From:	Higgins, Keira PREM:EX
Sent:	Tuesday, September 4, 2018 9:24 AM
То:	'L BROWNSEY'
Cc:	Witter, Allison PREM:EX; Kristianson, Eric GCPE:EX; Kennedy, Christine PREM:EX
Subject:	RE: Lunch today
Okay, thanks for letting me kr	now Lorne.
Keira Higgins, Executive Ad Office of the Premier, Deputy M 272 West Annex, Parliament Bo Ph: (250) 356-2206	
From: L BROWNSEY [mailto Sent: Tuesday, September 4, To: Higgins, Keira PREM:EX Cc: Witter, Allison PREM:EX; Subject: Re: Lunch today	
Keira, thanks but I will pass or Lorne	ı lunch.
To: s.22	
Morning everyone,	
I am going to order lunch for Dining Room menu (below	or the 12:00 meeting today. Please let me know what you would like from the).
http://207.194.253.21/00-di	ning/menus/la%20dining%20room_menu_lunch_web.pdf
Thanks,	

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Sunday, September 2, 2018 2:18 PM

To: Wright, Don J. PREM:EX

Cc: Kennedy, Christine PREM:EX; Yuma Morisho, Okenge PREM:EX

Subject: Re: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Okay sounds good.

Sent from my iPhone

On Sep 2, 2018, at 10:45 AM, Wright, Don J. PREM:EX < Don.J. Wright@gov.bc.ca > wrote:

Hi Keira,

FYI,

The Coastal Revitalization meeting that was scheduled for this date has been moved to the following week. Accordingly, I do want to attend the OBC ceremony.

Also, I had spoken to Okenge about getting an invitation for Christine.

Thanks.

Don

From: "BC Honours and Awards HAS:EX" <bchonoursandawards@gov.bc.ca>

Date: Friday, August 17, 2018 at 3:33 PM

To: "Wright, Don J. PREM:EX" < Don.J. Wright@gov.bc.ca >

Cc: Keira Higgins <Keira.Higgins@gov.bc.ca>

Subject: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Mr. Don Wright

<image001.jpg>

Doors will open at 10:30 a.m. Seating is open unless otherwise specified. This invitation is valid for the person whose name appears above. Please do not forward this invitation as a guest list has been established. For directions, please click here. To facilitate your arrival at Government House, we ask you to show a copy of your invitation on your electronic device or print it and bring it with you. The ceremony will be approximately one hour in length followed by a lunch reception until 2:00 p.m. For information on the Order of British Columbia and a list of this year's appointments,

please visit our website at $\underline{\text{www.orderofbc.gov.bc.ca}}$. *If you are having trouble viewing this email, please call 250-356-7916

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 9:59 AM

To: s.17

Subject: Accepted: Speech Overview: Western Policy Dinner

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 9:59 AM

To: s.17

Subject: Accepted: Cabinet Briefing

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:00 AM

To: Roberts, Connie A IRR:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Thanks Connie. Ministry staff is not required but Minister is welcome to bring an MA.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Roberts, Connie A IRR:EX

Sent: Tuesday, September 4, 2018 9:30 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Importance: High

Hi Keira,

Sorry, I was away last Thurs/Fri and no one got back to you on this one. MSF will attend. Do we need Ministry staff or just one or our MA's?

Thanks,

Connie Roberts

Administrative Coordinator to the

Honourable Scott Fraser

Minister of Indigenous Relations and Reconciliation

Room #323, Parliament Buildings

Victoria, BC

Phone: 250-387-0680

From: Higgins, Keira PREM:EX

Sent: Thursday, August 30, 2018 12:24 PM

To: Neilson, Kirsten ENV:EX; Stone, Lynne TRAN:EX; Demelo, Paula IRR:EX; Johnson, Lisa E AGRI:EX; Robb, Amanda JTT:EX; Reid, Heidi FIN:EX; Kesteven, Torey LASS:EX; Virk, Rajmeet LASS:EX; Gill, Goneet LASS:EX; Addo, Wolfgang AG:EX

Cc: Waters, Leah TRAN:EX; Roberts, Connie A IRR:EX; Nanninga, Tanera AG:EX; Scott, Samantha AG:EX; Kwan, Shirley ITT:FX

Subject: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Good afternoon,

DM Fazil Mihlar and ADM Christine Kennedy would like to please request your respective Member/Minister's attendance at the following briefing. The briefing will be regarding Catalyst and will be to prepare the MLA/Minister for potential questions at UBCM. Please confirm availability by Friday at noon.

BRIEFING: Catalyst with DM Mihlar and ADM Kennedy

Date: September 5, 2018

Time: 11:45-12:15

Location: Chambers

Details: We will break for 15 minutes after Cabinet and will then reconvene for the briefing

Requested attendees:

Minister Trevena

Minister Heyman

Minister Fraser

Minister Popham

Minister Ralston

Minister Eby

Minister James

MLA Ronna-Rae Leonard

MLA Leonard Krog

MLA Doug Routley

MLA Nicolas Simons

Thank you,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:03 AM

To: Howie, Matthew IRR:EX

Subject: RE: MIRR SEA

Hi Matthew,

s.22 We only list Acting when it is a very short term.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Tuesday, September 4, 2018 10:02 AM

To: Higgins, Keira PREM:EX

Subject: MIRR SEA Importance: Low

Hi Keira,

I note that the SEA contact list no longer lists who's acting (I recall the list used to indicate that?). At any rate, I'm not sure if you need to know \$.22

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:19 AM

To: Kennedy, Christine PREM:EX

Subject: RE: Whistler arrangements - ignore my previous note

Done thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX

Sent: Monday, September 3, 2018 2:30 PM

To: Higgins, Keira PREM:EX

Subject: FW: Whistler arrangements - ignore my previous note

Also please don't do anything until tomorrow!! I would not want to interrupt a long weekend with your family.

I will take any of the 9:30, 10:30 etc morning Harbour Air flights to Vancouver on Sunday (or Helijet if Harbour Air not available and then join up with Don for the drive to Whistler.

If you were able to book an extra hotel room as meeting space, we would not need that for the Thursday night.

I will keep the s.15 booking in Vancouver on Thursday (13th), and then the return Harbour Air I'm currently booked on coming back from Vancouver on the 14th.

Thank you.

From: Wright, Don J. PREM:EX

Sent: Monday, September 3, 2018 11:29 AM

To: Higgins, Keira PREM:EX **Cc:** Kennedy, Christine PREM:EX

Subject: FW: Whistler arrangements - ignore my previous note

Hi Keira,

Ignore my previous note. I checked what the cost would be if I rented the car at YVR and returned it to YVR – and the difference is ridiculous! It would only be \$166 to do it that way.

I went ahead and booked the rental car on Budget, but I can cancel without penalty, so if you can get a better govt rate, please let me know.

So it will be simpler, and cheaper, to fly over to Vancouver instead.

Could you book me on the Air Canada flight that leaves Victoria at 10:55.

I am not sure what works better for Christine, so I will let her deal with you directly on that.

Thanks Keira.

Don

From: "Wright, Don J. PREM:EX" < Don.J.Wright@gov.bc.ca >

Date: Monday, September 3, 2018 at 10:52 AM **To:** Keira Higgins < Keira. Higgins@gov.bc.ca>

Cc: Christine Kennedy < Christine. Kennedy@gov.bc.ca>

Subject: Whistler arrangements

Hi Keira,

This can wait until tomorrow, but thought I should get it to you before I forget.

s.22

So, could you please cancel my Thursday night at Whistler, and book me a room in Van that evening.

As far as travel arrangements to Whistler, I will need a rental car – pick up downtown Victoria around Noon on Sunday Sept 9, returning to YVR Friday Sept 14 at 9:30 am. Compact is good enough. I checked on my \$.22 and can get it for \$714 at budget, so I could do that unless you think the govt rate would be better.

I would have taken my own car, but my flight from \$.2 on Sunday returns to Victoria.

Christine needs a way up, so I figured that this is cheaper than flying us both up and then back to Vancouver.

Thanks.

Don

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:21 AM

To: Neilson, Kirsten ENV:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Many thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Neilson, Kirsten ENV:EX

Sent: Tuesday, September 4, 2018 10:14 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Minister Heyman Confimred

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:02 AM

To: Neilson, Kirsten ENV:EX; Stone, Lynne TRAN:EX; Demelo, Paula IRR:EX; Johnson, Lisa E AGRI:EX; Robb, Amanda

JTT:EX; Reid, Heidi FIN:EX

Cc: Waters, Leah TRAN:EX; Roberts, Connie A IRR:EX; Nanninga, Tanera AG:EX; Scott, Samantha AG:EX; Kwan, Shirley

JTT:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Hi everyone,

Many thanks to those who have confirmed attendance.

If you have not yet RSVP'd, please let me know asap whether your respective Minister will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Thursday, August 30, 2018 12:24 PM

To: Neilson, Kirsten ENV:EX; Stone, Lynne TRAN:EX; Demelo, Paula IRR:EX; Johnson, Lisa E AGRI:EX; Robb, Amanda JTT:EX; Reid, Heidi FIN:EX; Kesteven, Torey LASS:EX; Virk, Rajmeet LASS:EX; Gill, Goneet LASS:EX; Addo, Wolfgang AG:EX

Cc: Waters, Leah TRAN:EX; Roberts, Connie A IRR:EX; Nanninga, Tanera AG:EX; Scott, Samantha AG:EX; Kwan, Shirley JTT:EX

Subject: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Good afternoon,

DM Fazil Mihlar and ADM Christine Kennedy would like to please request your respective Member/Minister's attendance at the following briefing. The briefing will be regarding Catalyst and will be to prepare the MLA/Minister for potential questions at UBCM. Please confirm availability by Friday at noon.

BRIEFING: Catalyst with DM Mihlar and ADM Kennedy

Date: September 5, 2018

Time: 11:45-12:15 Location: Chambers

Details: We will break for 15 minutes after Cabinet and will then reconvene for the briefing

Requested attendees:

Minister Trevena
Minister Heyman
Minister Fraser
Minister Popham
Minister Ralston
Minister Eby
Minister James
MLA Ronna-Rae Leonard
MLA Leonard Krog

MLA Doug Routley

MLA Nicolas Simons

Thank you,

Keira Higgins, Executive Administrative Coordinator

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

Subject:UBCMLocation:Whistler

Start: Thu 2018-09-13 8:00 AM **End:** Thu 2018-09-13 4:00 PM

Show Time As: Tentative

Recurrence: Daily

Recurrence Pattern: every day from 8:00 AM to 6:00 PM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Tuesday, September 4, 2018 10:54 AM

To: Witter, Allison PREM:EX

Subject: Declined: MEETING: Christine and Allison Witter - Update/Check In

Christine is at UBCM

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:58 AM

To: Bowen, Bev LASS:EX

Subject: RE: MLA list

Hi Bev,

This is most appreciated, thank you!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Bowen, Bev [mailto:Bev.Bowen@leg.bc.ca] Sent: Tuesday, September 4, 2018 10:56 AM

To: Higgins, Keira PREM:EX Subject: FW: MLA list

Hi Kiera.

I have attached our present list. There have been a few changes in staffing late last week, and early this week. Have added you to the email list for changes when they happen.

Bev

Bev Bowen | Office Manager | New Democrat BC Government Caucus

P: 250.953.4659

bev.bowen@leg.bc.ca | www.bcndpcaucus.ca



Help save paper - do you need to print this email?

From: Vasilev, Susan

Sent: Friday, August 31, 2018 9:54 PM

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

Cc: Bowen, Bev <Bev.Bowen@leg.bc.ca>

Subject: RE: MLA list

Hi Keira-I have copied our caucus operations manager, Bev Bowen, regarding your request.

Regards, Susan

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Thursday, August 30, 2018 12:44 PM

To: McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>;

Vasilev, Susan <Susan.Vasilev@leg.bc.ca>

Subject: RE: MLA list

Hi Chris.

Thank you and no worries I got one.

Susan – may I please request that my name be added to your distribution list for any updates going forward?

Many thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: McLaren, Chris PREM:EX

Sent: Thursday, August 30, 2018 12:41 PM

To: Higgins, Keira PREM:EX; Loubert, Danny PREM:EX

Subject: RE: MLA list

Hi Keira,

Happy to share with you the government MLA and caucus list.

My list is dated April 24 and I do not have a digital copy, only a paper copy.

Or you can check with susan.vasilev@leg.bc.ca in caucus for a digital copy.

Let me know what works for you,

Chris

From: Higgins, Keira PREM:EX

Sent: Thursday, August 30, 2018 12:05 PM

To: Loubert, Danny PREM:EX; McLaren, Chris PREM:EX

Subject: MLA list

Hi guys,

Do either of you have a current list of the MLAs and their assistants?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:59 AM

To: Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX; Witter, Allison PREM:EX

Subject: FW: MLA list

Attachments: 2018-05-10-LA-MLA Assignments.xls

FYI

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Bowen, Bev [mailto:Bev.Bowen@leg.bc.ca] Sent: Tuesday, September 4, 2018 10:56 AM

To: Higgins, Keira PREM:EX Subject: FW: MLA list

Hi Kiera.

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Bev

Bev Bowen | Office Manager | New Democrat BC Government Caucus

P: 250.953.4659

bev.bowen@leg.bc.ca | www.bcndpcaucus.ca



Help save paper - do you need to print this email?

From: Vasilev, Susan

Sent: Friday, August 31, 2018 9:54 PM

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

Cc: Bowen, Bev <Bev.Bowen@leg.bc.ca>

Subject: RE: MLA list

Hi Keira-I have copied our caucus operations manager, Bev Bowen, regarding your request.

Regards, Susan

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Thursday, August 30, 2018 12:44 PM

To: McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>;

Vasilev, Susan <Susan.Vasilev@leg.bc.ca>

Subject: RE: MLA list

Hi Chris,

Thank you and no worries I got one.

Susan – may I please request that my name be added to your distribution list for any updates going forward?

Many thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: McLaren, Chris PREM:EX

Sent: Thursday, August 30, 2018 12:41 PM

To: Higgins, Keira PREM:EX; Loubert, Danny PREM:EX

Subject: RE: MLA list

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My list is dated April 24 and I do not have a digital copy, only a paper copy.

Or you can check with susan.vasilev@leg.bc.ca in caucus for a digital copy.

Let me know what works for you,

Chris

From: Higgins, Keira PREM:EX

Sent: Thursday, August 30, 2018 12:05 PM

To: Loubert, Danny PREM:EX; McLaren, Chris PREM:EX

Subject: MLA list

Hi guys,

Do either of you have a current list of the MLAs and their assistants?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

27

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 11:01 AM

To: PREM CAL PREM:EX

Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 11:01 AM

To: Canitz, Shelley L PREM:EX

Subject: RE: new hire

Hi Shelley,

No sorry.

Keira 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, September 4, 2018 10:37 AM

To: Higgins, Keira PREM:EX **Subject:** FW: new hire

Keira - do you know the s.22

From: Manak, Nicky FIN:EX

Sent: Tuesday, September 4, 2018 8:58 AM

To: Canitz, Shelley L PREM:EX

Subject: RE: new hire

Ok, thank you . What is the s.22

From: Canitz, Shelley L PREM:EX Sent: September 4, 2018 8:57 AM

To: Manak, Nicky FIN:EX < Nicky.Manak@gov.bc.ca > Cc: Hendry, Jackie PREM:EX < Jackie.Hendry@gov.bc.ca >

Subject: RE: new hire

She is s.22 using one of the vacancies that was forecasted.

From: Manak, Nicky FIN:EX

Sent: Tuesday, September 4, 2018 8:44 AM

To: Canitz, Shelley L PREM:EX

Subject: new hire

Hi Shelley,

Did the new hire Amy Miller take on of the vacancies we were forecasting or is she hired on top of the 3 vacancies	ies?
Thanks	
Nicky	

From:	Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent:	Tuesday, September 4, 2018 11:02 AM
То:	Witter, Allison PREM:EX
Subject:	New Time Proposed: MEETING: Christine and Allison Witter - Update/Check In

Christine now has a conflicting meeting. Could we please move this to either 1:30 or later?

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Tuesday, September 4, 2018 11:02 AM

To: s.22

Subject: Accepted: Catch up meeting

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 11:09 AM

To: Eckardt, Dana R FLNR:EX
Cc: Geary, Orla FLNR:EX

Subject: RE: Coast Revitalisation - Briefings needed with PO (week of September 17)

Hi Dana,

My apologies but Don has been called to a meeting with the Premier. Would it be possible to move this briefing to either September 17th at 4:00 or September 18th from 1:30-2:30?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Geary, Orla FLNR:EX

Sent: Thursday, August 30, 2018 4:23 PM

To: Higgins, Keira PREM:EX

Subject: RE: Coast Revitaliaton - Briefings needed with PO (week of September 17)

Thanks Keira!

Just sent invite.

Cheers! O.

From: Higgins, Keira PREM:EX Sent: August 30, 2018 3:58 PM

To: Geary, Orla FLNR:EX

Subject: RE: Coast Revitaliaton - Briefings needed with PO (week of September 17)

Hi Orla,

Availability is extremely limited. Please schedule for Sept 20th between 10:00-noon.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Geary, Orla FLNR:EX

Sent: Thursday, August 30, 2018 2:34 PM

To: Higgins, Keira PREM:EX

Subject: FW: Coast Revitaliaton - Briefings needed with PO (week of September 17)

Importance: High

Hi Keira:

We would like to schedule a Pre-Brief with Don/Christine in advance of the Coast Revitalization meeting on September 24, to confirm policy direction and messaging for the policy options we plan to discuss with the Coast Revitalization stakeholders at the (newly revised) Sept 24th Revitalization meeting.

We were looking to book this earlier in the week of September 17/18 and we would require 90 minutes.

Attendees: Tim/Chris Stagg/Vera Sit/Don/Christine.

Can you let me know the availability of Don/Christine during that week? (the earlier the better as we have to also brief MDD).

Thanks, Orla.



Orla Geary

Senior Executive Assistant to Deputy Minister Tim Sheldan

Deputy Minister's Office Ministry of Forests, Lands, Natural Resource Operations & Rural Development 780 Blanshard Street, Victoria BC V8W 2H1

Office: (250) 387-8280

From: Nasadyk, Alanah FLNR:EX Sent: August 29, 2018 12:41 PM

To: Geary, Orla FLNR:EX

Subject: FW: Coast Revitaliaton - Briefings needed with PO and MDD (UBCM week)

Hi Orla,

Since Dana said that the meeting with Don Wright should be before the meeting with MDD, I will wait until you have a date for that meeting. Can you let me know when that's set?

Best, Alanah

From: Eckardt, Dana R FLNR:EX

Sent: Wednesday, August 29, 2018 12:17 PM

To: Lachance, Nikki FLNR:EX

Cc: Hayes, Sarah FLNR:EX; Sit, Vera FLNR:EX; Nasadyk, Alanah FLNR:EX; Geary, Orla FLNR:EX

Subject: RE: Coast Revitaliaton - Briefings needed with PO and MDD (UBCM week)

Nikki –

Thanks for the note. My team here can certainly coordinate schedules/details.

I have asked Orla to work with Don's office to schedule. She will be in touch with calendar details for Vera and Chris.

For MDD's briefing, I've asked Alanah to work with the MO staff to schedule. She will also be in touch with calendar details for Vera and Chris.

I have suggested to my team we stay clear of UBCM week. MDD has a full schedule (65plus meetings and multiple events in the morning and evening to attend) and does not have room in the day to add this briefing. Tim's attendance would also be very problematic as he is supporting Minister at many of these meetings. As such I have asked them to try for the week of Sept 17th, preferable earlier on in the week.

If there is anything else, please let me know.

Thanks! Dana

From: Lachance, Nikki FLNR:EX

Sent: Wednesday, August 29, 2018 10:32 AM

To: Eckardt, Dana R FLNR:EX

Cc: Hayes, Sarah FLNR:EX; Sit, Vera FLNR:EX

Subject: Coast Revitaliaton - Briefings needed with PO and MDD (UBCM week)

Hi Dana,

Chris has asked me to coordinate a time where we can brief Tim on the Coast Revitalization work underway, preferably sometime before UBCM (I realize it may need to be by phone) – Ideally for 90 minutes.

We also need to book briefings with (1) Don Wright/Christine Kennedy and (2) Minister Donaldson during UBCM week. Ideally, the DW briefing would come before the MDD briefing.

- DW briefing we would like a minimum of 90 minutes, preferably 2 hours.
- MDD briefing Let's aim for 90 minutes, absolute minimum of 60 minutes.

Attendees would be Tim, Chris and Vera. I do not need to attend.

Thanks Dana, please let us know what space may be available. If you need any more context on the rationale for the briefings, we are looking to confirm policy direction and messaging for the policy options we plan to discuss with the Coast Revitalization stakeholders at the (newly revised) Sept 24th Revitalization meeting.

I have cc'd Vera on this email as well – Vera did I miss anything?

Nikki Lachance, MRM

A/ Executive Project Director | Rural Development, Land and Innovation Division | Ministry of Forests, Lands, Natural Resource Operations and Rural Development | P: 250 356.9060 | 780 Blanshard | Victoria, BC

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 11:10 AM

Innovation Hub BSA:EX

To: Innovation Hub PSA:EX

Subject: New Time Proposed: VIDEO SHOOT: DMCPSI Innovation Imperative

Hi – could we please adjust the timing slightly to allow transit time?

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Tuesday, September 4, 2018 11:10 AM

To: Witter, Allison PREM:EX
Subject: Accepted: Update/Check In

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 11:19 AM

To: Kennedy, Christine PREM:EX

Subject: Accepted: Call with Leroy Reitsma and Jason Fisher

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 11:27 AM

To: Witter, Allison PREM:EX **Subject:** RE: Conference line

Christine Kennedy

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

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, August 31, 2018 3:41 PM

To: Witter, Allison PREM:EX **Subject:** Re: Conference line

Hi Ali,

I think you should probably use Christine's as long as she doesn't have a call at the same time. Can you wait for me to send them until Tuesday?

Sent from my iPhone

On Aug 31, 2018, at 3:25 PM, Witter, Allison PREM:EX < Allison.Witter@gov.bc.ca > wrote:

Hi Keira,

Is there a conference line I can use when setting up calls? Or, who should I contact to set one up for myself?

Thanks, Ali

Allison Witter | Director, Wild Salmon Secretariat Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 11:31 AM

To: Innovation Hub PSA:EX

Subject: Accepted: VIDEO SHOOT: DMCPSI Innovation Imperative

Subject: Review Child Care Plan

Location: Don's Office

Start: Fri 2018-09-07 2:00 PM **End:** Fri 2018-09-07 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Bond, Allison MCF:EX; Massey, Christine MCF:EX; Meggs, Geoff PREM:EX; Hockin,

Amber PREM:EX

Resources: PREM Rose Room PREM:EX

Subject: NEW TIME - MEETING: Don Wright, Suzanne Spence and Wes Boyd - AGRI, ENV, EMPR and IRR strategic workforce plans

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

 Start:
 Fri 2018-09-07 4:00 PM

 End:
 Fri 2018-09-07 4:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Spence, Suzanne CSNR:EX; Boyd, Wes CSNR:EX

Hi Suzanne and Wes,

Sorry to change this (yet again). Please let me know if the new time does not work.

Thanks,

Keira

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 11:49 AM

To: Dixon, Olivia PREM:EX

Subject: RE: DMC and other VCO requests

Hi Olivia,

You as well!

That meeting has been rescheduled to a different location so you can pull it out of the VCO calendar please.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Tuesday, September 4, 2018 11:44 AM

To: Higgins, Keira PREM:EX

Subject: RE: DMC and other VCO requests

Hi Keira,

It is lovely to e-meet you!

Would you please let me know at your earliest convenience who will be attending the DMC meeting scheduled for Friday, September 7th at 10:30AM.

Warmest regards,

Olivia Dixon | Administrative Assistant Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

From: Higgins, Keira PREM:EX Sent: August 31, 2018 1:00 PM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca> **Cc:** Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>

Subject: RE: DMC and other VCO requests

Hi Danny,

Sounds good. \$.22

Keira Higgins, Executive Administrative Coordinator

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

From: Loubert, Danny PREM:EX

Sent: Friday, August 31, 2018 11:41 AM

To: Higgins, Keira PREM:EX **Cc:** Dixon, Olivia PREM:EX

Subject: DMC and other VCO requests

Hi Keira,

I will be s.22 . While I'm away Olivia Dixon (copied in this email) will be here to connect DMC or for other request for VCO. If you could connect with Olivia as you have with me with attendance of if VCO will be used, she will ensure it is done.

I hope you have a great long weekend!

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives Vancouver Cabinet Office | Office of the Premier **P:** 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 11:53 AM

To: Howie, Matthew IRR:EX

Subject: RE: MEETING: Don Wright and Doug Caul - check-in

Hi Matthew,

Thank you. I will move the meeting to 2:45-3:45.

Yes, the office number. I will update the contact list now.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Howie, Matthew IRR:EX

Sent: Tuesday, September 4, 2018 11:51 AM

To: Higgins, Keira PREM:EX **Cc:** Howie, Matthew IRR:EX

Subject: RE: MEETING: Don Wright and Doug Caul - check-in

Hi Keira,

Tomorrow works. 2:30 - 3:30 or 2:45 - 3:45 would be ideal for DOug.

What number for me did you dial? I got a new number when MIRR had their UC phones installed but my new number is listed in my signature block as well as my GAL profile: 778-974-2080

Ah, and that reminds me, I never informed you that Doug's office number has changed to S.1/ . You can add that to the contact list (it replaces his old 356 number). Sorry about that!

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX On Behalf Of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 11:45 AM

To: Howie, Matthew IRR:EX

Subject: FW: MEETING: Don Wright and Doug Caul - check-in

Hi Matthew,

Sorry but I am going to need to change the date of our check-in meeting. Would tomorrow between 2:30-4:00 work for Doug?

Also - did you change your mainline? It isn't working.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

----Original Appointment----

From: Howie, Matthew IRR:EX On Behalf Of Caul, Doug D IRR:EX

Sent: Wednesday, August 8, 2018 2:15 PM

To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX

Subject: Accepted: MEETING: Don Wright and Doug Caul - check-in

When: Friday, September 7, 2018 2:00 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Don's Office - room 272 West Annex, Parliament Buildings, Victoria BC

Subject: 2:45 - MEETING: Don Wright and Doug Caul - check-in

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

Start: Wed 2018-09-05 2:45 PM **End:** Wed 2018-09-05 3:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Caul, Doug D IRR:EX

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 12:12 PM

To: Stone, Lynne TRAN:EX
Cc: Waters, Leah TRAN:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Hi Lynne,

Thank you for the confirmation and yes Cabinet Chambers.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Stone, Lynne TRAN:EX

Sent: Tuesday, September 4, 2018 12:07 PM

To: Higgins, Keira PREM:EX **Cc:** Waters, Leah TRAN:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Hi Keira,

Minister Trevena will attend the 4:30 briefing with the MLAs. Just re-confirming this is in Chamber?

Thanks Lynne

Lynne Stone

Executive Assistant to Hon. Claire Trevena Minister of Transportation and Infrastructure

Phone: 778-676-3562

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:02 AM

To: Neilson, Kirsten ENV:EX; Stone, Lynne TRAN:EX; Demelo, Paula IRR:EX; Johnson, Lisa E AGRI:EX; Robb, Amanda

JTT:EX; Reid, Heidi FIN:EX

Cc: Waters, Leah TRAN:EX; Roberts, Connie A IRR:EX; Nanninga, Tanera AG:EX; Scott, Samantha AG:EX; Kwan, Shirley

JTT:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Hi everyone,

Many thanks to those who have confirmed attendance.

If you have not yet RSVP'd, please let me know asap whether your respective Minister will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Thursday, August 30, 2018 12:24 PM

To: Neilson, Kirsten ENV:EX; Stone, Lynne TRAN:EX; Demelo, Paula IRR:EX; Johnson, Lisa E AGRI:EX; Robb, Amanda JTT:EX; Reid, Heidi FIN:EX; Kesteven, Torey LASS:EX; Virk, Rajmeet LASS:EX; Gill, Goneet LASS:EX; Addo, Wolfgang AG:EX

Cc: Waters, Leah TRAN:EX; Roberts, Connie A IRR:EX; Nanninga, Tanera AG:EX; Scott, Samantha AG:EX; Kwan, Shirley

JTT:EX

Subject: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Good afternoon,

DM Fazil Mihlar and ADM Christine Kennedy would like to please request your respective Member/Minister's attendance at the following briefing. The briefing will be regarding Catalyst and will be to prepare the MLA/Minister for potential questions at UBCM. Please confirm availability by Friday at noon.

BRIEFING: Catalyst with DM Mihlar and ADM Kennedy

Date: September 5, 2018

Time: 11:45-12:15 Location: Chambers

Details: We will break for 15 minutes after Cabinet and will then reconvene for the briefing

Requested attendees:

Minister Trevena
Minister Heyman
Minister Fraser
Minister Popham
Minister Ralston
Minister Eby
Minister James

MLA Ronna-Rae Leonard

MLA Leonard Krog
MLA Doug Routley
MLA Nicolas Simons

Thank you,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

Subject: 11:45 - BRIEFING: Minister Briefing - Catalyst

Location: Chambers

Start: Wed 2018-09-05 11:45 AM **End:** Wed 2018-09-05 12:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Mihlar, Fazil JTT:EX

BRIEFING: Catalyst with DM Mihlar and ADM Kennedy

Date: September 5, 2018 Time: 11:45-12:15 Location: Chambers

Details: We will break for 15 minutes after Cabinet and will then reconvene for the briefing

Requested attendees: Confirmed in yellow

Minister Heyman

Minister Fraser – attending with MA (name TBC)

Minister Popham Minister Ralston Minister Eby - NA

Minister James – attending with MA Rob Gillezeau

Subject: BRIEFING: MLA Briefing - Catalyst

Location: Chambers

Start: Wed 2018-09-05 4:30 PM **End:** Wed 2018-09-05 5:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Mihlar, Fazil JTT:EX

BRIEFING: Catalyst with DM Mihlar and ADM Kennedy

Date: September 5, 2018

Time: 4:30-5:00 Location: Chambers Requested attendees

MLA Ronna-Rae Leonard - attending

MLA Leonard Krog - NA

MLA Doug Routley - attending MLA Nicolas Simons – attending

Minister Eby cannot attend either briefing - George Smith, senior MA for MDE attending on his behalf

Minister Trevena

Keira

Subject: NEW DATE/TIME - MEETING: Don Wright, Shauna Brouwer (obo Lori), Greg Steves, Eric Kristianson, Jon Robinson and Christine Kennedy - Housing Location: Rose Room - room 272 West Annex Fri 2018-09-07 8:30 AM Start: End: Fri 2018-09-07 9:30 AM **Show Time As:** Tentative Recurrence: (none) **Meeting Status:** Not yet responded Organizer: Wright, Don J. PREM:EX **Required Attendees:** Brouwer, Shauna FIN:EX; Steves, Gregory OHCS:EX; Kristianson, Eric GCPE:EX; Robinson, Jon PREM:EX; Kennedy, Christine PREM:EX **Resources:** PREM Rose Room PREM:EX Apologies but Don has been called to a meeting with the Premier. I am moving this to Friday morning to accommodate. Thanks,

Keira

From: Sent: To: Subject:	Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX Tuesday, September 4, 2018 12:17 PM Meggs, Geoff PREM:EX Declined: Meeting: PJH, Geoff, Amber and Don
Chris has rescheduled so removing from Don's calendar.	
Thanks,	

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 12:19 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX;

McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX;

Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists **Attachments:** 04 September 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists. Please welcome Kirsten Detlefsen to Lori Hall's Office!

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 12:20 PM

To: Meggs, Geoff PREM:EX

Subject: Declined: Senior Staff Meeting

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 12:24 PM **To:** BC Honours and Awards HAS:EX

Subject: RE: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Thanks Jenny!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: BC Honours and Awards HAS:EX **Sent:** Tuesday, September 4, 2018 12:24 PM

To: Higgins, Keira PREM:EX

Subject: RE: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Thank you Keira. We will have a reserved seat for her.

Jenny Pescod

Assistant Coordinator | <u>Honours and Awards Secretariat</u>
Office of Protocol | Government of British Columbia
Address | PO Box 9422 Stn Prov Govt | Victoria, BC V8W 9V1
Tel: <u>250.356.7916</u> | Fax: 250.356.2814



From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 11:14 AM

To: BC Honours and Awards HAS:EX

Subject: RE: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Hi,

Christine Kennedy would be very pleased to accept the invitation to the Order of BC Investiture Ceremony on September 20, 2018.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

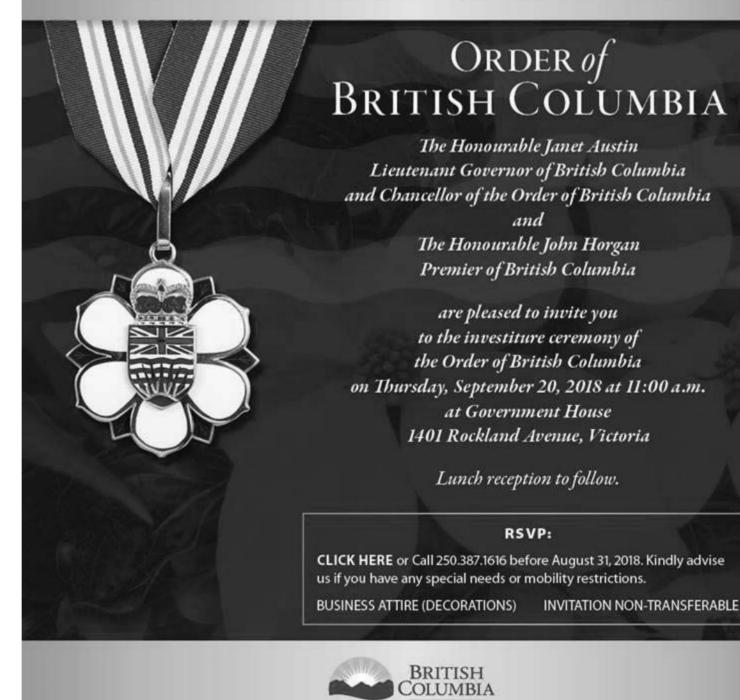
Ph: (250) 356-2206

From: BC Honours and Awards HAS:EX Sent: Friday, August 31, 2018 9:50 AM To: Kennedy, Christine PREM:EX Cc: Higgins, Keira PREM:EX

Subject: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Ms. Christine Kennedy

INVESTITURE CEREMONY



Doors will open at 10:30 a.m. Seating is open unless otherwise specified. This invitation is valid for the person whose name appears above. Please do not forward this invitation as a guest list has been established. For directions, please click here. To facilitate your arrival at Government House, we ask you to show a copy of your invitation on your electronic device or print it and bring it with you. The ceremony will be approximately one hour in length followed by a lunch reception until 2:00 p.m. For information on the Order of British Columbia and a list of this year's appointments, please visit our

website at www.orderofbc.gov.bc.ca. 356-7916	*If you are having trouble viewing this email, please call 250-

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 12:36 PM

To: Canitz, Shelley L PREM:EX

Subject: FW: draft agenda for DMC on Sept 7

FYI – I gave Don this and the itinerary Government House provided and asked that he let me know if there was any concerns and I never heard anything back.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, August 15, 2018 3:19 PM

To: Higgins, Keira PREM:EX **Cc:** Hendry, Jackie PREM:EX

Subject: draft agenda for DMC on Sept 7

Keira – as you can see from my earlier note, we have proposed a general outline of the meeting at Government House on Sept 7. In late August, would you run this agenda by Don?

10:30 - DMs only

- Cabinet Update update from Elizabeth
- Major Issues
- PSA updates

11:30 to 12:15

- Opening comments by Her Honour
- Opening comments by don
- Introduction of DMs
- Comments by LG on her priorities and how public service could assist in that work/how the two offices could work together.

12:15 - Lunch

Senior Executive Assistant to Bobbi Plecas, Deputy Minister

Ministry of Environment & Climate Change Strategy Office: 250-356-8794 | Mobile: 778-678-5684

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 1:28 PM

To: Kristianson, Eric GCPE:EX

Subject: RE: Thanks!

Hi Eric,

My pleasure! You guys work hard enough the least we can do is feed you.

Cheers,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kristianson, Eric GCPE:EX

Sent: Tuesday, September 4, 2018 1:27 PM

To: Higgins, Keira PREM:EX

Subject: Thanks!

Keira,

Just wanted to say thanks for organizing lunch today. Much appreciated.

Eric Kristianson ADM Strategic Issues GCPE 778-584-1248

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 1:31 PM

To:Reid, Heidi FIN:EXSubject:RE: Another/last note...

Thanks Heidi!

Keira Higgins, Executive Administrative Coordinator

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

From: Reid, Heidi FIN:EX

Sent: Tuesday, September 4, 2018 8:48 AM

To: Higgins, Keira PREM:EX **Subject:** Another/last note...

Importance: High

Hi Keira,

Here's the last of the notes for Don for the LNG meeting on Thursday ©

Heidi

From: Higgins, Keira PREM:EX Sent: Tuesday, September 4, 2018 1:45 PM To: Robinson, Jon PREM:EX Subject: RE: NEW DATE/TIME - MEETING: Don Wright, Shauna Brouwer (obo Lori), Greg Steves, Eric Kristianson, Jon Robinson and Christine Kennedy - Housing I can absolutely include a call-in. Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: Robinson, Jon PREM:EX Sent: Tuesday, September 4, 2018 1:45 PM To: Higgins, Keira PREM:EX Subject: Re: NEW DATE/TIME - MEETING: Don Wright, Shauna Brouwer (obo Lori), Greg Steves, Eric Kristianson, Jon Robinson and Christine Kennedy - Housing Understood. Will there be call in? Sent from my iPhone > On Sep 4, 2018, at 1:42 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote: > Hi Jon, > Unfortunately it needs to happen before Don leaves for UBCM and he has no other availability this week. If PJH moves anything around then I will try to move this meeting to accommodate. > Thanks, > Keira Higgins, Executive Administrative Coordinator Office of the > Premier, Deputy Minister > 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 > Ph: (250) 356-2206 > > -----Original Message-----> From: Robinson, Jon PREM:EX > Sent: Tuesday, September 4, 2018 1:39 PM > To: Higgins, Keira PREM:EX > Subject: Re: NEW DATE/TIME - MEETING: Don Wright, Shauna Brouwer (obo > Lori), Greg Steves, Eric Kristianson, Jon Robinson and Christine > Kennedy - Housing > Hi Kiera, I am away Friday. Any chance of moving this to next week or some other time Thursday?

- > Sent from my iPhone
- >
- >> On Sep 4, 2018, at 12:17 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:
- >>
- >> Apologies but Don has been called to a meeting with the Premier. I am moving this to Friday morning to accommodate.
- >>
- >> Thanks,
- >>
- >> Keira
- >>
- >> <meeting.ics>

Subject: MEETING: Don Wright, Shauna Brouwer (obo Lori), Greg Steves, Eric Kristianson, Jon Robinson and Christine Kennedy - Housing Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: ; Participant Conference ID:s.15;s.1 #; Don to moderate - ID:s.15;s.17 s.15;s.17 # Fri 2018-09-07 8:30 AM Start: End: Fri 2018-09-07 9:30 AM **Show Time As:** Tentative Recurrence: (none) **Meeting Status:** Not yet responded Organizer: Wright, Don J. PREM:EX **Required Attendees:** Brouwer, Shauna FIN:EX; Steves, Gregory OHCS:EX; Kristianson, Eric GCPE:EX; Robinson, Jon PREM:EX; Kennedy, Christine PREM:EX PREM Rose Room PREM:EX **Resources:** Please let me know if you intend to call in. Thanks, Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 2:02 PM

To: s.17

Subject: Tentative: MEETING: PJH, Sage and Don - Speech Review: Public Policy Forum -

Western Dinner

Don is in Victoria.

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 3:36 PM

To: Lee, Penny FIN:EX

Subject: RE: 894749-61653-Keira Higgins-New Audio Conference Account

Thanks Penny!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Lee, Penny FIN:EX

Sent: Tuesday, September 4, 2018 3:31 PM

To: Higgins, Keira PREM:EX

Subject: 894749-61653-Keira Higgins-New Audio Conference Account

Hi Keira, I have submitted I-store 894749 to request a new audio conference account for you. An email with the moderator and participant pin#s will be sent to you directly. I have attached a business card template for you to use if you wish to have a handy copy of the conference numbers. Please let me know if you have any questions. Thank you.

Penny Lee

Telephone Coordinator

Ministry of Finance, Corporate Services, Information Management Branch Supporting Finance, Office of the Premier and various other agencies 9-250-387-8912

From: Keira.Higgins@gov.bc.ca [mailto:Keira.Higgins@gov.bc.ca]

Sent: September 4, 2018 11:30 AM

To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>

Subject: Service Request Form

Checkout Information

On-Site Address: Room 272-West Annex, Parliament Buildings, Victoria BC

Account: PREM-DEPUTY MINISTER'S OFFICE

Ministry Number: 004

Responsibility Centre: 36B10

Service Code: 36205 Project Number: 3600000

Expense Authority: Jacqueline Hendry

Service Requests

Conference ID - Request New ID

Moderator Title: Ms.

Moderator First Name: Keira Moderator Last Name: Higgins Moderator Phone: (250)356-2206

Moderator Email: keira.higgins@gov.bc.ca

Moderator Street: 501 Belleville

Moderator Suite: 272 West Annex, Parliament Buildings

Moderator City: Victoria Moderator Postal: BC Contact First Name: Keira Contact Last Name: Higgins Contact Phone: (250)356-2206

Contact Email: keira.higgins@gov.bc.ca

Comments: Office conference line for Director use

Requestor: Higgins, Keira PREM:EX Email: Keira.Higgins@gov.bc.ca Time: 2018-09-04 11:29:54

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 3:37 PM **To:** Deputy Ministers Office Meetings IRR:EX

Subject: Tentative: Minister Meeting: MSF/MDD/MGH/MBR Staff Briefing re: TNG/Taseko

From: Higgins, Keira PREM:EX
Sent: Tuesday, September 4, 2018 3:38 PM

To: Kwan, Shirley JTT:EX

Subject: RE: NEXT WEEK: Christine K & Fazil

Hi Shirley,

Apologies but UBCM will be on the fly for us with currently unknown demands. If it can't wait until after UBCM then I suggest that Fazil connect with Christine directly.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kwan, Shirley JTT:EX

Sent: Tuesday, September 4, 2018 3:18 PM

To: Higgins, Keira PREM:EX

Subject: NEXT WEEK: Christine K & Fazil

Hi Keira -

Fazil has asked for an hour meeting with Christine K next week during UBCM to discuss the following list (see attachment).

Let me know what options you have available.

Thanks!

Shirley

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 3:41 PM **To:** MacMillan, Elizabeth PREM:EX

Subject: RE: Don & Christine's calendars -- BC Hydro Review and Clean Growth

Hi Elizabeth,

The only option they have this week is 8:00am on Friday. Failing that we would be looking at the week after UBCM.

Thanks,

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

----Original Message-----

From: MacMillan, Elizabeth PREM:EX Sent: Tuesday, September 4, 2018 3:08 PM

To: Higgins, Keira PREM:EX

Subject: Don & Christine's calendars -- BC Hydro Review and Clean Growth

Hello Keira -- this morning at Agendas Don indicated that I should seek 1/2 hr in his and Christine's calendars to review the attached document. If it is possible to do this some time this week or Monday of next that would be of great assistance to the ministry to meet their deadline for materials.

Thank-you Elizabeth

-----Original Message-----From: Finkel, Paul PREM:EX

Sent: Tuesday, September 4, 2018 1:14 PM

To: MacMillan, Elizabeth PREM:EX

Subject: Meeting Tracker - BC Hydro Review and Clean Growth

As requested

Paul Finkel | Committee Director | Cabinet Operations Room 049 | 617 Government St. | Victoria, BC | V8W 9V1 250.387.0728

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 3:43 PM

To: Johnson, Lisa E AGRI:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Noted, thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Johnson, Lisa E AGRI:EX

Sent: Tuesday, September 4, 2018 2:15 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

I have just spoken with Sam and he will attend at 11:45pm obo MLP

Thanks Lisa

From: Higgins, Keira PREM:EX Sent: September 4, 2018 10:20 AM

To: Johnson, Lisa E AGRI:EX < Lisa. Johnson@gov.bc.ca>

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Hi Lisa,

Yes or, if preferred, Minister can attend the 4:30 briefing with the MLAs.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Johnson, Lisa E AGRI:EX

Sent: Tuesday, September 4, 2018 10:11 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Hi Keira

MLP has a announcement at that time and is not able to attend.

Can one the MA's attend on her behalf?

Thanks

From: Higgins, Keira PREM:EX Sent: September 4, 2018 10:02 AM

To: Neilson, Kirsten ENV:EX < Kirsten.Neilson@gov.bc.ca >; Stone, Lynne TRAN:EX < Lynne.Stone@gov.bc.ca >; Demelo, Paula IRR:EX < Paula.Demelo@gov.bc.ca >; Johnson, Lisa E AGRI:EX < Lisa.Johnson@gov.bc.ca >; Robb, Amanda JTT:EX < Amanda.Robb@gov.bc.ca >; Reid, Heidi FIN:EX < Heidi.Reid@gov.bc.ca >

Cc: Waters, Leah TRAN:EX < Leah. Waters@gov.bc.ca >; Roberts, Connie A IRR:EX < Connie.Roberts@gov.bc.ca >; Nanninga, Tanera AG:EX < Tanera. Nanninga@gov.bc.ca >; Scott, Samantha AG:EX < Samantha. Scott@gov.bc.ca >; Kwan, Shirley JTT:EX < Shirley. Kwan@gov.bc.ca >

Subject: RE: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Hi everyone,

Many thanks to those who have confirmed attendance.

If you have not yet RSVP'd, please let me know asap whether your respective Minister will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, August 30, 2018 12:24 PM

To: Neilson, Kirsten ENV:EX; Stone, Lynne TRAN:EX; Demelo, Paula IRR:EX; Johnson, Lisa E AGRI:EX; Robb, Amanda JTT:EX; Reid, Heidi FIN:EX; Kesteven, Torey LASS:EX; Virk, Rajmeet LASS:EX; Gill, Goneet LASS:EX; Addo, Wolfgang AG:EX

Cc: Waters, Leah TRAN:EX; Roberts, Connie A IRR:EX; Nanninga, Tanera AG:EX; Scott, Samantha AG:EX; Kwan, Shirley JTT:EX

Subject: Request for attendance - MLA/Minister Briefing - Sept 5th at 11:45

Good afternoon,

DM Fazil Mihlar and ADM Christine Kennedy would like to please request your respective Member/Minister's attendance at the following briefing. The briefing will be regarding Catalyst and will be to prepare the MLA/Minister for potential questions at UBCM. Please confirm availability by Friday at noon.

BRIEFING: Catalyst with DM Mihlar and ADM Kennedy

Date: September 5, 2018

Time: 11:45-12:15 Location: Chambers

Details: We will break for 15 minutes after Cabinet and will then reconvene for the briefing

Requested attendees:

Minister Trevena Minister Heyman Minister Fraser Minister Popham Minister Ralston Minister Eby Minister James MLA Ronna-Rae Leonard MLA Leonard Krog MLA Doug Routley MLA Nicolas Simons

Thank you,

Keira Higgins, Executive Administrative Coordinator

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

Subject: MEETING: Don Wright and Al Thorlakson

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

Start: Thu 2018-09-27 3:00 PM **End:** Thu 2018-09-27 3:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: J.A. Thorlakson

From: Higgins, Keira PREM:EX Sent: Tuesday, September 4, 2018 3:46 PM To: 'Laura Angelucci' Subject: RE: Visit Hi Laura, Thank you for the confirmation. I have sent a calendar invitation for September 27th at 3:00. Thanks, Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: Laura Angelucci [mailto:Laura.Angelucci@tolko.com] Sent: Tuesday, September 4, 2018 2:03 PM To: Higgins, Keira PREM:EX Subject: RE: Visit Hello Keira; Al is available to meet with Don on Thurs. Sep 27th between 2pm and 4pm. If you could kindly send a calendar invite with the meeting details I would appreciate that. Thank you Kind regards, Laura Laura Angelucci Executive Assistant to J.A. Thorlakson | Executive Chairman Tolko Industries Ltd. | www.tolko.com T 250.549.5396 | Laura.Angelucci@tolko.com 3000 - 28th Street | Vernon, BC V1T 9W9 (Box 39 V1T 6M1) ----Original Message----From: Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca> Sent: Friday, August 31, 2018 8:40 AM

To: J.A. Thorlakson <Al.Thorlakson@tolko.com> Cc: Laura Angelucci <Laura.Angelucci@tolko.com>

Subject: RE: Visit

Hi,

Don could meet with you for 45 minutes on September 27th (between 2:00-4:00) if that works?

Thanks.

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

Ph: (250) 356-2206

----Original Message-----

From: J.A. Thorlakson [mailto:Al.Thorlakson@tolko.com]

Sent: Thursday, August 30, 2018 6:15 PM

To: Higgins, Keira PREM:EX

Cc: Laura Angelucci Subject: RE: Visit

Sorry for the delay in responding. A week long trip to the US has been moving around on my schedule and needed to be finalized. The week of Oct 1-5 is now conflicted but the week prior or week following is open.

----Original Message-----

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

Sent: Monday, August 27, 2018 10:21 AM To: J.A. Thorlakson <Al.Thorlakson@tolko.com>

Cc: Kevin Jewett < Kevin.Jewett@Tolko.com>; Brad Thorlakson < Brad.Thorlakson@tolko.com>

Subject: RE: Visit

Hi,

I just wanted to check in as to whether you meant you would be here Oct 1-5 or October 8-12th?

Thanks,

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

Ph: (250) 356-2206

----Original Message----

From: J.A. Thorlakson [mailto:Al.Thorlakson@tolko.com]

Sent: Friday, August 24, 2018 7:35 AM

To: Higgins, Keira PREM:EX Cc: Kevin Jewett; Brad Thorlakson

Subject: Visit

I am planning a trip to Vancouver Island to \$.22 , tentatively the week of Oct 5th. I would like to organize what I call an off the cuff (no preparation needed) meeting with Don Wright during this week if he is available.

One topic I would like to discuss is ways and means to reduce the cost and improve the effectiveness of fire fighting in BC. I have challenged Tolko's BC forestry staff to address the same question. I have also challenged them for what I call game changing ideas.

I am flexible as to schedule, and could make a lunch or dinner meeting work as well. Sent from my iPad

Sent from my iPad

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 3:49 PM

To: Eckardt, Dana R FLNR:EX

Subject: URGENT - Declined: MEETING: Don Wright and Tim Sheldan - check in

Hi Dana,

What is the status on this meeting please.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX On Behalf Of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 11:26 AM **To:** Geary, Orla FLNR:EX; Eckardt, Dana R FLNR:EX

Subject: FW: Declined: MEETING: Don Wright and Tim Sheldan - check in

Hi Dana,

Did Tim mean to send this decline? Your office had previously accepted the timing.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

-----Original Appointment-----From: Sheldan, Tim FLNR:EX

Sent: Saturday, September 1, 2018 1:17 PM

To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX

Subject: Declined: MEETING: Don Wright and Tim Sheldan - check in

When: Wednesday, September 5, 2018 4:00 PM-5:00 PM (UTC-08:00) Pacific Time (US & Canada).

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 3:58 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX;

McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX;

Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists **Attachments:** 04 September 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 3:58 PM

To: Gibbings, Nicole MAH:EX

Subject: RE: UBCM Convention - s.15 - Room for Meetings

Hi Nicole,

Many thanks for your help. I have contacted the hotel.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Gibbings, Nicole MAH:EX

Sent: Tuesday, September 4, 2018 10:39 AM

To: Higgins, Keira PREM:EX

Subject: UBCM Convention - S.15 Room for Meetings

Hi Keira,

The reservation has been made for a guest room the week of UBCM Convention to be used as an additional meeting space.

To do today -Please call in-house reservations at \$5.15 to provide a credit card for the room booked under your name as well as provide updated contact information and additional names for the reservation. Any additional room requests can be made at this time as well.

Please see the information below and attached for your reservation at the \$.15 in Whistler for UBCM Convention. Room rate is \$219/night. Full payment for the week will be taken when you provide your credit card. This payment is non-refundable.

Call me if you have any questions.

-Nicole

Hello,

The Ministry of Municipal Affairs and Housing (MAH) has negotiated a hotel room block with the Whistler s.15 for Ministers and provincial government staff supporting provincial participation at the 2018 UBCM Convention, taking place Monday, September 10 to Friday, September 14, 2018.

This is your reservation information, with the dates held under your name and the corresponding reservation number.

	08-	09-	10-	11-	12-	13-	14-	
	Sep	Sep	Sep	Sep	Sep	Sep	Sep	
Staff	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Guest Number
Kiera Higgins	0	1	1	1	1	0	0	s.22

RESERVE ACCOMMODATION WITH THE S.15

- Confirm your room directly with the hotel: o Please call in-house reservations at \$5.15 to provide credit card details.
- Reference that you are providing payment information for a reservation that was already made within the Ministry
 of Municipal Affairs and Housing block and quote your "Guest Number".
- Please reference the "Ministry of Municipal Affairs and Housing" as the booking code name to obtain the \$219/night group rate (subject to availability).
- Do not share this link with non-government staff. Reservations made by non-government staff will not be accepted.

IMPORTANT

- Any changes to your reservation are your responsibility. However, please note the cancellation policy and notify the Accommodations Coordinator (Nicole Gibbings) after any changes are made as room availability is being tracked.
- Parking is available on site at the hotel for an additional cost: \$30/night plus tax for self-parking and \$34/night plus tax for valet.

August 3, 2018 FULL PRE-PAYMENT (NON-REFUNDABLE) will be charged to the credit card used to guarantee your reservation:

Reservations made after this date must be fully pre-paid.

- o Any cancellation after August 2, 2018 will result in forfeiture of the full amount of the stay and will be charged to the credit card. This also applies to "no shows" and early departures.
- Guests can change the name on the reservation up to five (5) days prior to arrival.

For any questions or concerns, please contact:

Nicole Gibbings (previously Nicole Sidney)

MAH-UBCM Meetings Coordinator | Operations and Client Relations | Local Government Division Ministry of Municipal Affairs and Housing

Direct: 778-698-3203 Email: Nicole.Gibbings@gov.bc.ca

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 4, 2018 4:06 PM

To: Sheldan, Tim FLNR:EX

Subject: Accepted: Coast Revitalization - Briefing (for Sept 24 meeting)

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Tuesday, September 4, 2018 4:06 PM

To: Sheldan, Tim FLNR:EX

Subject: Accepted: Coast Revitalization - Briefing (for Sept 24 meeting)

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 4:08 PM

To: Wright, Don J. PREM:EX

Cc: 'karen.mcdonald@central1.com'

Subject: FW: Potential meeting during UBCM conference

Hi Don,

Please see note from Karen McDonald 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: Karen McDonald [mailto:karen.mcdonald@central1.com]

Sent: Tuesday, September 4, 2018 3:51 PM

To: Higgins, Keira PREM:EX

Subject: FW: Potential meeting during UBCM conference

Hi Keira

I'm hoping you can help me.... I've been trying to connect with Don Wright re: potentially connecting during the UBCM conference, but don't seem to have the correct address. Would you mind sharing this request with him? Thank you for any assistance you're able to provide!

Cheers Karen

Karen McDonald, MBA Director, Government Relations

Central 1

1441 Creekside Drive, Vancouver, BC, Canada V6J 4S7 **T** 604 714 6799 / 1 800 661 6813 ext. 6799 **C** 236 886 7370 karen.mcdonald@central1.com www.central1.com

From: Karen McDonald

Sent: Friday, August 31, 2018 10:56 AM

To: don.wright@gov.bc.ca

Subject: Potential meeting during UBCM conference

Hi Don – Marilyn Mauritz let me know that you're planning to be at UBCM and might be available to connect with Alicia Peters, Anna Hardy and me at some point for an informal chat. We would appreciate an opportunity to learn more about government's direction with regards to the credit union sector and ways we can best collaborate on / engage in that work.

Our schedules are pretty flexible – if you're still interested / available to connect, why don't you let me know what timing would suit you best and I'll coordinate details? Looking forward to catching up.

Cheers Karen

Karen McDonald, MBA Director, Government Relations

Central 1

1441 Creekside Drive, Vancouver, BC, Canada V6J 4S7 **T** 604 714 6799 / 1 800 661 6813 ext. 6799 **C** 236 886 7370 karen.mcdonald@central1.com www.central1.com

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Subject: MEETING: Don Wright and Tim Sheldan - check in

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

Start: Tue 2018-09-25 1:00 PM **End:** Tue 2018-09-25 2:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Sheldan, Tim FLNR:EX

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 4:35 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX;

McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX;

Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists **Attachments:** 04 September 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Apologies s.22 I didn't include the updated version. Here it is! Have a good night.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 3:58 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; McConnell, Sheena PREM:EX;

Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Sent: To: Subject:	Higgins, Keira PREM:EX Wednesday, September 5, 2018 8:26 AM Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX RE: UBCM Schedule					
Hi Don and Christine,						
Okay, great. I will confirm the sess	sions today.					
Thanks,						
Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings Victoria, BC V8V 1X4 Ph: (250) 356-2206						
Original Message From: Wright, Don J. PREM:EX Sent: Wednesday, September 5, 2 To: Kennedy, Christine PREM:EX; Subject: Re: UBCM Schedule						
Hi Keira,						
Christine has it mostly right.						
Monday						
Achieving affordability In the afternoon session, I will take the Greyhound one, CVK can do the resilience one.						
Tuesday I will go to the financing reconcilisessions for me I will go to digital	ation one, she can go to the housing hub I will use 9-12 spot to work/meet, so no by design in the afternoon					
Wednesday I will go to Land-use for housing people I will attend the Weaver address I will attend the Robinson address I will attend the growing prosperity session						
Thursday Professional reliance I will attend the Wilkinson addres	s					
Thanks.						
Don						

On 2018-09-04, 9:21 PM, "Kennedy, Christine PREM:EX" < Christine.Kennedy@gov.bc.ca> wrote:

Keira I don't know if Don managed to respond about the UBCM schedule. If he already has, ignore my suggestions. Also if there is an additional cost for things I list here, let us know.

Monday:

9-12: achieving affordability

1-4:30 building resiliency- flood and fire protection

If we can double book one / both might want to pop in on the Greyhound discussion

There is a TLA dinner event that Minister Donaldson is speaking at. It isn't part of the UBCM program but it is possible to get tickets to we probably should.

Tuesday

7:30-8:30 housing hub

9-12. Will check with DW. There would probably be more to learn from the small and medium community forums, if these are open to us. If not, work time.

3:15-4:45 digital by design

Wednesday

7:30 community resiliency in partnership Land use for housing people

If Dr Weaver's remarks are open, we would probably want to take those in.

DW: should be go to the area lunches and if so which ones?

2:00 MSR address.

For the Cabinet town halls I think we would want to send me to Better BC and DW to growing prosperity.

We probably have to go to the BC govt reception (unless sold out)

Thursday

7:30. Professional Reliance
Addressing workplace harassment in the #metoo era

Christine

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 8:53 AM

To: Dhanota, Surjit LASS:EX

Subject: RE: Table

Okay, many thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Dhanota, Surjit [mailto:Surjit.Dhanota@leg.bc.ca]

Sent: Wednesday, September 5, 2018 8:53 AM

To: Higgins, Keira PREM:EX

Subject: RE: Table

Hi Keira

That table is gone for refinishing, I just talk to Jerry, they will give to another table for time being.

Regards

Surjit S Dhanota Facility Manager 250-952-8137

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Wednesday, September 05, 2018 8:50 AM **To:** Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>

Subject: Table

Hey Surjit,

Your team borrowed at least 1 table from Chambers and apparently it isn't back. Could someone please track it down and return it?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:04 AM

To: Denlinger, Becky EMBC:EX

Subject: RE: Please print

 \odot

Keira Higgins, Executive Administrative Coordinator

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

From: Denlinger, Becky EMBC:EX

Sent: Wednesday, September 5, 2018 9:03 AM

To: Higgins, Keira PREM:EX **Subject:** Re: Please print

Thank you! I have them in hand and appear soooo prepared.

Sent from my BlackBerry — the most secure mobile device — via the TELUS Network

From: Keira.Higgins@gov.bc.ca Sent: September 5, 2018 8:25 AM To: Becky.Denlinger@gov.bc.ca Subject: RE: Please print

Hi Becky,

No problem. They are on the edge of my desk.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Denlinger, Becky EMBC:EX

Sent: Tuesday, September 4, 2018 10:13 PM

To: Higgins, Keira PREM:EX **Subject:** Please print

Good morning Keira, could I impose on you to print the attached items and their attachments for me (except for the maps attached to the PECC situation report – I won't need those)? I will need to have them handy at Cabinet tomorrow and will not be going by my office prior.

Many thanks, Becky

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:13 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Agenda - September 7, 2018 DMC

Attachments: 180907A-Scenario.docx

Good morning,

Please see the attached agenda for the September 7th 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: Higgins, Keira PREM:EX

Sent: Thursday, August 16, 2018 3:31 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi everyone,

Please note that lunch will be served at the September 7th DMC at Government House. Please let me know by Friday if your respective DM has any dietary concerns.

Also, there are a few DMs who have not yet confirmed attendance. Please do so by Friday.

Thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, August 1, 2018 12:24 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 7, 2018 from 10:30-1:30 at Government House. Please note, delegates are not permitted at this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Wednesday, June 27, 2018 9:15 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the <u>September 7th DMC will now be held from 10:30-1:30 at Government House</u> and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:27 AM

To: Ringma, Shalegh FIN:EX

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Ringma, Shalegh FIN:EX

Sent: Wednesday, September 5, 2018 9:24 AM

To: Higgins, Keira PREM:EX

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Heather Wood will not be able to attend.

From: Higgins, Keira PREM:EX
Sent: September 4, 2018 11:31 AM

To: Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi Shalegh,

Please confirm whether Heather will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Thursday, August 2, 2018 9:48 AM

To: Ringma, Shalegh FIN:EX

Subject: Re: Confirmation of attendance to the September 7, 2018 DMC

Okay I'll mark her as tentative for now. Please let me know once the schedule is formed up.

Sent from my iPhone

On Aug 2, 2018, at 9:44 AM, Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca> wrote:

Hi Keira,

I have a HOLD for a tentative "Q1 release" that morning in Heather Wood's schedule (from Lori). I'm not sure when they plan to confirm that date.

From: Higgins, Keira PREM:EX

Sent: Wednesday, August 1, 2018 12:24 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 7, 2018 from 10:30-1:30 at Government House. Please note, delegates are not permitted at this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, June 27, 2018 9:15 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7,

2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the <u>September 7th DMC will now be held from 10:30-1:30 at Government House</u> and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

120

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:29 AM

To: Witter, Allison PREM:EX; Miller, Amy PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila

PREM:EX; Papik, Stephanie PREM:EX

Cc: Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX

Subject: RE: Conference call number

Morning,

Please see the office conference details for staff use below.

Conference Reference: s.15;s.17

Number of participants: 30 (including Moderator)

Access codes:

Moderator Conference ID: s.15;s.17

Participant Conference ID:

Dial-in Phone Numbers:

s.15:s.17Toll Free - North America

s.15;s.17 Vancouver local

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 10:15 AM

To: Witter, Allison PREM:EX; Miller, Amy PREM:EX; Robinson, Jon PREM:EX; Farmer, Leila PREM:EX; Papik, Stephanie

PREM:EX

Cc: Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX

Subject: Conference call number

Hi everyone,

We have had a few inquiries about Directors receiving their own conference call details. This is not permitted but we can have one conference line which will be shared by the office Directors. As there can only be one party on a conference call at a time, we suggest adding in your colleagues calendars so you can check that the numbers will not be in use. I will apply for the line today and let you know once we are set up.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:30 AM

To: Fraser, Agnes EMBC:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Ahhh gotcha. Okay, I will send out an update later today.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Fraser, Agnes EMBC:EX

Sent: Wednesday, September 5, 2018 9:29 AM

To: Higgins, Keira PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Yes! I arrived a few days after her

From: Higgins, Keira PREM:EX Sent: September 5, 2018 9:25 AM

To: Fraser, Agnes EMBC:EX < Agnes. Fraser@gov.bc.ca>

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Agnes,

Did Danielle not just come back like a week ago? I could have sworn I was asked to update it with her name.

Keira Higgins, Executive Administrative Coordinator

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

From: Fraser, Agnes EMBC:EX

Sent: Wednesday, September 5, 2018 9:22 AM

To: Higgins, Keira PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Keira,

When you have a moment for the next round of updates:

Please replace Danielle Woodcock with my name as I am back as SEA for Becky Denlinger.

Thank you

Agnes Fraser

Senior Executive Assistant

Deputy Ministers Office, Emergency Management BC

Ministry of Public Safety and Solicitor General

Suite 4B - 940 Blanshard Street

Victoria BC V8W 3C8 Ph: (250) 356.0854

From: Higgins, Keira PREM:EX Sent: September 4, 2018 4:35 PM

To: BCPSA Agency DMC Admin & Operational Support < <u>PSADMAS@Victoria1.gov.bc.ca</u>> **Cc:** Nash, Amber PREM:EX < Amber.Nash@gov.bc.ca>; Christensen, Suzanne PREM:EX

<Suzanne.Christensen@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; McConnell, Sheena PREM:EX <Sheena.McConnell@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Apologies I must be tired. I didn't include the updated version. Here it is! Have a good night.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 3:58 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; McConnell, Sheena PREM:EX;

Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Subject: MEETING: Don, Christine and Elizabeth - BC Hydro Review and Clean Growth

Location: Don's Office

Start: Fri 2018-09-07 8:00 AM **End:** Fri 2018-09-07 8:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX

(Elizabeth.MacMillan@gov.bc.ca)

Subject: MEETING: Don, Christine and Elizabeth - BC Hydro Review and Clean Growth

Location: Don's Office

 Start:
 Fri 2018-09-07 8:00 AM

 End:
 Fri 2018-09-07 8:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX

(Elizabeth.MacMillan@gov.bc.ca)



From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:46 AM

To: Howie, Matthew IRR:EX

Subject: RE: Meeting with Don, Doug, Jessica re: Sept 17 Learn at Work Week Kickoff Event

Hi Matthew,

Sorry but I am not booking any set meetings for Don during UBCM as his schedule will be very fluid depending on Premier's needs.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Wednesday, September 5, 2018 9:40 AM

To: Higgins, Keira PREM:EX **Cc:** Howie, Matthew IRR:EX

Subject: RE: Meeting with Don, Doug, Jessica re: Sept 17 Learn at Work Week Kickoff Event

I don't think it's critical enough to go to great efforts but, just in case, does Don have any windows of time open during UBCM on Tues, Sept 11, or Wed, Sept 12?

If so, he and Doug could briefly connect at the Whistler Convention Centre. Even a 10-minute conversation would probably suffice.

Matthew Howie Senior Executive Assistant to

Doug Caul, Deputy Minister

Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:34 AM

To: Howie, Matthew IRR:EX **Cc:** Lum, Sharon IRR:EX

Subject: RE: Meeting with Don, Doug, Jessica re: Sept 17 Learn at Work Week Kickoff Event

Hi Matthew,

Sorry but Don is at UBCM all next week and a meeting will not be possible. We are also fully booked this week.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Wednesday, September 5, 2018 9:31 AM

To: Higgins, Keira PREM:EX

Cc: Howie, Matthew IRR:EX; Lum, Sharon IRR:EX

Subject: Meeting with Don, Doug, Jessica re: Sept 17 Learn at Work Week Kickoff Event

Hi Keira,

I understand that PSA will send Don key messages regarding the 10 Principles for his speech at the Sept 17 Learn @ Work Week kickoff. Doug will also be speaking at the event, immediately after Don. Given this, PSA has recommended that Don and Doug meet to discuss their speeches so that they're on the same page in terms of messaging. ADM Jessica Wood should also join this meeting, given her lead role on the 10 Principles.

PSA needs a few more days to finalize their key messages for Don, so we'll need to look to next week for this meeting. Here are some times that work for Doug and Jessica. Can you please let me know if Don has time to meet for 30 minutes?

- (1.) Mon, Sept 10: 9:00 AM 1:30 PM (but can do all afternoon, if necessary for Don's schedule...this is the ideal day to allow PSA time to amend the speaking notes)
- (2.) Thurs, Sept 13: 1:30 4:00 PM

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: McIlveen, Isobel PSA:EX

Sent: Friday, August 31, 2018 2:39 PM

To: Joyce, Tonja IRR:EX

Cc: Hill, Leanna PSA:EX; Williams, Karen IRR:EX

Subject: RE: Request: L@WW Speaking Notes - MIRR DM Doug Caul

Hi Tonja,

Happy Friday! I have some updates concerning the L@WW opening event, as follows:

- Don Wright has agreed to be our second speaker, along with Doug. Therefore, Lori Halls will not be speaking (though she will of course attend).
- 2. Don will speak first, followed by Doug.
- 3. We've adjusted our agenda for the morning based on advice from my executive, and as such, **Don and Doug will** each have 10 minutes to speak.
- 4. I've attached the current iteration of the agenda should you wish to share this with Doug. You will see his speaking time is from 9:55 to 10:05.
- 5. We're intending to provide an overview for Don which includes the following suggested speaking points:
 - Traditional territory acknowledgment and thank yous to hosts, organizers, participants.
 - Government's commitment to truth and reconciliation, and in particular the TRC Call to Action #57 concerning education of public servants.

- Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples the creation of the principles, and the intention behind them.
- The alignment of our BC Public Service values with this important learning.
- Encouraging employees to step forward, embrace this dedicated learning opportunity, and recognize their ongoing commitment to truth and reconciliation beyond this week.

I'm hoping this info will help as you review Doug's speaking notes and pare down/adjust as necessary based on the new agenda timing.

I'd be happy to have a call with you (and/or Karen once she's back) to walk through this in more detail/answer any questions. I imagine Doug will want to connect with Don in due course to coordinate, and I can let you know when Don receives this info, so that Doug doesn't connect with Don prematurely.

Please don't hesitate to contact me if anything is unclear.

Thanks!

Isobel

From: Hill, Leanna PSA:EX

Sent: Thursday, August 23, 2018 3:51 PM

To: Williams, Karen IRR:EX <Karen.Williams@gov.bc.ca>; McIlveen, Isobel PSA:EX <Isobel.McIlveen@gov.bc.ca>

Cc: Joyce, Tonja IRR:EX <Tonja.Joyce@gov.bc.ca>

Subject: RE: Request: L@WW Speaking Notes - MIRR DM Doug Caul

Thank you so much, Karen, for sharing this and for setting out this first draft!

We briefed Lori this morning and the order of speaker will depend on if Lori is speaking alongside Doug, or if Don Wright is speaking instead of Lori.

If Don Wright is the Exec speaker from our end, then he would go first. If that's the case, we will move the break to allow time for Doug to speak without pressure. Likely around 10:15/10:20.

However, if Lori is the speaker, then she would like to go after Doug.

We will have this answer sometime first week of September.

As for audience, this is what we know:

We have room for 200 participants at VNFC in theatre style seating. There will be a stage & Mic

Livestream capacity is for up to 6000, hard to predict what the uptake will be – a best guess is up to 600-1000 based on Region to Region numbers.

And yes, the livestreaming will be recorded and made accessible to everyone after Learn @ Work Week.

Thanks very much and we will continue to be in touch!

Leanna Hill, Manager Corporate Learning Initiatives and Programs
The Learning Centre | Talent Management Division | BC Public Service Agency
716 Courtney Street | Victoria, BC | V8W 1C2 | 778 698 4471
AskMyHR | 250.952.6000 | Toll Free 1.877.277.0772

L@WW September 17-21, 2018



Living, Learning & Working on the traditional territory of the Lekwungen-speaking peoples

From: Williams, Karen IRR:EX

Sent: Thursday, August 23, 2018 11:14 AM **To:** McIlveen, Isobel PSA:EX; Hill, Leanna PSA:EX

Cc: Joyce, Tonja IRR:EX

Subject: FW: Request: L@WW Speaking Notes - MIRR DM Doug Caul

Hi Isobel and Leanna,

Thank you again for your time on the phone earlier this week. By way of 'cc', I'd like to introduce you to Tonja Joyce (you may already know her) who will be helping out on the notes as IS.22 . The first draft is complete (attached); however, we can change course easily depending on your conversations with Lori. Please consider this a very early, early draft (super duper drafty) and do not forward. It hasn't been through our approvals structure nor Doug. We won't have an audience with him until early September when he's back but I thought it would be useful to attach it.

There are some practical areas (highlighted) that we can update for Doug as the event takes shape over the next couple of weeks. Tonja has kindly offered to update the notes accordingly.

Thank you! Karen

From: Williams, Karen IRR:EX

Sent: Monday, August 20, 2018 1:33 PM

To: McIlveen, Isobel PSA:EX
Cc: Hill, Leanna PSA:EX

Subject: Request: L@WW Speaking Notes - MIRR DM Doug Caul

Hi Isobel (and Leanna),

My colleagues here at MIRR have directed me to you in order to prepare our Deputy, Doug Caul, for his speaking opportunity at the September 17 kickoff to Learn@Work Week. I understand Doug has 10-15 minutes to speak and, because he is one of the first public service leaders to speak, he is being asked to discuss truth and reconciliation and their imperative in our work.

I can certainly begin drafting something based on the information I have but I'd appreciate guidance particularly around the broader efforts on the PSA in this space that you might like Doug to reference. I'm heading outS.22 so I'm aiming to get a draft substantially complete before I go.

I have the draft schedule below as initial guidance for roll-out. I have some general, practical questions about audience size, room set-up, whether you'd like him to speak to a Powerpoint, if you'd like him to take questions, who will introduce him, etc, but I imagine those details are still being worked out.

Thank you! Karen

9:00- 9:10 am Blessing from Elders and Welcome to Territory

9:10- 9:20 am Welcome to the Victoria Native Friendship Centre (ED Ron Rice)

9:20- 9:30 am Opening words for days events (Speaker Gary Sam)

Bathroom, Emergency Exits Logistics

9:30- 9:50 am Calling of Witnesses for the day's work

10:05 – 10:20 am Doug speaks

From: Melles, Jennifer IRR:EX

Sent: Monday, August 20, 2018 8:30 AM

To: Ralph, Jeff IRR:EX Cc: Williams, Karen IRR:EX

Subject: RE: L@WW Speaking Notes

Yes will do.

Karen – we can lean on Isobel McIIveen to help with our notes (yay!). See below

From: Ralph, Jeff IRR:EX

Sent: Friday, August 17, 2018 3:43 PM

To: Melles, Jennifer IRR:EX Subject: L@WW Speaking Notes

Hello Jen

At our L@WW meeting Leanna mentioned the great news that Doug was speaking on Monday of the week. Isobel McIIveen from PSA Comms was wondering if she had to write speaking notes. I mentioned that as far I as understand the DMO was developing speaking notes. Can you connect with Isobel?

Thanks, Jeff.

Jeff Ralph
Director, Business Improvement
Deputy Ministers Office
Ministry of Indigenous Relations and Reconciliation
250.361.8349
jeff.ralph@gov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 10:07 AM

To: Michell, Jennifer FIN:EX

Subject: RE: Mtg backgrounder for Don's meeting with FMB tomorrow

Awesome - thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Michell, Jennifer FIN:EX

Sent: Wednesday, September 5, 2018 10:00 AM

To: Higgins, Keira PREM:EX

Subject: Mtg backgrounder for Don's meeting with FMB tomorrow

Hi Keira

Program area has prepared the attached meeting backgrounder for Don's meeting with FMB tomorrow. Also attached is a copy of a letter our Minister sent to the FMB outlining her position on a key issue staff believe may be the purpose of the meeting, which may be helpful for Don to have.

As always, please let me know if you have any questions.

Thanks

Jen

Jennifer Michell

Director, Executive Operations & Strategic Initiatives Office of the Deputy Minister | Ministry of Finance

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 10:12 AM

To: Johns, Bryn CITZ:EX

Subject: RE: Travel Arranger Profile Request

Many thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Johns, Bryn CITZ:EX

Sent: Wednesday, September 5, 2018 10:11 AM

To: Higgins, Keira PREM:EX

Subject: RE: Travel Arranger Profile Request

Hi Keira,

I've set you up for access to the WestJet discount program as a Travel Arranger. You should receive an email shortly from WestJet with a link to the Biz site.

Have a good day, Bryn

Bryn Johns | Procurement Specialist | Procurement Services | Procurement and Supply Division **Ph:** 250 387-7317 | **e: Bryn.Johns@gov.bc.ca** | **m:** PO Box 9476, Stn Prov Gov, Victoria BC V8W 9W6

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:41 AM

To: Airfare, Discount Program CITZ:EX **Subject:** Travel Arranger Profile Request

Hi there,

I arrange travel for the Office of the Premier and would like to please be set up with a profile to access the Government corporate supply discount.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Subject: Canceled: UBCM

Location: Whistler

Start: Mon 2018-09-10 8:00 AM **End:** Mon 2018-09-10 6:00 PM

Show Time As: Free

Recurrence: Daily

Recurrence Pattern: every day from 8:00 AM to 6:00 PM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Importance: High

Subject: Achieving Affordability: Current Policy and Future Needs– Don and Christine

Start: Mon 2018-09-10 9:00 AM **End:** Mon 2018-09-10 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Monday, September 10

9:00 am - 12:00 pm Achieving Affordability: Current Policy and Future Needs- Don and Christine

Subject: Canceled: UBCM

Location: Whistler

Start: Mon 2018-09-10 8:00 AM **End:** Mon 2018-09-10 6:00 PM

Show Time As: Free

Recurrence: Daily

Recurrence Pattern: every day from 8:00 AM to 6:00 PM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Importance: High

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX **Sent:** Wednesday, September 5, 2018 10:28 AM

To: Wednesday, September 5, 2010

Subject: Declined: MEETING: PJH, Geoff, Amber and Don

Hi - just checking in on this one again. I noted before that Don is in Whistler and I am guessing that PJH is as well.

Thanks,

Keira

Subject: 3:15 - Provincial Policy Sessions - Digital By Design: Connected Communities – Don

and Christine

 Start:
 Tue 2018-09-11 3:15 PM

 End:
 Tue 2018-09-11 4:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Subject: Clinics - Land-Use for Housing People Can Afford – Don and Christine

 Start:
 Wed 2018-09-12 7:30 AM

 End:
 Wed 2018-09-12 8:15 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Kennedy, Christine PREM:EX (Christine.Kennedy@gov.bc.ca)

Subject: 10:25 - Address by the Leader of the Green Party: Dr. Andrew Weaver – Don and

Christine

Start: Wed 2018-09-12 10:25 AM **End:** Wed 2018-09-12 10:40 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: Address by the Minister of Municipal Affairs and Housing: Honourable Selina

Robinson- Don and Christine

 Start:
 Wed 2018-09-12 2:00 PM

 End:
 Wed 2018-09-12 2:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: BC Government Reception – Don and Christine

Start: Wed 2018-09-12 5:30 PM **End:** Wed 2018-09-12 7:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: Clinics: Professional Reliance Review – Don and Christine

 Start:
 Thu 2018-09-13 7:30 AM

 End:
 Thu 2018-09-13 8:15 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: 8:35 - Address by the Leader of the Opposition: Mr. Andrew Wilkinson – Don and

Christine

Start: Thu 2018-09-13 8:35 AM **End:** Thu 2018-09-13 8:55 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 5, 2018 10:40 AM

To: Miller, Amy PREM:EX
Subject: Declined: Weekly check-in

Christine is at UBCM

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 5, 2018 10:41 AM

To: Canitz, Shelley L PREM:EX Subject: Declined: Cabinet Issues

UBCM

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 10:55 AM

To: Shang, Cindy TAC:EX **Subject:** RE: DMC - October 19

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Shang, Cindy TAC:EX

Sent: Wednesday, September 5, 2018 10:32 AM

To: Higgins, Keira PREM:EX **Subject:** DMC - October 19

Hi Keira,

Sandy is taking \$.22 . Claire Avison will attend DMC on her behalf at VCO.

Please let me know if there are any concerns.

Thanks, Cindy

Cindy Shang

Senior Executive Assistant
Office of the Deputy Minister
Ministry of Tourism, Arts and Culture
Ministry Responsible for Sport and Multiculturalism
NEW Phone: (778) 698-0450 Fax: (250) 356-1195

Subject: MEETING: Don and Leila and Stephanie P

Location: s.15

Start: Wed 2018-09-05 2:00 PM **End:** Wed 2018-09-05 2:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Papik, Stephanie PREM:EX; Farmer, Leila PREM:EX

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Withheld pursuant to/removed as

s.15; s.16

Page 119 of 973 to/à Page 120 of 973

Withheld pursuant to/removed as

s.16; s.15

Page 121 of 973

Withheld pursuant to/removed as

s.15; s.16

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 1:30 PM

To: O'Connor, Lara FIN:EX

Subject: RE: Agenda - September 7, 2018 DMC

Hi Lara,

I just received confirmation that she won't be attending today. I will update Government House on the final list by the end of day.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: O'Connor, Lara FIN:EX

Sent: Wednesday, September 5, 2018 12:56 PM

To: Higgins, Keira PREM:EX

Subject: RE: Agenda - September 7, 2018 DMC

Hi Keira,

s.22 I see Heather is TBC on the agenda. Are you waiting on her confirmation? Is she invited as a delegate although it stated no delegates? I can get it all confirmed today!

Lara

From: Higgins, Keira PREM:EX Sent: September 5, 2018 9:13 AM

To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>

Subject: Agenda - September 7, 2018 DMC

Good morning,

Please see the attached agenda for the September 7th 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: Higgins, Keira PREM:EX

Sent: Thursday, August 16, 2018 3:31 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi everyone,

Please note that lunch will be served at the September 7^{th} DMC at Government House. Please let me know by Friday if your respective DM has any dietary concerns.

Also, there are a few DMs who have not yet confirmed attendance. Please do so by Friday.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, August 1, 2018 12:24 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 7, 2018 from 10:30-1:30 at Government House. Please note, delegates are not permitted at this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, June 27, 2018 9:15 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the <u>September 7th DMC will now be held from 10:30-1:30 at Government House</u> and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 1:30 PM

To: Brown, Dawn A PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX

Subject: RE: Chambers key

No worries that's fine.

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Wednesday, September 5, 2018 1:28 PM

To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX

Subject: Chambers key

Hello ladies,

I ran out of there so fast this morning that I forgot the key was in my pocket.

I have to come back over this afternoon to stock up so I will return it then, unless you need it earlier in which case just let me know and I will come over on my lunch break \$.22.

Thank you,

Dawn A. Brown

Cabinet Operations | Office of the Premier

Room 033 617 Government Street, Victoria, B.C. V8W 9V1

Ph: 250.387.5553 / Cell: 778.584.0197

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 2:50 PM

To: 'Bouchard, Cynthia (WD/DEO)'; Brubacher, Kelly IGRS:EX

Cc: Reiss, Veronica (WD/DEO)

Subject: RE: Don Wright's meeting with the BC Federal Council

Attachments: Biography - Don Wright - August 2017.docx

Hi Cynthia,

Please see Don's bio (attached).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Bouchard, Cynthia (WD/DEO) [mailto:cynthia.bouchard@canada.ca]

Sent: Wednesday, September 5, 2018 2:47 PM

To: Higgins, Keira PREM:EX; Brubacher, Kelly IGRS:EX

Cc: Reiss, Veronica (WD/DEO)

Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Keira,

Would you also be able to provide us with a biography for Mr. Wright to be shared with our members?

Best regards,

Cynthia Bouchard

Manager, British Columbia Federal Council's Secretariat Government of Canada <u>cynthia.bouchard@canada.ca</u> / Tel: 604-657-8954 1166 West Pender Street, Vancouver, V6E 2R9

Gestionnaire, Secrétariat du Conseil fédéral de la Colombie-Britannique Gouvernement du Canada cynthia bouchard@canada.ca / Tél.: 604-657-8954

cynthia.bouchard@canada.ca / Tél.: 604-657-8954 1166, rue Pender Ouest, Vancouver, V6E 2R9

What's new at the BC Federal Council? Check out our Regional Federal Councils' website!

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: Friday, August 31, 2018 2:49 PM

To: Bouchard, Cynthia (WD/DEO); Brubacher, Kelly IGRS:EX

Cc: Reiss, Veronica (WD/DEO)

Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Cynthia,

The time-line sounds good. I am connecting you with Kelly Brubacher from IGRS as they will be preparing materials for the meeting for Don.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Bouchard, Cynthia (WD/DEO) [mailto:cynthia.bouchard@canada.ca]

Sent: Friday, August 31, 2018 2:47 PM

To: Higgins, Keira PREM:EX **Cc:** Reiss, Veronica (WD/DEO)

Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Keira,

We are looking forward to Mr. Wright's visit on October 10.

The BC Federal Council meetings, chaired by Dylan Jones, Deputy Minister of Western Economic Diversification Canada, provide a forum for the exchange of ideas and collaboration on priorities among senior executives from 45 federal departments and agencies in BC. Our members are interested in hearing from Mr. Wright about the vision and upcoming plan for the BC government and identifying linkages with their respective departmental mandates. In terms of format, we have the following thoughts, but are happy to adjust if there are preferences:

- Would about 45 minutes for a presentation by Mr. Wright with 30 to 40 minutes for questions be adequate?
- The remainder of the morning would allow our members to share some initiatives on key priorities such Indigenous Reconciliation, innovation, and public servant development, where there may be possible avenues for greater collaboration with the BC public service.

I would be happy to connect with the Intergovernmental Relations Secretariat to adjust the agenda, and see if there are other elements that should be considered. I will gladly provide a guest list to identify those departments that will be represented at the meeting.

Wishing you a fantastic long weekend.

Cynthia Bouchard

Manager, British Columbia Federal Council's Secretariat Government of Canada <u>cynthia.bouchard@canada.ca</u> / Tel: 604-657-8954 1166 West Pender Street, Vancouver, V6E 2R9

Gestionnaire, Secrétariat du Conseil fédéral de la Colombie-Britannique Gouvernement du Canada <u>cynthia.bouchard@canada.ca</u> / Tél. : 604-657-8954 1166, rue Pender Ouest, Vancouver, V6E 2R9

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Quoi de nouveau au Conseil fédéral de la C.-B.? Visitez notre <u>site web</u> des Conseils fédéraux régionaux!

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Friday, June 15, 2018 11:24 AM

To: Bouchard, Cynthia (WD/DEO) **Cc:** Reiss, Veronica (WD/DEO)

Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Cynthia,

I am great, thank you!

The logistics work well for Don. I will have our team at the Intergovernmental Relations Secretariat touch base with regard to the agenda.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Bouchard, Cynthia (WD/DEO) [mailto:cynthia.bouchard@canada.ca]

Sent: Friday, June 15, 2018 10:22 AM

To: Higgins, Keira PREM:EX **Cc:** Reiss, Veronica (WD/DEO)

Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Keira,

I hope you are doing well. We are currently preparing the October 10 meeting between Mr. Wright, Deputy Minister Dylan Jones, and the BC Federal Council Members. We would like to confirm that a meeting between 9:00 am and 12:00 pm at the SFU Segal Building, 500 Granville Street in Vancouver would work for Mr. Wright.

Federal Council members want to hear from Mr. Wright, his vision for BC and for its public service, and the role that the federal government can play in support of his effort, but there may be other areas that we could prepare for prior to the meeting. Is there someone within his office with whom we could connect in regards to the agenda? We would also appreciate receiving his biography, if possible. Please do not hesitate to let us know if you need anything else from us.

We look forward to the Deputy Premier's visit.

Best regards,

Cynthia Bouchard

Manager, British Columbia Federal Council's Secretariat Government of Canada

cynthia.bouchard@canada.ca/ Tel: 604-666-6427 / TTY: 1-877-303-3388

Gestionnaire, Secrétariat du Conseil fédéral de la Colombie-Britannique Gouvernement du Canada cynthia.bouchard@canada.ca/ Tél.: 604-666-6427 / ATS: 1-877-303-3388

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

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Thursday, April 12, 2018 11:39 AM

To: Bouchard, Cynthia (WD/DEO)

Cc: Edgar, Chantal (WD/DEO)

Subject: RE: Don Wright's meeting with the BC Federal Council

Hi Cynthia,

Sounds good, if you could please send me the logistics as soon as confirmed it would be much appreciated.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Bouchard, Cynthia (WD/DEO) [mailto:cynthia.bouchard@canada.ca]

Sent: Thursday, April 12, 2018 11:36 AM

To: Higgins, Keira PREM:EX **Cc:** Edgar, Chantal (WD/DEO)

Subject: Don Wright's meeting with the BC Federal Council

Hi Keira,

Thank you for confirming a date for Don's visit on October 10.

I wanted you to have my coordinates as I will be the person organizing the event. I will be in touch in the near future as we further plan Mr. Wright's meeting with BCFC members. Please feel free to connect with me if you have any questions or concerns.

Best regards,

Cynthia Bouchard

Manager, British Columbia Federal Council's Secretariat Government of Canada cynthia.bouchard@canada.ca/ Tel: 604-666-6427 / TTY: 1-877-303-3388

Gestionnaire, Secrétariat du Conseil fédéral de la Colombie-Britannique

Gouvernement du Canada

cynthia.bouchard@canada.ca/ Tél.: 604-666-6427 / ATS: 1-877-303-3388

What's new at the BC Federal Council? Check out our Regional Federal Councils' <u>website!</u>
Quoi de nouveau au Conseil fédéral de la C.-B.? Visitez notre <u>site web</u> des Conseils fédéraux régionaux!

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 2:51 PM

To: Walsh, Sara M HLTH:EX

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Walsh, Sara M HLTH:EX

Sent: Wednesday, September 5, 2018 2:47 PM

To: Higgins, Keira PREM:EX

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi Keira,

Yes, he will be.

With thanks.

Kind regards, Sara Walsh

Senior Executive Assistant to Deputy Minister, Stephen Brown

Ministry of Health | 1515 Blanshard St, Victoria, BC TeL: 250-952-1590 | Email: Sara.Walsh@gov.bc.ca

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From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 2:46 PM

To: Walsh, Sara M HLTH:EX

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi Sara,

Please confirm whether Stephen will be at DMC this Friday.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Walsh, Sara M HLTH:EX

Sent: Tuesday, September 4, 2018 10:06 AM

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

OK. I have booked him on a Noon return flight from Vancouver, so should arrive around 12:45 for this meeting.

Kind regards, Sara Walsh

Senior Executive Assistant to Deputy Minister, Stephen Brown

Ministry of Health | 1515 Blanshard St, Victoria, BC TeL: 250-952-1590 | Email: Sara.Walsh@gov.bc.ca

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From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 9:59 AM

To: Walsh, Sara M HLTH:EX

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi Sara,

Sorry but this meeting is in person only.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Walsh, Sara M HLTH:EX

Sent: Tuesday, September 4, 2018 9:49 AM

To: Higgins, Keira PREM:EX

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi Keira,

DM Brown now has to be in Vancouver this Friday for Minister meetings at VCO.

Therefore, could you please advise whether there are any participants attending DMC from the Vancouver side where Steve could join after his last meeting with the MO at 11:00? Depending on location, he might not be very late joining.

Thanks in advance for advising.

Kind regards, Sara Walsh

Senior Executive Assistant to Deputy Minister, Stephen Brown

Ministry of Health | 1515 Blanshard St, Victoria, BC TeL: 250-952-1590 | Email: Sara.Walsh@gov.bc.ca

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From: Walsh, Sara M HLTH:EX

Sent: Thursday, August 16, 2018 3:39 PM

To: Higgins, Keira PREM:EX; BCPSA Agency DMC Admin & Operational Support **Subject:** RE: Confirmation of attendance to the September 7, 2018 DMC

Hi Keira,

Reconfirming DM Brown will be in attendance and s.22

With thanks.

Kind regards, Sara Walsh

Senior Executive Assistant to Deputy Minister, Stephen Brown

Ministry of Health | 1515 Blanshard St, Victoria, BC TeL: 250-952-1590 | Email: Sara.Walsh@gov.bc.ca

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From: Higgins, Keira PREM:EX

Sent: Thursday, August 16, 2018 3:31 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi everyone,

Please note that lunch will be served at the September 7^{th} DMC at Government House. Please let me know by Friday if your respective DM has any dietary concerns.

Also, there are a few DMs who have not yet confirmed attendance. Please do so by Friday.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Wednesday, August 1, 2018 12:24 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 7, 2018 from 10:30-1:30 at Government House. Please note, delegates are not permitted at this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, June 27, 2018 9:15 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the <u>September 7th DMC will now be held from 10:30-1:30 at Government House</u> and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 2:52 PM **To:** Elliott, Heidi FIN:EX; Canitz, Shelley L PREM:EX

Cc: Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Attachments: DMC Attendance - September 7, 2018.docx

Hi Heidi,

Please note that our attendance list has stayed the same with the exception of Heather Woods; she has changed from tentative to not attending.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Elliott, Heidi FIN:EX

Sent: Thursday, August 23, 2018 2:46 PM

To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX

Cc: Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Hello:

Attached is a copy of Government House's program for your review. I would be pleased to make any changes or additions.

Thanks,

Heidi Elliott

Director of Programmes, Events and Outreach Office of the Lieutenant Governor Government House

Tel: <u>250-356-0925</u> cell: <u>250-213-1384</u>

www.ltgov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Monday, August 20, 2018 9:16 AM

To: Canitz, Shelley L PREM:EX; Elliott, Heidi FIN:EX

Cc: Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Hi Heidi,

Please see the attached attendance list for the September 7th DM Meeting. Please note there are 23 confirmed attendees and 1 maybe. Also, please note the 3 dietary restrictions in red.

Many thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, August 15, 2018 3:20 PM

To: Elliott, Heidi FIN:EX

Cc: Higgins, Keira PREM:EX; Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Heidi — I forgot to add at the end of that note that DMs are happy to stay for lunch. Keira can confirm attendees soon.

Shelley

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, August 15, 2018 3:15 PM

To: Elliott, Heidi FIN:EX

Cc: Higgins, Keira PREM:EX; Hendry, Jackie PREM:EX

Subject: proposed agenda for September 7 DMC meeting at Government House

Heidi – we have put together a draft outline of activities for the September 7 meeting and would welcome your input.

We were hoping DMs could meet at 10:30 to 11:30. Don was then wondering if Her Honour would join the Deputies from 11:30 to about 12:15 for introductions and discussions. Deputies would be interested in hearing about Her Honour's priorities and how the public service could assist that work. In addition, Don was wondering if a discussion on how our two offices could work together would be of interest to the attendees.

As I noted earlier, I am \$.22

but Keira and Jackie are here to assist with any details.

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 3:05 PM

To: Newton, Christine LASS:EX **Subject:** RE: IMMEDIATE - Help please

Thank you!!!

Keira Higgins, Executive Administrative Coordinator

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

From: Newton, Christine [mailto:Christine.Newton@leg.bc.ca]

Sent: Wednesday, September 5, 2018 3:04 PM

To: Higgins, Keira PREM:EX

Subject: FW: IMMEDIATE - Help please

Maria is on her way.

Christine

From: Dhanota, Surjit

Sent: September-05-18 2:59 PM

To: Newton, Christine < Christine. Newton@leg.bc.ca>; Smith, Paul < Paul. Smith@leg.bc.ca>

Subject: Fwd: IMMEDIATE - Help please

Surjit Dhanota Sent from my iPhone

Begin forwarded message:

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

Date: September 5, 2018 at 2:57:20 PM PDT **To:** "Dhanota, Surjit" <<u>Surjit.Dhanota@leg.bc.ca</u>>

Subject: IMMEDIATE - Help please

Hi Surjit,

There was just an incident in Chambers that resulted in a large quantity of water being spilled. Could you please have Maria come assist with the cleanup asap?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 3:11 PM

To: Hendry, Jackie PREM:EX

Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records -

August 2018

Attachments: Calendar Details Style - Don Wright - August 2018.pdf

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Hendry, Jackie PREM:EX

Sent: Tuesday, September 4, 2018 10:58 AM

To: Nash, Amber PREM:EX; Higgins, Keira PREM:EX; Wensink, Alison PREM:EX

Cc: McLaren, Chris PREM:EX

Subject: FW: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - August 2018

Hello,

Please send me August 2018 calendars by September 7, 2018.

Thank you, Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Tuesday, September 4, 2018 8:58 AM

To: CITZ OI CALENDAR CFR < OICALCFR@Victoria1.gov.bc.ca>
Cc: CITZ OPEN INFOGROUP CITZ:EX < Open.InfoGroup@gov.bc.ca>

Subject: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - August 2018

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

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

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

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

What You Need to Do?

1. Create a PDF of the calendar records

- *Detailed instructions are below
- 2. Conduct a harms assessment and provide those details

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

What Happens Next?

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

Distribution Lists:

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

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

Many thanks, IAO Open Information Team

Ryan Schumm Launa Kremler Neil Frelick Matthew Prodan, A/Manager

Link to Open Information

DETAILED INSTRUCTIONS AND REDACTION INFORMATION

1. Produce a PDF of the calendar records

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

2. Conduct a harms assessment and provide those details

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

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

3. Redaction Details:

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

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 3:16 PM

To: Nash, Amber PREM:EX; Wensink, Alison PREM:EX

Subject: RE: Cabinet Free at 3pm by chance?

Hi Amber,

Are you talking about tomorrow? There was just a major spill in Chambers so today will not be possible.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Nash, Amber PREM:EX

Sent: Wednesday, September 5, 2018 3:13 PM

To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX

Subject: Cabinet Free at 3pm by chance?

The Premier may want to move his 3pm meeting to Cabinet Chambers for more space. Is this possible?

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 3:25 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX;

McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX;

Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists **Attachments:** 05 September 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 4:04 PM

To: Wade, Debbie PREM:EX

Subject: RE: Marine Harvest Meeting Request

Will do - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Wednesday, September 5, 2018 4:01 PM

To: Higgins, Keira PREM:EX

Subject: RE: Marine Harvest Meeting Request

Hi Keira;

Geoff can be back at VCO by 3:30 at the latest. Can you please offer them 3:30-4:00. Geoff is happy to give them 45 minutes, if they need longer.

Thanks!

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 3:39 PM

To: Wade, Debbie PREM:EX

Subject: RE: Marine Harvest Meeting Request

Okay, thanks Debbie.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Wade, Debbie PREM:EX

Sent: Wednesday, September 5, 2018 3:37 PM

To: Higgins, Keira PREM:EX

Subject: RE: Marine Harvest Meeting Request

Hi Keira;

That might work for Geoff as well. He has other meetings over there after Cabinet however I will try and reschedule to fit Don's availability. If you could please hold that time, I will get back to you asap.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 3:33 PM

To: Wade, Debbie PREM:EX

Subject: RE: Marine Harvest Meeting Request

Hi Debbie,

Unfortunately the only date that works for Don is Sept 19th at VCO (11:30 or between 2:30-4:00). If that doesn't work I will suggest that Gary schedule a separate meeting with Geoff.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Wednesday, September 5, 2018 3:32 PM

To: Higgins, Keira PREM:EX

Subject: RE: Marine Harvest Meeting Request

Hi Keira;

I will touch base with Geoff. I believe don Bain will be involved in this meeting as well.

Currently Geoff has availability on;

Monday Sept. 17th from 11:00-12:00 or 3:00-3:30pm

Tuesday Sept. 18th from 1:00-2:00pm

Thanks!

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 1:26 PM

To: Wade, Debbie PREM:EX

Subject: RE: Marine Harvest Meeting Request

FYI

Keira Higgins, Executive Administrative Coordinator

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

From: Gary Ley [mailto:gary@glpa.ca]

Sent: Wednesday, September 5, 2018 1:24 PM

To: Higgins, Keira PREM:EX

Cc: Erenst Vincent

Subject: Marine Harvest Meeting Request

Hi Keira.

We are looking for time with Don, and ideally Geoff Meggs, Sept. 17 - 20 in Vancouver or Victoria. Marine Harvest has a proposal for the provincial government we want to discuss directly with Don. Thanks in advance for your help, let me know what might work.

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 8:18 AM

To: 'Will McMartin'

Subject: RE: Harold Calla's meeting today with Don Wright

Hi Will,

You can just come directly to the West Annex. Security will call me once you are here and will then direct you to Don's Office (272-West Annex).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Will McMartin [mailto:will@compositepublicaffairs.ca]

Sent: Thursday, September 6, 2018 6:46 AM

To: Higgins, Keira PREM:EX

Subject: Harold Calla's meeting today with Don Wright

Hi Keira:

I will be helping to get Harold to his meeting today at 1:00 pm. with Don Wright.

Can you please advise if the following is correct?

Harold will go to the front entrance of the Legislature and advise security of his meeting. He then will get a pass and go to the West Annex? (I'm assuming that Mr. Wright's office is in the West Annex.)

Thank you in advance for your assistance.

--

Will McMartin

President

Composite Public Affairs Inc.

Office: (604) 385-0946 Cell: (604) 828-3503

Suite 7, 19102 27th Avenue

Surrey, BC, V3Z 5T1

www.compositepublicaffairs.ca www.compositepublicaffairsevents.com

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 6, 2018 8:20 AM

To: Meggs, Geoff PREM:EX

Subject: Tentative: Meeting: PJH, Geoff, Amber and Don

Hi – I have sent a few notes about this meeting. Don is in Whistler for UBCM.

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 6, 2018 8:24 AM

To: Witter, Allison PREM:EX
Subject: Accepted: Update/Check In

Subject: Canceled: MEETING: Don Wright and Liz Gilliland

Location: Meeting in Don's Office and decide from there - 272 West Annex

Start: Thu 2018-09-06 11:30 AM **End:** Thu 2018-09-06 12:00 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: 'Liz Gilliland'

Importance: High

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 6, 2018 8:33 AM

To: Meggs, Geoff PREM:EX

Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

Don says he will drive down the mountain and attend.

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 8:38 AM

To: Behrens, Marlene GCPE:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Marlene,

Please note we have had one change to the schedule for Don and Christine:

3:15 pm - 4:45 pm Provincial Policy Sessions:

Digital By Design: Connected Communities - Don and Christine

Thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:21 AM

To: Behrens, Marlene GCPE:EX

Subject: UBCM registration - Christine Kennedy and Don Wright

Hi Marlene,

Thank you for your assistance in registering Don Wright and Christine Kennedy for UBCM. These are the sessions they wish to attend. Apologies, but I cannot tell from the site which are paid and which are included. My guess is that most of what they have picked are included. I have included some info for our office that UBCM may require. Apologies for our tardiness in registering. Please let me know if you require any further info. Also, if okay with you, I would like to provide them your cell contact, should they have any difficulty with the registration processes on arrival.

Names: Don Wright -Deputy Minister to the Premier, Cabinet Secretary and Head of the BC Public Service

Christine Kennedy - Assistant Deputy Minister, Office of the Premier

Address: PO Box 9041 Stn Prov Govt Victoria BC

Phone: 250 356-2206

Contact: Keira Higgins, keira.higgins@gov.bc.ca

Credit Card for payment:

Keira Higgins M/C –S.17 Exp:S.17 CVC:

Monday, September 10

9:00 am - 12:00 pm Achieving Affordability: Current Policy and Future Needs- Don and Christine

1:30 pm - 4:30 pm Building Community Resiliency: Fire & Flood Prevention in BC - Christine

Not in Service: Greyhound Leaves BC Behind - Don

Tuesday, September 11

7:30 am - 8:30 am Clinics:

Financing Reconciliation: A New Model for Positive Change - Don

HousingHub: Building Partnerships, Building Homes - Christine

Provincial Policy Sessions: 3:15 pm - 4:45 pm

Digital By Design: Connected Communities - Don and Christine

Wednesday, September 12

7:30 am - 8:15 am

Land-Use for Housing People Can Afford - Don and Christine

10:25 am - 10:40 am Address by the Leader of the Green Party: Dr. Andrew - Don and Christine

Weaver

2:00 pm - 2:30 pm Address by the Minister of Municipal Affairs and - Don and Christine

Housing: Honourable Selina Robinson

3:00 pm - 4:15 pm **Provincial Cabinet Town Halls**

Building a Better B.C. - Christine

Growing Prosperity - Don

5:30 pm - 7:00 pm BC Government Reception - Don and Christine

Thursday, September 13

7:30 am - 8:15 am

Professional Reliance Review - Don and Christine

8:35 am - 8:55am Address by the Leader of the Opposition: Mr. Andrew - Don and Christine

Wilkinson Q.C.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

Subject: Canceled: 3:15 - Provincial Policy Sessions - Digital By Design: Connected Communities

- Don and Christine

Start: Tue 2018-09-11 3:15 PM **End:** Tue 2018-09-11 4:45 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

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

Importance: High

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 8:43 AM

To: Owens, Anita PSA:EX

Cc: Valley, Nancy PSA:EX; Hendry, Jackie PREM:EX

Subject: RE: OIC - heads up

Okay, thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Owens, Anita PSA:EX

Sent: Thursday, September 6, 2018 8:41 AM

To: Higgins, Keira PREM:EX

Cc: Valley, Nancy PSA:EX; Hendry, Jackie PREM:EX

Subject: RE: OIC - heads up

The plan is to have it signed by the LG over the weekend. Don will have it later today or tomorrow. I am just waiting for the tagged order.

Thank you. Anita

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 4:20 PM

To: Canitz, Shelley L PREM:EX

Cc: Owens, Anita PSA:EX; Valley, Nancy PSA:EX; Hendry, Jackie PREM:EX

Subject: Re: OIC - heads up

Hi - sorry but i don't see this being signed over the weekend and Don is at UBCM next week.

Sent from my iPhone

On Sep 5, 2018, at 4:11 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

Anita and Nancy - I am away until Wednesday morning. Please work with Keira and Jackie on this in my absence.

Thanks Shelley

From: Owens, Anita PSA:EX

Sent: Wednesday, September 5, 2018 2:36 PM

To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX

Cc: Plant, Byron AG:EX; Dardengo, Doris AG:EX; Valley, Nancy PSA:EX

Subject: OIC - heads up

Hello:

I have an executive appointment coming forward. I will raise the OIC this week. We would like the OIC signed over the weekend and **deposited Monday morning (Sept 10, 2018)** for announcement.

Please let me know if there are any concerns with the timing.

Thank you.

Anita

Anita Owens, Executive Advisor Executive Talent Management

Talent Management Division | BC Public Service Agency

4th Floor - 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966

<image001.png>

Acknowledging with gratitude the Lekwungen Peoples, Traditional Keepers of this Land, where this email is coming to you from.

Today, Lekwungen refers to the Songhees and Esquimalt First Nations Communities and their descendants.

Subject: MEETING: Don Wright, Geoff Meggs, Don Bain, Gary Ley, accompanying Gary (TBC)

Location: Premier's Vancouver Office - suite 740-999 Canada Place, Vancouver

Start: Wed 2018-09-19 3:30 PM **End:** Wed 2018-09-19 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Bain, Don PREM:EX; Gary Ley

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Withheld pursuant to/removed as

s.15; s.16

Subject: MEETING: Don Wright, Geoff Meggs, Don Bain, Christine Kennedy, Gary Ley,

accompanying Gary (TBC)

Location: Premier's Vancouver Office - suite 740-999 Canada Place, Vancouver

Start: Wed 2018-09-19 3:30 PM **End:** Wed 2018-09-19 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Bain, Don PREM:EX; 'Gary Ley'; Kennedy, Christine PREM:EX

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 9:21 AM

To: Kennedy, Christine PREM:EX

Subject: FW: Marine Harvest Meeting Request

FYI – this has been scheduled for Sept 19th. I invited you and Don Bain as I assumed Don would want you there.

Keira Higgins, Executive Administrative Coordinator

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

From: Gary Ley [mailto:gary@glpa.ca]

Sent: Wednesday, September 5, 2018 1:24 PM

To: Higgins, Keira PREM:EX

Cc: Erenst Vincent

Subject: Marine Harvest Meeting Request

Hi Keira.

We are looking for time with Don, and ideally Geoff Meggs, Sept. 17 - 20 in Vancouver or Victoria. Marine Harvest has a proposal for the provincial government we want to discuss directly with Don. Thanks in advance for your help, let me know what might work.

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 9:27 AM **To:** 'UVic Community and Government Relations'

Subject: RE: Invitation - Launch of UVic's Indigenous Law Degree Program, September 25, 2018

Hi Dr. Borrows and Dr. Napoleon,

Don would be please to attend a portion of the day. May I ask what time would be most fitting for his attendance?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: UVic Community and Government Relations [mailto:uviccgr@uvic.ca]

Sent: Thursday, September 6, 2018 7:51 AM

To: 'don.wright@gov.bc.ca' **Cc:** Higgins, Keira PREM:EX

Subject: Invitation - Launch of UVic's Indigenous Law Degree Program, September 25, 2018

Dear Mr. Wright,

We would like to invite you to join us on September 25th as we formally launch the ground-breaking Indigenous Law Degree Program here at the University of Victoria. This program is the first of its kind in the world and will further Canada's reputation as a leader in meaningful reconciliation across the globe.

We look forward to this program serving as a catalyst in the restatement and rebuilding of Indigenous legal orders in Canada. This program will help foster stronger communities and a more inclusive Canada.

Your incredible support in your role as Deputy Minister to the Premier has been integral in our journey to this launch. We thank you for your continuing support and hope you will be able to join us for this historic moment.

In the meantime should have any questions, please do not hesitate to contact uviccgr@uvic.ca.

Sincerely,

Dr. John Borrows - Canada Research Chair in Indigenous Law

Dr. Valerie Napoleon - Law Foundation Professor of Aboriginal Justice and Governance

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 9:27 AM

To: Dixon, Olivia PREM:EX

Subject: RE: Request for boardroom

Thank you and will do!

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 6, 2018 9:27 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for boardroom

Morning Keira,

I have booked a 10 person boardroom for your meeting on September 19^{th} from 3:30PM – 4:30PM. Please let me know the final list of attendees by end-of-day September 18^{th} .

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

From: Higgins, Keira PREM:EX Sent: September 6, 2018 9:17 AM

To: Dixon, Olivia PREM:EX < Olivia. Dixon@gov.bc.ca>

Subject: Request for boardroom

Hi Olivia.

May I please request a 10 person boardroom on September 19th from 3:30-4:30 for the following meeting?

MEETING: Don Wright, Geoff Meggs, Don Bain, Christine Kennedy, Gary Ley, accompanying Gary (TBC)

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Subject: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker,

Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron, Amber

Hockin - Agendas

Location: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:

s.15; s.17 Participant Conference ID:s.15; s.17 Don to moderate - ID:s.15; s.17

#

Start: Tue 2018-09-25 9:30 AM **End:** Tue 2018-09-25 10:00 AM

Show Time As: Tentative

Recurrence: Weekly

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

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Christensen,

Suzanne PREM:EX; Kennedy, Christine PREM:EX; MacMillan, Elizabeth PREM:EX; Aaron,

Sage PREM:EX; Gibbs, Robb GCPE:EX; Hockin, Amber PREM:EX

^{***} Please inform Keira by Friday if you will be calling into the meeting.

Subject:NEW TIME - MEETING: Don Wright and Tim Sheldan - check inLocation:Don's Office - room 272 West Annex, Parliament Buildings

 Start:
 Tue 2018-09-25 2:00 PM

 End:
 Tue 2018-09-25 3:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Sheldan, Tim FLNR:EX

Moved to accommodate an event that Don is attending. Please let me know if there are scheduling concerns.

Thanks,

Keira

Subject: NEW TIME - MEETING: Don Wright and Lori Halls - weekly meeting and check-in

Location: Don's Office

 Start:
 Tue 2018-09-25 3:00 PM

 End:
 Tue 2018-09-25 4:30 PM

Show Time As: Tentative

Recurrence: Weekly

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

Meeting Status: Not yet responded

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

Moved to accommodate an event that Don is attending. Please let me know if there are scheduling concerns.

Thanks,

Keira

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 10:17 AM

To: OOP FOI PREM:EX

Subject: RE: Call for Records OOP-2018-86200 Records Due September 18, 2018

Done - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: OOP FOI PREM:EX

Sent: Wednesday, September 5, 2018 1:23 PM

To: Higgins, Keira PREM:EX

Subject: Call for Records OOP-2018-86200 Records Due September 18, 2018

Hi Keira,

Please see the below request and please let me know by <u>September 18th</u> whether or not you have any records. Please PDF records into this folder:

 $J:\ADMINISTRATION - 100-499\292\ FOI\292-30\ FOI\ Requests\ General\2018\May - Aug\ 2018\0OP-2018-86200\ - Keiral\ Higgins\ all\ sent\ June\Records$

Please let Alison know if you need any help with PDF'ing these records.

To PDF records:

- Shift and up arrow to select emails (batches of about 100-150 emails at a time)
- File, Print, change printer to Adobe PDF
- Save in LAN folder

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages - excluding attachments - sent from Keira Higgins.

(Date Range for Record Search: From 06/01/2018 To 06/30/2018) Date Format is MM/DD/YYYY

Amanda Shortt, Administrative Assistant

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

Subject: MEETING: Don and Jackie - FOI

Location: Don's Office

Start: Tue 2018-09-18 3:00 PM **End:** Tue 2018-09-18 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

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Withheld pursuant to/removed as

s.15; s.16

Page 170 of 973 to/à Page 172 of 973

Withheld pursuant to/removed as

s.16; s.15

Page 173 of 973

Withheld pursuant to/removed as

s.15; s.16

Subject: PHONE CALL: Don and Stephanie Papik

Location: Stephanie to call Don's cell **s**.17

Start: Tue 2018-09-11 9:00 AM **End:** Tue 2018-09-11 9:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Papik, Stephanie PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 6, 2018 11:52 AM

To: Papik, Stephanie PREM:EX

Subject: Accepted: check-in

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 11:54 AM

To: 'Darcy Vermeulen'

Subject: RE: Meeting with Christine

Hi Darcy,

It's at 1:00 today[©]

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Darcy Vermeulen [mailto:dvermeulen@contextresearch.ca]

Sent: Thursday, September 6, 2018 11:47 AM

To: Higgins, Keira PREM:EX **Subject:** Meeting with Christine

Hey Keira,

I just wanted to confirm the time of my meeting with Christine today - as I was in another time zone when the invite came through and I'm. It certain my calendar updated properly.

Is it at 2pm today? And if you had directions as the best way to get to her office those would be greatly appreciated!

Best, Darcy

Darcy Vermeulen Senior Consultant 604-368-8228

Subject: CONFERENCE CALL: Don Wright, Richard Fyfe, Peter Juk

Location: Dial-in Phone Numbers:\$.15;\$.17 ; Participant Conference ID:\$.15;\$.1 #; Don

to moderate - ID: s.15;s.1 #

Start: Tue 2018-09-11 9:30 AM **End:** Tue 2018-09-11 9:45 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Fyfe, Richard J AG:EX; Juk, Peter A AG:EX

Subject: FW: BC Wild Fish proposal

Location: Rose Room 272 West Wing, Parliament Building, Victoria, BC

Start: Mon 2018-09-17 12:00 PM **End:** Mon 2018-09-17 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Reid, Rebecca

----Original Appointment----

From: Reid, Rebecca [mailto:Rebecca.Reid@dfo-mpo.gc.ca]

Sent: Thursday, September 6, 2018 12:39 PM

To: Reid, Rebecca; Murdoch, Sarah; Thomson, Andrew; Webb, Cheryl; MacKenzie, Julia; Nener, Jennifer; 'Paul Kariya';

Witter, Allison PREM:EX; Higgins, Keira PREM:EX

Subject: BC Wild Fish proposal

When: Monday, September 17, 2018 12:00 PM-1:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Rose Room 272 West Wing, Parliament Building, Victoria, BC

New meeting date Monday, September 17, 2018 at noon. Location: Rose Room, 272 West Wing Parliament Building, Victoria, BC

Original message:

A follow-up discussion has been arranged for September 11 at 2:15pm.

Subject: Meeting Forward Notification: BC Wild Fish proposal

Start: Thu 2018-09-06 2:00 PM **End:** Thu 2018-09-06 2:30 PM

Recurrence: (none)

Organizer: Higgins, Keira PREM:EX

Your meeting was forwarded

<u>Higgins, Keira PREM:EX</u> has forwarded your meeting request to additional recipients. **Meeting**

BC Wild Fish proposal

Meeting Time

Monday, September 17, 2018 12:00 PM - Monday, September 17, 2018 1:00 PM

Recipients

Wright, Don J. PREM:EX (Don.J.Wright@gov.bc.ca), Kennedy, Christine PREM:EX

All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 6, 2018 1:36 PM

To: 'Reid, Rebecca'

Subject: Accepted: FW: BC Wild Fish proposal

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 6, 2018 1:36 PM

To: 'Reid, Rebecca'

Subject: Accepted: FW: BC Wild Fish proposal

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 1:41 PM

To: Richter, Connie AG:EX

Subject: RE: Request for 15 minute call

Okay, will do - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Richter, Connie AG:EX

Sent: Thursday, September 6, 2018 12:12 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for 15 minute call

My apologies, Keira. Yes, we do have updates to note please.

My line: 778-974-3794

Richard's: S.17

Everything else is the same.

,					
9	FYFE, Richard Richard.Fyfe@gov.bc.ca	Connie Richter	Attorney General	11th Floor 1001 Douglas St PO Box 9290 Stn Prov Govt Victoria BC V8W 9J7	(250) 387-1578
			Casial Danalasasas	741- C1 C44 I I L-1-4- C4	

Thank you, C

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 12:05 PM

To: Richter, Connie AG:EX

Subject: RE: Request for 15 minute call

Okay, sounds good. I don't know the topic but they have been emailing so I think they will be well aware.

That's weird, I have 387-1578 listed on the contact sheet. Shall I send out an update with (356-0149)?

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Richter, Connie AG:EX

Sent: Thursday, September 6, 2018 12:03 PM

Subject: RE: Request for 15 minute call

Hi Keira,

Yes my direct line is the one in the GAL now (778–974–3791) but our main reception is the same (356–0149) – we have the new UC lines.

Re Tuesday, 9:30 will work for Richard and Peter via CC. Are you able to provide a topic for them? Thank you, C

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 11:57 AM

To: Richter, Connie AG:EX

Subject: Request for 15 minute call

Hi Connie,

Did your mainline change? It doesn't seem to be working.

Also, Don would like to please request a 15 minute call with Richard and Peter Juk on Tuesday between 9:30-11:00. Might there be a time within that window that works for them?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 1:44 PM

To: Gervais, Monica PREM:EX

Cc: Lennox, Brenda PREM:EX; Finkel, Paul PREM:EX

Subject: RE: DMC Slides

Hi Paul,

I won't be uploading the slides as the meeting is at Government House. I am not too sure what kind of screens and tech they will have access to there so it might be good if Elizabeth could arrive with them on a stick a little before the meeting. I would also say it would be wise for her to be prepared to present without a screen if need be.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Gervais, Monica PREM:EX

Sent: Thursday, September 6, 2018 12:10 PM

To: Higgins, Keira PREM:EX

Cc: Lennox, Brenda PREM:EX; Finkel, Paul PREM:EX

Subject: DMC Slides

Hi Keira,

Elizabeth has the slides. I am out of the office this afternoon so please connect with Paul if you have any questions regarding the slides.

Monica

Monica Gervais

A/Executive 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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From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 6, 2018 1:45 PM

To: Papik, Stephanie PREM:EX

Subject: Accepted: check-in

Subject: MEETING: Don and Shelley - OICs signing and review (at least 6)

Location: Don's Office

Start: Tue 2018-09-18 3:30 PM **End:** Tue 2018-09-18 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca); Canitz, Shelley L PREM:EX

Subject: Canceled: MEETING: Don and Shelley - OICs signing and review (at least 6)

Location: Don's Office

Start: Tue 2018-09-18 3:30 PM **End:** Tue 2018-09-18 4:00 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Canitz, Shelley L PREM:EX

Importance: High

Subject: MEETING: Don and Shelley - OICs signing and review (at least 6)

Location: Don's Office

Start: Tue 2018-09-18 3:30 PM **End:** Tue 2018-09-18 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Canitz, Shelley L PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Don Bain, Christine Kennedy, Jessica Smith, Gary

Ley, accompanying Gary (TBC) - Marine Harvest proposal for the provincial

government

Location: Premier's Vancouver Office - suite 740-999 Canada Place, Vancouver

Start: Wed 2018-09-19 3:30 PM **End:** Wed 2018-09-19 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Bain, Don PREM:EX; 'Gary Ley'; Kennedy, Christine PREM:EX;

Smith, Jessica C AGRI:EX

Hi Keira.

We are looking for time with Don, and ideally Geoff Meggs, Sept. 17 - 20 in Vancouver or Victoria. Marine Harvest has a proposal for the provincial government we want to discuss directly with Don. Thanks in advance for your help, let me know what might work.

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

^{***}Keira booked a meeting room.

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 1:55 PM

To: Carr, Helen IGRS:EX

Subject: RE: November 7th Welcome to BC Public Service

Hi Helen,

Either the 1st or 29th are great for Don.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Carr, Helen IGRS:EX

Sent: Thursday, September 6, 2018 1:53 PM

To: Higgins, Keira PREM:EX

Subject: November 7th Welcome to BC Public Service

Hi, Keira–I have an issue with our venue for November 7th and am exploring several options, including changing the date. The available dates are:

- Grand Pacific available
 - Thursday, November 1st
- Marriott available
 - o Wednesday, November 14
 - o Thursday November 15
 - Thursday November 22nd
 - o Thursday November 29
- I also have a new venue, the Quality Inn on Douglas Street near Mayfair that is available November 7th, but a bit further from your office can you please check Don's calendar and let me know if it is best to change dates or change venues?

Thanks

Helen Carr Protocol Manager | Office of Protocol Intergovernmental Relations Secretariat PO Box 9422 Stn Prov Govt, Victoria BC V8W 9V1

Office Location | 2nd Floor, 620 Superior Street | Victoria, BC V8V 1V2 250.883.4496 (Cell) 250.356.2814 Fax www.protocol.gov.bc.ca

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 6, 2018 1:59 PM

To: Meggs, Geoff PREM:EX

Subject: Declined: Meeting: PJH, Geoff and Don

Declining as this is a double invite.

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 2:05 PM

To: Quigley, Shanna SDPR:EX

Subject: RE: Information Note - Rick Hansen Pilot Project

Thanks Shanna!

Keira Higgins, Executive Administrative Coordinator

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

From: Quigley, Shanna SDPR:EX

Sent: Thursday, September 6, 2018 10:05 AM

To: Higgins, Keira PREM:EX

Subject: Information Note - Rick Hansen Pilot Project

Good morning Keira,

Please find attached an information note for Don Wright regarding Rick Hansen – Pilot Project. David has asked that I send this over to you to please share with Don.

Thank you,

Shanna Quigley

Secretariat for DMCSI and A/ Senior Executive Assistant To Deputy Minister David Galbraith Ministry of Social Development and Poverty Reduction 778-698-7600

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 2:09 PM

To: Higgins, Keira PREM:EX
Attachments: IMG_1823.JPG; ATT00001.txt

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 2:44 PM

To: Elliott, Heidi FIN:EX; Canitz, Shelley L PREM:EX

Cc: Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Hi Heidi,

I just wanted to check in to see if there will be a large screen with access to a computer for uploading a PowerPoint presentation to present to the Deputy Minister's tomorrow?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Elliott, Heidi FIN:EX

Sent: Wednesday, September 5, 2018 3:30 PM

To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX

Cc: Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Thanks,

Attached is the updated program.

Cheers, Heidi

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 2:52 PM **To:** Elliott, Heidi FIN:EX; Canitz, Shelley L PREM:EX

Cc: Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Hi Heidi,

Please note that our attendance list has stayed the same with the exception of Heather Woods; she has changed from tentative to not attending.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Sent: Thursday, August 23, 2018 2:46 PM

To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX

Cc: Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Hello:

Attached is a copy of Government House's program for your review. I would be pleased to make any changes or additions.

Thanks,

Heidi Elliott

Director of Programmes, Events and Outreach Office of the Lieutenant Governor Government House

Tel: <u>250-356-0925</u> cell: <u>250-213-1384</u>

www.ltgov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Monday, August 20, 2018 9:16 AM

To: Canitz, Shelley L PREM:EX; Elliott, Heidi FIN:EX

Cc: Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Hi Heidi,

Please see the attached attendance list for the September 7th DM Meeting. Please note there are 23 confirmed attendees and 1 maybe. Also, please note the 3 dietary restrictions in red.

Many thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, August 15, 2018 3:20 PM

To: Elliott, Heidi FIN:EX

Cc: Higgins, Keira PREM:EX; Hendry, Jackie PREM:EX

Subject: RE: proposed agenda for September 7 DMC meeting at Government House

Heidi - I forgot to add at the end of that note that DMs are happy to stay for lunch. Keira can confirm attendees soon.

Shelley

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, August 15, 2018 3:15 PM

To: Elliott, Heidi FIN:EX

Cc: Higgins, Keira PREM:EX; Hendry, Jackie PREM:EX

Subject: proposed agenda for September 7 DMC meeting at Government House

Heidi – we have put together a draft outline of activities for the September 7 meeting and would welcome your input.

We were hoping DMs could meet at 10:30 to 11:30. Don was then wondering if Her Honour would join the Deputies from 11:30 to about 12:15 for introductions and discussions. Deputies would be interested in hearing about Her Honour's priorities and how the public service could assist that work. In addition, Don was wondering if a discussion on how our two offices could work together would be of interest to the attendees.

As I noted earlier, s.22

but Keira and Jackie are here to assist with any details.

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 6, 2018 3:10 PM

To: s.17

Subject: Tentative: MEETING: PJH, Sage and Don - Speech Review: Public Policy Forum -

Western Dinner

Don is in Victoria this day. Could he call into this meeting?

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 3:25 PM

To: MacMillan, Elizabeth PREM:EX; Halls, Lori D PSA:EX

Cc: Elliott, Heidi FIN:EX
Subject: DMC tomorrow

Hi Lori and Elizabeth,

I have confirmed that there will be a large TV that hooks up to a laptop for loading your presentations tomorrow for DMC at Government House. I would recommend you arrive for the meeting a little early so you can ensure your presentations are loaded as I will not be supporting Don at this DMC. I have copied Heidi Elliott so she knows to expect 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: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 4:11 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Elliott, Heidi FIN:EX

Subject: RE: Agenda - September 7, 2018 DMC

Attachments: 180907A-Scenario.pdf

Hi everyone,

Please note that there is a slight error in the time at the top of tomorrow's DMC agenda. The itinerary is correct but the start time of the meeting should read 10:30 (not 11:30).

RE: Deputy Ministers' Council Meeting and Luncheon

DATE: Friday, September 7, 2018 <u>1130-10:30</u>

PLACE: Government House – Drawing Room and Main Dining Room

HADC: None

HER HONOUR TO: Host and address

DRESS: Business Attire

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:13 AM **To:** BCPSA Agency DMC Admin & Operational Support

Subject: Agenda - September 7, 2018 DMC

Good morning,

Please see the attached agenda for the September 7th 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: Higgins, Keira PREM:EX

Sent: Thursday, August 16, 2018 3:31 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi everyone,

Please note that lunch will be served at the September 7^{th} DMC at Government House. Please let me know by Friday if your respective DM has any dietary concerns.

Also, there are a few DMs who have not yet confirmed attendance. Please do so by Friday.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, August 1, 2018 12:24 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 7, 2018 from 10:30-1:30 at Government House. Please note, delegates are not permitted at this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, June 27, 2018 9:15 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the <u>September 7th DMC will now be held from 10:30-1:30 at Government House</u> and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 4:37 PM

To: Elliott, Heidi FIN:EX

Subject: Re: Agenda - September 7, 2018 DMC

No worries that makes perfect sense. I just though I best clarify with the DMs to be on the safe side. Thanks for all your help.

Sent from my iPhone

On Sep 6, 2018, at 4:26 PM, Elliott, Heidi FIN:EX < Heidi. Elliott@gov.bc.ca > wrote:

Hi Keira

Sorry about the mix-up the 11:30 am on my program was the start time for Her Honour.

Thanks

Heidi Elliott Director of Programmes, Events and Outreach Office of the Lieutenant Governor

Sent via iPhone

On Sep 6, 2018, at 4:11 PM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi everyone,

Please note that there is a slight error in the time at the top of tomorrow's DMC agenda. The itinerary is correct but the start time of the meeting should read 10:30 (not 11:30).

RE: Deputy Ministers' Council Meeting and Luncheon

DATE: Friday, September 7, 2018 <u>1130-10:30</u>

PLACE: Government House – Drawing Room and Main Dining Room

HADC: None

HER HONOUR TO: Host and address

DRESS: Business Attire

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:13 AM **To:** BCPSA Agency DMC Admin & Operational Support

Subject: Agenda - September 7, 2018 DMC

Good morning,

Please see the attached agenda for the September 7th 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

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Sent: Thursday, August 16, 2018 3:31 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi everyone,

Please note that lunch will be served at the September 7th DMC at Government House. Please let me know by Friday if your respective DM has any dietary concerns.

Also, there are a few DMs who have not yet confirmed attendance. Please do so by Friday.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, August 1, 2018 12:24 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 7, 2018 from 10:30-1:30 at Government House. Please note, delegates are not permitted at this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, June 27, 2018 9:15 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC

CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the <u>September 7th DMC will now be held from 10:30-1:30 at Government</u> <u>House</u> and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

<180907A-Scenario.pdf>

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 8:25 AM **To:** Kennedy, Christine PREM:EX

Subject: RE: Catalyst Briefing Note for UBCM

Morning,

Ralston was invited but never responded and Donaldson was not. I will ensure they both receive the BN.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX

Sent: Thursday, September 6, 2018 4:44 PM

To: Higgins, Keira PREM:EX

Subject: FW: Catalyst Briefing Note for UBCM

I forgot....

I don't know if Donaldson and Ralston were invited as we knew they were away. If not, they should get a copy of the briefing note as well.

From: Kennedy, Christine PREM:EX

Sent: Thursday, September 6, 2018 4:41 PM

To: Higgins, Keira PREM:EX

Subject: Catalyst Briefing Note for UBCM

Keira tomorrow could you distribute the attached briefing note to the Ministers / MLAs that were invited to the Catalyst briefings.

If you could, please mention that the note was prepared by Nikki Lachance at FLNRO, working with colleagues from across the ministries involved in the Catalyst engagement.

CC to DMs / ADMs Fazil, Tim S, Dave N, Trevor H, Mark Z, Lori W, Dave Peterson, Doug Foster, David Morel. And to Nikki Lachance who did the work. Thank you.

Christine Kennedy

Office of the Premier, Deputy Minister's Office 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 8:25 AM

To: Elliott, Heidi FIN:EX; Walsh, Sara M HLTH:EX **Subject:** RE: Parking RE: Agenda - September 7, 2018 DMC

Thanks Heidi!

Keira Higgins, Executive Administrative Coordinator

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

From: Elliott, Heidi FIN:EX

Sent: Friday, September 7, 2018 8:25 AM

To: Higgins, Keira PREM:EX; Walsh, Sara M HLTH:EX

Subject: RE: Parking RE: Agenda - September 7, 2018 DMC

Good morning:

There is lots of free parking at Government House.

Cheers, Heidi

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 8:21 AM

To: Walsh, Sara M HLTH:EX; Elliott, Heidi FIN:EX

Subject: RE: Parking RE: Agenda - September 7, 2018 DMC

Good morning Heidi,

Could you please advise about the parking at Government House?

Many thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Walsh, Sara M HLTH:EX

Sent: Friday, September 7, 2018 7:49 AM

To: Higgins, Keira PREM:EX

Subject: Parking RE: Agenda - September 7, 2018 DMC

Good morning Keira,

Steve was asking whether there is any parking for this morning's meeting. Could you kindly let me know, if there isn't he will take a taxi.

Kind regards, Sara Walsh

Senior Executive Assistant to Deputy Minister, Stephen Brown

Ministry of Health | 1515 Blanshard St, Victoria, BC TeL: 250-952-1590 | Email: Sara.Walsh@gov.bc.ca

Subject: Agenda - September 7, 2018 DMC

CONFIDENTIALITY NOTICE:

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From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:13 AM **To:** BCPSA Agency DMC Admin & Operational Support

Good morning,

Please see the attached agenda for the September 7th 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: Higgins, Keira PREM:EX

Sent: Thursday, August 16, 2018 3:31 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi everyone,

Please note that lunch will be served at the September 7^{th} DMC at Government House. Please let me know by Friday if your respective DM has any dietary concerns.

Also, there are a few DMs who have not yet confirmed attendance. Please do so by Friday.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, August 1, 2018 12:24 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 7, 2018 from 10:30-1:30 at Government House. Please note, delegates are not permitted at this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

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Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 8:26 AM

To: Berkes, Andrea TAC:EX

Subject: RE: Agenda - September 7, 2018 DMC

Hi Andrea,

Please let Sandy know that they is lots of free parking at Government House.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Berkes, Andrea TAC:EX

Sent: Thursday, September 6, 2018 4:24 PM

To: Higgins, Keira PREM:EX

Subject: RE: Agenda - September 7, 2018 DMC

Keira – Sandra Carroll is wondering if there is designated parking for this event at government house and if there are specific instructions for parking?

Andrea Berkes

A/Director, Executive Operations
Ministry of Tourism, Arts and Culture

From: Higgins, Keira PREM:EX **Sent:** September 6, 2018 4:11 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Elliott, Heidi FIN:EX

Subject: RE: Agenda - September 7, 2018 DMC

Hi everyone,

Please note that there is a slight error in the time at the top of tomorrow's DMC agenda. The itinerary is correct but the start time of the meeting should read 10:30 (not 11:30).

RE: Deputy Ministers' Council Meeting and Luncheon

DATE: Friday, September 7, 2018 <u>1130</u> 10:30

PLACE: Government House – Drawing Room and Main Dining Room

HADC: None

HER HONOUR TO: Host and address

DRESS: Business Attire

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

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Subject: Agenda - September 7, 2018 DMC

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Please see the attached agenda for the September 7th 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

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Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Hi everyone,

Please note that lunch will be served at the September 7^{th} DMC at Government House. Please let me know by Friday if your respective DM has any dietary concerns.

Also, there are a few DMs who have not yet confirmed attendance. Please do so by Friday.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, August 1, 2018 12:24 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: Confirmation of attendance to the September 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 7, 2018 from 10:30-1:30 at Government House. Please note, delegates are not permitted at this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Wednesday, June 27, 2018 9:15 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the June 29, 2018 DMC also please note DMC CHANGE - Sept 7, 2018

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, June 29, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note the <u>September 7th DMC will now be held from 10:30-1:30 at Government House</u> and will be Deputy Minister attendance only. Please confirm if your DM will likely attend (so we can send an idea of numbers to Government House).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 8:41 AM

To: Heyman, George ENV:EX; Fraser, Scott IRR:EX; Popham, Lana AGRI:EX; Ralston, Bruce

JTT:EX; Eby, David AG:EX; James, Carole FIN:EX; Leonard.MLA, Ronna-Rae LASS:EX; Krog.MLA, Leonard LASS:EX; Routley.MLA, Douglas G LASS:EX; Simons.MLA, Nicholas

LASS:EX; Trevena, Claire TRAN:EX; Donaldson, Doug FLNR:EX

Cc: Mihlar, Fazil JTT:EX; Sheldan, Tim FLNR:EX; Nikolejsin, Dave EMPR:EX; Hughes, Trevor

LBR:EX; Zacharias, Mark ENV:EX; Wanamaker, Lori FIN:EX; Peterson, Dave FLNR:EX; Foster, Doug FIN:EX; Morel, David P ENV:EX; Lachance, Nikki FLNR:EX; Godfrey, Sam AGRI:EX; Gillezeau, Rob FIN:EX; Smith, George AG:EX; Kennedy, Christine PREM:EX

Subject: Catalyst Briefing Note for UBCM

Attachments: UBCM 2018_Catalyst Paper Company.pdf

Good morning,

Please see the attached briefing note sent on behalf of Assistant Deputy Minister Christine Kennedy. The note was prepared by Nikki Lachance at FLNRO, and colleagues from across the ministries involved in the Catalyst engagement.

Thank you and have a lovely weekend,

Keira Higgins, Executive Administrative Coordinator

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

286

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 9:05 AM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX;

McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX;

Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists Attachments: 07 September 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 7, 2018 9:08 AM

To: O'Connor, Lara FIN:EX

Subject: RE: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker,

Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron, Amber

Hockin - Agendas

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

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----Original Appointment----

From: O'Connor, Lara FIN:EX On Behalf Of Wanamaker, Lori FIN:EX

Sent: Friday, September 7, 2018 9:07 AM

To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX

Subject: Declined: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne

Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron, Amber Hockin - Agendas

When: Monday, September 17, 2018 1:00 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:s.15;s.17

Conference ID:s.15;s.1 #; Don to moderate - ID:s.15;s.1 #

Hi Keira,

Lori is no longer able to attend the meeting at 1:00pm on Monday, September 17th as she is required in Vancouver.

Thanks Lara

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 9:17 AM **To:** Kennedy, Christine PREM:EX

Subject: RE: Invitation: PPF Annual Western Dinner (Sept 19 - Vancouver)

Hi Christine,

You are currently scheduled on a flight back to Victoria but I could move the flight to Thursday morning if you wish to attend?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Rey, Rachelle (CA - British Columbia) [mailto:racrey@deloitte.ca] On Behalf Of Sawchuk, Jamie (CA - British

Columbia)

Sent: Friday, September 7, 2018 6:29 AM

To: Kennedy, Christine PREM:EX

Cc: Young, Stewart (CA - British Columbia); Higgins, Keira PREM:EX **Subject:** Invitation: PPF Annual Western Dinner (Sept 19 - Vancouver)

Hello Christine.

We would be delighted if you are able to join our Deloitte table at the upcoming Public Policy Forum Annual Western Dinner in Vancouver. This year the 2018 Peter Lougheed Award for Leadership in Public Policy will be presented to Andrew Petter, President of SFU; Sue Paish, CEO Canada's Digital Technology Supercluster; Mura Al-Katib, CEO of AGT Food and Ingredients Inc.; and Sophie Pierre of the Ktunaxa Nation.

EVENT DETAILS

Date: Wednesday, Sept. 19, 2018, 5 p.m. - 9 p.m. Location: Marriott Vancouver Pinnacle Downtown 1128 West Hastings St, Pinnacle Ballroom RSVP: Rachelle Rey racrey@deloitte.ca

We hope to hear from you soon.

Cheers, Jamie

Jamie Sawchuk

Partner | Public Sector D: +1 (250) 978 4448 | M: +1 (250) 727 1412

jsawchuk@deloitte.ca | deloitte.ca

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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 7, 2018 10:34 AM

To: Kennedy, Christine PREM:EX
Subject: Accepted: Hold Ken Kalisnikoff

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 10:41 AM

To: Hendry, Jackie PREM:EX **Subject:** PCard - Keira Higgins

Attachments: Receipts Keira Higgins PCard - 03-September-2018.pdf; Copy of s.15 s.17

03SEP18 (2).xlsx

Keira Higgins, Executive Administrative Coordinator

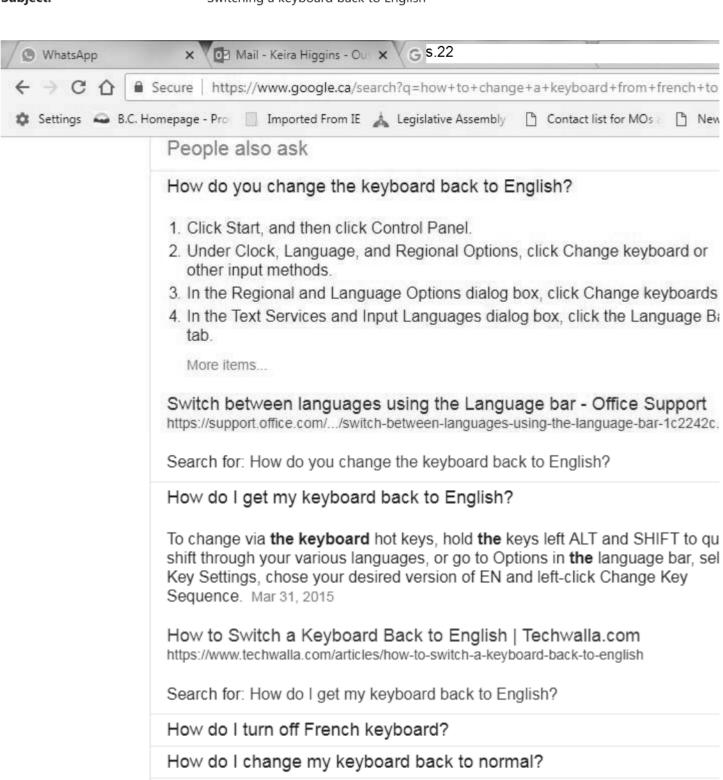
Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 10:46 AM

To: Shortt, Amanda PREM:EX

Subject: Switching a keyboard back to English



How do I make my keyboard go back to normal?

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 11:02 AM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for ELUC meeting September 18, 2018

Hi Dawn,

Christine Kennedy will not be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Friday, September 7, 2018 10:26 AM

To: Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Chandler, Alex FIN:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Finkel, Paul PREM:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Papik, Stephanie PREM:EX; Purdy, Sandra FLNR:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Waters, Leah TRAN:EX

Subject: Attendance confirmation for ELUC meeting September 18, 2018

Importance: High

Good morning,

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

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

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

ELUC

Tuesday, September 18, 2018 10:00 a.m. – 12:00 p.m. Chambers/VCO

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033| 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387,5553 / Cell: 778.584.0197

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 11:11 AM

To: CFFSHELP, FIN FIN:EX **Subject:** RE: PCard - Keira Higgins

Attachments: Copy of s.15 s.17 03SEP18 (2).xlsx

Hi Melissa,

Apologies, please see updated version of PCard.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: CFFSHELP, FIN FIN:EX

Sent: Friday, September 7, 2018 11:08 AM

To: Higgins, Keira PREM:EX

Subject: RE: PCard - Keira Higgins

Hi Keira,

Please provide all travelers' names and supplier numbers for STOB 5700.

Thanks!

-Melissa

From: Hendry, Jackie PREM:EX Sent: September 7, 2018 10:49 AM

To: CFFSHELP, FIN FIN:EX

Subject: FW: PCard - Keira Higgins

Approved.

Jackie Hendry

Director, Executive Operations

Office of the Deputy Minister to the Premier

Desk: 250.387.5894 Cell: 250.893.7467

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 10:41 AM

To: Hendry, Jackie PREM:EX < Jackie. Hendry@gov.bc.ca>

Subject: PCard - Keira Higgins

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 11:11 AM

To: Gervais, Monica PREM:EX

Subject: RE: DMC

Correct - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Gervais, Monica PREM:EX

Sent: Friday, September 7, 2018 11:08 AM

To: Higgins, Keira PREM:EX

Subject: DMC

Hi Keira,

Just confirming that next DMC is Sep 28.

Thank you, Monica

Monica Gervais

A/Executive 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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From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 2:20 PM

To: Brownridge, Jerymy FIN:EX
Cc: Wright, Don J. PREM:EX

Subject: RE: OIC

Hi Jerymy,

Many thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Brownridge, Jerymy FIN:EX

Sent: Friday, September 7, 2018 2:20 PM

To: Higgins, Keira PREM:EX

Subject: RE: OIC

Hi Keira.

For sure! We will watch for it, and either Her Honour or I will text once it is signed.

My cell is \$.17 — call or text anytime if there are any problems.

All the best,

Jerymy

From: Higgins, Keira PREM:EX

Sent: Friday, September 7, 2018 1:55 PM

To: Brownridge, Jerymy FIN:EX

Subject: OIC

Hi Jerymy,

An OIC is coming through to the Lieutenant Governor this weekend. My understanding is that she is aware and is expecting it for signature. My apologies if this is not the case (I would be happy to provide details). Don is wondering if you would please send him a text once she signs it? His cell is \$.17

Thank you and have a lovely weekend!

Keira Higgins, Executive Administrative Coordinator

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

From: Sent: To: Subject:	Higgins, Keira PREM:EX Friday, September 7, 2018 2:56 PM Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX FW: RSVP	
Hi Don and Christine,		
Please let me now if either of you	wish to attend the below reception.	
Don – this is the day you are driving	ng back from Vancouver so timing would be tight.	
Thanks,		
Keira Higgins, Executive Admin Office of the Premier, Deputy Minist 272 West Annex, Parliament Buildin Ph: (250) 356-2206	ter	
From: Chungh, Ram [mailto:Ram. Sent: Friday, September 7, 2018 2 To: Higgins, Keira PREM:EX Subject: RE: RSVP		
Hello Keira,		
The below was the original invitat	ion that was sent out. Please let me know if you have any questions.	
Kind regards,		
Ram		
Good afternoon,		
	from the Vancouver Fraser Port Authority to our annual reception during sonvention in Whistler, on September 11, 2018.	
We ask you RSVP to Candace.McLellan@portvancouver.com (or reply to this email) by September 11, 2018.		
Thank you. We hope to see yo	ou there.	

You are invited!

Please join us at our annual reception during the Union of British Columbia Municipalities Convention

WHEN Tuesday, September 11, 2018 7:30 PM - 9:30 PM

<u>WHERE</u>

Bearfoot Bistro 4121 Village Green, Whistler, BC V0N 1B4 (Located steps from the Whistler Conference Centre)

The Vancouver Fraser Port Authority is once again proud to sponsor the Union of British Columbia Municipalities Convention.

We hope you can join us at our annual reception, for an evening of delicious food, lively conversation, refreshments and music.

Kind Regards,

Candace McLellan BBA

Public Affairs Coordinator



Vancouver Fraser Port Authority 100 The Pointe, 999 Canada Place Vancouver, B.C. Canada V6C 3T4

P: 604.665.9330 | portvancouver.com

Ram Chungh

Municipal and Community Engagement Specialist



Vancouver Fraser Port Authority 100 The Pointe, 999 Canada Place Vancouver, B.C. Canada V6C 3T4

P: 604.665.9329 portvancouver.com

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Friday, September 07, 2018 1:20 PM

To: Chungh, Ram <Ram.Chungh@portvancouver.com>

Subject: RSVP

Hi there,

I received a note that you had called our office regarding whether Don Wright or Okenge Yuma Morisho would be in attendance at your event on Tuesday evening. My apologies but I do not believe I have seen an invitation come through and do not have the details. Don will be in Vancouver until 5:00 on Tuesday so won't likely be able to make it but I would like to check with him once I have the event details. Okenge will not be in Whistler but our ADM Christine Kennedy will be accompanying Don to any events he attends if the invite is inclusive.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Saturday, September 8, 2018 10:04 AM

To: Kennedy, Christine PREM:EX

Subject: Fwd: Thank you for choosing to take off with Helijet!

Sent from my iPhone

Begin forwarded message:

To: < keira.higgins@gov.bc.ca>

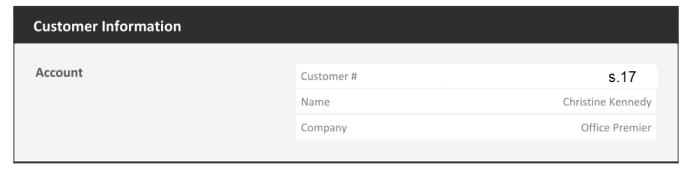
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!





	Billing	\$219.05
35 minutes	Taxes	\$10.95
Confirmed	Grand Total	\$230.00
1 Passengers - Off-Peak . Christine Kennedy, Female	Fully Changeable / Refundable up to 5pm departure.	
Add to Calendar	After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.	
	Failure to change 1 hour prior or check-in departure	20 minutes prior to
	will also result in the cancellation of any or reservations	nward and/or return
	(additional cancellation fees may apply)	

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of checkin, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

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Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total. Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed. Please visit http://www.catsa-acsta.gc.ca/ for information on how to "Pack Smart" and avoid delays

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The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

Transportation upon arrival:

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

Pets on Helijet:

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

Weather Conditions:.

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

Reservations:

Reservations are required for all flights and may be booked online at www.helijet.com or by calling 1.800.665.4354 (within North America).

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

From: Higgins, Keira PREM:EX

Sent: Saturday, September 8, 2018 10:04 AM

To: Kennedy, Christine PREM:EX

Subject: Fwd: Flight Itinerary. Thanks for choosing Harbour Air!

Sent from my iPhone

Begin forwarded message:

From: < reservation@harbourair.com>

Date: September 8, 2018 at 10:02:53 AM PDT

To: < keira.higgins@gov.bc.ca>

Subject: Flight Itinerary. Thanks for choosing Harbour Air!

Reply-To: < reservation@harbourair.com >



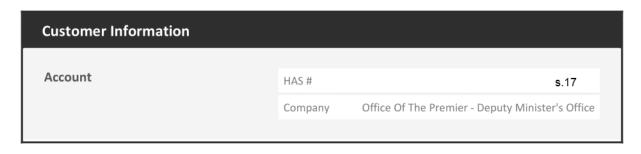
Check Flight Status	Manage Flight	Deals & Specials	High Flyer Rewards	My Account

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

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

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about <u>Select Seating</u> at check in. Starting at only \$10.00 per seat.

Harbour Air Team



Booking #S.17

Sunday, September 9, 2018

Flight #2060

09:30 Victoria Harbour / Map 10:05 Vancouver Harbour / Map

35 minutes

CX - Cancelled

1 Passenger(s) - GoFlex

. Christine Kennedy, Female

Add to Calendar

Invoice S.17

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
(subject to difference in fare value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed 25 lbs. (space available) \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed 15 lbs. (space available) \$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

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

Scenic & Packaged Tours Cancellation:

100% canc! ellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government Issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under).**
- <u>Luggage</u> restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- . The maximum weight per single piece of luggage is 50 pounds.
- Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- . Cancellations:

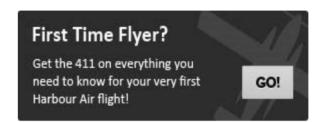
- . Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
- . Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR). Victoria and Whistler locations.

International Flights

- Check in time is 60 minutes prior to flight time. Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Passport book required for all passengers including infants** *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- Cancellations:
- . Please note that flights may experience delays or cancellations due to inclement weather.
- Cancellations less than 24 hours result in a full forfeiture of the fare
- Cancellations more that 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- <u>Luggage</u> restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212 www.harbourair.com





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From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 6:29 AM

To: Kennedy, Christine PREM:EX

Subject: Re: FLNRO Office

Morning Christine,

Thank you so much. I greatly appreciate your kind words. I will head over there around 8:30 with some Timbits and coffee for the office and will take care of all the items you listed.

Have a nice week up Whistler!

Sent from my iPhone

On Sep 10, 2018, at 6:08 AM, Kennedy, Christine PREM:EX < Christine.Kennedy@gov.bc.ca > wrote:

Keira thanks again for being willing to go over to the FLNRO 780 Blanshard office this morning. You are such a kind person – a fact I appreciate every day but particularly when there are parts of the organization that really need some support.

Don's e-mail to FLNRO staff will go at 7:30 this morning, so by the time people start showing up at work they will either be aware or will quickly learn of the change.

Go at a time that fits your schedule, don't feel you need to be there at the time the office opens. I don't know who among the DMO team will be in the office or at Whistler. But if you are able to get the DMO staff to do the following, it would be super helpful.

- Send me Tim's schedule for this week at UBCM, including registered events and any side meetings he had scheduled (with time and location). We would like to get this ASAP this morning so that the registrations in his name can be changed over to John's. If these are paid on Tim's personal credit card and need to be switched to John's, we will take care of that here.
- Send me Tim's schedule for the two weeks following, highlighting any with travel arrangements that would need to be switched to John's name.
- Cancel Tim's hotel reservation, if he has not already done so himself.
- Cancel the September 17 DMCNR. This overlaps with Sustainable Shared Prosperity Cabinet Committee, and we can't attend both at the same time. I had alerted Dana Eckardt to this a week or so ago, but I think she was waiting to discuss with Tim. They will need to find another time that works for DMs and our office.

Start the arrangements today (as a rush) to get John a cell phone, laptop, ipad, e-mail
account, building passes / keys, parking passes and other things of that nature. If they
could let me know who is managing this, I will have John get in touch with them
directly.

Thank you. The job gets so busy we don't always have time to show our appreciation for everything you do for us. We truly are thankful to have you!!

Christine Kennedy

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

From: Sent: To: Subject:	Higgins, Keira PREM:EX Monday, September 10, 2018 8:29 AM Wright, Don J. PREM:EX RE: For Monday			
Morning Don,				
Confirming your reservation for Th	nursday night has been moved to the s.15			
Thanks,				
Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings Victoria, BC V8V 1X4 Ph: (250) 356-2206				
From: Wright, Don J. PREM:EX Sent: Saturday, September 8, 201 To: Higgins, Keira PREM:EX Subject: For Monday	.8 10:43 PM			
Hi Keira,				
_	ule. And it occurred to me that it might be cheaper (and more convenient for me) if I ort instead of at the \s.15 That way I could return the rental car earlier, and ort on Friday morning.			
So, if you could check if we could get the same or better rate at the airport, that would be great.				
NBD if it doesn't work.				
Thanks.				
Don				

Thank you. We hope to see you there.

From: Sent: To: Subject:	Higgins, Keira PREM:EX Monday, September 10, 2018 8:31 AM 'Chungh, Ram' RE: RSVP
Hi Ram,	
Thank you for forwardin will not be available to a	g me the invitation. Unfortunately Don and Christine have other commitments that evening and attend.
Thanks,	
Office of the Premier, Dep	ve Administrative Coordinator outy Minister ent Buildings Victoria, BC V8V 1X4
From: Chungh, Ram [m Sent: Friday, Septembe To: Higgins, Keira PREM Subject: RE: RSVP	
Hello Keira,	
The below was the original	nal invitation that was sent out. Please let me know if you have any questions.
Kind regards,	
Ram	
Good afternoon,	
•	invitation from the Vancouver Fraser Port Authority to our annual reception during nicipalities convention in Whistler, on September 11, 2018.
We ask you RSVP to 92018.	Candace.McLellan@portvancouver.com (or reply to this email) by September 11,

You are invited!

Please join us at our annual reception during the Union of British Columbia Municipalities Convention

<u>WHEN</u>

Tuesday, September 11, 2018 7:30 PM - 9:30 PM

WHERE

Bearfoot Bistro 4121 Village Green, Whistler, BC V0N 1B4 (Located steps from the Whistler Conference Centre)

The Vancouver Fraser Port Authority is once again proud to sponsor the Union of British Columbia Municipalities Convention.

We hope you can join us at our annual reception, for an evening of delicious food, lively conversation, refreshments and music.

Kind Regards,

Candace McLellan BBA

Public Affairs Coordinator



Vancouver Fraser Port Authority 100 The Pointe, 999 Canada Place Vancouver, B.C. Canada V6C 3T4

P: 604.665.9330 | portvancouver.com

Ram Chungh

Municipal and Community Engagement Specialist



Vancouver Fraser Port Authority 100 The Pointe, 999 Canada Place Vancouver, B.C. Canada V6C 3T4

P: 604.665.9329 portvancouver.com

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Friday, September 07, 2018 1:20 PM

To: Chungh, Ram <Ram.Chungh@portvancouver.com>

Subject: RSVP

Hi there,

I received a note that you had called our office regarding whether Don Wright or Okenge Yuma Morisho would be in attendance at your event on Tuesday evening. My apologies but I do not believe I have seen an invitation come through and do not have the details. Don will be in Vancouver until 5:00 on Tuesday so won't likely be able to make it but I would like to check with him once I have the event details. Okenge will not be in Whistler but our ADM Christine Kennedy will be accompanying Don to any events he attends if the invite is inclusive.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 8:33 AM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for PA meeting September 20, 2018

Morning,

Don and Christine will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 10, 2018 8:22 AM

To: Brown, Dawn A PREM:EX; Dixon, Olivia PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Giuliano, Angela LASS:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; O'Connor, Lara FIN:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Talbot, Sarena AEST:EX; Virk, Rajmeet LASS:EX; Walters, Hailey JTT:EX; Wanamaker, Lori FIN:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for PA meeting September 20, 2018

Importance: High

Good morning,

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

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

\underline{PA}

Thursday, September 20, 2018 2:00 p.m. – 4:00 p.m. Chambers

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 8:34 AM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for Cabinet meeting September 19, 2018

Morning,

Don and Christine will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Brown, Dawn A PREM:EX

Sent: Monday, September 10, 2018 8:21 AM

To: Aaron, Sage PREM:EX; Addo, Wolfgang AG:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Christensen, Suzanne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duguay, Ilene JTT:EX; Duncan, Kate EMPR:EX; Richards, Erin PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Garnier, Jack LBR:EX; Gervais, Dominique CITZ:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Grant, Lisa MAH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Hubley, Holly AEST:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Larson, Lori MMHA:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Newhook, Kelly TAC:EX; O'Connor, Lara FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS: EX; Scott, Samantha AG: EX; Shaw, Brea BRDO: EX; Silverio, Lisa FLNR: EX; Stone, Lynne TRAN:EX; Talbot, Sarena AEST:EX; Van Wensem, Casey SDPR:EX; Wade, Debbie PREM:EX; Walters, Hailey JTT:EX; Waters, Leah TRAN:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for Cabinet meeting September 19, 2018

Importance: High

Good morning,

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

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

CABINET

Wednesday, September, 2018 9:00 a.m. – 11:30 a.m. VCO

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 8:33 AM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for SI meeting September 18, 2018

Christine will likely attend the meeting beginning at 2:30 as she has a meeting with Don that doesn't end until then.

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 10, 2018 8:22 AM

To: Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Connor, Tamara LASS:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Farmer, Leila PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harrison, Veronica EDUC:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Kang, Gurbrinder LASS:EX; Kennedy, Christine PREM:EX; Kovacs, Teresa PREM:EX; Larson, Lori MMHA:EX; Loubert, Danny PREM:EX; MacLennan, Alex FIN:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Papik, Stephanie PREM:EX; Pommelet, Lisa EMPR:EX; Reid, Heidi FIN:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Talbot, Sarena AEST:EX; Virk, Rajmeet LASS:EX; Wade, Debbie PREM:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for SI meeting September 18, 2018

Importance: High

Good morning,

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

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

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

SI

Tuesday, September 18, 2018 2:00 p.m. – 4:00 p.m. Chambers/VCO

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 8:35 AM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for SSP meeting September 18, 2018

I am assuming this is supposed to read September 17th and Christine will attend in Chambers.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 10, 2018 8:20 AM

To: Banh, Lindsay EDUC:EX; Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Cooling, Karen LBR:EX; Currie, Kathie PREM:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duguay, Ilene JTT:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Higgins, Keira PREM:EX; Hill, Robert EMPR:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Loubert, Danny PREM:EX; Ma, Tiffany J FIN:EX; Madevon, Solenn LASS:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Papik, Stephanie PREM:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Walters, Hailey JTT:EX; Waters, Leah TRAN:EX; White, Christine MAH:EX; Winstanley, Lori PREM:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for SSP meeting September 18, 2018

Importance: High

Good afternoon,

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

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

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

SSP

Tuesday, September 18, 2018 2:00 p.m. – 4:00 p.m. Chambers/VCO

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 8:44 AM

To: Szabo, Maria GCPE:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Maria,

A huge thank you for all your help! I appreciate it so much.

I will touch base shortly on the registration swap.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Szabo, Maria GCPE:EX

Sent: Monday, September 10, 2018 8:42 AM

To: Higgins, Keira PREM:EX

Subject: Re: UBCM registration - Christine Kennedy and Don Wright

Morning!

Don and Christine are all registered and I left the badges with Don. He'll give Christine's to her. Let me know if you have any questions!

Christine mentioned having to transfer Tim Sheldan's registration to John Allan and that you were preparing it so I can do the rest on the ground. I'm hanging out at the conference centre so I can get to it right away, but let me know if you think that won't be sorted until much later so that Marlene and I can make sure someone is wherever we need to be.

Thanks!!

Maria

Sent from my iPhone

On Sep 7, 2018, at 3:53 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Thank you so much! I hope you get to enjoy being up Whistler (at least a little). Have a great weekend!

Keira Higgins, Executive Administrative Coordinator

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

From: Szabo, Maria GCPE:EX

Sent: Friday, September 7, 2018 3:51 PM

To: Higgins, Keira PREM:EX **Cc:** Behrens, Marlene GCPE:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Keira,

Just sorted it out – I'll be the one to line up and meet Don and Christine at 8am on Monday morning. My cell is \$.17 just in case, and I have mid-length blonde hair if that helps them spot me – though I'm sure I'll spot them first!

Thanks!

Maria s.17

From: Higgins, Keira PREM:EX Sent: September 7, 2018 2:38 PM

To: Szabo, Maria GCPE:EX < Maria. Szabo@gov.bc.ca>; Behrens, Marlene GCPE:EX

<Marlene.Behrens@gov.bc.ca>

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi ladies,

Just checking in to see if you have decided who will do the meet up with Don on Monday morning?

Keira Higgins, Executive Administrative Coordinator

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

From: Szabo, Maria GCPE:EX

Sent: Thursday, September 6, 2018 9:31 AM

To: Higgins, Keira PREM:EX; Behrens, Marlene GCPE:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Keira and Marlene,

Sounds all good to me. I'm familiar with both of them, so shouldn't be a problem!

Thanks,

Maria

s.17

From: Higgins, Keira PREM:EX Sent: September 6, 2018 8:22 AM

To: Behrens, Marlene GCPE:EX < Marlene.Behrens@gov.bc.ca >

Cc: Szabo, Maria GCPE:EX < Maria. Szabo@gov.bc.ca >

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Marlene,



Keira Higgins, Executive Administrative Coordinator

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

From: Behrens, Marlene GCPE:EX

Sent: Wednesday, September 5, 2018 5:41 PM

To: Higgins, Keira PREM:EX **Cc:** Szabo, Maria GCPE:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Keira,

Will do; I have copied Maria Szabo on this email it will be either her or myself. I should be able to recognize them, but will send you a confirmation once we've confirmed which one of us it is.

Thanks,

Marlene

From: Higgins, Keira PREM:EX Sent: September 5, 2018 1:22 PM

To: Behrens, Marlene GCPE:EX < <u>Marlene.Behrens@gov.bc.ca</u>> **Subject:** RE: UBCM registration - Christine Kennedy and Don Wright

Hi Marlene,

I talked to Don and we thought 8am should be good for the meet up and onsite registration. Once you have confirmed whom will be meeting them could you please let me know and also any details about what they look like would be helpful so Don and Christine know whom they are looking for.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 1:07 PM

To: Behrens, Marlene GCPE:EX

Subject: Re: UBCM registration - Christine Kennedy and Don Wright

Okay sounds great. I will get back to you shortly regarding timing for the meet up and registration. Many thanks for your help.

Sent from my iPhone

On Sep 5, 2018, at 12:04 PM, Behrens, Marlene GCPE:EX < Marlene.Behrens@gov.bc.ca> wrote:

They did not; they just said it all has to be done on Monday. But we'll bring this list with us and get them signed up for whichever ones are necessary onsite.

Thanks,

Marlene Behrens | Event Coordinator Government Communications and Public Engagement 778-584-1253 | Marlene.Behrens@gov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 11:38 AM

To: Behrens, Marlene GCPE:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Marlene,

Okay, did UBCM give you any idea about which of these are not included?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Behrens, Marlene GCPE:EX

Sent: Wednesday, September 5, 2018 11:37 AM

To: Higgins, Keira PREM:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Keira,

I have bad news, I'm afraid. I'm not able to get them registered in advance, it will have to happen onsite.

The good news is, I can likely recruit a staff member to line up for them at 7 am (I mean, she'll hate me, but I think it can be done) and register them on the morning of with the info below. Please do share my cell with them- they can call when they arrive and I can hand their badges over.

Thanks,

Marlene Behrens | Event Coordinator Government Communications and Public Engagement 778-584-1253 | Marlene.Behrens@gov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 5, 2018 9:21 AM

To: Behrens, Marlene GCPE:EX

Subject: UBCM registration - Christine Kennedy and Don Wright

Hi Marlene,

Thank you for your assistance in registering Don Wright and Christine Kennedy for UBCM. These are the sessions they wish to attend. Apologies, but I cannot tell from the site which are paid and which are included. My guess is that most of what they have picked are included. I have included some info for our office that UBCM may require. Apologies for our tardiness in registering. Please let me know if you require any further info. Also, if okay with you, I would like to provide them your cell contact, should they have any difficulty with the registration processes on arrival.

Names: Don Wright -Deputy Minister to the Premier, Cabinet Secretary and Head of the

BC Public Service

Christine Kennedy – Assistant Deputy Minister, Office of the Premier

Address: PO Box 9041 Stn Prov Govt Victoria BC

Phone: 250 356-2206

Contact: Keira Higgins, keira.higgins@gov.bc.ca

Credit Card for payment:

Keira Higgins M/C –s.17 Exp: s.17 – CVC:

Monday, September 10

9:00 am - 12:00 pm Achieving Affordability: Current Policy and Future Needs- Don and

Christine

1:30 pm - 4:30 pm Building Community Resiliency: Fire & Flood Prevention in BC -

Christine

Not in Service: Greyhound Leaves BC Behind - Don

Tuesday, September 11

7:30 am - 8:30 am Clinics:

Financing Reconciliation: A New Model for Positive Change - Don HousingHub: Building Partnerships, Building Homes - Christine

3:15 pm - 4:45 pm Provincial Policy Sessions:

Digital By Design: Connected Communities - Don and Christine

Wednesday, September 12

7:30 am - 8:15 am Clinics:

Land-Use for Housing People Can Afford - Don and Christine

10:25 am - 10:40 am Address by the Leader of the Green Party: Dr. Andrew - Don and

Christine

Weaver

2:00 pm - 2:30 pm

Christine

Address by the Minister of Municipal Affairs and - Don and

Housing: Honourable Selina Robinson

3:00 pm - 4:15 pm

Provincial Cabinet Town Halls Building a Better B.C. - Christine

Growing Prosperity - Don

5:30 pm - 7:00 pm

BC Government Reception - Don and Christine

Thursday, September 13

7:30 am - 8:15 am

Clinics:

Professional Reliance Review - Don and Christine

8:35 am - 8:55am

Christine

Address by the Leader of the Opposition: Mr. Andrew - Don and

Wilkinson Q.C.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 8:49 AM

To: Eckardt, Dana R FLNR:EX **Subject:** Are you in the office today?

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 9:22 AM

To: Eckardt, Dana R FLNR:EX **Subject:** RE: Are you in the office today?

Hi Dana,

Okay sounds great, thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Eckardt, Dana R FLNR:EX

Sent: Monday, September 10, 2018 9:22 AM

To: Higgins, Keira PREM:EX

Subject: Re: Are you in the office today?

Hi Keria - I hear you dropped by. Thank you for stopping by. I am attending UBCM this week, as is much of my team.

I will call you when I have a moment.

D.

Sent from my iPhone

On Sep 10, 2018, at 8:50 AM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 9:38 AM

To:Szabo, Maria GCPE:EXCc:Eckardt, Dana R FLNR:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Maria,

This has been taken care of. Please ignore the request.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 9:24 AM

To: Szabo, Maria GCPE:EX
Cc: Eckardt, Dana R FLNR:EX

Subject: RE: UBCM registration - Christine Kennedy and Don Wright

Hi Maria,

There doesn't appear to be anyone in the FLNRO DMO today so we need to just go ahead with switching over the registration if possible. Is it best for me to call UBCM or is this something you can assist with?

The registration needs to be moved from Tim Sheldan (FLNRO) to John Allan.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Szabo, Maria GCPE:EX

Sent: Monday, September 10, 2018 8:42 AM

To: Higgins, Keira PREM:EX

Subject: Re: UBCM registration - Christine Kennedy and Don Wright

Morning!

Don and Christine are all registered and I left the badges with Don. He'll give Christine's to her. Let me know if you have any questions!

Christine mentioned having to transfer Tim Sheldan's registration to John Allan and that you were preparing it so I can
do the rest on the ground. I'm hanging out at the conference centre so I can get to it right away, but let me know if you
think that won't be sorted until much later so that Marlene and I can make sure someone is wherever we need to be.

Thanks!!

Maria

Sent from my iPhone

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 9:42 AM

To: Kennedy, Christine PREM:EX

Subject: RE: FLNRO Office

Hi Christine,

I also just talked to Dana and she is already on top of most of the items on your list. She said the whole management team is at UBCM so that could be good or bad but it will likely prove useful that they can all be in one room to sort things out.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Kennedy, Christine PREM:EX

Sent: Monday, September 10, 2018 9:34 AM

To: Higgins, Keira PREM:EX **Subject:** Re: FLNRO Office

Have just learned that Dana is here is Whistler. She can manage some of these things. Thanks so much Keira. Being at UBCM has made this an organizational challenge. :)

Christine

On Sep 10, 2018, at 9:06 AM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Would you like me to proceed with moving the UBCM registration over from Tim to John?

Keira Higgins, Executive Administrative Coordinator

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

From: Kennedy, Christine PREM:EX

Sent: Monday, September 10, 2018 9:04 AM

To: Higgins, Keira PREM:EX **Subject:** Re: FLNRO Office

Oh!! Well thanks for trying. I really do appreciate it.

Christine

On Sep 10, 2018, at 8:56 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Christine,

So far there isn't a soul in the DMO or the ADMs Offices that I have tried. I messaged the DMO Manager to see whether she will be in today and hope to hear back soon.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX

Sent: Monday, September 10, 2018 6:09 AM

To: Higgins, Keira PREM:EX **Subject:** FLNRO Office

Keira thanks again for being willing to go over to the FLNRO 780 Blanshard office this morning. You are such a kind person – a fact I appreciate every day but particularly when there are parts of the organization that really need some support.

Don's e-mail to FLNRO staff will go at 7:30 this morning, so by the time people start showing up at work they will either be aware or will quickly learn of the change.

Go at a time that fits your schedule, don't feel you need to be there at the time the office opens. I don't know who among the DMO team will be in the office or at Whistler. But if you are able to get the DMO staff to do the following, it would be super helpful.

- Send me Tim's schedule for this week at UBCM, including registered events and any side meetings he had scheduled (with time and location). We would like to get this ASAP this morning so that the registrations in his name can be changed over to John's. If these are paid on Tim's personal credit card and need to be switched to John's, we will take care of that here.
- Send me Tim's schedule for the two weeks following, highlighting any with travel arrangements that would need to be switched to John's name.
- Cancel Tim's hotel reservation, if he has not already done so himself.
- Cancel the September 17 DMCNR. This overlaps with Sustainable Shared Prosperity Cabinet Committee, and we can't attend both at the same time. I had alerted Dana Eckardt to this a week or so ago, but I think she was waiting to discuss with Tim. They will need to find another time that works for DMs and our office.
- Start the arrangements today (as a rush) to get John a cell phone, laptop, ipad, e-mail account, building passes / keys, parking passes and other

things of that nature. If they could let me know who is managing this, I will have John get in touch with them directly.

Thank you. The job gets so busy we don't always have time to show our appreciation for everything you do for us. We truly are thankful to have you!!

Christine Kennedy

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 9:54 AM

To: 'Devon Douglas'

Subject: RE: BC Road Builders Fall Conference Invitation

Hi Devon,

Thank you for the invitation addressed to Deputy Minister Don Wright. My apologies but Don has commitments in Victoria on those dates and will not be available to attend.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Devon Douglas [mailto:devon@evoque.ca]
Sent: Monday, September 3, 2018 9:57 AM
To: Higgins, Keira PREM:EX; don.wright@gov.bc.ca
Subject: FW: BC Road Builders Fall Conference Invitation

From: Devon Douglas

Sent: August 17, 2018 3:36 PM **To:** don.wright@gov.bc.ca

Subject: BC Road Builders Fall Conference Invitation

Dear Don,

The BC Road Builders and Heavy Construction Association cordially invite you and a guest to attend our Annual Fall Conference taking place at the Delta Grand Okanagan Resort and Conference Centre in Kelowna from September 16 to 18, 2018.

The conference provides our members, partners and stakeholders an opportunity to come together with other professionals from the industry to participate in workshops, strategic planning, member exhibits, golf tournaments and other exciting networking events.

Please RSVP by completing the attached form and returning it via email to devon@evoque.ca by August 31st.

We look forward to seeing you in September.

Best,

Kelly Scott | President



Devon Douglas Program Manager eVoque Event Management



5048 47A Avenue, Delta, BC V4K 1T8

Office: 604 952 5507
Mobile: 604 218 2793
devon@evoque.ca
www.evoque.ca
Facebook | Instagram | Twitter | LinkedIn

VANCOUVER | TORONTO | CALGARY | MONTREAL

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 9:55 AM

To: 'Rick Sellers'

Subject: RE: Invitation for Don Wright to join the Rogers Executive Team - September 20th

Hi Rick,

Thank you for the invitation addressed to Deputy Minister Don Wright. My apologies but Don has commitments in Victoria on The evening of September 20th and will not be available to attend the dinner event.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Rick Sellers [mailto:Rick.Sellers@rci.rogers.com]

Sent: Thursday, August 30, 2018 6:15 PM

To: Higgins, Keira PREM:EX

Subject: Invitation for Don Wright to join the Rogers Executive Team - September 20th

Hello Don.

Please join Joe Natale, President and CEO of Rogers, members of our senior management team and myself for a relaxed, engaging and informal dinner aboard the Nova Spirit on Thursday September 20th.

Rogers Vice Chair Phil Lind will also join us to greet you before we depart from the Coal Harbour Marina at 6:00 pm. We will have you back on shore no later than 9:00 pm.

Please RSVP by September 6th to Sheila Boardman at sheila.boardman@rci.rogers.com . I look forward to seeing you on September 20th!

Rick Sellers
Vice President
British Columbia
Rogers Communications

Enterprise Business Unit 1900 – 4710 Kingsway Burnaby, B.C. V5H 4M2

rick.sellers@rci.rogers.com m 604.653.1559



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From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 10:28 AM

To: Owens, Anita PSA:EX **Subject:** FW: Change in Leadership

As per your request.

Keira Higgins, Executive Administrative Coordinator

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

From: Wright, Don J. PREM:EX

Sent: Monday, September 10, 2018 7:57 AM

To: BCPSA Agency DMC List **Subject:** Change in Leadership

Dear Colleagues,

I wanted you to know that the following message has just been sent out to all staff in FLNRORD:

I am writing to let you know that there will be a change in the Deputy Minister at FLNRORD, effective today.

Making changes at the Deputy Minister level are always difficult calls to make. Sometimes, as circumstances and priorities change, a change in direction is required. Sometimes that means changes at the executive level. In that context, by way of mutual agreement and \$.22 , it is with very mixed emotions that I let you know that Tim Sheldan is leaving the BC Public Service.

With more than 30 years of public service in British Columbia and Alberta, Tim has worked tirelessly to champion and practice strong stewardship in the interests of enhancing the economic, social and environmental benefits from our natural resources. I would encourage those of you who have developed a relationship with Tim to continue it. While he will be leaving the Public Service, he will still be a valued former colleague and friend to many across the organization. We wish him well in his future endeavours.

I have asked John Allan to take on the role of Deputy Minister. John previously served the Province for over 20 years in several capacities including Deputy Minister of Energy, Environment, and Forests. He headed up the BC Lumber Trade Council and the Council of Forest Industries from 2001-13. More recently many of you have worked with John as Chief Negotiator, Softwood Lumber and as policy advisor on Coast forest sector issues. John is deeply committed to public service and I know we will benefit from his knowledge and experience.

From my own previous terms as an executive in your Ministry, I have a deep connection to your work and to the benefits it provides for British Columbians. My hopes and expectations are that you will work with John as

we move forward in addressing the many challenges facing the natural resource sector – most notably the forest sector – to ensure that all British Columbians benefit from our natural resources. I know there are significant challenges in balancing the many competing interests on the land base, but I believe that as we build a culture in the Ministry that truly allows for leadership and collaboration at all levels, we can address those challenges.

I realize that many of the FLNRORD executive group will be away this week at the Union of BC Municipalities meeting. I will be speaking today to those who are at UBCM, and I would anticipate that they and John will build staff calls into their schedule over the next few days.

Thanks everyone.

Don

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 10:55 AM

To: Gervais, Monica PREM:EX

Subject: RE: SSP Oct 1 3 week material review

Hi Monica,

I have Christine participating from Victoria that day not VCO. She has several meetings with Don beforehand.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Gervais, Monica PREM:EX

Sent: Monday, September 10, 2018 10:52 AM

To: Higgins, Keira PREM:EX

Subject: RE: SSP Oct 1 3 week material review

Oh, right. She and I are in Vancouver together on Sep 17 for SSP. I am going to be in Vancouver at 11:35. Could she meet from noon to 1 or after SSP from 4-5? My flight back is at 5:45.

Thanks! Monica

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 10:45 AM

To: Gervais, Monica PREM:EX

Subject: RE: SSP Oct 1 3 week material review

Hi Monica,

Sorry but Christine is at UBCM this week and is not available to meet. Her earliest availability is Sept 20th at 4:00.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Gervais, Monica PREM:EX

Sent: Monday, September 10, 2018 10:42 AM

To: Higgins, Keira PREM:EX

Subject: SSP Oct 1 3 week material review

Hi Keira,

Not sure if you manage Christine Kennedy's calendar. I need an hour to discuss 3 week drafts with Christine. Hoping to see her this week. I am conducting interviews tomorrow so Wed, Thurs or Friday would be best. My calendar is up to date. I can send the notice directly if you'd like me to.

Thank you, Monica

Monica Gervais

A/Executive 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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Subject: MEETING: Christine and Monica Gervais - SSP Oct 1 3 week material review

Location: Christine's Office

Start: Thu 2018-09-20 4:00 PM **End:** Thu 2018-09-20 4:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX **Required Attendees:** Gervais, Monica PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Monday, September 10, 2018 10:57 AM

To: Gervais, Monica PREM:EX **Subject:** Tentative: SSP Pre-brief

Christine will need call-in details please.

Subject: Canceled: CABINET

Location: VCO

Start: Wed 2018-09-19 9:00 AM **End:** Wed 2018-09-19 11:30 AM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Wednesday from 9:00 AM to 11:30 AM

Meeting Status: Not yet responded

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

Importance: High

Good afternoon,

Please note the additional location change for the Cabinet meeting scheduled for September 19th, 2018.

Cabinet

Wednesday, September 19, 2018 Wednesday, September 19, 2018 (NOW) 9:00 a.m. – 11:30 p.m. (WAS) 9:00 a.m. – 11:30 a.m.

(NOW) VCO (WAS) Chambers

Please update your Minister/Official's calendar to reflect these changes.

Thank you,

Elizabeth MacMillan

^{*}Please also note videoconference and teleconference will NOT be an option for this meeting.

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Withheld pursuant to/removed as

s.22

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 1:13 PM

To: Szczyry, Kyla PSA:EX

Subject: RE: Corporate Executive Meeting - Friday, September 21, 2018

Hi Kyla,

I would contact him directly.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Szczyry, Kyla PSA:EX

Sent: Monday, September 10, 2018 12:19 PM

To: Higgins, Keira PREM:EX

Subject: RE: Corporate Executive Meeting - Friday, September 21, 2018

Hi Keira,

Sorry, I should have been more clear. Given that Doug Hughes is now working out of Don's office, do you know who I can contact to confirm his attendance and get this in his calendar? Or should I contact him directly?

Thanks, Kyla

From: Higgins, Keira PREM:EX Sent: September 7, 2018 4:13 PM

To: Szczyry, Kyla PSA:EX <Kyla.Szczyry@gov.bc.ca>

Subject: RE: Corporate Executive Meeting - Friday, September 21, 2018

Hi Kyla,

No sorry, confirmations go directly to your office.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Szczyry, Kyla PSA:EX

Sent: Friday, September 7, 2018 4:13 PM

To: Higgins, Keira PREM:EX

Subject: FW: Corporate Executive Meeting - Friday, September 21, 2018

Hi Keira,

Would you be able to advise if Doug Hughes is attending Corporate Executive on Sept. 21st?

Thanks!

Kyla

From: Tates, Nancy MMHA:EX **Sent:** September 7, 2018 4:12 PM

To: Szczyry, Kyla PSA:EX <Kyla.Szczyry@gov.bc.ca>

Subject: Re: Corporate Executive Meeting - Friday, September 21, 2018

Hi Kyla. I would not know Doug Hughes' availability as he no longer working out of our office. \$.22 and Neilane was appointed as our new Deputy. My understanding is that he is working out of Don Wright's office.

Nancy

Sent from my iPhone

On Sep 7, 2018, at 2:12 PM, Szczyry, Kyla PSA:EX <Kyla.Szczyry@gov.bc.ca> wrote:

Good afternoon Nancy,

Thanks for confirming! Can you also please let me know if Doug Hughes is attending?

Kyla

From: Tates, Nancy MMHA:EX Sent: August 23, 2018 9:07 AM

To: Szczyry, Kyla PSA:EX < Kyla. Szczyry@gov.bc.ca>

Subject: RE: Corporate Executive Meeting - Friday, September 21, 2018

Good morning Kyla. I can now confirm that DM Neilane Mayhew, ADM Taryn Walsh and ADM Nick Grant will be attending from our ministry.

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1

T: 778-698-0416 | E: nancy.tates@gov.bc.ca

PO BOX 9672, STN PROV GOVT VICTORIA, BC V8W 9P6 <image001.jpg>

From: Szczyry, Kyla PSA:EX

Sent: Thursday, August 23, 2018 8:42 AM

To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>

Subject: FW: Corporate Executive Meeting - Friday, September 21, 2018

Hi everyone,

A reminder that a Corporate Executive Meeting will be held on Friday, September 21st, 2018.

<u>NOTE</u> - The time has been shifted slightly by 30 minutes from 9:00-12:30. Updated meeting details are as follows...

Date: Friday, September 21, 2018 NEW Time: 9:00 am to 12:30 pm

Location: Marriott Victoria Inner Harbour

Please confirm the names of all your Executives attending to me by *Thursday*, *August 30th*. Preference would be to have responses consolidated into one email for each Ministry.

Please ensure your DMs, Associate DMs, ADMs and Executive Leads are aware of this meeting and make every effort to attend.

Thanks!

Kyla Szczyry, A/SEA, Deputy Minister's Office and EAA, Office of the ADM, Hiring & Service Operations
BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria, BC | V8W 2H2 | 778 698-7970
www.gov.bc.ca/myhr/contact | 250. 952.6000 | Toll Free 1.877.277.0772

<image003.png>

From: Szczyry, Kyla PSA:EX Sent: August 8, 2018 3:35 PM

To: BCPSA Agency DMC Admin & Operational Support < PSADMAS@Victoria1.gov.bc.ca >

Subject: Corporate Executive Meeting - Friday, September 21, 2018 (please hold)

Good afternoon,

We are looking to schedule the next Corporate Executive Meeting on Friday, September 21st, 2018 (location to be confirmed).

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

Corporate Executive Meeting
Date: Friday, September 21, 2018
Time: 8:30 am to 12:00 pm

Location: TBC

Thank you,

Kyla Szczyry, A/SEA, Deputy Minister's Office and EAA, Office of the ADM, Hiring & Service Operations

BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria, BC | V8W 2H2 | 778 698-7970
www.gov.bc.ca/myhr/contact | 250. 952.6000 | Toll Free 1.877.277.0772

<image006.png>

Subject: MEETING: Christine Kennedy and Avrim Lazar

Location: Rose Room - 272 West Annex, Parliament Buildings, Victoria BC

Start: Mon 2018-09-17 10:00 AM **End:** Mon 2018-09-17 10:45 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: avrim@exco2.com

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 3:48 PM

To: MacMillan, Elizabeth PREM:EX **Subject:** RE: thurs 20th -- 8:30 to 9:30 a.m.

Okay sounds good.

Keira Higgins, Executive Administrative Coordinator

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

From: MacMillan, Elizabeth PREM:EX

Sent: Monday, September 10, 2018 3:43 PM

To: Higgins, Keira PREM:EX

Subject: FW: thurs 20th -- 8:30 to 9:30 a.m.

Hello Keira – I'll follow-up w Corinne 1st thing tomorrow if I don't hear from her on this before then.

Thank-you!

Ε

From: MacMillan, Elizabeth PREM:EX

Sent: Monday, September 10, 2018 10:56 AM

To: Swystun, Corinne L AG:EX **Cc:** Powell, Charlotte PREM:EX

Subject: thurs 20th -- 8:30 to 9:30 a.m.

Hello Corinne – Don has got 8:30 to 9:30 a.m. open in his calendar on thurs 20th for a discussion of spr 19 legislation.

Can you make this time?

Thx

F

From: Higgins, Keira PREM:EX Monday, September 10, 2018 6:31 PM Sent: Wright, Don J. PREM:EX To: Re: UBCM Mayoral Forestry Dinner Subject: Hi Don, Okay I have let Lisa know you are en route. Thanks, Keira Sent from my iPhone On Sep 10, 2018, at 6:28 PM, Wright, Don J. PREM:EX < Don.J. Wright@gov.bc.ca > wrote: Hi Keira, Please apologize. I have been tied up. I am on my way. Don Sent from my iPhone On Sep 10, 2018, at 6:20 PM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote: Hi - please see note below. Are you still attending? Sent from my iPhone Begin forwarded message: **From:** Lisa Cruthers < lisa@tla.ca> Date: September 10, 2018 at 6:11:21 PM PDT To: "Higgins, Keira PREM:EX" < Keira. Higgins@gov.bc.ca> Subject: Re: UBCM Mayoral Forestry Dinner Hi Keira, We have not seen Don Wright or Christine Kennedy arrive at the dinner. I just wanted to confirm that they are still planning on attending. Thanks, Lisa

On Wed., Sep. 5, 2018, 2:47 p.m. Higgins, Keira PREM:EX, <Keira.Higgins@gov.bc.ca> wrote: Hi Lisa, Many thanks for your helping in facilitating their attendance. It is most appreciated! Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Lisa Cruthers [mailto:<u>lisa@tla.ca</u>] Sent: Wednesday, September 5, 2018 2:45 PM To: Higgins, Keira PREM:EX Subject: UBCM Mayoral Forestry Dinner Hi Keira, This is to confirm the registration for Deputy Minster Don Wright and Assistant Deputy Minister Christine Kennedy at the UBCM Mayoral Forestry Dinner. Please find the information regarding the event below: Date: Monday, September 10, 2018

Location:

Squamish Lil'wat Cultural Center

4584 Blackcomb Way

Whistler, BC V0N1B4

Time:
Cocktail Reception – 5:00 pm
Dinner – 6:00– 9:00 pm
Dinner will start promptly at 6:00 pm.
Speakers:
David Elstone, Executive Director, TLA
Hon. Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development
If you are aware of any dietary restrictions, please let me know and I will pass it along to the venue. If you have any questions at all, feel free to reach out to me.
Thanks,
Thanks, Lisa
Lisa
Lisa Cruthers
Lisa Cruthers Events Manager
Lisa Cruthers Events Manager

Cell: 604-220-7832

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 7:47 AM

To: Eckardt, Dana R FLNR:EX

Subject: Re: Request from Christine Kennedy

Hi Dana,

Thank you so much for taking care of all of this. It is very greatly appreciated!

Thanks,

Keira

From: Eckardt, Dana R FLNR:EX Sent: September-10-18 6:33 PM To: Higgins, Keira PREM:EX Cc: Kennedy, Christine PREM:EX

Subject: RE: Request from Christine Kennedy

Keira -

Thanks for the note and touching base this morning. Appreciate your assistance in this time of transition.

In response to Christine's request, please see my notes below

UBCM

- All registration and events have been switched to John.
- John has the Ministers schedule for UBCM and will be attending meetings as necessary. I have attached a copy for reference. You will note, we have staff (ADM and Regional Executive Directors) attending in support as well.
- I am not aware of any charges on Tim's personal credit card, but will confirm

DM Schedule (2 weeks)

• I've attached a copy of Tim's schedule for the next two weeks, there are comments imbedded in the document to note what arrangements we have made, let me know if there are any questions.

Hotel Reservation

- Unfortunately Tim's hotel was prepaid, as required by the hotel (hotel policy)
- We are in the process of trying to see if we can reassign

DMCNR

- Many of the agenda items coming to DMCNR next week are coming for endorsement/seeking approval before going on to cabinet level committees
- Before cancelling, I am attempting to reschedule

Additional

- My team has arranged for the following
- IDIR account completed
- Cell Phone request completed, new device is being couriered to Whistler, arriving tomorrow mid-day
- Lap Top request completed, new device is being couriered to Whistler, arriving tomorrow mid-day
- Building Pass both pass for 780 Blanshard and the Legislature Buildings are in progress
- · Keys have and will give John when we are back in Victoria
- Parking Pass DM Parking pass for the Legislature parking is being coordinated
- We have also made arrangements to manage the return of Tim's devices, and his email has been put on hold and will be transferred to me so I can make arrangements to manage his records appropriately.

If there is anything else, please let me know.

I am in Whistler so if Christine needs anything I am here and available – cell phone number below.

Thanks!

Cheers, 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: Higgins, Keira PREM:EX **Sent:** September 10, 2018 9:40 AM **To:** Eckardt, Dana R FLNR:EX

Subject: Request from Christine Kennedy

Hi Dana,

As discussed this is the list of items that Christine had requested. Many thanks and please let me know if I can be of assistance in any way.

• Send me Tim's schedule for this week at UBCM, including registered events and any side meetings he had scheduled (with time and location). We would like to get this ASAP this morning so that the registrations in

his name can be changed over to John's. If these are paid on Tim's personal credit card and need to be switched to John's, we will take care of that here.

- Send me Tim's schedule for the two weeks following, highlighting any with travel arrangements that would need to be switched to John's name.
- Cancel Tim's hotel reservation, if he has not already done so himself.
- Cancel the September 17 DMCNR. This overlaps with Sustainable Shared Prosperity Cabinet Committee, and we can't attend both at the same time. I had alerted Dana Eckardt to this a week or so ago, but I think she was waiting to discuss with Tim. They will need to find another time that works for DMs and our office.
- Start the arrangements today (as a rush) to get John a cell phone, laptop, ipad, e-mail account, building passes / keys, parking passes and other things of that nature. If they could let me know who is managing this, I will have John get in touch with them directly.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX Tuesday, September 11, 2018 11:22 AM Sent: To: Rochon, Jake PREM:EX Subject: Re: Letter re Teztan Biny Hi Jake, Sorry but I likely won't hear back from Don until he returns from UBCM. Thanks, Keira Sent from my iPhone On Sep 11, 2018, at 11:18 AM, Rochon, Jake PREM:EX < Jake.Rochon@gov.bc.ca > wrote: Hello Keira! Just following up on my email yesterday. Thank you! From: Rochon, Jake PREM:EX Sent: Monday, September 10, 2018 11:52 AM To: Higgins, Keira PREM:EX Subject: FW: Letter re Teztan Biny Importance: High Hello Keira! I understand that Don coordinated the response for this one. Would you please be able to find out if he would like the response to come from PJH or MSF? Thank you! From: IRR Correspondence Unit IRR:EX Sent: Monday, September 10, 2018 11:50 AM To: Rochon, Jake PREM:EX Subject: FW: Letter re Teztan Biny Importance: High Morning Jake We will be drafting a response for this incoming. Would you like the response to come from the Premier or Min. Fraser obo? Thx Kari

58

From: Howie, Matthew IRR:EX

Sent: Monday, September 10, 2018 11:44 AM

To: IRR Correspondence Unit IRR:EX < ABRCorrespondenceUnit@gov.bc.ca >

Subject: FW: Letter re Teztan Biny

Importance: High

FYI, Doug has asked Aurian to work on a draft response (I assume from PJH?).

I'll ask MO to set up a briefing with the ministers prior to the letter going out.

Matthew Howie Senior Executive Assistant to Doug Caul, Deputy Minister Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Caul, Doug D IRR:EX

Sent: Monday, September 10, 2018 10:41 AM

To: Banford, Alexandra R IRR:EX; Stark, Aurian IRR:EX

Cc: Balcaen, Trish L IRR:EX; Ramsay, Devon IRR:EX; French, Shawna IRR:EX; Plank, Sarah GCPE:EX; Howie, Matthew IRR:EX; Coley, Simon J EMPR:EX; Hutchings, Geraldine J AG:EX; Manwaring, Richard G

FLNR:EX; Yearwood, Paul AG:EX; 's.22 **Subject:** FW: Letter re Teztan Biny

Importance: High

Hi Aurian.

Simon has requested legal analysis on this and expects it this week.

The outcome of communication over the weekend between DMs and Don Wright is that MIRR will coordinate the response to this letter. I understand Alexandra is away, so I will look to you to work with all of the relevant ministries and AG on a response that is informed by the legal analysis. We should anticipate the need to brief our Minister and likely the Ministers of EMPR and FLNRORD in advance of the letter going out. We will also want to run it past the PO.

There is an urgency to this response, so we may need to find time at UBCM this week with the Ministers to discuss the response. Simon is aware of the urgency for the legal analysis.

Thanks

DC

Doug Caul
Deputy Minister
Ministry of Indigenous Relations and Reconciliation

<2018 09 06 TNG - Premier Minister re Teztan Biny.pdf>

<2017 07 14 Screenshot Map from NOW Enclosed in Permit[2].jpg>

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 11:23 AM

To: Bridges, Kelsey PSEC:EX
Cc: Shang, Cindy TAC:EX

Subject: Re: Request for Meeting: Sandra Carrol, Christina Zacharuk, Don Wright

Hi Kelsey,

That works well, thanks.

Sent from my iPhone

On Sep 11, 2018, at 11:10 AM, Bridges, Kelsey PSEC:EX <<u>Kelsey.Bridges@gov.bc.ca</u>> wrote:

Hi Keira,

If this works for you, I will send a cancellation of the current meeting and then send a new meeting request regarding DBC.

Thanks, Kelsey

From: Shang, Cindy TAC:EX

Sent: September 11, 2018 10:08 AM

To: Higgins, Keira PREM:EX < Keira.Higgins@gov.bc.ca Cc: Bridges, Kelsey PSEC:EX < Kelsey.Bridges@gov.bc.ca

Subject: Request for Meeting: Sandra Carrol, Christina Zacharuk, Don Wright

Hi Keira,

Sandy would like to schedule a briefing with Don and Christina next week re: DBC.

I had a chat with Kelsey and she mentioned that Christina is in a workshop all day Thursday in Vancouver. Christina does have a call scheduled with Don at 4pm on Thursday and Kelsey had suggested that we could use that time for the meeting re: DBC.

Please let me know if there are any concerns on your end. Sandy will attend the meeting in person at your office.

Thanks, Cindy

Cindy Shang

Senior Executive Assistant
Office of the Deputy Minister
Ministry of Tourism, Arts and Culture
Ministry Responsible for Sport and Multiculturalism
NEW Phone: (778) 698-0450 Fax: (250) 356-1195

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 11:23 AM

To: Richter, Connie AG:EX
Cc: Wade, Debbie PREM:EX

Subject: Re: CC Request

Hi Connie,

That works for Don.

Thanks,

Keira

Sent from my iPhone

On Sep 11, 2018, at 11:02 AM, Richter, Connie AG:EX < Connie.Richter@gov.bc.ca > wrote:

<image002.gif>

Thank you very much, Debbie.

Keira, will this also work for Don?

From: Wade, Debbie PREM:EX

Sent: Tuesday, September 11, 2018 10:52 AM

To: Richter, Connie AG:EX **Cc:** Higgins, Keira PREM:EX **Subject:** FW: CC Request

HI Connie;

Geoff will also be in Whistler for UBCM and can be available on Thursday Sept. 13th at 4:00pm for a call or meeting.

Please advise if this works for the others.

Thanks so much.

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier

250-356-2785

From: Nash, Amber PREM:EX

Sent: Tuesday, September 11, 2018 9:13 AM

To: Wade, Debbie PREM:EX **Subject:** FW: CC Request

From: Richter, Connie AG:EX

Sent: Tuesday, September 11, 2018 9:13 AM **To:** Higgins, Keira PREM:EX; Nash, Amber PREM:EX

Subject: CC Request

Good morning,

I understand that DM Wright and Geoff Meggs have requested a CC with Richard and the LSB lead re the Anti-SLAPP Act (defamation) issue.

Richard is at UBCM this week and is available all afternoon on Thursday. Would it be possible to schedule a 30 minute CC that afternoon?

Thank you, C

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 11:28 AM

To: Judy Mitten

Subject: Re: TimberWest Meeting Request

Hi Judy,

Thank you for confirming. I have the meeting confirmed as follows:

MEETING: Don Wright, Jeff Zweig and Domenico Lannidinardo

Date: October 4, 2018 Time: 11:00-11:45

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

Thanks,

Keira

From: Judy Mitten <mittenj@TimberWest.com>

Sent: September-11-18 8:13 AM
To: Higgins, Keira PREM:EX
Cc: Domenico lannidinardo

Subject: RE: TimberWest Meeting Request

Good Morning Keira,

We would like to confirm Thursday, October 4th at 11:00 am for Jeff Zweig and Domenico Iannidinardo to meet with Don Wright.

Kindly confirm the actual location so I can add that to their calendars.

Many thanks,

Judy

Judy Mitten

TimberWest Forest Corp.

T <u>604 654 4642</u> C 604 999 2345

E <u>Judy.Mitten@TimberWest.com</u>

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Monday, September 10, 2018 2:50 PM To: Judy Mitten <mittenj@TimberWest.com> Subject: RE: TimberWest Meeting Request

Hi Judy,

No problem, I will hold the time until I hear back from 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: Judy Mitten [mailto:mittenj@TimberWest.com]

Sent: Monday, September 10, 2018 2:48 PM

To: Higgins, Keira PREM:EX

Subject: RE: TimberWest Meeting Request

Hello Keira,

Thanks for your help with scheduling this meeting.

Thursday, October 4th at 11:00 am looks to work well, I just need to confirm one small thing. Can you hold that date/time for us to confirm tomorrow morning?

Kindly advise, Judy

Judy Mitten
TimberWest Forest Corp.

T 604 654 4642
C 604 999 2345

E <u>Judy.Mitten@TimberWest.com</u>

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Monday, September 10, 2018 9:58 AM **To:** Judy Mitten <mittenj@TimberWest.com>

Cc: Domenico Iannidinardo < Iannidinardo D@TimberWest.com >

Subject: RE: TimberWest Meeting Request

Hi Judy,

My apologies for the delay in getting back to you. Unfortunately Don is fully booked for September. He has availability in October as follows. Please let me know if one of these options works for your team:

October 2nd 4:00-4:30 October 4th – between 11:00-noon October 12th – between 3:00-4:30 October 16th – between 1:00-4:30

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Judy Mitten [mailto:mittenj@TimberWest.com]

Sent: Thursday, September 6, 2018 1:37 PM

To: Higgins, Keira PREM:EX **Cc:** Domenico Iannidinardo

Subject: FW: TimberWest Meeting Request

Importance: High

Hello again Keira,

I'm wondering if you have had a chance to review our request and if there are any openings in Mr. Wright's schedule for a meeting?

Kindly advise, Judy

Judy Mitten
TimberWest Forest Corp.
T 604 654 4642
C 604 999 2345

E Judy.Mitten@TimberWest.com

From: Judy Mitten

Sent: Wednesday, August 29, 2018 4:20 PM

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

Cc: Domenico lannidinardo (lannidinardoD@TimberWest.com) < lannidinardoD@TimberWest.com>

Subject: TimberWest Meeting Request

Importance: High

Good Afternoon Keira,

I would like to formally request a meeting between TimberWest's CEO, Jeff Zweig and Don Wright.

Mr. Zweig would like to provide an update on recent developments with our company.

Mr. Zweig plans to travel to your offices in Victoria for this meeting and will be accompanied by our Chief Forester, Domenico lannidinardo.

We are hoping to find a convenient time in the third week of September; would any of the blocks of time below work in Mr. Wright's schedule?

- Tuesday, September 18 Afternoon
- Wednesday, September 19 Afternoon
- Thursday, September 20 Afternoon
- Friday, September 21 Morning

I look forward to your assistance with arranging this meeting.

Many thanks,

TimberWest

Judy Mitten

Executive Assistant to the President |

Vancouver Office Manager

T 604 654 4642

C 604 999 2345

E Judy.Mitten@TimberWest.com





@TimberWest

TimberWest.com/news

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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 11, 2018 11:30 AM

To: Fyfe, Richard J AG:EX

Subject: Accepted: CC: R. Fyfe, D. Wright, G. Meggs, J. Harvey & H. Hill

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 12:58 PM

To: Witter, Allison PREM:EX

Subject: Re: Meeting to discuss Options Paper

Hi Ali,

Will do - thanks.

Sent from my iPhone

On Sep 11, 2018, at 12:57 PM, Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca> wrote:

Hi Keira,

I've received confirmation that the following will be attending this meeting:

Rebecca Reid, Regional Director General, DFO Andrew Thomson, Regional Director Fisheries Management, DFO Cheryl Webb, Regional Director Ecosystems Management, DFO Carmel Lowe, Regional Director Science, DFO Paul Kariya, Coastal First Nations

Can you please order a platter of mixed sandwiches for the meeting?

Thank you, Ali

Allison Witter | Director, Wild Salmon Secretariat

Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Higgins, Keira PREM:EX Sent: September 6, 2018 1:54 PM

To: Witter, Allison PREM:EX < Allison.Witter@gov.bc.ca >

Subject: RE: Meeting to discuss Options Paper

Hi Ali,

Hmmm well sometimes. It is really up to Don. We don't normally host meetings of this size at lunch. I was only expecting about 5 people so if you could follow up that would be good. I don't think the Rose Room can accommodate this many (it definitely can't if they are eating).

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Sent: Thursday, September 6, 2018 1:46 PM

To: Higgins, Keira PREM:EX

Subject: RE: Meeting to discuss Options Paper

Hi Keira,

Do you typically provide lunch when you schedule a lunch time meeting? And yes, there are more people from DFO on the invite than Karen Okahori had previously indicated would attend. Would you like me to follow up with her?

Thanks, Ali

Allison Witter | Director, Wild Salmon Secretariat Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Higgins, Keira PREM:EX Sent: September 6, 2018 1:41 PM

To: Witter, Allison PREM:EX < Allison.Witter@gov.bc.ca >

Subject: FW: Meeting to discuss Options Paper

Hi Allison,

Are we providing lunch for this meeting? It has been confirmed for September 17th at 12. I am also a little concerned about the numbers. She mentioned she would be bringing a few people but there appears to be 10 on the invite.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Witter, Allison PREM:EX

Sent: Tuesday, September 4, 2018 11:20 AM

To: 'Okahori, Karen'

Cc: Higgins, Keira PREM:EX

Subject: RE: Meeting to discuss Options Paper

Hi Karen,

Thank you for your message.

I've cc'ed Keira Higgins here – she will be able to work with you to find a time that works for this meeting.

Best regards,

Allison Witter | Director, Wild Salmon Secretariat

Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Okahori, Karen [mailto:Karen.Okahori@dfo-mpo.gc.ca]

Sent: September 4, 2018 10:48 AM

To: Witter, Allison PREM:EX < Allison.Witter@gov.bc.ca >

Subject: RE: Meeting to discuss Options Paper

Hello Allison,

Unfortunately, Rebecca is already scheduled to be away in Kamloops on September 19 and in Whitehorse on September 26.

If you could put me in touch with your executive assistant, I would be pleased to work with her directly to find a mutually agreeable time in calendars.

Regards,

Karen Okahori Scheduling Assistant to the Regional Director General Fisheries and Oceans Canada Phone: 604.666.6979

From: Witter, Allison PREM:EX [mailto:Allison.Witter@gov.bc.ca]

Sent: August-31-18 12:51 PM

To: Reid, Rebecca **Cc:** Okahori, Karen

Subject: RE: Meeting to discuss Options Paper

Sounds good, thanks Rebecca.

Best, Ali

Allison Witter | Director, Wild Salmon Secretariat

Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Reid, Rebecca [mailto:Rebecca.Reid@dfo-mpo.gc.ca]

Sent: August 31, 2018 12:44 PM

To: Witter, Allison PREM:EX < Allison.Witter@gov.bc.ca > Cc: Okahori, Karen < Karen.Okahori@dfo-mpo.gc.ca > Subject: RE: Meeting to discuss Options Paper

Hi Allison – I will ask my scheduling assistant Karen to try to find another date.

Karen: we need to include Andy, Cheryl, myself at a minimum from our shop. Carmel if she is available.

Thanks.

RR

Rebecca Reid

Regional Director General/ Directrice générale régionale Fisheries and Oceans Canada - Pacific Region/ Pêches et Océans Canada - Région du Pacifique 200-401 Burrard Street / 401, rue Burrard, bureau 200

Vancouver, BC/CB V6C 3S4 Office / Téléphone: 604-666-6098

Cell / Cellulaire: 604 323 6422

E-mail/ Courriel: rebecca.reid@dfo-mpo.gc.ca

From: Witter, Allison PREM:EX [mailto:Allison.Witter@gov.bc.ca]

Sent: Friday, August 31, 2018 12:42 PM

To: Reid, Rebecca < Rebecca.Reid@dfo-mpo.gc.ca >

Subject: Meeting to discuss Options Paper

Hi Rebecca,

It was good to meet you on Wednesday, and I look forward to our next meeting to go over the Wild Salmon Advisory Council's Options Paper. Regarding the timing of that meeting, unfortunately Sept 11th will no longer work, as Don Wright will be joining the meeting and will be away at UBCM that week. Would Sept 19th (at lunch or after 3pm) or 26th (in the afternoon) work for you instead? If not, we can certainly look into other dates as well.

Thank you, Ali

Allison Witter | Director, Wild Salmon Secretariat Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 2:30 PM

To: Gary Ley
Cc: Erenst Vincent

Subject: Re: Marine Harvest Vancouver Meeting, September 19th

Hi Gary,

Thank you for letting me know.

Sent from my iPhone

On Sep 11, 2018, at 2:17 PM, Gary Ley <gary@glpa.ca> wrote:

Hi Keira. I am confirming that Vincent Erenst, Managing Director, of Marine Harvest Canada will be with me for the meeting with Don and Geoff next Wednesday at 3:30 at the VCO. Thanks.

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 3:45 PM

To: Wright, Don J. PREM:EX

Subject: Re: Mtg w/ Don Wright at UBCM

Hi Don,

Minister Trevena has requested a meeting with you at 2:30-3:00 tomorrow in the Alpine Room. I am just waiting to hear what it is regarding and will update your calendar shortly.

Thanks,

Keira

Sent from my iPhone

On Sep 11, 2018, at 3:26 PM, Waters, Leah TRAN:EX < Leah. Waters@gov.bc.ca > wrote:

Hi Keira,

I've been asked to coordinate a meeting w/ your DM and Minister Trevena while they are at UBCM. Wondering if you are able to assist me with this? Right now, MCT's schedule on Friday is quite open.

Thanks!



Leah Waters

Administrative Coordinator to the **Honourable Claire Trevena** Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: Leah.Waters@gov.bc.ca

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 8:22 AM

To: Wright, Don J. PREM:EX

Subject: FW: Don's IDIR password will expire in 6 days

FYI – for Monday.

Keira Higgins, Executive Administrative Coordinator

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

From: Trimble, Brett FIN:EX

Sent: Wednesday, September 12, 2018 8:10 AM

To: Higgins, Keira PREM:EX

Cc: PREM Tech

Subject: RE: Don's IDIR password will expire in 6 days

Good morning Keira,

A reminder that your Don's IDIR password will soon expire. We are letting you know to ensure that the client does not get locked out on the iPad/iPhone/Android/Blackberry and PC.

If logged on to a standard workstation on the BC Government network (or VPN), please change password through the usual process:

- Tap **Ctrl, Alt** and the **Delete key (Del)**. Select: **Change a Password**. Put in current password. