

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 11:46 AM
To: Mulloy, Eleanor PREM:EX
Subject: FW: FLNRO estimates notes for OoP

Eleanor – would you please make sure these two are in the final Estimates PDF binder?

thanks

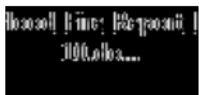
From: Canitz, Shelley L PREM:EX
Sent: Thursday, May 31, 2018 2:04 PM
To: Kristianson, Eric GCPE:EX
Subject: FW: FLNRO estimates notes for OoP

Eric – these were not in the binder but I have sent them to Matt and he will take them in. I will add to final binder later – but wanted you to have copy in case it comes up

From: Eckardt, Dana R FLNR:EX
Sent: Thursday, May 31, 2018 1:57 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: FLNRO estimates notes for OoP

Shelley –

Here is one on the Flood/fire Report.



And an updated note on Broughton Aquaculture



From: Canitz, Shelley L PREM:EX
Sent: Thursday, May 31, 2018 1:48 PM

To: Eckardt, Dana R FLNR:EX
Subject: RE: FLNRO estimates notes for OoP
Importance: High

Dana – did you send the Chapman/Abbott note? Could we have it ASAP?

From: Eckardt, Dana R FLNR:EX
Sent: Friday, May 25, 2018 12:44 PM
To: Canitz, Shelley L PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: RE: FLNRO estimates notes for OoP

Shelley –

Apologies for the delay. Attached you will find the notes requested. Please note they have different numbers noted in their file name then the numbers on the index, but they are the correct notes.

There are only a couple I feel need updating. I have requested updates but I won't have them until next week.

I've also asked staff to pull together a note on the recommendation of the Chapman/Abbott report and the Aquaculture file. Will forward as soon as possible.

Broughton: (needs to be updated, but the note is general in nature)

<< File: 13. Broughton Aquaculture_Estimates 2018.docx >>

Wildfire Recovery – Canadian Red Cross

<< File: 38. Wildfire Recovery - Canadian Red Cross (RDLI).jf.docx >>

Wildfire Recovery – Community Recovery Manager

<< File: 43. Wilfire Recovery - Recovery and Community Resilience (RDLI).jf.docx >>

Wildfire Recovery – Recovery and Community Resilience

<< File: 39. Wildfire Recovery - Community Recovery Managers (RDLI).jf.docx >>

Wildfire Recovery – First Nations Engagement

<< File: 40. Wildfire Recovery - First Nations Engagement (RDLI).jf.docx >>

Wildfire Recovery – New Program and Initiatives

<< File: 41. Wildfire Recovery - New Programs and Initiatives (RDLI).docx >>

Wildfire Recovery – Unmet Needs

<< File: 42. Wildfire Recovery - Unmet Needs (RDLI).jf.docx >>

BCWS – Invoice Processing (needs to be updated with current processing numbers)

<< File: 60. BCWS - invoice processing current Feb 2 with DM requested edits.docx >>

Forest Sector Competitiveness Monitoring

<< File: 75. Forest Sector Competitiveness Monitoring (RDLI).jf.docx >>

Wood Innovation

<< File: 76. Wood Innovation (RDLI).jf.docx >>

Log Exports

<< File: 77. Log Exports.jf.docx >>

Pulp Fiber Supply

<< File: 78. Pulp Fibre Supply.jf.docx >>

Waste Utilizations

<< File: 79. Waste Utilization.jf (2) (2)F.docx >>

Improved Utilization and Timber Salvage

<< File: 80. Improved Utilization and Timber Salvage.jf.docx >>

Sustainable Management of Provincial Fiber Supply

<< File: 81. Sustainable Management of Provincial Fibre Supply - Apportionment and Partition.jf.docx >>

Community Forest Program Expansion

<< File: 82. Community Forest Program Expansion.jf.docx >>

Contractor Sustainability Review (needs to be updated)

<< File: 83. Contractor Sustainability Review.jf.docx >>

Timber Supply Declines

<< File: 86. Timber Supply Declines_v3.docx >>

Reforestation

<< File: 87. Reforestation (OCF).docx >>

From: Canitz, Shelley L PREM:EX

Sent: Friday, May 25, 2018 12:00 PM

To: Eckardt, Dana R FLNR:EX

Cc: Mulloy, Eleanor PREM:EX

Subject: RE: FLNRO estimates notes for OoP

Dana – do you have an ETA on the notes?

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, May 23, 2018 1:32 PM

To: Eckardt, Dana R FLNR:EX

Cc: Mulloy, Eleanor PREM:EX

Subject: RE: FLNRO estimates notes for OoP

Dana – which ones would need updating? Would it be possible to have them updated?

From: Eckardt, Dana R FLNR:EX
Sent: Wednesday, May 23, 2018 1:29 PM
To: Canitz, Shelley L PREM:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: RE: FLNRO estimates notes for OoP

Yes or course Shelley, I should have them to you this afternoon I am just trying to compile them.

I should note, all our estimates notes were written at a moment in time and have not been updated since our session. Not all information will be current. Hope this is okay, please advise if it isn't.\

Thanks!
Dana

Dana Eckardt

Director, Executive Operations | **Deputy Ministers Office**
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Phone: 250 356 2700 | Mobile: 250 818 8916

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, May 23, 2018 12:54 PM
To: Eckardt, Dana R FLNR:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: RE: FLNRO estimates notes for OoP

Dana – would it be possible for Eleanor and me to get copies by Thursday afternoon?

From: Geary, Orla FLNR:EX
Sent: Wednesday, May 23, 2018 11:01 AM
To: Canitz, Shelley L PREM:EX; Eckardt, Dana R FLNR:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: RE: FLNRO estimates notes for OoP

Hi Dana:

Please see the additional material required.

Thanks,
Orla.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, May 23, 2018 10:14 AM
To: Geary, Orla FLNR:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: RE: FLNRO estimates notes for OoP

Orla – hit ‘send’ too soon

Do you have an estimates or issues note on the main recommendations of the Abbott/Chapman report, as well as an overview of the Brownsey work with the 5 nations on aquaculture?

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, May 23, 2018 9:34 AM
To: Geary, Orla FLNR:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: RE: FLNRO estimates notes for OoP

Orla – may we also have (from your estimates ToC) – notes 14, 41 to 46, 63, 84 to 92, 95, 96

thanks

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, May 8, 2018 4:06 PM
To: Geary, Orla FLNR:EX
Cc: Mulloy, Eleanor PREM:EX
Subject: FLNRO estimates notes for OoP

Orla – I am preparing for issues that may arise during the Premier’s estimates. Would your ministry have Estimates Notes or Issues Notes on the following:

- Salmon farm tenure process/tenure renewal
- Log exports numbers
- Appurtenency?

Would you please send them to Eleanor and me?

Thanks

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 3:46 PM
To: Wright, Don J. PREM:EX
Subject: s.13

Yes – not a problem.

From: Wright, Don J. PREM:EX
Sent: Monday, June 4, 2018 3:41 PM
To: Canitz, Shelley L PREM:EX
Subject: Re: s.13

Yes, but can you hold it s.13

Sent from my iPhone

On Jun 4, 2018, at 12:49 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Don - s.13

Are you ok with that proceeding?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 4:01 PM
To: van Marum, Karen IGRS:EX; Mercier, Veronique IGRS:EX
Subject: RE: Our Ref: 33332 - Request for 2017/18 Annual Report on Multiculturalism

Karen and Veronique – are there IGRS programs that fit within the report parameters? If so, would you please fill in the template and return to me?

Thanks
Shelley

From: Canitz, Shelley L PREM:EX
Sent: Monday, May 28, 2018 3:50 PM
To: van Marum, Karen IGRS:EX; Brubacher, Kelly IGRS:EX; Mercier, Veronique IGRS:EX
Subject: FW: Our Ref: 33332 - Request for 2017/18 Annual Report on Multiculturalism

See attached

From: Canitz, Shelley L PREM:EX
Sent: Monday, May 28, 2018 2:34 PM
To: Periwal, Sukumar IGRS:EX
Subject: FW: Our Ref: 33332 - Request for 2017/18 Annual Report on Multiculturalism

Sukumar – would IGRS have programs that would fit within the request below?

From: Wensink, Alison PREM:EX
Sent: Friday, May 18, 2018 3:20 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Our Ref: 33332 - Request for 2017/18 Annual Report on Multiculturalism

From: Shang, Cindy TAC:EX On Behalf Of Carroll, Sandra TAC:EX
Sent: Friday, May 4, 2018 2:49 PM
To: Baskerville, Shannon AEST:EX; Bond, Allison MCF:EX; Brown, Stephen R HLTH:EX; Caul, Doug D IRR:EX; Dawes, Jacquie MAH:EX; Denlinger, Becky EMBC:EX; Fyfe, Richard J JAG:EX; Galbraith, David J SDPR:EX; Halls, Lori D PSA:EX; Hughes, Doug J MMHA:EX; Hughes, Trevor LBR:EX; Kot, Jill CITZ:EX; Lloyd, Evan GCPE:EX; MacDonald, Scott D EDUC:EX; Main, Grant TRAN:EX; Mihlar, Fazil JTT:EX; Nikolejsin, Dave EMPR:EX; Plecas, Bobbi ENV:EX; Sheldon, Tim FLNR:EX; Shoemaker, Wes AGRI:EX; Sieben, Mark PSSG:EX; Wanamaker, Lori FIN:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Zacharias, Mark ENV:EX; Zacharuk, Christina PSEC:EX
Cc: Whitford, Kelly M AEST:EX; Benn, Jennifer MCF:EX; Kelly, Samantha J HLTH:EX; Howie, Matthew IRR:EX; Thomson, Lia MAH:EX; Fraser, Agnes EMBC:EX; Richter, Connie JAG:EX; Quigley, Shanna SDPR:EX; Tupper, Linsey PSA:EX; Bracewell, Barb MMHA:EX; Samath, Mayura LBR:EX; Molyneux, Jennifer CITZ:EX; Faust, Marnie L GCPE:EX; Sampson,

Laura EDUC:EX; Verwoord, Cindy TRAN:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Duncan, Laurie ENV:EX; Geary, Orla FLNR:EX; Hansen, Erin AGRI:EX; Duncan, Nikki PSSG:EX; Nicholson, Riley FIN:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Gooderham, Coleen E ENV:EX; Bridges, Kelsey PSEC:EX
Subject: Our Ref: 33332 - Request for 2017/18 Annual Report on Multiculturalism

Dear Colleagues,

Please find attached memo regarding the request for 2017/18 Annual Report on Multiculturalism.

Sandra Carroll
Deputy Minister

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 4:05 PM
To: Haszard, Shannon FIN:EX
Subject: RE: Premier's Office annual report

Shannon – thanks for the follow-up – I’ve crafted something basic and it is in with Don Wright for review – hope to get back to you with a final copy sometime soon.

Shelley

From: Haszard, Shannon FIN:EX
Sent: Friday, June 1, 2018 1:00 PM
To: Canitz, Shelley L PREM:EX
Subject: Premier's Office annual report

Hi Shelley,

My apologies for not getting in touch about FIN’s annual report sooner. We received it earlier this week and I just took a quick look. At first glance, I’m not sure if there is any wording included that may be useful for your purposes – their operating environment section is fairly brief and specific to FIN. There is mention of balancing the budget through prudent fiscal management, maintaining the triple-A credit rating – is this the type of information you were after? Also, fyi, I will distribute the Economic Forecast Statement from the Chief Economist on June 15, if that is useful to plug in at the last minute.

How are you doing with the annual report? Do you have a sense of whether a CABRO review at some point would be helpful?

Thanks,
Shannon

Shannon Haszard | A/Director
Crown Agencies and Board Resourcing Office | [CABRO](#)
Ministry of Finance | 778-698-4741 | shannon.haszard@gov.bc.ca
617 Government St, Victoria

Note: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 4:42 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83965 Records Due June 15, 2018
Attachments: NR

1 of 3 emails

From: OOP FOI PREM:EX
Sent: Monday, June 4, 2018 4:05 PM
To: Canitz, Shelley L PREM:EX
Subject: Call for Records OOP-2018-83965 Records Due June 15, 2018
Importance: High

Hello Shelley,

Please see the below request and please let me know by June 15 whether or not you have any records:

Canvassed: Shelley Canitz

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, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from Shelley Canitz.

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

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

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

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

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 4:43 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83965 Records Due June 15, 2018
Attachments: NR

2 of 3 emails

From: OOP FOI PREM:EX
Sent: Monday, June 4, 2018 4:05 PM
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Importance: High

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

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Sent: Monday, June 4, 2018 4:43 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83965 Records Due June 15, 2018
Attachments: NR

3 of 3 emails

From: OOP FOI PREM:EX
Sent: Monday, June 4, 2018 4:05 PM
To: Canitz, Shelley L PREM:EX
Subject: Call for Records OOP-2018-83965 Records Due June 15, 2018
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Amanda Shortt, Administrative Assistant
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 4:43 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83965 Records Due June 15, 2018

Dang it! Didn't read the highlighted area – want me to redo it??

Shelley Canitz

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

From: OOP FOI PREM:EX
Sent: Monday, June 4, 2018 4:05 PM
To: Canitz, Shelley L PREM:EX
Subject: Call for Records OOP-2018-83965 Records Due June 15, 2018
Importance: High

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Canvassed: Shelley Canitz

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

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

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

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

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 4:55 PM
To: Valley, Nancy PSA:EX; Prisiak, Lisa PREM:EX
Cc: Owens, Anita PSA:EX
Subject: RE: s.13

Nancy – was there a timeline on this? s.22
after that.

it would have to be sometime

From: Valley, Nancy PSA:EX
Sent: Friday, June 1, 2018 2:23 PM
To: Canitz, Shelley L PREM:EX; Prisiak, Lisa PREM:EX
Cc: Owens, Anita PSA:EX
Subject: s.13

Hello Lisa,

s.13

Are you able to assist?

Thank you!

Nancy Valley, Project Assistant

Executive Talent Management
BC Public Service Agency
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2
Ph: 1 (778) 698-7973
www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772



Where ideas work

Shortt, Amanda PREM:EX

From: Cretelli, Alice FIN:EX
Sent: Tuesday, June 5, 2018 9:46 AM
To: Canitz, Shelley L PREM:EX
Cc: Laird, Corinna A FIN:EX
Subject: RE: copy of PSA Handbook - Section PS 2200 Related Party disclosures
Attachments: PS 2200 Related Party Disclosures.doc

Hello Shelley,

Corinna forwarded your question to me. Here is a copy of the PS2200 Related Party Disclosures for your information.

The CPA Handbook is not available at the government website but we may request this document from us or your branch's CFO.

Thanks,
Alice

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 4, 2018 3:09 PM
To: Laird, Corinna A FIN:EX
Subject: copy of PSA Handbook - Section PS 2200 Related Party disclosures

Hello, Corinna – I say your email of March 29, forwarding Diane Lianga's memo on Section PS 2200 Related Party disclosures. I am facilitating this for the Premier's Office – would you be able to send me a link to Section PS 2200? I would like to understand it better. Many thanks.

Shelley

Shelley Canitz

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 5, 2018 12:07 PM
To: Maranda, Pierrette IGRS:EX
Subject: RE: MLA Olsen and Senator Ranker

Will do so – thanks.

From: Maranda, Pierrette IGRS:EX
Sent: Tuesday, June 5, 2018 12:02 PM
To: Canitz, Shelley L PREM:EX
Subject: MLA Olsen and Senator Ranker

Shelley:

Okenge shared this message with me. Could you let us know the date and time when you have this info.

We are working very closely with WA state and, given that media is invited, it would be useful for us to know this info.

Thanks,

Pierrette

From: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Sent: Tuesday, June 5, 2018 10:43 AM
To: Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: FW: FYI: MLA Olsen and Senator Ranker

FYI

From: Sanford, Donna L GCPE:EX
Sent: Tuesday, June 5, 2018 10:39 AM
To: Canitz, Shelley L PREM:EX
Subject: FYI: MLA Olsen and Senator Ranker

Hello Shelley. If you think it's appropriate to share with IGRS and Don Wright – Green Caucus let us know this morning that MLA Olsen is hosting a skype meeting with Washington State Senator Ranker on his role in addressing fish farm issues in that state. Media will be invited. This will be held at the end of this week -- once I have date and time, I will let you know.

