feedback you may have.

Kind regards,
Jennifer

Jennifer Gunter, Executive Director
BC Community Forest Association
130 Government Street
Victoria BC V8V 2K7
Phone: 250 384-4110
Email: jgunter@bccfa.ca
Website: www.bccfa.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 3:08 PM
To: Shang, Cindy TAC:EX
Subject: RE:s.22

Noted – thanks.

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

From: Shang, Cindy TAC:EX
Sent: Wednesday, June 27, 2018 3:04 PM
To: Higgins, Keira PREM:EX
Subject: s.22

Hi Keira,

s.22

s.22 A/DM: Tracy Campbell
 A/DM: Tracy Campbell
 A/DM: Claire Avison

s.22 A/DM: Claire Avison

Cheers,
Cindy

Cindy Shang
A/Senior Executive Assistant
Office of the Deputy Minister
Ministry of Tourism, Arts and Culture
Ministry Responsible for Sport and Multiculturalism
NEW Phone: (778) 698-0450 Fax: (250) 356-1195

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 3:13 PM
To: McLaren, Chris PREM:EX
Subject: RE: Meetings with the Premier

Hi Chris,

Don will make himself available.

Thanks,

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

From: McLaren, Chris PREM:EX
Sent: Wednesday, June 27, 2018 3:10 PM
To: Higgins, Keira PREM:EX
Subject: Meetings with the Premier

Hi Keira,
Amber has asked that I check with you on a couple of upcoming meetings with the Premier that we would like to invite Don to attend, if he is available.

July 4 2:15 – 2:30 pre-brief on Senior Japanese delegation from Idemitsu and AltaGas
July 4 2:30 – 3:15 pm Meeting with delegation in Oak Room

July 4 3:30 - 4 pm Meeting with Minister Dix and Minister James regarding St. Paul's Hospital.

Let me know if they will work for Don and I will invite him to the meetings.
Cheers,
Chris



Chris McLaren, Scheduling Officer
Office of the Premier
250-387-1806

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 27, 2018 3:14 PM
To: MacLaren, Les EMPR:EX
Subject: New Time Proposed: CONFERENCE CALL: Les MacLaren, Don and Geoff - Enterprise Renewables

Don has been called to a meeting with PJH. Could we please move this call to 12:45 to accommodate?

Thanks,

Keira

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 27, 2018 3:16 PM
To: PREM CAL PREM:EX
Subject: Accepted: Briefing: Meeting with Senior Japanese delegation

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 27, 2018 3:16 PM
To: PREM CAL PREM:EX
Subject: Accepted: Meeting: Senior Japanese delegation from Idemitsu Kosan and AtlaGas

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 27, 2018 3:16 PM
To: S.17
Subject: Accepted: Meeting: Minister Dix, Minister James

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Wednesday, June 27, 2018 3:19 PM
To: MacLaren, Les EMPR:EX
Subject: Accepted: Briefing with Don Wright and Geoff Meggs re: Enterprise Renewables

Thank you!

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 3:51 PM
To: Wright, Don J. PREM:EX
Subject: Re: Meeting: PJH, Geoff and Don

Sounds good, thanks.

Sent from my iPhone

On Jun 27, 2018, at 3:44 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:

Yes, would like to keep the time.

Please have Debbie let Geoff know. He may want to call in.

Thanks.

Don

Sent from my iPhone

On Jun 27, 2018, at 3:23 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Don,

Please see note below and advise.

Thanks,

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

From: Nash, Amber PREM:EX
Sent: Wednesday, June 27, 2018 1:58 PM
To: Wade, Debbie PREM:EX; Higgins, Keira PREM:EX
Subject: RE: Meeting: PJH, Geoff and Don

Thanks Debbie,

Keira – can you let me know if Don would like to keep the time on July 3rd with the Premier or if we should cancel next week?

Amber

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 27, 2018 1:47 PM

To: Wright, Don J. PREM:EX; Nash, Amber PREM:EX

Subject: Meeting: PJH, Geoff and Don

s.22 – and will not be able to participate in this meeting.
thx

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 28, 2018 6:41 AM
To: Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: Fwd: presentation for DMC
Attachments: 1. GE DMC June 29 FINAL without notes.pptx; ATT00001.htm

The document I mentioned.

Thanks,

Keira

Sent from my iPhone

Begin forwarded message:

From: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Date: June 27, 2018 at 8:22:33 AM PDT
To: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Subject: RE: presentation for DMC

!!

s.22

From: Higgins, Keira PREM:EX
Sent: Wednesday, June 27, 2018 8:11 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: presentation for DMC

Hi Shelley,

There is no attachment here.....

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 26, 2018 5:11 PM
To: Higgins, Keira PREM:EX
Subject: presentation for DMC

Keira – would you please load this for Friday, and ask PremTech if they could come by around 8:15 in case I need help that morning?

Page 793 of 813

Withheld pursuant to/removed as

s.22

Higgins, Keira PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 28, 2018 8:33 AM
To: Wensink, Alison PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Fwd: Gender Equity Presentation - DMC - June 29

Alison - contact for Melanie's schedule

Begin forwarded message:

From: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Date: June 28, 2018 at 8:31:17 AM PDT
To: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Subject: Fwd: Gender Equity Presentation - DMC - June 29

FYI - re Melanie's schedule

Begin forwarded message:

From: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Date: June 26, 2018 at 4:56:24 PM PDT
To: "Knowles, Jessica D FIN:EX" <Jessica.D.Knowles@gov.bc.ca>
Cc: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Subject: RE: Gender Equity Presentation - DMC - June 29

Jessica – will let you know soon – thanks

From: Knowles, Jessica D FIN:EX
Sent: Tuesday, June 26, 2018 4:13 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Gender Equity Presentation - DMC - June 29

Good afternoon Shelley,

I just wanted to check in with you on Melanie's note at the bottom of the string regarding Don Wright – "Lori Halls mentioned at corporate executive on Monday that Don Wright may want to speak with me in advance of this presentation. If so, please do just let me know; happy to meet anytime."

Please let me know what I may do to assist in coordinating.

Thanks so much and looking forward to hearing from you!

Jessica Knowles

*A/Admin Coordinator
Gender Equity Secretariat
Ministry of Finance
(778) 698-7234*

From: Stewart, Melanie FIN:EX
Sent: Tuesday, June 26, 2018 2:17 PM
To: Canitz, Shelley L PREM:EX
Cc: Knowles, Jessica D FIN:EX
Subject: RE: Gender Equity Presentation - DMC - June 29

Oh no – sorry. Here's the link:

<https://www.youtube.com/watch?v=p6w-d1mmjFU&feature=youtu.be>

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 26, 2018 2:13 PM
To: Stewart, Melanie FIN:EX
Subject: FW: Gender Equity Presentation - DMC - June 29

Both Keira and I tried to get the link to work. Do you want to resend the slide? Send me the link and I will try to add it here or play it when you get to slide 8?

From: Higgins, Keira PREM:EX
Sent: Tuesday, June 26, 2018 2:03 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Gender Equity Presentation - DMC - June 29

I received a notice saying the embedded document may be harmful to your computer. I accepted it anyway but it didn't appear or work.

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 26, 2018 1:42 PM
To: Higgins, Keira PREM:EX
Subject: FW: Gender Equity Presentation - DMC - June 29

Can you see a youtove link on slide 8?

From: Stewart, Melanie FIN:EX
Sent: Tuesday, June 26, 2018 1:03 PM
To: Canitz, Shelley L PREM:EX
Cc: Jessica Knowles
Subject: Gender Equity Presentation - DMC - June 29

Hi Shelley,
Attached is my presentation for Friday, approved by Lori Wanamaker. Please note that there is a youtube video embedded in the deck (slide 8). I will also bring folders with additional resources for each Deputy. Can you confirm the number of DMs that could be in attendance?

s.22 , so hoping that there will be someone in the room who can assist if there are issues playing the video?

Finally, Lori Halls mentioned at corporate executive on Monday that Don Wright may want to speak with me in advance of this presentation. If so, please do just let me know; happy to meet anytime.

Appreciate your assistance,
Melanie

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Withheld pursuant to/removed as

s.22

Page 800 of 813 to/à Page 801 of 813

Withheld pursuant to/removed as

s.14

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Thursday, June 28, 2018 2:30 PM
To: Wensink, Alison PREM:EX
Subject: Re: Chambers booking

Absolutely. Thanks!

From: Wensink, Alison PREM:EX
Sent: June-28-18 1:20 PM
To: Higgins, Keira PREM:EX
Subject: FW: Chambers booking

Hi Keira,

Minister James' office no longer needs Chambers on this day if you would be able to cancel on Tuesday.

Thanks ☺

Alison

From: Wensink, Alison PREM:EX
Sent: Tuesday, June 26, 2018 4:45 PM
To: Higgins, Keira PREM:EX
Subject: Chambers booking

Hi Keira,

When you get in tomorrow, could you please book Chambers on July 5th from 2-4pm for Minister James?

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

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 28, 2018 2:37 PM
To: Main, Grant TRAN:EX
Subject: Accepted: Meeting: Don Wright/Grant Main/Silas Brownsey/Kevin Volk

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent: Thursday, June 28, 2018 2:38 PM
To: Main, Grant TRAN:EX
Subject: Accepted: Meeting: Don Wright/Grant Main/Silas Brownsey/Kevin Volk

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 28, 2018 2:39 PM
To: S.17
Subject: Accepted: Cabinet Briefing

Higgins, Keira PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd (NA), Robb Gibbs, Lori Wanamaker, Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:
s.15;s.17 Participant Conference ID: s.15;s.1 #; Don to moderate - ID:s.15;s.17 #

Start: Tue 2018-07-03 11:45 AM

End: Tue 2018-07-03 12:45 PM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday from 9:30 AM to 10:30 AM

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron, Sage PREM:EX; Gibbs, Robb GCPE:EX

Categories: Meeting

Moved in lieu of Stat holiday.

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: Thursday, June 28, 2018 2:57 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Senior Staff Meeting

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 29, 2018 12:19 PM
To: Brubacher, Kelly IGRS:EX
Subject: Re: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Hi Kelly,

All his travel is already booked however I have not registered him. I do not usually register the DM. How would I go about doing that?

Thanks,

Keira

From: Brubacher, Kelly IGRS:EX
Sent: June-29-18 10:42 AM
To: Higgins, Keira PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Hi Keira,

Next week, could you please take care of Don's registration and hotel booking for the Clerks' meeting if you haven't already?

Thank you,

Kelly Brubacher

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



Where ideas work



From: Maranda, Pierrette IGRS:EX
Sent: Friday, June 29, 2018 9:25 AM
To: 'Branscombe, Laurin (ECO/BCE)'
Cc: Michaud, Lise (ECO/BCE); Brubacher, Kelly IGRS:EX
Subject: RE: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Good afternoon Laurin,

My office will check with Don's assistant, however, s.22
early next week.

. I will get back to you asap, but it is likely to be only

Based on your email, I assume he has not yet registered for the meeting in Moncton. Is this right? If it is, we will make sure that his meeting registration is made.

Regards,

Pierrette

From: Branscombe, Laurin (ECO/BCE) [mailto:Laurin.Branscombe@gnb.ca]
Sent: Thursday, June 28, 2018 10:42 AM
To: Maranda, Pierrette IGRS:EX
Cc: Michaud, Lise (ECO/BCE)
Subject: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Hi Pierrette,

We are working on finalizing the agenda for the PT and FPT meetings, and should have them to you within the next week.

I would just like to confirm that your Clerk, Dr. Don Wright, will be attending both the PT meeting on the evening of July 17th and the FPT meeting July 18th?

Will he require accommodations at the ^{s.15} ?

Thank you,

Laurin Branscombe, GIT
Project Executive / Conseillère
Executive Council Office / Bureau du Conseil exécutif
New Brunswick/Nouveau-Brunswick
Tel/Tél.: (506) 238-0601
Email: laurin.branscombe@gnb.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 29, 2018 12:21 PM
To: Maranda, Pierrette IGRS:EX
Subject: Re: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Hi Pierrette,

Don will attend July 17th and July 18th.

Thanks,

Keira

From: Maranda, Pierrette IGRS:EX
Sent: June-28-18 3:35 PM
To: Higgins, Keira PREM:EX
Subject: Fw: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Keira:

Can you let me know about the second paragraph below, ie whether or not Don is attending the clerks/Cabinet Secretaries' meeting on July 17 and 18.

Thanks

Pierrette

From: Branscombe, Laurin (ECO/BCE) <Laurin.Branscombe@gnb.ca>
Sent: Thursday, June 28, 2018 10:42 AM
To: Maranda, Pierrette IGRS:EX
Cc: Michaud, Lise (ECO/BCE)
Subject: Clerks and Cabinet Secretaries FPT Meeting - July 2018

Hi Pierrette,

We are working on finalizing the agenda for the PT and FPT meetings, and should have them to you within the next week.

I would just like to confirm that your Clerk, Dr. Don Wright, will be attending both the PT meeting on the evening of July 17th and the FPT meeting July 18th?

Will he require accommodations at the \$15 ?

Thank you,

Laurin Branscombe, GIT
Project Executive / Conseillère
Executive Council Office / Bureau du Conseil exécutif

New Brunswick/Nouveau-Brunswick
Tel/Tél.: (506) 238-0601
Email: laurin.branscombe@gnb.ca

Higgins, Keira PREM:EX

From: Higgins, Keira PREM:EX
Sent: Friday, June 29, 2018 1:46 PM
To: Parhar, Susan PSA:EX; Canitz, Shelley L PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: Re: Question: Ministry Acronyms

Hi Shelley,

Do you have a list (as per below)?

Sent from my iPhone

On Jun 29, 2018, at 12:27 PM, Parhar, Susan PSA:EX <Susan.Parhar@gov.bc.ca> wrote:

Hi again. The last official list I have was sent from the Premier's office to me and that's what I have been using. But it's old and I don't have a current one so that's why I thought I'd ask again. I did ask my exec, Rueben about it earlier he didn't have one so thought I'd just ask you. If you don't have it, that's okay. It was worth a try.

Susan

From: Higgins, Keira PREM:EX
Sent: Friday, June 29, 2018 12:17 PM
To: Parhar, Susan PSA:EX; Wensink, Alison PREM:EX
Subject: Re: Question: Ministry Acronyms

Hi Susan,

I would think the PSA would hold this list.

Thanks,

Keira

From: Parhar, Susan PSA:EX
Sent: June-29-18 11:29 AM
To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Subject: Question: Ministry Acronyms

Hi Keira and Alison,

I'm wondering if you know where I may get a hold of a current official Acronyms list for all ministries? I was hoping to confirm the latest. As you may know, we have a list of Ministry Intranets on @Work which is one of our top-viewed pages. On it, we list the names and acronyms as well as links to their specific sites. This information was provided to me in July 2017 when we made the official announcement, so I assumed these were accurate. However, there have been a few instances where ministry comms contacts are asking for me to adjust their acronym here. I believe what we have is current but if they're asking, I thought I'd double check. For e.g. For the Ministry of Mental Health and Addictions we use MH but they would like us to use MMHA. I've also had questions related to TRAN and

FLNRO in the past. Do you have an official list that I can use to verify this by any chance?

Susan

Susan Parhar, Manager, Corporate Communications

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AskMyHR: www.gov.bc.ca/myhr

MyHR Phone: 250.952.6000 | Toll Free 1.877.277.0772

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