Thank you,
Donna

Donna Sanford

Executive Director
Confidence and Supply Agreement Secretariat
Donna.Sanford@gov.bc.ca
250-893-4771

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 5, 2018 1:07 PM
To: Klak, Steve M FIN:EX
Subject: RE: Declaration to Support Related Party Disclosures

thanks

From: Klak, Steve M FIN:EX
Sent: Tuesday, June 5, 2018 1:06 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Declaration to Support Related Party Disclosures

Hi Shelly, I received the signed forms for Don, Okenge, Pierrette, and Geoff. The office of the Auditor General is asking for the Premier's sign-off as well.

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 5, 2018 1:03 PM
To: Klak, Steve M FIN:EX <Steve.Klak@gov.bc.ca>
Subject: RE: Declaration to Support Related Party Disclosures

Steve – on April 3, you sent me an email asking for Don, Okenge, Pierrette and Geoff to sign this form. Did they send copies back to you? Do we also need the Premier to sign or will those 4 senior staff be enough?

Thanks
Shelley

From: Klak, Steve M FIN:EX
Sent: Friday, June 1, 2018 4:08 PM
To: Canitz, Shelley L PREM:EX
Cc: Gill, Amar FIN:EX
Subject: FW: Declaration to Support Related Party Disclosures

Hi Shelley, the Office of the Auditor General has also asked that the Premier sign-off of the attached at his earliest convenience. Can you please obtain his signature. Thank you

Steve Klak, CPA, CA

*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

From: Laird, Corinna A FIN:EX

Sent: Thursday, March 29, 2018 12:12 PM

To: Ackinclose, Tanya EBC:EX <Tanya.Ackinclose@elections.bc.ca>; Buljat, Dianne K RCY:EX <Dianne.Buljat@rcybc.ca>; Butler, Jason HLTH:EX <Jason.E.Butler@gov.bc.ca>; Fraser, Brian CSNR:EX <Brian.Fraser@gov.bc.ca>; Gingras, Leoni D OMBD:EX <L.Gingras@bcombudsperson.ca>; Hall, Katrina OAG:EX <KHall@bcauditor.com>; Hoadley, David JAG:EX <David.Hoadley@gov.bc.ca>; Jess, Katherine A MCF:EX <Katherine.Jess@gov.bc.ca>; Klak, Steve M FIN:EX <Steve.Klak@gov.bc.ca>; Landry, Dara M MMHA:EX <Dara.Landry@gov.bc.ca>; Ma, Tiffany J EDUC:EX <Tiffany.Ma@gov.bc.ca>; Marsh, Patricia A TRAN:EX <Patricia.A.Marsh@gov.bc.ca>; Mortimer, David JTT:EX <David.Mortimer@gov.bc.ca>; Mosher, Chris FPB:EX <Chris.Mosher@bcfpb.ca>; Parmar, Ranbir S CSNR:EX <Ranbir.Parmar@gov.bc.ca>; Porter, Donna A AEST:EX <Donna.Porter@gov.bc.ca>; Sherwood, David CITZ:EX <David.Sherwood@gov.bc.ca>; Shewchuk, Jack VSA:EX <Jack.Shewchuk@gov.bc.ca>; Skillings, Chris MAH:EX <Chris.Skillings@gov.bc.ca>; Taylor, Adam CSNR:EX <Adam.Taylor@gov.bc.ca>; Urquhart, Brian LASS:EX <Brian.Urquhart@leg.bc.ca>; Winter, Sandra PSA:EX <Sandra.Winter@gov.bc.ca>; Wright, Nicole SDPR:EX <Nicole.Wright@gov.bc.ca>

Cc: Cretelli, Alice FIN:EX <Alice.Cretelli@gov.bc.ca>; Gill, Amar FIN:EX <Amar.Gill@gov.bc.ca>; Lianga, Diane FIN:EX <Diane.Lianga@gov.bc.ca>; Sihota, Raj S FIN:EX <Raj.Sihota@gov.bc.ca>

Subject: Declaration to Support Related Party Disclosures

Sent on behalf of Diane Lianga, A/Executive Director, Financial Reporting and Advisory Services, Office of the Comptroller General, Ministry of Finance, Province of British Columbia:

Please note the due date of **April 30, 2018**.

Thank you,

Corinna Laird, CPA, CGA

Financial Accountant, Summary Financial Statements
Financial Reporting & Advisory Services
Office of the Comptroller General
Ministry of Finance
Phone: (778) 698-5431 Fax: (250) 356-8388
Corinna.Laird@gov.bc.ca

~ Peace for the World Always ~

Shortt, Amanda PREM:EX

From: Inamdar, Madhavee TAC:EX
Sent: Tuesday, June 5, 2018 1:15 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: 2017/18 Multiculturalism report

Thank you Shelley. The Premier's office must have been listed on email list that was used for this communication. The Premier's office doesn't submit any multiculturalism report. I appreciate you responding to the message. No other information is required.

Thanks again and best wishes, Madhavee

Ministry of Tourism, Arts & Culture
Ph: 778-558-9136

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 5, 2018 10:26 AM
To: TAC Multiculturalism TAC:EX
Subject: 2017/18 Multiculturalism report

Hello – following up on Sandy Carroll's May 4/18 memo – the Office of the Premier does not have any multicultural programs. Was there any additional information you needed from us?

Thanks
Shelley

Shelley Canitz

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

Shortt, Amanda PREM:EX

From: News from CISUR (formerly CARBC) <carbc-news@lists.uvic.ca>
Sent: Tuesday, June 5, 2018 1:55 PM
To: carbc-news@lists.uvic.ca
Subject: [CISUR-News] Free public talk June 12: Alcohol and Cannabis: A Look at Washington State
Attachments: ATT00001.txt

Upcoming free public lecture

What: "Alcohol and Cannabis: A Look at Washington State"
Who: Visiting lecturer Dr. William C. Kerr from the National Alcohol Research Center
When: Tuesday, June 12 from 2 p.m.-3 p.m.
Where: Room 110, Harry Hickman Building (HHB), University of Victoria

As cannabis legalization approaches and we see increasing deregulation of government controls on alcohol, Canada is at a pivotal time in policy-making around substance use. What can we learn from our neighbours to the south? Dr. William Kerr, a Senior Scientist and Director of ARG's National Alcohol Research Center in Emeryville, California, looks at privatization of alcohol sales and the legalization of cannabis in Washington State, and how these changes have affected pricing, attitudes and consumption.

Free, everyone welcome. [More info here.](#)

Note: If you are interested in streaming this presentation, please register by emailing farlow@uvic.ca.

CISUR blog series: Cannabis and Driving

As Canada prepares to legalize cannabis this summer, CISUR Scientist [Scott MacDonald](#) presents a series of pieces looking at existing and proposed laws concerning impaired driving by cannabis and compare these laws with those for alcohol. In this series, we see that the nature of the scientific evidence used for assessing alcohol impaired driving differs substantially from cannabis impaired driving.

[Read the entire series here.](#)

Recent CISUR publications

[A system-level study of initiation, engagement, and equity in outpatient substance use treatment](#) (Journal of Substance Abuse Treatment)

[Critical considerations for the practical utility of health equity tools: a concept mapping study](#) (International Journal for Equity in Health)

[Integrated treatment programs for pregnant and parenting women with problematic substance use: Service descriptions and client perceptions of care](#) (Journal of Substance Abuse Treatment)

Amanda Farrell-Low
Communications Officer
Canadian Institute for Substance Use Research (CISUR, formerly CARBC)
University of Victoria
250-853-3229
Office hours: Tu/Wed/Thurs 8:30am-4pm

2300 McKenzie Ave (TEF Building), Rm 270

Email: farlow@uvic.ca

Facebook: [UVic.CISUR](#)

Twitter: [@UVic_CISUR](#)

YouTube: [CARBCUVic](#)

Blog: oac.uvic.ca/carbc

Web: cisur.ca

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 5, 2018 3:06 PM
To: Massy, Michelle E PREM:EX
Subject: RE: looking for a pending Cab Sub from Agriculture

thanks

From: Massy, Michelle E PREM:EX
Sent: Tuesday, June 5, 2018 1:18 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: looking for a pending Cab Sub from Agriculture

Hi Shelley – it looks like there is ^{s.12,s.13} updates scheduled for PA on July 5

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 5, 2018 12:29 PM
To: Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: looking for a pending Cab Sub from Agriculture

Michelle – I believe Agriculture is sending up a cab sub re ^{s.12,s.13} – do you know when it is scheduled for Cabinet?

Thanks
Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 5, 2018 4:48 PM
To: Dube, Jonathan FIN:EX
Subject: Copy of TB submission on s.12,s.13

Jonathon – I am looking for a copy of the s.12,s.13 coming to TB on June 14 – would you have a copy to send me? If it can be sent on my cabinet ipad, that would be great.

Many thanks
Shelley

Shelley Canitz

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 6, 2018 9:25 AM
To: Geary, Vanessa PREM:EX
Subject: Fwd: Please remind me - when would we get the June forecast?

FYI

Begin forwarded message:

From: "Manak, Nicky FIN:EX" <Nicky.Manak@gov.bc.ca>
Date: June 6, 2018 at 9:20:17 AM PDT
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: RE: Please remind me - when would we get the June forecast?

Hi

The 5th working day of the month is the last day for processing. On the 6th working day, the reports will show the period closed and that is the information we use for forecasting.

So, for May's forecast, last day is tomorrow and reports can be run on Friday. Forecasts will be done early next week.

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 5, 2018 3:17 PM
To: Manak, Nicky FIN:EX
Subject: Please remind me - when would we get the June forecast?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 6, 2018 10:03 AM
To: Prisiak, Lisa PREM:EX
Subject: RE: FIN Corridor order

Yes, Don is ok with it proceeding as a Corridor Order

From: Prisiak, Lisa PREM:EX
Sent: Wednesday, June 6, 2018 9:35 AM
To: Canitz, Shelley L PREM:EX
Subject: FIN Corridor order

Hello Shelley,

I do believe Lori mentioned this OIC to Don at DMC last Friday. Minister James is expected to sign either between Cabinet meetings today or tonight. The Ministry would like to release this Friday morning. Elizabeth asked that I pass this by Don.

Cheers
Lisa

Shortt, Amanda PREM:EX

From: Kennedy, Christine PREM:EX
Sent: Wednesday, June 6, 2018 4:48 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Director, Wild Salmon Strategy Secretariat
Attachments: DRAFT Offer Letter_Allison Witter_OIC.docx; DRAFT Job Profile_Director Wild Salmon Strategy Secretariat.docx

Shelley could we talk about this tomorrow when you have a moment?

Next week we are going to be appointing a "Director, Wild Salmon Strategy Secretariat." The letter attached was drafted to be effective on the 11th, but this will be delayed until the 13th because the Premier will be announcing the Wild Salmon Strategy on that day. Don has (or is going to) talk to Jill Kot about office space, and I will follow up with him.

We would like to line the OIC up with the announcement, so that they happen on the same day if possible. I will confirm with Alli tomorrow that she is still excited about the role and wants to move forward, and then we can get the ball rolling.

From: Halls, Lori D PSA:EX
Sent: Tuesday, May 29, 2018 11:16 AM
To: Kennedy, Christine PREM:EX
Subject: Director, Wild Salmon Strategy Secretariat

Christine

I popped by but missed you when I was down to see Don. I've left with him the attached letter of offer, copy of draft job description. Indicated we wouldn't begin working on the OIC until he had confirmed that he has spoken with Wes. Given you indicated there may be announcement on the Wild Salmon Strategy, we should ensure coordination of the OIC....once it is approved by LG and deposited, its public so you may not want the OIC out in front of the announcement.

I said I would reach out to Allison directly (as I have done with other public servants who are becoming OIC appointments to reassure them what this means, etc).

Feel free to call me if you have any comments/questions.

Lori Halls
Deputy Minister
BC Public Service Agency

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 6, 2018 5:28 PM
To: Valley, Nancy PSA:EX; Prisiak, Lisa PREM:EX; Owens, Anita PSA:EX
Subject: s.13

Hello, all – Don has decided ^{s.13}
know.

If you have any questions, please let me

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 6, 2018 5:37 PM
To: Denlinger, Becky EMBC:EX
Subject: RE: UPDATE - s.13

Becky – thanks for that – looking forward to assistance in getting back on track.

Shelley

From: Denlinger, Becky EMBC:EX
Sent: Wednesday, June 6, 2018 5:35 PM
To: Canitz, Shelley L PREM:EX
Subject: UPDATE - s.13

Shelley, below is the current update on matters related to ^{s.13}
s.13

With respect to the invitation to quote (ITQ) process described below, I have directed Karen to invite only firms and individuals with direct experience in this type work, so the list below may change.

Thanks and I look forward to meeting in person when this project comes to life again.

Call me if you'd like to discuss,
Becky

From: Rothe, Karen J EMBC:EX
Sent: Wednesday, June 6, 2018 3:16 PM
To: Denlinger, Becky EMBC:EX <Becky.Denlinger@gov.bc.ca>
Cc: Woodcock, Danielle EMBC:EX <Danielle.Woodcock@gov.bc.ca>
Subject: UPDATE^{s.13}

Hello Becky,

In terms of an update on ^{s.13}, I am in the process of drafting a Contract Authorization Request under \$75,000, to be followed by an ITQ.

Next steps

- I plan to have the draft ITQ completed for your and Heather Lyle's review next week before sending it to Shelley Canitz and Frances Gorman, IGRS for their input.
- (**Note:** IGRS is proceeding with its BCP. I need to connect with Kathryn to confirm that IGRS would like the support of a contractor.)

Background and rationale

During the March 20 meeting with Kathryn and Heather, referenced in the email below, they indicated that a contractor would be the best option to complete the work s.22

s.13

If you have any questions, please let me know.

Thank you~karen

From: Rothe, Karen J EMBC:EX
Sent: Thursday, March 8, 2018 4:13 PM
To: Denlinger, Becky EMBC:EX
Cc: Woodcock, Danielle EMBC:EX; Lenz, Allison EMBC:EX
Subject: FOR FRIDAY - s.13

Hello Becky,

Please find below and attached the most recent information from Kathryn:

s.13

Kathryn, Heather, and I will be meeting on March 20, s.22

s.22 . One of the options we discussed involves a combined resource for the branches of government, which you and I have talked about over the last two weeks. We will draft the options for your review asap.

If you have any questions, please let me know.

Thank you~karen

Karen Rothe | Senior Advisor | Strategic Initiatives
Office of the Deputy Minister | Emergency Management BC | 250.356.5324

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 7, 2018 9:11 AM
To: Gervais, Monica PREM:EX; Farmer, Leila PREM:EX
Subject: RE: Final materials for June 12

Could we send what we have for now out – ensuring that people have the AG item as soon as possible – then send the rest later?

From: Gervais, Monica PREM:EX
Sent: Thursday, June 7, 2018 8:22 AM
To: Farmer, Leila PREM:EX; Canitz, Shelley L PREM:EX
Subject: FW: Final materials for June 12

Hi Shelley and Leila,

Just a heads up. I still don't have the final materials for the June 12 meeting. The two outstanding items are the Chair's items.

I sent the email below as I am worried that members won't have time to review the AG submission.

I hope that is okay.

Monica

From: Gervais, Monica PREM:EX
Sent: Thursday, June 7, 2018 8:19 AM
To: Turner, Julie MMHA:EX; MacDonald, Alex MMHA:EX
Subject: Final materials for June 12

Hi Julie and Alex,

Just wondering if the final MMHA materials will be ready to send to members today.

I know you are aware that we have quite a bit of material. Just worried that members won't have time to review the AG submission which is a decision item.

Thank you,
Monica

Monica Gervais

Director, Cabinet Operations, Office of the Premier
617 Government Street, Suite 049, Victoria, British Columbia
Tel: 250-387-5541 / Cell: 250-415-7064 / Fax: 250-387-7392

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Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 7, 2018 9:22 AM
To: 'Kerry Jochen'
Subject: RE: Connecting on BC human capital policy priorities

Kerry – your email came through to me and I will send on to Don – thanks

Shelley Canitz

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

From: Kerry Jochen [mailto:kjothen@humancapitalstrategies.ca]
Sent: Wednesday, June 6, 2018 10:23 PM
To: Canitz, Shelley L PREM:EX
Subject: Fwd: Connecting on BC human capital policy priorities

Thanks



Kerry Jochen, B.A., M.A.
CEO + Principal, HUMAN CAPITAL STRATEGIES
250.213.9231
kjothen@humancapitalstrategies.ca

I have read The Truth and Reconciliation (Summary) Report of Canada - I challenge you to do so too! See trcreadingchallenge.com

----- Forwarded message -----

From: **Kerry Jochen** <kjothen@humancapitalstrategies.ca>
Date: Wed, Jun 6, 2018 at 10:19 PM
Subject: Connecting on BC human capital policy priorities
To: Don.Wright@gov.bc.ca

Hi Don,

[Suzanne or Christine - for some reason my address for Don is not working - Can you please share this with him - Thank you]

I hope - despite to having to work very hard and work within a lot of pressures - that you are finding things fulfilling. I apologize in advance for this lengthy email. The three parts underlined in bold are the key messages I wanted to get across.

I wanted to reach out to you to see if there are any government policy reviews or panels/committees that I might contribute to. As I say later, my 'ask' in this email is to try to get 30 minutes with you to discuss the following. (I apologize in advance for the length of this email.)

When I look at some of the key human capital policy issues of the day in BC and Canada, I think of the following:

- Indigenous capacity building and readiness to respond to economic and employment opportunities
- Increasing pressures on the availability of labour supply - both skilled and labour - an concerns among many industries and employers
- The ongoing need to increase our ability to tap into international sources of human capital, whether PNP, TFWP, International Students, existing newcomers, etc.
- The ongoing challenge of workforce development to enhance company and provincial productivity growth, including better using public policy levers to invent human capital innovation at the firm level
- The viability of major projects in the province including concerns about available skilled workers to ensure these projects are viable at a reasonable cost
- Long-term implications for workforce adjustment of the transition to a low-carbon economy (e.g. is there an adjustment plan for facilitating this transition from some sectors/jobs to low carbon ones?)

I think there is an increasing urgency around ensuring adequate (not even optimal) labour supply for key growth sectors and major projects in BC. These considerations all point to what the Business Council of BC stated in its recent analysis of the Province's very own BC Labour Market Outlook to 2027, "Looking ahead, access to labour will continue to be the biggest concern for the BC Business community."

I am concerned that the Province does not have a Strategic Human Capital Strategy for BC (i.e. not for internal public service). Yes, it has pieces reflected in programs and funding of various ministries. The previous government had a Labour Market Priorities Board but I am not sure how that worked. I don't know what current government has, other than a "Workforce Advisory Council," that I've vaguely heard of involving particularly Advanced Education and Jobs Ministries. I am sure the DMs and senior officials in these 2 and other ministries possibly involved are all well-intentioned. I am not sure that the key human capital pieces of policy are knitted together in an optimal way or focused on a small set of strategic goals and performance measures in a strong way. My concerns also relate to a question of the efficacy of the current ITA model and outcomes.

I also see no evidence of the reform of our post-secondary education system. I am concerned about a potential protection of the status quo and other than funding/tuition issues, I see little evidence of policy leadership of the Ministry of a PSE "system". There is no PSE system vision and plan per se other than the tacit "Service Plan." The last time there was a semblance of a real strategic plan was when I met you; when you were DM of a combined PSE/K-12 Ministry.

I am interested in helping the BC Government as I believe it has an affinity for workforce development - not just apprenticeship/trades training, but all types of worker development. Over the last 40 years, including 4 1/2 years leading ITAC and 17 years as a consultant and several years in senior management in Skills and

Advanced Education Ministries, I have had the opportunity to gain experience, insight and expertise in many interrelated human capital areas areas, including (but not limited to):

- Labour market policy
- Labour market information and research
- Apprenticeship and trades training leadership and regulation
- Post-secondary education governance, policy and programs
- Sectoral workforce strategies
- Worked with 40 First Nations, providing me with experience in Indigenous capacity building, employment and training barriers and strategy and partnership development
- Immigrant mobility, integration and workforce development
- Regional workforce planning and development
- Workforce planning, strategy development and mitigation for major resource projects (including the last 5 years on 2 major LNG projects, a major mining project, and a major manufacturing project)
- Adult education theory and practice

I am interested in playing a role in human capital innovation in BC. Please let me know if there's anything I can help with and/or if there's any more detailed info I can provide I what might bring to the table.

It would be great to have a coffee or meal together sometime. Despite crossing paths from a distance, and other then a few phone calls and group meetings, we've never had a chance to talk one on one.

I wish you continued success and fulfillment in your current and future roles.

Thanks very much for your time, Don.

Kerry



Kerry Jothen, B.A., M.A.
CEO + Principal, HUMAN CAPITAL STRATEGIES
250.213.9231
kjothen@humancapitalstrategies.ca

I have read The Truth and Reconciliation (Summary) Report of Canada - I challenge you to do so too! See trcreadingchallenge.com

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 7, 2018 9:31 AM
To: Wright, Don J. PREM:EX
Subject: FW: Connecting on BC human capital policy priorities

Don – please see note below

From: Kerry Jothen [mailto:kjothen@humancapitalstrategies.ca]
Sent: Wednesday, June 6, 2018 10:23 PM
To: Canitz, Shelley L PREM:EX
Subject: Fwd: Connecting on BC human capital policy priorities

Thanks



Kerry Jothen, B.A., M.A.
CEO + Principal, HUMAN CAPITAL STRATEGIES
250.213.9231
kjothen@humancapitalstrategies.ca

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From: **Kerry Jothen** <kjothen@humancapitalstrategies.ca>
Date: Wed, Jun 6, 2018 at 10:19 PM
Subject: Connecting on BC human capital policy priorities
To: Don.Wright@gov.bc.ca

Hi Don,

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I wish you continued success and fulfillment in your current and future roles.

Thanks very much for your time, Don.

Kerry



Kerry Jothen, B.A., M.A.
 CEO + Principal, HUMAN CAPITAL STRATEGIES
 250.213.9231
kjothen@humancapitalstrategies.ca

I have read The Truth and Reconciliation (Summary) Report of Canada - I challenge you to do so too! See trcreadingchallenge.com

Shortt, Amanda PREM:EX

From: Prisiak, Lisa PREM:EX
Sent: Thursday, June 7, 2018 11:37 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: do you have a list of the OIC categories used in OoP?

The OoP has no category D OICs.

Lisa Prisiak
OIC Coordinator
Cabinet Operations

250-387-5503

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 6, 2018 11:03 AM
To: Prisiak, Lisa PREM:EX
Subject: do you have a list of the OIC categories used in OoP?

Lisa – do you have a list of which category of OICs are in the OoP? Need to see if we have any OIC Ds – don't think so but would like to double-check.

Thanks
Shelley

Shortt, Amanda PREM:EX

From: Banister, Lori FIN:EX
Sent: Thursday, June 7, 2018 11:50 AM
To: Canitz, Shelley L PREM:EX
Cc: Hendry, Jackie PREM:EX
Subject: followup FW: Lucy Watson - Transition Team FW: invoice template
Attachments: Invoice - Sample.pdf; Watson, Lucy GSA July 4 - 21 2017 fully executed.pdf; Watson Lucy SPREADSHEET June 7 2018.xlsx

Hi Shelley and Jackie,

Lucy Watson's administrator called this morning to ask if someone will be calling Lucy to discuss her Transition Team contract. If you have an approximate idea of when we'll be in touch I can let the administrator know.

Just to refresh, we're in need of meeting/work specifics to support her expense claims, in particular July 10 and beyond. The attached spreadsheet will help id the missing pieces. (I've communicated with Lucy's admin by email and phone but haven't shared this spreadsheet with her).

Lucy's contract ran July 4 – 21 2017 (attached). Please see the first page of Schedule B – Fees and Expenses copied below (page 14), where we've indicated the Fee and Expense maximums, as well as the **Statements of Account** details.

Schedule B – Fees and Expenses

1. MAXIMUM AMOUNT PAYABLE:

Maximum Amount: Despite sections 2 and 3 of this Schedule, **\$25,000.00** is the maximum amount which the Province is obliged to pay to the Contractor for fees and expenses under this Agreement (exclusive of any applicable taxes described in section 3.1(c) of this Agreement).

2. FEES:

Fees: at a rate of \$100.00 per hour to a maximum amount of \$800.00 per day, and to a maximum total amount of \$17,500.00 for those hours during the Term when the Contractor provides the Services.

3. EXPENSES:

Expenses: must not exceed a maximum amount of \$7,500.00 for those expenses during the Term when the Contractor provides the Services.

- a. travel, accommodation and meal expenses for travel greater than 32 kilometres away from The British Columbia Parliament Buildings at 501 Belleville Street, Victoria BC V8V 1X4 on the same basis as the Province pays its GROUP II employees when they are on travel status; and
- b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses

excluding goods and services tax ("GST") or other applicable tax paid or payable by the Contractor on expenses described in (a) to (b) above and to the extent that the Contractor is entitled to claim credits

(including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

4. STATEMENTS OF ACCOUNT:

Statements of Account: In order to obtain payment of any fees and expenses under this Agreement for the period from and including the contract start date of July 4, 2017 to and including the contract end date of July 21, 2017 (the "Billing Period"), the Contractor must deliver to the Province on a date after the Billing Period, a written statement of account in a form satisfactory to the Province containing:

- (a) the Contractor's legal name and address;
- (b) the date of the statement, and the Billing Period to which the statement pertains;
- (c) the Contractor's calculation of all fees claimed for that Billing Period, including a declaration by the Contractor of all hours worked during the Billing Period for which the Contractor claims fees and a description of the applicable fee rates;
- (d) a chronological listing, in reasonable detail, of any expenses claimed by the Contractor for the Billing Period with receipts attached, if applicable, and, if the Contractor is claiming reimbursement of any GST or other applicable taxes paid or payable by the Contractor in relation to those expenses, a description of any credits, rebates, refunds or remissions the Contractor is entitled to from the relevant taxation authorities in relation to those taxes;
- (e) the Contractor's calculation of any applicable taxes payable by the Province in relation to the Services for the Billing Period;
- (f) a description of this Agreement;
- (g) a statement number for identification; and
- (h) any other billing information reasonably requested by the Province.

Feel free to call or email with any questions. Thanks. Lori

Lori Banister

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

From: Banister, Lori FIN:EX
Sent: Thursday, May 24, 2018 3:40 PM
To: Canitz, Shelley L PREM:EX
Subject: Lucy Watson - Transition Team FW: invoice template

Hi Shelley,

We have the attached invoice sample which is provided to contractors. It may be helpful, however, I'm thinking that a chronological list of activity would work for Lucy. She could list her active days, indicating the meeting attended, address, travel costs, accommodation, and per diem for each active day.

For reference, I've also attached copy of her contract.

Just let me know if anything else is needed.

Lori

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, May 23, 2018 11:56 AM
To: Banister, Lori FIN:EX
Subject: invoice template

Lori – do you have an invoice template that you like?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 7, 2018 1:28 PM
To: Headen, Lorri FIN:EX
Cc: Manak, Nicky FIN:EX
Subject: RE: RESPONSE RQ: Volunteer Renewal 2018-2019 (DUE JUN 22, 2018)

Hello, Lorri – currently, there are no OIC Ds in the OoP.

There is only one office that uses volunteers, but they are volunteer public servants. IGRS uses volunteer public servants to assist with the Long Services Award each year and they do not believe any have been over 80 – but there is a new crop of public servants each year.

If you need more information, please let me know.

Thanks
Shelley

From: Headen, Lorri FIN:EX
Sent: Wednesday, June 6, 2018 9:11 AM
To: Canitz, Shelley L PREM:EX
Cc: Manak, Nicky FIN:EX
Subject: FW: RESPONSE RQ: Volunteer Renewal 2018-2019 (DUE JUN 22, 2018)
Importance: High

Hello Shelley!

Are you able to respond on the below request for the Premier's Office? In the past I use to send it to Michelle Leamy and her response was always nothing to report for PREM. Thank you for your help and attention with this matter.

Cheers!

*Lorri Headen
Financial Team Lead
CSD - Divisional Operations Br
Serving the Ministries of Finance, Office of the Premier, and various other entities
Phone (250) 208-7931, Fax (250) 387-8586
email: Lorri.Headen@gov.bc.ca*



From: Headen, Lorri FIN:EX

Sent: Wednesday, June 6, 2018 8:03 AM

To: Clark, Susan J FIN:EX; Morgan, Melissa FIN:EX; Williams, Thandi FIN:EX; Dmytar, Nicole M FIN:EX; Meroniuk, Vance A FIN:EX; Saito, Osami FIN:EX; Yee, Stephanie FIN:EX; Michell, Jennifer FIN:EX; Mow, Jeanie FIN:EX; Dunn, Paula FIN:EX; Berghthorson, Sheena PSEC:EX; Stewart, Dawn M GCPE:EX; Olson, Lianna FIN:EX

Cc: Manak, Nicky FIN:EX

Subject: RESPONSE RQ: Volunteer Renewal 2018-2019 (DUE JUN 22, 2018)

Importance: High

We have received the below email from Risk Management Branch requesting the total number OIC Category D Appointees and volunteers. Please see the changes to collection in numbers which is in the below email in bold. As in past years, we need to know how many are 80 and over. Please remember there is no personal information required, we just need to know numbers.

This information is required by June 22, 2018 so I am able to compile the information and submit to RMB by their deadline. Thank you for your help and attention with this matter.

Cheers!

Lorri Headen

Financial Team Lead

CSD - Divisional Operations Br

Serving the Ministries of Finance, Office of the Premier, and various other entities

Phone (250) 208-7931, Fax (250) 387-8586

email: Lorri.Headen@gov.bc.ca



From: Lukoni, Aaron S FIN:EX

Sent: Monday, June 4, 2018 2:39 PM

To: Headen, Lorri FIN:EX; Manak, Nicky FIN:EX

Cc: Wignall, Susan FIN:EX; Bystedt, Katrina FIN:EX

Subject: Volunteer Renewal 2018-2019

Good Morning,

As you know, the province maintains a Commercial General Liability Insurance Policy for all volunteers in the amount of \$2,000,000.00. and an Accidental Death and Dismemberment Policy with various limits for all volunteers and non-salaried Order-In-Council appointees. These coverages apply while these volunteers are performing their duties on behalf of the province. Both of these policies renew on July 24, 2018. This year the broker has asked for the numbers earlier so please have your numbers to me by June 29, 2018.

Please note that there are changes to this year's collection of numbers regarding all non-salaried Order-In-Council appointees, or "Category D".

Category D are Order in Council appointments made on a per diem or stipend bases for the provision of specialized consultation or service and when required. Typically, they are: Appointees who are assigned to agencies, boards, commissions or administrative tribunals on a per diem or stipendiary basis.

Kindly advise how many OIC Category D Appointees you have and how many volunteers you have.

The reported numbers for your Ministry from last year are attached below.

2017-18 Numbers:

Finance (FICOM)

Total # of Volunteers: CGL coverage 6

Total # of Volunteers: AD&D: 6

of Volunteers Over 80: 0

Finance (Financial and Corporate Sector Policy)

Total # of Volunteers: CGL coverage 9

Total # of Volunteers: AD&D: 9

of Volunteers Over 80: 0

Finance (Government House)

Total # of Volunteers: CGL coverage 415

Total # of Volunteers: AD&D: 415

of Volunteers Over 80: 0

Finance (Policy & Legislation)

Total # of Volunteers: CGL coverage 0

Total # of Volunteers: AD&D: 0

of Volunteers Over 80: 0

Finance (PT - Debt Mgmt)

Total # of Volunteers: CGL coverage 4

Total # of Volunteers: AD&D: 4

of Volunteers Over 80: 0

If you would kindly advise if there is any change to these numbers for the coming year and respond to both myself and Susan Wignall who is cc'd in this email that would be wonderful. In addition, please let us know if you have any volunteers or Order-In-Council appointees who are 80 years or older and if so how many. If there are none please also state that.

Please provide your updated information by June 29, 2018 in order to allow sufficient time for the insurers to provide their renewal terms. In the meantime, if you have any questions, please let me know.

If you are no longer the person who provides this information for your ministry(ies), kindly forward this message to person who is and let me know as well.

Thank you in advance for your time.

Warm regards,

Aaron S. Lukoni, MA, CIP, CRM

Senior Risk Management Consultant – Core Government & Crowns | Risk Management Branch and Government Security Office

PH: (250) 507-6043 | FAX: (250) 356-6222

Intranet: <http://gww.fin.gov.bc.ca/gws/pt/rmb/index.stm>

Please consider the environment before printing this e-mail

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Shortt, Amanda PREM:EX

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, June 7, 2018 2:17 PM
To: Geary, Vanessa PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: Re: do you use volunteers in any of your operations?

No we do not.

Sent from my iPhone

On Jun 7, 2018, at 12:37 PM, Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca> wrote:

As far as I know, we do not use volunteers in PO/VCO, but I am copying Kate to confirm.

Sent from my iPhone

On Jun 7, 2018, at 12:26 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Hello, colleagues in VCO/PO, IGRS and CabOps – we've been asked to identify if we use volunteers in any of our offices. Would you please let me know if you do?

Many thanks
Shelley

Shortt, Amanda PREM:EX

From: Manak, Nicky FIN:EX
Sent: Thursday, June 7, 2018 2:20 PM
To: Canitz, Shelley L PREM:EX
Subject: forecast

Hi Shelley,

My ear piece has lost its charge so I wasn't able to pick up the call.....new technology is so frustrating sometimes !!

To answer your question, yes the 4 positions are included in the total forecast amount. At our last meeting we did decide to change the forecast for those 4 positions from April to July. So the total amount for all 4 to FYE is approx. 291K.

Nicky Manak, Budget Analyst | CFFS | ☎ [778-698-8593](tel:778-698-8593)
(Part-time Hours: Tues 8 - 11:30; Wed/Thurs 8 - 3:30)



Shortt, Amanda PREM:EX

From: Beresford, Charley FIN:EX
Sent: Thursday, June 7, 2018 2:24 PM
To: Canitz, Shelley L PREM:EX
Subject: Wild Salmon Advisory Council - Invitation
Attachments: Marilyn Slett Wild Salmon Advisory Council Candidate Profile and Declaration Form.pdf; ATT00001.htm

Hi Shelley,

Scroll down to review the letter of invitation that Don has been using to invite people to serve on the Wild Salmon Advisory Council .
Treasury Board Directive coming in separate e-mail.

The Council can be appointed by letter. The outstanding question is whether it is from the Premier's Office or whether it is via the Minister of Agriculture. Will call Don to see where things are.

Charley Beresford | Senior Executive Lead
Crown Agencies and Board Resourcing Office | [CABRO](#)
Ministry of Finance | 778-974-2751 | Charley.Beresford@gov.bc.ca
617 Government St, Victoria

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From: Bain, Don PREM:EX [<mailto:Don.Bain@gov.bc.ca>]
Sent: Monday, June 04, 2018 9:53 AM
To: Marilyn Slett <marilyn.slett@heiltsuk.ca>
Cc: Executive Assistant <htc.ea@heiltsuk.ca>
Subject: RE: Invitation to join the Wild Salmon Advisory Council
Importance: High

Good morning Marilyn,

Great news! I am happy and I look forward working with you on this Council.

I am hoping we can get the form as soon as possible.

Premier Horgan hopes you can attend a press conference on June 13 in the Victoria area. Location to be determined.

If I can be of any assistance, please do not hesitate to call me at 1-604-992-2601 or email me.

Mussi cho,

Don

From: Marilyn Slett [<mailto:marilyn.slett@heiltsuk.ca>]
Sent: Monday, June 4, 2018 9:24 AM
To: Bain, Don PREM:EX
Cc: Executive Assistant
Subject: Re: Invitation to join the Wild Salmon Advisory Council

Greetings Don - HTC has supported the invitation to the Wild Salmon Advisory Council. I will fill out the form on Wednesday. ^{s.22} Looking forward to working on this exciting committee.

Marilyn

Get [Outlook for iOS](#)

From: Marilyn Slett
Sent: Wednesday, May 30, 2018 2:25:18 PM
To: Bain, Don PREM:EX
Cc: Leona Humchitt
Subject: RE: Invitation to join the Wild Salmon Advisory Council

Gayaxsica Don. I'll bring to my council tomorrow for their support and touch base with you on Friday.

Marilyn Slett

From: Bain, Don PREM:EX [<mailto:Don.Bain@gov.bc.ca>]
Sent: Tuesday, May 29, 2018 4:05 PM
To: Marilyn Slett <marilyn.slett@heiltsuk.ca>
Cc: Leona Humchitt <leona.humchitt@heiltsuk.ca>
Subject: Invitation to join the Wild Salmon Advisory Council
Importance: High

Good afternoon Chief Marilyn Slett:

The Province of British Columbia is undertaking urgent work to restore healthy and abundant wild fish stocks, with the key emphasis on protecting wild salmon.

On behalf of the Office of the Premier, I extend an invitation for you to join the Wild Salmon Advisory Council.

The Wild Salmon Advisory Council will be comprised of representatives from First Nations, commercial fishing, sports fishing, NGOs and local governments. The Council will work with Coastal First Nations in strategic development and production of an options paper to serve as the basis for public consultations on a *Draft Provincial Strategic Framework on Wild Salmon*.

The proposed options paper will explore the restoration and enhancement of wild salmon populations, sustainable fisheries management and stewardship opportunities for communities, and new economic development opportunities to assist viable / sustainable community-based fisheries.

The objectives for the *Draft Provincial Strategic Framework on Wild Salmon* include:

- Restoring healthy and abundant wild fish stocks, with an emphasis on protecting the iconic and official symbol of our coast: wild salmon;
- Maximizing the benefits to British Columbia from recent changes to the Fisheries Act (Bill C-68: An Act to amend the Fisheries Act and other Acts in consequence) that contemplate a larger role for provinces and Indigenous communities in sustainable fisheries development;
- Establishing a lasting and productive collaboration between the Department of Fisheries and Oceans Canada (DFO) and British Columbia in the management of each government's respective responsibilities for the health of B.C. fish stocks, habitat and fisheries policy;
- Honouring and supporting reconciliation with Indigenous communities;
- Recognizing the important cultural, economic, social, and food security interests of coastal and inland Indigenous and non-Indigenous communities;
- Through an open and transparent decision-making process, increasing the community-level economic benefits of fisheries for Indigenous and non-Indigenous local communities, families and businesses, while respecting the interests of commercial license holders and owner-operators, sport fishers and others;
- Pursuing economic development opportunities for fishing communities through value-added processing and by-products optimization;
- Confronting climate change.

If you would like to accept the invitation to be a member of the Wild Salmon Advisory Council, please review and complete the attached *Candidate Profile and Declaration for Governing Boards* form at your earliest convenience.

If you would like further information, please feel free to contact me directly. I look forward to working with you.

Sincerely,

Don Bain | Special Advisor
 Vancouver Cabinet Office | Office of the Premier
 P: 604-775-1675 | C: 604-992-2601 | E: don.bain@gov.bc.ca

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 7, 2018 5:55 PM
To: Klak, Steve M FIN:EX
Subject: Please confirm receipt of this form signed by PJH
Attachments: Scan_20180607.pdf; ATT00001.htm

Thanks

Begin forwarded message:

From: "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>
Date: June 7, 2018 at 5:30:41 PM PDT
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: Scan_20180607.pdf

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 8, 2018 10:33 AM
To: Maranda, Pierrette IGRS:EX
Subject: FW: FYI: MLA Olsen and Senator Ranker

A further update

From: Sanford, Donna L GCPE:EX
Sent: Friday, June 8, 2018 10:29 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: FYI: MLA Olsen and Senator Ranker

Hi Shelley. Green Caucus informed me today that this meeting has been postponed until at least after next week due to scheduling challenges. I will keep you posted.

Regards,
Donna

From: Sanford, Donna L GCPE:EX
Sent: Tuesday, June 5, 2018 10:39 AM
To: Canitz, Shelley L PREM:EX
Subject: FYI: MLA Olsen and Senator Ranker

Hello Shelley. If you think it's appropriate to share with IGRS and Don Wright – Green Caucus let us know this morning that MLA Olsen is hosting a skype meeting with Washington State Senator Ranker on his role in addressing fish farm issues in that state. Media will be invited. This will be held at the end of this week -- once I have date and time, I will let you know.

Thank you,
Donna

Donna Sanford
Executive Director
Confidence and Supply Agreement Secretariat
Donna.Sanford@gov.bc.ca
250-893-4771

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 8, 2018 10:58 AM
To: MacMillan, Elizabeth PREM:EX
Subject: RE: 2018 Performance Based In-Range Instructions

I do not have it, Elizabeth – please try FIN

From: MacMillan, Elizabeth PREM:EX
Sent: Friday, June 8, 2018 10:53 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: 2018 Performance Based In-Range Instructions

Hello Shelley – please, unless you have it at your fingertips, shall I contact our FIN Strategic HR to obtain the Cabinet Operations portion of the report at the link highlighted in yellow?

Many thanks

E

From: Halls, Lori D PSA:EX
Sent: Tuesday, May 29, 2018 11:48 AM
To: BCPSA Agency DMC List
Cc: Riddell, Todd PSA:EX
Subject: 2018 Performance Based In-Range Instructions

Dear Colleagues,

We are now proceeding with the next performance based increase for excluded managers effective July 1, 2018.

Enclosed you will find documents that outline the process for the July 2018 increase including:

1. Performance-Based In-Range Instructions and Key Messages
2. Performance-Based In-Range FAQs
3. Template Letters

Each ministry has a report of their employees that is accessible for you to download at any time through the Public Service Agency's HR Analytics website <https://hranalytics.gov.bc.ca/SitePages/Default.aspx>. The report is located within the Strategic HR Self-Service Reports on the right hand side of the screen. Once you are in the Strategic HR page, scroll to the bottom and you will see the report, which is named "Management In-Range Increase Eligibility".

Using this information, your ministry will be able to review the employees identified as eligible to receive the increase. It remains important for each ministry executive to verify and confirm which employees are eligible for the increase as recent staffing actions, such as temporary appointments, may not be accurately captured by the report. Further, you remain accountable to ensure all rules continue to be followed and that the salary increase will not place the employee over the maximum of the salary band.

Upon implementation of performance based in-range salary increases, final results will be audited and reported out to Deputy Ministers' Council to ensure that the eligibility criteria have been adhered to.

When your ministry has completed the performance based in-range process please have your Executive Financial Officer, or equivalent position, submit one ticket with all the letters to AskMyHR for processing.

For more information, please feel free to contact Todd Riddell, Compensation Specialist at 778-698-7904 in the Total Compensation Branch.

Thank you,

Lori Halls
Deputy Minister
BC Public Service Agency

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 8, 2018 12:18 PM
To: Wright, Don J. PREM:EX
Subject: question on possible office space for staff

Don – I am working with Sunny from CITZ on available space. However, Jackie had another suggestion – she said there may be office space in CabOps. She says the offices don't have windows but they are a good size. Would you be ok with me checking with Elizabeth if space is still available, or should we keep that space for only Cab Ops?

Thanks
Shelely

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 11, 2018 8:29 AM
To: Dhaliwal, Sunny CITZ:EX
Subject: Re: Follow Up from Discussion with Don

End of this week

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

On Jun 11, 2018, at 5:47 AM, Dhaliwal, Sunny CITZ:EX <Sunny.Dhaliwal@gov.bc.ca> wrote:

Hi Shelley,
Working on the office space as discussed- just wanted to confirm- is the Director joining end of this week or next week?
Thanks

Sunny Dhaliwal | Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 |
e-mail: Sunny.Dhaliwal@gov.bc.ca

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 8, 2018 11:51 AM
To: Dhaliwal, Sunny CITZ:EX
Subject: RE: Follow Up from Discussion with Don

Yes – I am at ^{s.17} – am free for a while

From: Dhaliwal, Sunny CITZ:EX
Sent: Friday, June 8, 2018 11:48 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Follow Up from Discussion with Don

Hi Shelley,
Time for a quick call?
Thanks

Sunny Dhaliwal | Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 |
e-mail: Sunny.Dhaliwal@gov.bc.ca

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 8, 2018 9:21 AM

To: Dhaliwal, Sunny CITZ:EX
Subject: RE: Follow Up from Discussion with Don

That's great – we need space for about 3 people – one Director right away and the other 2 over time.

From: Dhaliwal, Sunny CITZ:EX
Sent: Friday, June 8, 2018 5:47 AM
To: Canitz, Shelley L PREM:EX
Cc: Kot, Jill CITZ:EX
Subject: RE: Follow Up from Discussion with Don

Hi Shelley,
Please let me know if there are specific requirements.
One option I was thinking is fourth floor of 617 Government Street (the Ministry of Finance building). It was renovated not too long ago and I think has vacant space. It is currently occupied by GCPE and that makes it a bit of a more secured space.
I'll speak to GCPE HQ and get this going whenever you have more information.
Thanks

Sunny Dhaliwal | Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 |
e-mail: Sunny.Dhaliwal@gov.bc.ca

From: Kot, Jill CITZ:EX
Sent: Thursday, June 7, 2018 1:54 PM
To: Canitz, Shelley L PREM:EX
Cc: Dhaliwal, Sunny CITZ:EX
Subject: RE: Follow Up from Discussion with Don

Sunny Dhaliwal is the ADM responsible for real estate. Sunny is aware of Don's request. (I've cc'ed Sunny on this note).
Thanks

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 7, 2018 1:41 PM
To: Kot, Jill CITZ:EX
Subject: RE: Follow Up from Discussion with Don

Yes, but it is a very recent discussion – and nearby would be great. Once I get confirmed dates and needs, etc, who should I contact in your office?

Shelley

From: Kot, Jill CITZ:EX
Sent: Thursday, June 7, 2018 1:32 PM
To: Canitz, Shelley L PREM:EX
Subject: Follow Up from Discussion with Don

Hi Shelley,

Don mentioned he might be bringing 3 more people into his office and was wondering about space for them. I asked him who in his office might have more info on this and he said you (hope you agree ☺). We are happy to help in any way we can. Don mentioned we might need to find space in a nearby government office (definitely can be done).

Does this ring a bell?

Thanks,

Jill

*Jill Kot
Deputy Minister
Ministry of Citizens' Services
PO Box 9440 Stn Prov Govt
Victoria BC V8W 9V3
Jill.kot@gov.bc.ca
(250) 387-8852*

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 11, 2018 10:08 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83886 Due June 13, 2018
Attachments: NR

Attached are records –s.13
s.13

Shelley

From: OOP FOI PREM:EX
Sent: Wednesday, June 6, 2018 5:01 PM
To: LP PO Executive Office; LP Premiers Vancouver Office; Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX; Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX
Subject: Call for Records OOP-2018-83886 Due June 13, 2018

Hello,

Please see the below request and please let me know by June 13 whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff, Don Wright, Christine Kennedy, Suzanne Christensen, Shelley Canitz

All records relating to the Speculation Tax, including all records the Ministry of Finance used to determine why West Kelowna was included in the speculation tax geographic area.

(Date Range for Record Search: From 05/08/2017 To 05/24/2018) Date Format is MM/DD/YYYY

Please note: Public correspondence and media monitoring materials (TNO/daily summaries/etc.) can be excluded, as long as they have not been forwarded with additional commentary

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

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

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1

Phone: (250) 387-2987

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 11, 2018 4:03 PM
To: Moran, Roseanne LASS:EX
Cc: Higgins, Keira PREM:EX
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.

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 12, 2018 11:03 AM
To: Frost, Katie CITZ:EX
Subject: RE: Power of Pen - Session on Using the Surface Pro

What great follow-up! Thank you, Katie – looking forward to hearing more as details firm up.

Shelley

From: Frost, Katie CITZ:EX
Sent: Tuesday, June 12, 2018 8:23 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Power of Pen - Session on Using the Surface Pro

Hi there,

I've just spoken with the organizers and they have notified me that the person who is running the session said that he will be flying out to Toronto this month so that Microsoft can record him professionally. He is not sure how long it would take to edit the video, but once it becomes available, it will be shared with the Province. In the meantime, if the session feedback is positive, Microsoft has no issues with coming back to Victoria to hold the session again. Keep an eye out for future correspondence regarding another session.

Thank you for your interest,

Katie Frost

Branch Coordinator for Device Services

Ministry of Citizens' Services

t: 778 698 1573 e: Katie.Frost@gov.bc.ca | m: PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1



Office of the
Chief Information Officer

From: Canitz, Shelley L PREM:EX
Sent: June 7, 2018 12:57 PM
To: Frost, Katie CITZ:EX
Subject: Power of Pen - Session on Using the Surface Pro

I cannot attend this meeting but am VERY interested in learning more – might I be able to watch it later, like a webinar?

Many thanks for offering the class.

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 12, 2018 12:35 PM
To: Lawless, Peter AG:EX
Subject: RE: Hey!

See you then.

From: Lawless, Peter AG:EX
Sent: Tuesday, June 12, 2018 12:34 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Hey!

I sure will! Im assuming this means you will be there too? Maybe you and I can chat for 2' about ^{s.13,s.1}₄ after?

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From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 12, 2018 12:32 PM
To: Lawless, Peter AG:EX
Subject: Hey!

Will you be at the Mental Health Working Group meeting this aft?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 12, 2018 7:08 PM
To: MacMillan, Elizabeth PREM:EX
Subject: Fwd: office planning

Elizabeth - I hope you, Lorne and I can connect on this so that we all are of one mind.

If needed, the new person can work in our office on Friday - that may be helpful in terms of her getting organized. Should we talk tomorrow?

Shelley

Begin forwarded message:

From: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Date: June 12, 2018 at 7:05:30 PM PDT
To: "Dhaliwal, Sunny CITZ:EX" <Sunny.Dhaliwal@gov.bc.ca>
Cc: "Kot, Jill CITZ:EX" <Jill.Kot@gov.bc.ca>
Subject: Re: office planning

Sunny - thank you very much for your quick help on this. Elizabeth MacMillan (ADM, Cabinet Operations) and I will continue to work with Lorne in next steps.

Shelley

On Jun 12, 2018, at 6:00 PM, Dhaliwal, Sunny CITZ:EX <Sunny.Dhaliwal@gov.bc.ca> wrote:

Hi Shelley,
The new office has been earmarked for your new hire for this week in the Cab Ops office.
I presume you'll be able to coordinate with Elizabeth further?
We'll be in touch with them for doing a bit of refresh for other two offices.
Please let me know if you need anything from my end.
Thanks

Sunny Dhaliwal | Assistant Deputy Minister
Real Property Division | Ministry of Citizens' Services
Ph: 778-698-5807 | Mob: 250-380-8311 |
e-mail: Sunny.Dhaliwal@gov.bc.ca

From: DeLarge, Lorne CITZ:EX
Sent: Tuesday, June 12, 2018 4:10 PM
To: Dhaliwal, Sunny CITZ:EX
Subject: FW: office planning

Lorne DeLarge MBA, CIM | Executive Director, Accommodation Management |
Real Property Division
| Ministry of Citizens' Services
| c: 250.508.8709 e: lorne.delarge@gov.bc.ca |
| PO Box 9412, Stn Prov Govt, Victoria BC V8W 9V1

From: DeLarge, Lorne CITZ:EX
Sent: Tuesday, June 12, 2018 3:10 PM
To: MacMillan, Elizabeth PREM:EX
Subject: RE: office planning

Thanks Elizabeth. My team has been in touch with Michelle. Steps so far are:

- Michelle will make ready one office for new ED arriving this week.
- My team will work with Michelle to outfit 1 to 2 offices for Cab Ops' 2 new hires (furniture, layout etc). One of the offices is large and could house 2 staff if that was approved.
- My team will assist with removing furniture (broken, soiled or unneeded) and equipping (with appropriate furniture) 2 additional offices. These offices are currently vacant and used as storage and can be reserved for additional PO staff.
- Work with Michelle to re-configure the large room that is used to collate binders and materials. We view this room as having a good opportunity to be used more efficiently. Did you want to be involved in seeing a proposed layout for this area or have any thoughts on reconfiguring it?
 - There is a room within this suite that houses an unused shredder and other items that are not in use. Storage racks can be re-located into this space (from the suite) and boxes and other items can be consolidated into this room. The shredder can be disposed of (my staff will do this). This will free up space in the suite.
 - The collating area may be better laid out. One of the staff is an architect/designer and she may be able to come up with suggestions on how to better/more efficiently lay out that area.
 - She will also come up with a design to add more work stations to the suite so that additional staff can be added easily. Consolidating the storage racks into the shredder room, moving unneeded boxes off-site and laying out where the file cabinets are placed will provide significantly more space
 - I believe we can get 3 – 6 workstations in this area for future Cab Ops or PO staff growth.
- My staff will handle the details and logistics. We can use existing furniture in our storage to minimize costs.
- Typically the ministry would pay, however, I can fit this into my budget.

Can you provide any thoughts on this approach and also confirm when they can attend the space to begin the work. I understand this may not be until next week.

Lorne DeLarge MBA, CIM | Executive Director, Accommodation Management |
Real Property Division
| Ministry of Citizens' Services
| c: 250.508.8709 e: lorne.delarge@gov.bc.ca |

From: MacMillan, Elizabeth PREM:EX
Sent: Tuesday, June 12, 2018 11:36 AM
To: Canitz, Shelley L PREM:EX; DeLarge, Lorne CITZ:EX
Subject: Re: office planning

Thanks Shelley
Pls call me at any time Lorne.
I know I'll have time at 5:45 pm. Before then is jammed.
Thx, E

s.17

On Jun 12, 2018, at 11:31 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Lorne – thank you for the call this morning. I have connected with Elizabeth so that she knows you may be in contact.

If possible, it would be best that your architect/planners work with Elizabeth on a time to come over. Cab Ops is working on some issues and Elizabeth would like to plan for a time for their visits. Today may be too soon, but Elizabeth can confirm details.

Many thanks
Shelley

Shortt, Amanda PREM:EX

From: Gervais, Monica PREM:EX
Sent: Wednesday, June 13, 2018 8:51 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: minute

Good point. I have revised to say:

The Working Group reviewed a submission entitled "Opioid Crisis Litigation", dated June 4, 2018, provided by the Ministry of Attorney General ^{s.13,s.14}
s.13,s.14

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 12, 2018 7:03 PM
To: Gervais, Monica PREM:EX
Subject: Re: minute

Yes, that looks good.

A small point remains as to ^{s.13,s.14}
s.13,s.14
you?

I don't think you have to say this in the minute - or do

On Jun 12, 2018, at 5:33 PM, Gervais, Monica PREM:EX <Monica.Gervais@gov.bc.ca> wrote:

Hi Shelley,

Would you please let me know if the attached minute looks okay to you.

I need back as soon as possible so I can get in binders this week for report out next Cabinet.

Thanks!
Monica

Monica Gervais
Director, Cabinet Operations, Office of the Premier
617 Government Street, Suite 049, Victoria, British Columbia
Tel: 250-387-5541 / Cell: 250-415-7064 / Fax: 250-387-7392

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Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 13, 2018 9:11 AM
To: Hendry, Jackie PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: Please send direct award information to Vanessa

Jackie- would you please send Vanessa the forms and any information on issuing direct award contracts? She hopes to have a small contract for ^{s.22} - as you may recall, we had a small contract with ^{s.22} last fiscal.

Many thanks

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 13, 2018 12:26 PM
To: Henry, David A FIN:EX; Higgins, Keira PREM:EX
Subject: RE: 033 computer set up

2 year TA with a fair bit of travel – will call soon

From: Henry, David A FIN:EX
Sent: Wednesday, June 13, 2018 12:18 PM
To: Canitz, Shelley L PREM:EX; Higgins, Keira PREM:EX
Subject: RE: 033 computer set up

Hey Shelley,

Is this a permanent position? Or a temp? If temp we can provide a standard laptop, if permanent, I suggest ordering a PC.. (based on mobile person or at desk all day..? etc.)
Give me a call and we can discuss more options..
David
250-888-8803

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 13, 2018 11:10 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: 033 computer set up

David – Keira is checking on their computer needs. What are the options? What questions should Keira ask the new person?

From: Henry, David A FIN:EX
Sent: Wednesday, June 13, 2018 10:47 AM
To: Canitz, Shelley L PREM:EX
Subject: ??: 033 computer set up
Importance: High

Hi Shelley, I understand you will have someone working in CABOPS for Friday.
Do you have any details on what they will need for a PC?

We can provide a laptop and all.

Thanks,
David

From: Massy, Michelle E PREM:EX
Sent: Wednesday, June 13, 2018 9:44 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Subject: 033 computer set up
Importance: High

Hi David – we are hoping to have a work space and computer set up in 033 towards the back of the room. A staff member from the Premiers office will be arriving Friday and we are hoping to have at least a desk and computer ready for her to go.

We will start today to clear out some of the boxes and items we have on that side to make some room. I am not sure of the details or complete requirements of the individual (Shelley Canitz in the premiers office would be able to answer any questions). We are just hoping you can help with the computer set up!

Thanks!
Michelle

Michelle Massy

Manager | Cabinet Operations

Room 049 | 617 Government St. | Victoria, BC

250.387.0869 | cell: 250-516-0685

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Shortt, Amanda PREM:EX

From: Manak, Nicky FIN:EX
Sent: Wednesday, June 13, 2018 12:28 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Draft PREM May Forecast
Attachments: PREM May forecast.xlsx

I have made the change in the attached.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 13, 2018 12:26 PM
To: Manak, Nicky FIN:EX
Subject: RE: Draft PREM May Forecast

One of the 4

From: Manak, Nicky FIN:EX
Sent: Wednesday, June 13, 2018 12:16 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Draft PREM May Forecast

Hi Shelley,
So this is one of the 4 vacancies we have been forecasting for or is this person on top of that?

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 13, 2018 12:10 PM
To: Manak, Nicky FIN:EX
Subject: RE: Draft PREM May Forecast

Nicky – starting this Friday, June 15 we will have a person at a Band 4 in DMO – paid \$ 87,000 annually or \$3,334.70 bi-weekly – on a 2 year TA. Would it be possible to make that change and send back to me?

From: Manak, Nicky FIN:EX
Sent: Wednesday, June 13, 2018 12:03 PM
To: Geary, Vanessa PREM:EX; Canitz, Shelley L PREM:EX; MacMillan, Elizabeth PREM:EX; Massy, Michelle E PREM:EX; Hendry, Jackie PREM:EX
Cc: Dicks, Erin L FIN:EX; Tsang, Diana FIN:EX
Subject: Draft PREM May Forecast

Hi,
Attached you will find the PREM May forecast and related reports. Please review for your area(s) and let me know if any adjustments are required asap.

Thanks very much,

Nicky Manak, Budget Analyst | CFFS | ☎ [778-698-8593](tel:778-698-8593)
(Part-time Hours: Tues 8 - 11:30; Wed/Thurs 8 - 3:30)



Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 13, 2018 2:43 PM
To: Higgins, Keira PREM:EX; Phillips, Dawn-Lynn PSA:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: Copy of appointment letter - Allison Witter

Yes – on same playlist as Christine

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 playlist? 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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 14, 2018 11:47 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-84080 Due June 25, 2018

No records

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 @compositепublicaffairs.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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 14, 2018 11:51 AM
To: Wright, Don J. PREM:EX
Subject: DMC June 15

Don – here are the main issues for tomorrow:

- Introduction - Don Wright
- Cabinet Overview - Elizabeth MacMillan
- FOI update - Jill Kot
- Major Issues - All
- PSA update - Lori Halls (1 hour)

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 15, 2018 9:50 AM
To: Christensen, Suzanne PREM:EX
Cc: MacMillan, Elizabeth PREM:EX
Subject: RE: Cabinet retreat

Hello, all – have checked in with Don – he is collecting them and will be working on them this weekend. If he needs any assistance, will let us know.

From: Christensen, Suzanne PREM:EX
Sent: Thursday, June 14, 2018 5:37 PM
To: Canitz, Shelley L PREM:EX
Cc: MacMillan, Elizabeth PREM:EX
Subject: Cabinet retreat

Two things:

- Elizabeth and I talked, and the ^{s.13} best to use them. After which we can decide how
- I talked to Roseanne Moran today. Caucus is having a session on June 22, and at that one Geoff's item is scheduled, so I don't think it's necessary to repeat it on the Cabinet agenda. Which will leave some extra space. We'll have to determine what to do with that. Perhaps tomorrow.

Suzanne

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 15, 2018 10:52 AM
To: Manak, Nicky FIN:EX
Subject: new staff person in DMO

Nicky – in case you want to add a position number and name to the new staff person in DMO, it is Allison Witter and her position number is 00119422. Need any other info?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 15, 2018 10:53 AM
To: Yuma Morisho, Okenge PREM:EX
Subject: FW: Don Wright's meeting with the BC Federal Council

Okenge – is your office working on this?

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

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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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Quoi de nouveau au Conseil fédéral de la C.-B.? Visitez notre [site web](#) des Conseils fédéraux régionaux !

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 15, 2018 2:17 PM
To: 'Mackenzie.Doll@parl.gc.ca'
Subject: RE: booking a time to discuss Lucy's contract

Talk to you then

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

From: Mackenzie.Doll@parl.gc.ca [mailto:Mackenzie.Doll@parl.gc.ca]
Sent: Friday, June 15, 2018 2:15 PM
To: Canitz, Shelley L PREM:EX; 'mackenzie.doll@parl.gc.ca'
Subject: RE: booking a time to discuss Lucy's contract

Hello,

Sorry I should have specified. Yes, 2 pm Ottawa time. I can be reached at s.22

Thank you!

Mackenzie

From: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Date: June 15, 2018 at 1:28:26 PM EDT
To: Doll, Mackenzie <Mackenzie.Doll@parl.gc.ca>, 'mackenzie.doll@parl.gc.ca' <'mackenzie.doll@parl.gc.ca'>
Subject: RE: booking a time to discuss Lucy's contract

Mackenzie - do you mean 2 pm Ottawa time? If so, that would be 11 am here and that works for me. What number are you at?

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

From: Mackenzie.Doll@parl.gc.ca [mailto:Mackenzie.Doll@parl.gc.ca]
Sent: Friday, June 15, 2018 5:22 AM
To: Canitz, Shelley L PREM:EX; 'mackenzie.doll@parl.gc.ca'
Subject: Re: booking a time to discuss Lucy's contract

Hi Shelley,

I am available at any time on Monday afternoon. Let's say 2pm.

Does that work for you?

Many thanks,

Mackenzie

From: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Date: June 14, 2018 at 5:41:15 PM EDT
To: 'mackenzie.doll@parl.gc.ca' <'mackenzie.doll@parl.gc.ca'>
Subject: booking a time to discuss Lucy's contract

Mackenzie - I worked with Lucy on the Transition Team and would like to talk with you about closing out her invoice from that time. Would you have time Friday (tomorrow) or next week for us to speak about questions arising from it? I am hoping 15 to 30 minutes would ably suffice.

Many thanks
Shelley

Shelley Canitz

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 18, 2018 10:00 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-84282 Records Due July 3, 2018

No records

From: OOP FOI PREM:EX
Sent: Monday, June 18, 2018 9:59 AM
To: Canitz, Shelley L PREM:EX
Subject: Call for Records OOP-2018-84282 Records Due July 3, 2018

Hi Shelley,

Please see the below request and please let me know by July 3rd whether or not you have any records. If you do have a notebook from this time, I am happy to do the scanning of it.

Scanned images of all pages in all notebooks used by Shelley Canitz

*(Date Range for Record Search: From **10/01/2017 To 10/31/2017**) Date Format is MM/DD/YYYY*

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

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

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

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

Shortt, Amanda PREM:EX

From: Brownridge, Jerymy FIN:EX
Sent: Wednesday, June 20, 2018 11:03 AM
To: Canitz, Shelley L PREM:EX
Cc: MacMillan, Elizabeth PREM:EX
Subject: Re: DMC meeting at Government House

Hi Shelley and Elizabeth,

Thanks so much for the connection and for your favourable response to the invitation. We are truly delighted to host the DMC. We know many of them, but to have everyone together at GH for some discussions and socialising would be so positive.

Shelley - I'm en route back to Victoria but would be so happy to connect by phone tomorrow, at your convenience. That's likely a touch more efficient to get things going.

If there are some bad / good times or numbers, I would most welcome a reply. Otherwise I'll try calling your office mid-late morning tomorrow Thursday).

With kind regards and good wishes,

Jerymy Brownridge
Private Secretary / Executive Director
Government House
Victoria Canada
Sent from my iPhone
2508881456

On 19 Jun 2018, at 12:20, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Many thanks for your assistance, Elizabeth. Jerymy, I s.22
with you tomorrow.

hope to connect

Many thanks,
Shelley

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

On Jun 18, 2018, at 7:35 PM, MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca> wrote:

Hello Jerymy and thank-you for your phone call earlier today. Further to that conversation and by way of this note (should you not already have had the pleasure), please let me introduce Shelley Canitz the Executive Director, Deputy Minister to the Premier's Office. As we discussed, Shelley is best situated to work on DMC arrangements.

I think Deputies will be truly delighted to learn of this lovely invitation.

Thank-you
Elizabeth

From: MacMillan, Elizabeth PREM:EX
Sent: Sunday, June 17, 2018 8:15 PM
To: Brownridge, Jerymy FIN:EX
Subject: RE: DMC meeting

Thanks Jerymy – I hope the conference is going well and Her Honour is enjoying meeting her counterparts.
Please feel free to phone at any time that is convenient for you. I'm up by 5:30 a.m. if that helps with logistics.

Thanks again
Elizabeth

From: Brownridge, Jerymy FIN:EX
Sent: Sunday, June 17, 2018 6:29 PM
To: MacMillan, Elizabeth PREM:EX
Subject: Re: DMC meeting

Hi Elizabeth,

I'm out in Fredrickton with hrh for annual vice regal conference. Calculating the zones, I'll try to give you a buzz tomorrow.

In any case, we remain keen to host the DMC - July and August look real good if those are options.

All the best,

Jerymy Brownridge
Private Secretary / Executive Director
Government House
Victoria Canada
Sent from my iPhone
2508881456

On 17 Jun 2018, at 18:11, MacMillan, Elizabeth PREM:EX
<Elizabeth.MacMillan@gov.bc.ca> wrote:

Hello Jerymy – I hope you are well.

I'm reaching out to connect with you about making arrangements further to Her Honour's very generous invitation to Don and the Deputy Ministers' Council.

Whenever you have a moment for a phone call, I would be most grateful.

Thank-you
Elizabeth

s.17

From: Brownridge, Jerymy FIN:EX
Sent: Tuesday, May 8, 2018 1:35 PM
To: MacMillan, Elizabeth PREM:EX
Subject: RE: today

Hi Elizabeth,

Many thanks for the note. Kindly let me know if and when “our people can contact your people” to identify a date and make other plans for the lunch. No rush at all – in due course.

With more thanks,

Jerymy

From: MacMillan, Elizabeth PREM:EX
Sent: Tuesday, May 8, 2018 10:27 AM
To: Brownridge, Jerymy FIN:EX
Subject: RE: today

Hello Jerymy – just a quick follow-up note to relay Don’s best wishes to you and Her Honour and to thank-you and her for the kind offer of a Deputy Ministers Council meeting at her residence. He would be delighted to accept this and we’ll look forward to being in contact in the next while to see what occasion would be best.

Thanks again
Elizabeth

From: MacMillan, Elizabeth PREM:EX
Sent: Thursday, May 3, 2018 9:08 PM
To: Brownridge, Jerymy FIN:EX
Subject: Re: today

Hello Jerymy — thank-you for this kind note and the pleasure and opportunity to meet Her Honour with you. I think British Columbians are very lucky again. And she is v lucky to have you. Look forward to our ongoing work with your office.

Elizabeth

On May 3, 2018, at 12:46 PM, Brownridge, Jerymy FIN:EX
<Jerymy.Brownridge@gov.bc.ca> wrote:

Hi Elizabeth,

Many thanks for your thoughtful presentation today. Much appreciated.

In due course, if you and Don Wright are in agreement, we would be delighted to help arrange a convening of the Deputies.

Thanks again for all of your kind support,

Jerymy

Shortt, Amanda PREM:EX

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,

Congrats on your new role!

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 20, 2018 1:12 PM
To: Wright, Don J. PREM:EX; Christensen, Suzanne PREM:EX
Subject: Cannabis legal as of October 17, 2018

FYI – date announced by federal government

Shortt, Amanda PREM:EX

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

Shortt, Amanda PREM:EX

From: French, Shawna IRR:EX
Sent: Wednesday, June 20, 2018 5:44 PM
To: Canitz, Shelley L PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: Re: Do you have a presentation on the 10 draft principles?

Hi Shelley,

I'll keep looking but the only thing I have is what went to dmcnr and I don't think that's appropriate to share. It is up to each ministry to personalize the principles to their work.

Thanks
Shawna

Sent from my Samsung Galaxy smartphone.

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

From: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Date: 2018-06-20 5:22 PM (GMT-08:00)
To: "French, Shawna IRR:EX" <Shawna.French@gov.bc.ca>
Cc: "Howie, Matthew IRR:EX" <Matthew.Howie@gov.bc.ca>
Subject: FW: Do you have a presentation on the 10 draft principles?

Shawna – please see the note below to Matt – I haven't heard back and I do want to get back to Guudunia soon.

Many thanks
Shelley

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 20, 2018 12:16 PM
To: Howie, Matthew IRR:EX
Subject: FW: Do you have a presentation on the 10 draft principles?

Matt – would there be someone in your ministry who could assist Guuduniia? If so, may I have their contact info?

Many thanks
Shelley

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 21, 2018 1:41 PM
To: 'Mackenzie.Doll@parl.gc.ca'
Subject: what dates did Lucy bill for work?

Mackenzie – while I hope we can meet with Lucy in July, in the interim, could she advise if she billed/work on these days and if so, how many hours? She can just type the answers into the rows below,

July 4 -

5 -

6 -

7 -

8 -

9 -

10 -

11 -

12 -

13 -

14 -

15 -

16 -

17 -

18 -

19 -

20 -

21 -

Thanks

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 22, 2018 8:50 AM
To: LaBoucan, Guuduniia FLNR:EX
Cc: Eckardt, Dana R FLNR:EX
Subject: RE: Do you have a presentation on the 10 draft principles?

Guudunia, thank you for sending the presentation but I don't think I am expert enough to provide feedback. Might you have a contact in your Ministry or MIRR who could advise?

Hope you have a successful meeting next week

Shelley

From: LaBoucan, Guuduniia FLNR:EX
Sent: Friday, June 22, 2018 8:35 AM
To: Canitz, Shelley L PREM:EX
Cc: Eckardt, Dana R FLNR:EX
Subject: RE: Do you have a presentation on the 10 draft principles?

Thanks for looking. I have attached my draft presentation which if you have time, perhaps you could take a look at and let me know what you think. I based it on the 10 principles but abbreviated it for the audience

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

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 21, 2018 11:15 AM
To: LaBoucan, Guuduniia FLNR:EX
Cc: Eckardt, Dana R FLNR:EX
Subject: RE: Do you have a presentation on the 10 draft principles?

Guudunia – further to Keira's note, I've checked with MIRR and they said they do not have a general presentation – that it is up to each ministry to personalize the draft principles as to their specific work. I've cc'd Dana on this from your DMO in case there is a corporate approach within your ministry.

Shelley

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

Shortt, Amanda PREM:EX

From: Dollinger, Ruth CITZ:EX
Sent: Friday, June 22, 2018 3:26 PM
To: Canitz, Shelley L PREM:EX; Massy, Michelle E PREM:EX
Cc: Frisk, Melissa C CITZ:EX; Witter, Allison PREM:EX
Subject: Re: 617 Govt. Basement, new work space
Attachments: Screen Shot 2018-06-22 at 3.21.17 PM.png

Hi Shelley,
I'm attaching a version of the layout with the three offices- this is so you can see the size difference.
We will wait to hear back from you before we order any wall systems. Just to note, the installation is now approximately 6 weeks from time of order. I do not know your timelines, or if this is acceptable, but this will be the shortest turn around on the wall systems.
Thanks again,

RUTH DOLLINGER M.Arch | Workplace Planner | Workplace Strategies + Planning

Accommodation Management | Real Property Division | Ministry of Citizens' Services

T 250.480.8362 | E ruth.dollinger@gov.bc.ca | PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Date: Friday, June 22, 2018 at 3:21 PM
To: Ruth Dollinger <ruth.dollinger@gov.bc.ca>, "Massy, Michelle E PREM:EX" <Michelle.Massy@gov.bc.ca>
Cc: "Frisk, Melissa C CITZ:EX" <Melissa.Frisk@gov.bc.ca>, "Witter, Allison PREM:EX" <Allison.Witter@gov.bc.ca>
Subject: RE: 617 Govt. Basement, new work space

Ruth – I hope to get back to you next week on the sketch – many thanks for sending it along.

Shelley Canitz

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

From: Dollinger, Ruth CITZ:EX
Sent: Friday, June 22, 2018 3:00 PM
To: Massy, Michelle E PREM:EX
Cc: Frisk, Melissa C CITZ:EX; Witter, Allison PREM:EX; Canitz, Shelley L PREM:EX
Subject: Re: 617 Govt. Basement, new work space

Hi Michelle,
It is certainly possible to have the third office- I have not drawn it in though, since it would be quite a bit bigger than the other two.

We generally always try to keep office sizes standard/same for equality, and in this space, it is not possible due to window placement.

However, if this is not an issue and you would be alright with 1 office that is noticeably larger than the other two, then it would be easy enough to enclose that as well! Please confirm.

Thanks,

RUTH DOLLINGER M.Arch | Workplace Planner | Workplace Strategies + Planning

Accommodation Management | Real Property Division | Ministry of Citizens' Services

T 250.480.8362 | E ruth.dollinger@gov.bc.ca | PO Bo 9412, Stn Prov Gov, Victoria BC V8W 9V1

From: "Massy, Michelle E PREM:EX" <Michelle.Massy@gov.bc.ca>

Date: Friday, June 22, 2018 at 2:56 PM

To: Ruth Dollinger <ruth.dollinger@gov.bc.ca>

Cc: "Frisk, Melissa C CITZ:EX" <Melissa.Frisk@gov.bc.ca>, "Witter, Allison PREM:EX" <Allison.Witter@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>

Subject: RE: 617 Govt. Basement, new work space

Hi Ruth – the layout looks good. Is it possible for the three new offices to be enclosed? I see it looks like one is but it may be worth looking into whether all three of them could be so that there is an area to make private calls or join conference calls. Is this possible? We are not worried about having the one office (beside the existing office) that is remaining with CabOps enclosed.

I have also cc'd Ali on this email who will be one of the employees working in the new space. ^{s.22}

^{s.22} I am connecting her with you so that she can ensure the one she picks will work with her office.

Thanks!
Michelle

From: Dollinger, Ruth CITZ:EX

Sent: Friday, June 22, 2018 10:18 AM

To: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>

Cc: Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; Frisk, Melissa C CITZ:EX <Melissa.Frisk@gov.bc.ca>

Subject: 617 Govt. Basement, new work space

Hello Shelly,

I am sending the layout plans for the basement space at 617 Government (Rm 033). Please take a look and let us know if this accommodation layout will work for your group. I can still make any changes on these plans that need to be made.

Thanks,

RUTH DOLLINGER M.Arch | Workplace Planner | Workplace Strategies + Planning

Accommodation Management | Real Property Division | Ministry of Citizens' Services

T 250.480.8362 | E ruth.dollinger@gov.bc.ca | PO Bo 9412, Stn Prov Gov, Victoria BC V8W 9V1

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 22, 2018 3:55 PM
To: Wright, Don J. PREM:EX
Subject: Need feedback from you on a few staff-related issues

Don – 3 issues have come up that I would like your views on:

- Strategic HR in Ministry of Finance is preparing a list of all excluded staff in the OoP that may be subject to the optional up-to-2% pay increase. They couldn't tell me if it included staff in Geoff's area or just yours – but the list would be ready today. It is coming to me and I can forward it to you or you, Suzanne and Christine – or I can have it sent directly to one or all of you. Please advise. (FYI – Okenge and Elizabeth are getting the list for their respective offices.)
- I will send you an electronic copy of the May spending forecast – there may be some edits to it around staffing and travel, etc, but it gives a general overview.
- As mentioned earlier, Citizen Services has come up with a plan to create some DMO workspaces in Cab Ops (Allison Witter would use one of the spaces) and I'd like your feedback on it. I will leave a draft in your in-box – however, is this something that you wish to discuss with Christine and Suzanne as part of your overall staffing approach for this office? We don't have to make a decision on it right away – Allison has a place to work – but once we do know what we need, it will take about 6 weeks to complete it.

I know your schedule is very full next week – I can come in this weekend if you would like to discuss further.

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 22, 2018 4:03 PM
To: Wright, Don J. PREM:EX
Subject: Org chart June 2017
Attachments: Org chart June 2017.docx

Don – just a FYI for now – but here is a draft org chart for DMO – happy to discuss further.

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 1:39 PM
To: Wade, Debbie PREM:EX
Subject: RE: Final version of 17/18 Service Plan report

The parts that are 'new' are:

- the bottom of page 5 "Operating Environment"
- all of page 6 and 7

The other sections are either from our initial report or template language – the financials are provided by Ministry of Finance for us.

Don has approved.

From: Wade, Debbie PREM:EX
Sent: Monday, June 25, 2018 1:31 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Final version of 17/18 Service Plan report

Hi Shelley;

I have it on my list to discuss with Geoff. ^{s.22}
Thanks

Will let you know asap!

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

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 1:19 PM
To: Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Final version of 17/18 Service Plan report

Debbie and Amber – any updates? It needs to go into the Printer tonight – can Geoff review it?

From: Nash, Amber PREM:EX
Sent: Friday, June 22, 2018 1:06 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Final version of 17/18 Service Plan report

FYI

From: Wade, Debbie PREM:EX
Sent: Friday, June 22, 2018 12:45 PM
To: Nash, Amber PREM:EX
Subject: Re: Final version of 17/18 Service Plan report

Hi amber
No not since yesterday when he. Said he'd look over.
I'm presuming I won't hear back until Monday.

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Date: 2018-06-22 12:18 PM (GMT-08:00)
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Final version of 17/18 Service Plan report

Debbie – any word from Geoff?

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 22, 2018 12:12 PM
To: Nash, Amber PREM:EX
Subject: RE: Final version of 17/18 Service Plan report

Amber – any word from Geoff? ?

From: Nash, Amber PREM:EX
Sent: Thursday, June 21, 2018 12:42 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Final version of 17/18 Service Plan report

Geoff is going to take a look at it and approve. Thanks Shelley!

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 21, 2018 11:43 AM
To: Nash, Amber PREM:EX
Subject: Final version of 17/18 Service Plan report

Amber – would the Premier or Geoff like to review this before publication? Don has approved it.

(FYI – I need to get it to Queen's Printer by tomorrow)

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 2:20 PM
To: Wright, Don J. PREM:EX
Subject: FW: PREM May forecast.xlsx
Attachments: PREM May forecast.xlsx

Shelley Canitz

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

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 22, 2018 3:58 PM
To: Wright, Don J. PREM:EX
Subject: PREM May forecast.xlsx

Don – here is the latest spending forecast – there are additional costs we need to add in and I can discuss with you sometime.

Shortt, Amanda PREM:EX

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 Jermy 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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 4:02 PM
To: Westfall, Sandra FIN:EX
Subject: RE: salary info

Thank you

From: Westfall, Sandra FIN:EX
Sent: Monday, June 25, 2018 4:01 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: salary info

Hi Shelley, When I was referring to union-related increases, I was meaning all the negotiated increases not just the economic stability. Eleanor's position is equivalent to Lindsay Kinnear in Cab Ops, they are both Executive Administrative Assistants. They both received the same increases as BCGEU employees effective February 4th and April 1st of this year. FYI, you have Michelle Massy still showing as and Exec Admin, but she became a band 3 effective March 20, 2017.

Sandra

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 3:43 PM
To: Westfall, Sandra FIN:EX
Subject: FW: salary info

Sandra – in our conversation, I mentioned seeing an earlier list of who would be getting the ESM – see yellow highlighting in attached.

In our call, you said Eleanor got an union-related increase – is that different than the ESM? On this list, it wasn't planned that she would get an increase but you might have a different list that shows recent increases.

Many thanks
Shelley

From: Canitz, Shelley L PREM:EX
Sent: Monday, March 26, 2018 12:01 PM
To: Tsang, Diana FIN:EX
Cc: Dicks, Erin L FIN:EX
Subject: FW: salary info

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

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

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

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

IGRS has been added to the summary tab.

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

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

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

Revised copy for your info.

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

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

Shelley Canitz

Executive Director | Corporate Initiatives
Office of the Deputy Minister to the Premier

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

I'll make those changes. Thank Judy.

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

Hi Nicky,

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

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

s.22 and that position is vacant (probably until April). The notes refer to Ex Co COS at 70,000. That note should be in line with Tamarra Wong's position.

The note attached to Tamarra Wong's position (Comm Asst @ \$44,868.10) should be in line with s.22 position.

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

Judy

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

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

Hi Judy,

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

Also, Shelley had asked me for the remaining 17/18 forecast which is why I still have s.22 etc. If you look on the far right, I have put the information for the 'new' positions on those lines for the 18/19 calculations.

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

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

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

Thanks.
Judy

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

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

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

Judy

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

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

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

Thanks very much,

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

 778 698 8593

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



Please consider the environment before printing this email.

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 4:48 PM
To: Haszard, Shannon FIN:EX
Cc: Walker, Mark FIN:EX
Subject: RE: Office of the Premier's Annual Report?

Forgot to say that Steve Klak did confirm that the numbers were aligned to the public accounts – but a second check is always good

From: Haszard, Shannon FIN:EX
Sent: Monday, June 25, 2018 4:42 PM
To: Canitz, Shelley L PREM:EX
Cc: Walker, Mark FIN:EX
Subject: RE: Office of the Premier's Annual Report?

Wonderful! Thanks Shelley! QP knows this one will be a little late, so all is good!
Mark – would you like to review financials before we send off to printer? If so, any chance you could please take a look Tuesday or Wednesday? Thank you!
Shannon

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 4:37 PM
To: Haszard, Shannon FIN:EX
Cc: Walker, Mark FIN:EX
Subject: RE: Office of the Premier's Annual Report?

Shannon – hope I am not too late – here is our Service Plan Report

Shelley

From: Haszard, Shannon FIN:EX
Sent: Wednesday, June 20, 2018 3:52 PM
To: Canitz, Shelley L PREM:EX
Cc: Walker, Mark FIN:EX
Subject: RE: Office of the Premier's Annual Report?

Hi Shelley – only one substantive change and some very minor formatting suggestions you can take or leave. I think you've interpreted the table really well for your purposes. Thank you!
My one last request is that you please confirm with whoever is in charge of your financials that the numbers in the annual report financial table are consistent with those that will be finalized for public accounts. I'm ccing Mark from TBS so he is looped in and may provide comment on the financials as required.
Thanks so much.
Shannon

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 20, 2018 2:42 PM
To: Haszard, Shannon FIN:EX
Subject: RE: Office of the Premier's Annual Report?

Shannon – here is our proposed version – would you please review it for errors, etc? If it is ok, I will move to get signature and photo.

Thanks
Shelley

From: Haszard, Shannon FIN:EX
Sent: Wednesday, June 20, 2018 10:37 AM
To: Canitz, Shelley L PREM:EX
Subject: Office of the Premier's Annual Report?

Hi Shelley,
Just checking in to ask about an ETA for the Office of the Premier's annual service plan report. We are sending all the annual reports to Queen's Printer on Monday and I'm wondering if we will need to make arrangements to submit it separately?
Thanks,
Shannon

Shannon Haszard | A/Director
Crown Agencies and Board Resourcing Office | [CABRO](#)
Ministry of Finance | 778-698-4741 | shannon.haszard@gov.bc.ca
617 Government St, Victoria

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From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 26, 2018 7:50 AM
To: Christensen, Suzanne PREM:EX
Subject: Fwd: [CISUR-News] Substance use costs Canadians \$38.4 billion per year: CISUR/CCSA study

Re economic costs of substance use, including legally available products

Begin forwarded message:

From: "News from CISUR (formerly CARBC)" <carbc-news@lists.uvic.ca>
Date: June 26, 2018 at 6:44:29 AM PDT
To: "carbc-news@lists.uvic.ca" <carbc-news@lists.uvic.ca>
Subject: [CISUR-News] Substance use costs Canadians \$38.4 billion per year: CISUR/CCSA study

Substance Use Costs the Canadian Economy Billions

The the University of Victoria's Canadian Institute for Substance Use Research (CISUR) and the Canadian Centre on Substance Use and Addiction (CCSA) is pleased to announce the release of a major new study estimating the economic costs and harms associated with substance use in Canada.

The report can be downloaded from the [project website](#), along with a report in short and infographic.

The results of the study indicate that the overall economic cost of substance use in Canada in 2014 was \$38.4 billion, or approximately \$1,100 for every Canadian regardless of age. Legally available psychoactive substances, tobacco and alcohol, contributed over two-thirds of these costs. Between 2007 and 2014, costs associated with opioids and cannabis increased while those associated with cocaine decreased. Productivity losses amounted to 41 percent of the total cost, while healthcare costs were 29 percent and criminal justice costs were 23 percent of the total cost.

Estimates span four broad areas — health care, lost productivity, criminal justice and other direct costs — and cover a wide range of substances including alcohol, tobacco, cannabis, opioids and central nervous system (CNS) depressants, cocaine and CNS stimulants, and other substances such as hallucinogens and inhalants.

Substance use in Canada has changed dramatically since 2002 with the increased availability and consumption of alcohol and the rise of the opioid overdose crisis. It will continue to change given the impending regulation of non-medical cannabis, use of electronic cigarettes and the ongoing introduction of new psychoactive substances into the illicit marketplace. A better understanding of the societal costs and harms associated with different substances will help inform policy decision making and

resource allocation for law enforcement, prevention, treatment and harm-reduction services.

We expect that this study and accompanying suite of tools, which will be released in autumn 2018, will be a valuable asset to federal, provincial and territorial efforts aimed at reducing substance-related harms and assessing the impact of policy change.

We encourage you to share the [project website](#) widely. We also invite you to join the conversation on Twitter by following @CCSACanada and @UVic_CISUR.

Members of the media:

Dr. Stockwell is available for telephone, skype, on-camera and in-person interviews. He is located in Victoria, B.C.

To book an interview with Dr. Stockwell contact Jen Theil (jtheil@uvic.ca or 250-472-5445) or Amanda Farrell-Low (farlow@uvic.ca or 250-853-3229).

Dr. Young is available for telephone, skype, on-camera and in-person interviews. He is located in Ottawa, Ont.

To book an interview with Dr. Young contact Lee Arbon (larbon@ccsa.ca or 613 235-4048 ext. 276)

Amanda Farrell-Low
Communications Officer
Canadian Institute for Substance Use Research (CISUR, formerly CARBC)
2300 McKenzie Ave Rm 270
University of Victoria
250-853-3229

Office hours: Tu/Wed/Thurs 8:30am-4pm

Email:farlow@uvic.ca
Facebook:UVic.CISUR
Twitter:@UVic_CISUR
YouTube:CARBCUVic
Blog: oac.uvic.ca/carbc
Web:carbc.ca

CARBC-News mailing list
CARBC-News@lists.uvic.ca
<https://lists.uvic.ca/mailman/listinfo/carbc-news>

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Withheld pursuant to/removed as

s.16;s.15

Shortt, Amanda PREM:EX

From: Witter, Allison PREM:EX
Sent: Tuesday, June 26, 2018 10:51 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: travel budget for your work
Attachments: A. Witter travel forecast.xlsx

Hi Shelley,
Apologies for the delay on this – attached is a draft travel budget for my work up to the end of 2018. It's just a preliminary estimate, with projected expenses of around \$1100 per month. Happy to discuss/adjust as needed.
Cheers,
Ali

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 21, 2018 1:05 PM
To: Witter, Allison PREM:EX
Subject: RE: travel budget for your work

Absolutely – it can even be Monday

From: Witter, Allison PREM:EX
Sent: Thursday, June 21, 2018 12:39 PM
To: Canitz, Shelley L PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: RE: travel budget for your work

Hi Shelley – I'll get an estimate to you tomorrow, if that works for you.
Thanks,
Ali

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 21, 2018 10:59 AM
To: Witter, Allison PREM:EX
Cc: Kennedy, Christine PREM:EX
Subject: travel budget for your work

Allison – I know these are early days, but if you could turn your mind to an estimated travel budget for your work, it would be greatly appreciated. Even just an estimate of what your monthly flight/hotels would be might give me an estimate for budget planning purposes.

Many thanks
Shelley

Shortt, Amanda PREM:EX

From: Westfall, Sandra FIN:EX
Sent: Tuesday, June 26, 2018 11:31 AM
To: Canitz, Shelley L PREM:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: RE: As Requested: Management Excluded In-Range Spreadsheet

Hi Shelley, s.13

s.13

Alyson has contacted Maura

Parte who works on HR issues for the Premier's Office for direction."

s.22

Please note: If you have further questions on the 2% in-range, s.22

s.22 . Alternatively you can contact Raeleen Siu, Executive Director, SHR Raeleen.Siu@gov.bc.ca

Sandra

Sandra Westfall

Strategic Human Resources Branch

Serving the Ministry of Finance and the Office of the Premier

Phone: (250) 812-7566

From: Westfall, Sandra FIN:EX
Sent: Monday, June 25, 2018 2:36 PM
To: Canitz, Shelley L PREM:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: RE: As Requested: Management Excluded In-Range Spreadsheet

Hi Shelley, further to our phone conversation.

- The in-range is for Band 1-6 only, ADM's are excluded from this process
- s.22 is not included as she s.22 which receives the same across the board increases as BCGEU positions
- s.13

Sandra

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 1:26 PM
To: Westfall, Sandra FIN:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: RE: As Requested: Management Excluded In-Range Spreadsheet

Sandra – also please feel free to call me on this – it might be easier to explain in person. My number is s.17

From: Canitz, Shelley L PREM:EX
Sent: Monday, June 25, 2018 1:17 PM
To: Westfall, Sandra FIN:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: RE: As Requested: Management Excluded In-Range Spreadsheet

Sandra – a few questions

- Are ADMs included in this eligibility?
- Would you confirm whether s.22 is eligible or not?
- What about the other excluded positions in the Premier's office – for example, s.22 s.22

From: Westfall, Sandra FIN:EX
Sent: Sunday, June 24, 2018 9:18 PM
To: Canitz, Shelley L PREM:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: As Requested: Management Excluded In-Range Spreadsheet

Good Morning Shelley, attached is the Deputy Minister Office and Executive Branch 2% in-range increase eligibility spreadsheet. Six of the employees on the potentially eligible list have been in their positions for longer than 8 months, which means the Deputy Minister can approve the 2% increase upon verification of performance. Of the remaining three, two were moved to a not eligible tab s.22 as they were not in their positions long enough to assess performance and their previous positions were union or union equivalent. That leaves one employee s.13,s.22

I have added two columns, one to calculate the 2% increase to ensure the increase will not move any of your employees beyond the top of the band, and one for you to confirm performance. Once you have reviewed and confirmed performance, please send the completed spreadsheet back to me and I will produce the letters for signature. If you have any questions, please contact Raeleen Siu, Executive Director, SHR Raeleen.Siu@gov.bc.ca or myself Sandra.Westfall@gov.bc.ca

Thank you!

Sandra

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

Page 128

Withheld pursuant to/removed as

NR

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 26, 2018 1:30 PM
To: Mulloy, Eleanor PREM:EX
Subject: FW: ANSWER - JV Travel Expense / Cost

Eleanor – I am going over to Vancouver in early August ^{s.13,s.14}
^{s.13,s.14} If you see the trail below, my travel costs can be JV'd back to MoH. Can you follow up with our MoFinance people so this can be prepped? Once the dates are confirmed, I will let you know.

Many thanks
Shelley

From: Syverson, Lauren HLTH:EX
Sent: Tuesday, June 26, 2018 1:06 PM
To: Canitz, Shelley L PREM:EX
Subject: Fwd: ANSWER - JV Travel Expense / Cost

Sent from my iPhone

Begin forwarded message:

From: "Barnes, Renee A HLTH:EX" <Renee.Barnes@gov.bc.ca>
Date: June 26, 2018 at 12:01:43 PM PDT
To: "Syverson, Lauren HLTH:EX" <Lauren.Syverson@gov.bc.ca>
Cc: "Richards, Elizabeth HLTH:EX" <Elizabeth.Richards@gov.bc.ca>, "Lenz, Bianca A HLTH:EX" <Bianca.A.Lenz@gov.bc.ca>, "Turner, Sara J HLTH:EX" <Sara.J.Turner@gov.bc.ca>
Subject: ANSWER - JV Travel Expense / Cost

Hi Lauren,

Please see answer below from our Budget Manager, Bianca Lenz.

Please have Shelley's finance manager connect with 'Elizabeth Richards'. Then the coding can be exchanged to JV.

Many thanks,
Renee

Renee Barnes
Executive Coordinator
Assistant Deputy Minister's Office, Population and Public Health
Ministry of Health | Mobile: 250 886-2944 | Phone: 250 952-1468

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else is strictly prohibited. If you have received this in error, please phone or e-mail the sender immediately and delete the message.

From: Lenz, Bianca A HLTH:EX
Sent: Tuesday, June 26, 2018 12:00 PM
To: Barnes, Renee A HLTH:EX
Cc: Richards, Elizabeth HLTH:EX; Turner, Sara J HLTH:EX
Subject: RE: QUESTION - JV Travel Expense / Cost

Hi Renee,

She can do a travel claim using her current ministry coding (i.e. using iExpense) and then they can journal voucher the amounts over to us.

She would just need a Finance person there to connect with Elizabeth here 😊

Thank you,
Bianca

From: Barnes, Renee A HLTH:EX
Sent: Tuesday, June 26, 2018 11:58 AM
To: Lenz, Bianca A HLTH:EX
Cc: Richards, Elizabeth HLTH:EX; Turner, Sara J HLTH:EX
Subject: QUESTION - JV Travel Expense / Cost

Hi Bianca,

Shelley Canitz now working in the PREM has scheduled travel in August to Vancouver for the ^{s.13,s.14} As she will be travelling obo MoH – she will make her own travel plans but Matt has agreed for PPH to cover the costs of her travel as it is under MoH business.

QUESTION – how best do we do this?

I need to relay this back to Shelley.

Thank you,
Renee

Renee Barnes
Executive Coordinator
Assistant Deputy Minister's Office, Population and Public Health
Ministry of Health | Mobile: 250 886-2944 | Phone: 250 952-1468

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Shortt, Amanda PREM:EX

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 youtube 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,

Page 133 to/à Page 135

Withheld pursuant to/removed as

s.14

Shortt, Amanda PREM:EX

From: Mulloy, Eleanor PREM:EX
Sent: Tuesday, June 26, 2018 3:41 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: travel to Vancouver August 6 to 10

Done and giving you two quick tixs so you have one for your eventual return

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, June 26, 2018 2:35 PM
To: Mulloy, Eleanor PREM:EX
Subject: travel to Vancouver August 6 to 10

Eleanor – would you please book me the following?

- August 6 – 2:30 helijet to Vancouver – if you can get me a discounted ticket
- Hotel – somewhere decent with a government rate close to 775 Thurlow – check in on August 6, check out on August 10
- Return flight - TBD

Anything else needed?

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 8:23 AM
To: Higgins, Keira PREM:EX
Subject: RE: presentation for DMC
Attachments: 1. GE DMC June 29 FINAL without notes.pptx

!!

Hate it when I do that!

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?

Shortt, Amanda PREM:EX

From: Christensen, Suzanne PREM:EX
Sent: Wednesday, June 27, 2018 9:49 AM
To: Canitz, Shelley L PREM:EX
Subject: Fwd: FYI: mental health

Cleaning up my email on the plane. May be worth re-pursuing

Sent from my iPhone

Begin forwarded message:

From: "Papik, Stephanie PREM:EX" <Stephanie.Papik@gov.bc.ca>
Date: September 22, 2017 at 4:23:33 PM PDT
To: "Christensen, Suzanne PREM:EX" <Suzanne.Christensen@gov.bc.ca>
Subject: FYI: mental health

Hi Suzanne,

Further to our chat, there was a Child and Youth Mental Health and Substance Use (CYMHSU) Collaborative Learning Session series (1-8) that brought together Doctors of BC, Ministry of Health, Ministry of Children and Family Development, parents, youth and indigenous community. The sessions involved information sharing on initiatives that were working i.e. roots of empathy, circle of courage. They also provided space for parent and youth to share their personal experiences with what was working and not working in BC. A component of this was the concept of having youth involved in developing strategies to support youth mental health.

Another thing they did was to create 70 Local Action teams across BC that integrated everyone (doctors, police, parents, youth, etc.). The local actions teams were building community agreements for integrated care. This initiative was for a limited time and ended in early 2017. The very last agenda item was a session with provincial leaders around the how as a province we can support the path towards a sustainability transformed system for Child and Youth Mental Health and Substance Use.

The sessions were hosted by Shared Care Partners for Patients and it was funded by BC and possibly Doctors of BC.

A contact if you are interested in finding out more information is Christina Southey, christina.southey@cmha.bc.ca, Canadian Mental Health Association.

Please let me know if you have any questions or concerns. Thank you for your time and consideration. Sending with gratitude and respect,

Stephanie Papik, Hon. BSc.
Pronouns: She/her
Director | Priorities and Accountability
Deputy Minister's Office | Office of the Premier
Phone: 250-213-1434

Tse tsa wahtl - We are all in this together

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Shortt, Amanda PREM:EX

From: Parte, Maura PSA:EX
Sent: Wednesday, June 27, 2018 12:49 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Query re Jackie Hendry's salary

Yes that is correct, and yes it does fall outside Band 5 but it always has.
I double checked her OIC to confirm Band 5 too.
Band 5 currently starts at \$100,000 and is moving to a start of \$101,900.

Band	Current MCCF Salary Ranges		New MCCF Salary Ranges effective July 1, 2018	
	Minimum	Maximum	Minimum	Maximum
1	\$53,000	\$74,000	\$54,000	\$75,400
2	\$62,000	\$86,000	\$63,200	\$87,600
3	\$72,000	\$100,000	\$73,400	\$101,900
4	\$86,000	\$112,000	\$87,600	\$114,100
5	\$100,000	\$125,000	\$101,900	\$127,400
6	\$115,000	\$138,000	\$117,200	\$140,600

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 12:36 PM
To: Parte, Maura PSA:EX
Subject: Query re Jackie Hendry's salary

Maura – are you able to check on a DMO issue? If so, I think the minimum salary for a Band 5 is 100,000.03 (going up to \$101,900 on July 1). Is that correct?

Jackie's OIC has her at a Band 5 but I think she is only paid \$84,822.68 – is that correct?

Are you able to check to see if I am right on both issues?

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 4:00 PM
To: Parte, Maura PSA:EX
Subject: Re: query re Alison Wensink

Thanks

On Jun 27, 2018, at 3:58 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Shelley,

Not currently as it starts at \$53,000 but yes under salary band range taking effect July 1.

- M

On Jun 27, 2018, at 2:23 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Maura – is Alison also paid below the minimum? I believe she is Band 1 and currently gets \$53,000.15

Thanks
Shelley

Shortt, Amanda PREM:EX

From: Sieben, Mark PSSG:EX
Sent: Wednesday, June 27, 2018 4:07 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: No available time to pre-brief Premier in advance of P&A

It was a very good thought. Thank you for checking, Shelley. I'll mention that we tried to Minister Farnworth. He might seize an available moment or two should they present themselves.

M.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 3:40 PM
To: Sieben, Mark PSSG:EX <Mark.Sieben@gov.bc.ca>
Subject: No available time to pre-brief Premier in advance of P&A

Mark - have checked and the Premier's calendar is booked so it won't be possible to pre-brief him in advance of P & A.

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 4:14 PM
To: Manak, Nicky FIN:EX
Subject: RE: contact info

Nicky – the first two rows are correct

Vanessa should be the contact for Correspondence and for Cabinet Operations, Vancouver.

Cab Ops, Victoria should stay as Elizabeth

I hope IGRS has contacted you directly re: their contract.

From: Manak, Nicky FIN:EX
Sent: Wednesday, June 27, 2018 10:23 AM
To: Canitz, Shelley L PREM:EX
Subject: contact info

Hi Shelley,
Are you able to confirm if the correct contacts are on the below list?

PROGRAM ORGANIZATIONAL STRUCTURE			
MINISTRY	DIVISION	BRANCH	B
OFFICE OF THE PREMIER	OFFICE OF THE PREMIER	Executive Branch	G
OFFICE OF THE PREMIER	OFFICE OF THE PREMIER	Deputy Minister's Office	D
OFFICE OF THE PREMIER	OFFICE OF THE PREMIER	Correspondence	S
OFFICE OF THE PREMIER	CABINET OPERATIONS	Cabinet Operations, Victoria	E
OFFICE OF THE PREMIER	CABINET OPERATIONS	Cabinet Operations, Vancouver	V
OFFICE OF THE PREMIER	INTERGOVERNMENTAL RELATIONS SECRETARIAT	Intergovernmental Relations Secretariat	C

Nicky Manak, Budget Analyst | CFFS | ☎ 778-698-8593
(Part-time Hours: Tues 8 - 11:30; Wed/Thurs 8 - 3:30)



Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 28, 2018 8:30 AM
To: Stewart, Melanie FIN:EX
Cc: Higgins, Keira PREM:EX; jessica.knowles@gov.bc.ca
Subject: Change in schedule for DMC

Melanie - we are going to change the date of your presentation a bit. Don would like to discuss the presentation with you tomorrow and then have the presentation at another DMC. Keira will contact your office to arrange a time.

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 28, 2018 11:48 AM
To: Grant, Nick MMHA:EX
Subject: RE: would you have time for a short call in the next day or two?

<https://www.csuch.ca/en/explore-the-data/>

From: Grant, Nick MMHA:EX
Sent: Thursday, June 28, 2018 11:44 AM
To: Canitz, Shelley L PREM:EX
Subject: Re: would you have time for a short call in the next day or two?

Hi. I'm free now if you are. 250 216 7046

On Jun 28, 2018, at 11:16 AM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Nick – please let me know when you are available – if it doesn't work in this 11 to noon timeframe, I will connect again around 1:30.

From: Grant, Nick MMHA:EX
Sent: Wednesday, June 27, 2018 4:49 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: would you have time for a short call in the next day or two?

Hi Shelley, definitely can have time for a call. I have a some gaps between 11 and 12 tomorrow or at 1:30. Or sometime Friday afternoon.

My cell is 250 216 7046.

Nick

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 3:12 PM
To: Grant, Nick MMHA:EX
Subject: would you have time for a short call in the next day or two?

Nothing urgent – wanted to check in on a question I had after the last WG meeting – thanks.

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 28, 2018 12:02 PM
To: Westfall, Sandra FIN:EX
Subject: RE: status of Amanda Shortt re potential pay increases

Of course. I should have remembered.

From: Westfall, Sandra FIN:EX
Sent: Thursday, June 28, 2018 12:00 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: status of Amanda Shortt re potential pay increases

Hi Shelley, the excluded increases (2% in-range) are for management band 1-6 positions only. Amanda Shortt is a Clerk 11, and I can confirm she received all the same increases as BCGEU employees.

Sandra

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 2:37 PM
To: Westfall, Sandra FIN:EX
Subject: status of Amanda Shortt re potential pay increases

Sandra – when you are back, could you advise on Amanda’s status re pay increases – she recently joined us on a TA – did she get the union increases or would she be eligible for the excluded increases?

Many thanks

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 28, 2018 12:27 PM
To: Wright, Don J. PREM:EX
Subject: draft agenda for June 29 DMC

Don – a basic agenda tomorrow. FYI - Lori Halls doesn't have any issues to report.

- Introduction - Don Wright
- Cabinet Overview - Elizabeth MacMillan
- Major Issues - All

As it is rather spare, did you want to cancel it? Next meeting is in 2 weeks (July 13).

If it does go ahead, could you mention that we hope to have DMC at the LG's on Sept 7 – a note has gone to their offices and that we will confirm exact times soon for a late morning meeting and lunch.

Shelley

Shortt, Amanda PREM:EX

From: Westfall, Sandra FIN:EX
Sent: Thursday, June 28, 2018 1:23 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: As Requested: Management Excluded In-Range Spreadsheet
Attachments: DMO + Exec Office List of Management Staff Eligible or Potentially Eligible for In-Range Increase.xlsx

Hi Shelley, As requested, I have moved ^{s.22} to the not eligible tab. I updated your supervisor to Christine Kennedy in the spreadsheet, but the information is pulled from CHIPs, and your position shows as reporting to Don Wright. You can have one of your staff put in an [Ask MyHR](#) request to have the reporting relationship changed ☺

Sandra

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, June 27, 2018 2:47 PM
To: Westfall, Sandra FIN:EX
Subject: RE: As Requested: Management Excluded In-Range Spreadsheet

Sandra – can you make some edits to this chart by end of day Thursday? My supervisor is actually Christine Kennedy, not Don Wright. Could you also take ^{s.22} off the list, as you said she isn't eligible.

Many thanks
Shelley

From: Westfall, Sandra FIN:EX
Sent: Sunday, June 24, 2018 9:18 PM
To: Canitz, Shelley L PREM:EX
Cc: Clark, Heather L FIN:EX; Siu, Raeleen FIN:EX
Subject: As Requested: Management Excluded In-Range Spreadsheet

Good Morning Shelley, attached is the Deputy Minister Office and Executive Branch 2% in-range increase eligibility spreadsheet. Six of the employees on the potentially eligible list have been in their positions for longer than 8 months, which means the Deputy Minister can approve the 2% increase upon verification of performance. Of the remaining three, two were moved to a not eligible tab ^{s.22} as they were not in their positions long enough to assess performance and their previous positions were union or union equivalent. That leaves one employee ^{s.13,s.22}

I have added two columns, one to calculate the 2% increase to ensure the increase will not move any of your employees beyond the top of the band, and one for you to confirm performance. Once you have reviewed and confirmed performance, please send the completed spreadsheet back to me and I will produce the letters for signature. If you have any questions, please contact Raeleen Siu, Executive Director, SHR Raeleen.Siu@gov.bc.ca or myself Sandra.Westfall@gov.bc.ca

Thank you!

Sandra

Sandra Westfall

Strategic Human Resources Branch

Serving the Ministry of Finance and the Office of the Premier

Phone: (250) 812-7566

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 29, 2018 12:14 PM
To: Parte, Maura PSA:EX
Subject: RE: Salary Range Regulation Amendments

It would be great if we could find a way to staff in the OoP without having to amend a regulation each time. Is there a way the regulation could be amended to give it power to allow for staffing to occur by OIC without amending the reg?

From: Parte, Maura PSA:EX
Sent: Friday, June 29, 2018 12:09 PM
To: Canitz, Shelley L PREM:EX
Subject: FW: Salary Range Regulation Amendments

Please see note below regarding amendments to the Salary Range Regulation. Thank you

From: Parte, Maura PSA:EX
Sent: Friday, June 29, 2018 11:55 AM
To: Geary, Vanessa PREM:EX; Meggs, Geoff PREM:EX
Cc: Clark, Layne PREM:EX
Subject: Salary Range Regulation Amendments

Hello Vanessa and Geoff,

I am initiating the appointment order for Amber Hockin and Amber Nash and want to make you aware that this requires an amendment to the Salary Range Regulation 152/2017 (attached).

The Regulation needs to be amended to create the new position of Deputy Chief of Staff and to move the Executive Coordinator to the Premier from Band 1 to Band 2.

The new position of Deputy Chief of Staff is Executive 1. For context, this is the same salary band as the position of Assistant Deputy Minister in the public service and for the position of Executive Director, Operations and Strategic Initiatives, Office of the Premier. The salary range is up to a maximum of \$165,000.

The Executive Coordinator to the Premier's position has been reclassified to Band 2 after a review of the job description showed the position's accountabilities had expanded in scope and to include the supervision of three employees. The salary range for Band 1 is \$53,000-\$74,000 and Band 2 is \$62,000-\$86,000.

For the Deputy Chief of Staff position the amendment will read as follows:

The salary payable to a person who is appointed as a Deputy Chief of Staff, Office of the Premier, by the Lieutenant Governor in Council, is not to exceed \$165 000.

For the Executive Coordinator to the Premier position it will strike out Band 1 and replace with Band 2 next to the position title in the regulation.

The OIC appointments will take effect July 9. The orders will be public Friday, July 6 or Monday, July 9.

Amber Hockin – Appointed Deputy Chief of Staff, Office of the Premier at a starting salary of \$150,000

Amber Nash – Appointed Executive Coordinator to the Premier, in Band 2, starting salary of \$75,000 (current salary is \$70,000)

Please let me know if you have any questions or concerns.

Maura

Maura Parte
BC Public Service Agency
250-213-6377

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 29, 2018 1:56 PM
To: Geary, Vanessa PREM:EX
Subject: FW: Information request on Three Mile Gap work

FYI only – in case anyone wants to know if TRAN connected with MLA Clovechok re Three Mile Gap

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 29, 2018 1:14 PM
To: Richter, Kevin J TRAN:EX; Main, Grant TRAN:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Information request on Three Mile Gap work

Sounds good. Many thanks, Kevin, for that quick response.

From: Richter, Kevin J TRAN:EX
Sent: Friday, June 29, 2018 1:08 PM
To: Main, Grant TRAN:EX; Canitz, Shelley L PREM:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: RE: Information request on Three Mile Gap work

Good afternoon,
Yes, MLA Clovechok's office was contacted to arrange a meeting.
The meeting was originally scheduled for June 25 but was rescheduled for July 9.
The July 9 meeting will be in Golden and I will be there in person.

In the interim, staff have provided Three Valley Gap information and have responded to questions from MLA Clovechok and his office.

Is there any other way that I can assist?

From: Main, Grant TRAN:EX
Sent: Friday, June 29, 2018 12:51 PM
To: Canitz, Shelley L PREM:EX
Cc: Richter, Kevin J TRAN:EX; Lewthwaite, Jennifer TRAN:EX
Subject: RE: Information request on Three Mile Gap work

Thanks Shelley, by way of cc will get Kevin or Jenn to get back to as this was intended to be handled through the scheduling of a direct briefing with the MLA – will see if that has happened, or if there was a change of plans.

Regards
Grant

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 29, 2018 12:28 PM
To: Main, Grant TRAN:EX
Subject: Information request on Three Mile Gap work

Grant – during the May 31 Estimates debate for OoP, Doug Clovechok raised several issues related to the Ministry's plans to improve safety at the Three Mile Gap area. There were a few items that the Premier said he would ask the Minister to provide information on – do you know if those got compiled and/on sent along to the OoP or MLA Clovechok?

This is not a rush item – but if someone could get back to me next week, it would be appreciated.

Many thanks
Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 29, 2018 3:11 PM
To: Stewart, Melanie FIN:EX
Cc: Higgins, Keira PREM:EX; Knowles, Jessica D FIN:EX
Subject: RE: New Date: Gender Equity at DMC

Yes, July 13 - please come to our office for 8:30 and I will come out and get you - perhaps around 8:40? Please send new copy to Keira (cc me) by July 11.

See you then
Shelley

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

From: Stewart, Melanie FIN:EX
Sent: Friday, June 29, 2018 2:44 PM
To: Canitz, Shelley L PREM:EX
Cc: Higgins, Keira PREM:EX; Knowles, Jessica D FIN:EX
Subject: New Date: Gender Equity at DMC

Hi Shelley,
I met with Don today re this presentation and we agreed I will present at the next DMC and have 30 minutes on the agenda (I think that's not until July 13, is that right?).
I will send an updated version of the ppt.
Can you confirm the date/time?
thanks,
Melanie

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

From: Canitz, Shelley L PREM:EX
Sent: Thursday, June 28, 2018 8:30 AM
To: Stewart, Melanie FIN:EX
Cc: Higgins, Keira PREM:EX; jessica.knowles@gov.bc.ca
Subject: Change in schedule for DMC

Melanie - we are going to change the date of your presentation a bit. Don would like to discuss the presentation with you tomorrow and then have the presentation at another DMC. Keira will contact your office to arrange a time.

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

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 29, 2018 7:29 PM
To: Parhar, Susan PSA:EX
Cc: Faust, Marnie L GCPE:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Subject: Re: Question: Ministry Acronyms

Ha! What an end to the week !

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

On Jun 29, 2018, at 5:39 PM, Parhar, Susan PSA:EX <Susan.Parhar@gov.bc.ca> wrote:

Hi All. I think we've come full circle. This list is the one that I manage. ☺

I look after all corporate internal comms, including @Work – and this list is the one I referred to in my original email below. I was hoping to find the official list so I could cross-check what I have on @Work to it, that's all. Originally, years ago I was given an excel spreadsheet with the official names from your office, and over time I've just updated. I was hoping to get a recent one.

In the last few months, I've had a few ministries coming to me wanting to change what we have listed on @Work. For instance, just today the Ministry of Mental Health and Addictions asked me to change the acronym from MH (listed on [our Ministry Intranets page](#)) to say MMHA. And I have nothing to confirm whether their request is justified, so not sure whether I should make the change. In the past I've had others request it as well like TRAN vs TRANS or FLNRO vs FLNR but I've told them what I have was sent to my by your office so usually say no. But in this case, because the ministry is a new one, I'm not sure.

I'm sorry for any confusion this has caused and hope that my explanation above makes sense.
Susan

From: Faust, Marnie L GCPE:EX
Sent: Friday, June 29, 2018 3:45 PM
To: Canitz, Shelley L PREM:EX; Higgins, Keira PREM:EX; Parhar, Susan PSA:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Question: Ministry Acronyms

This acronym list is the one that we would use and it appears current and accurate.

Marnie

From: Canitz, Shelley L PREM:EX
Sent: Friday, June 29, 2018 3:36 PM
To: Higgins, Keira PREM:EX; Parhar, Susan PSA:EX
Cc: Wensink, Alison PREM:EX; Faust, Marnie L GCPE:EX
Subject: RE: Question: Ministry Acronyms

Well, so far, have found this - <https://www.gov.bc.ca/tools/intranets>

Marnie is checking in GCPE – will let you all know if I find anything else

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
Public Service Engagement and Corporate Initiatives Branch
Policy, Innovation and Engagement Division | BC Public Service Agency
976 Meares Street | Victoria, BC | V8V 3J4 | Tel 250 580-6413
@Work: <https://gwww.gov.bc.ca/>
AskMyHR: www.gov.bc.ca/myhr
MyHR Phone: 250.952.6000 | Toll Free 1.877.277.0772
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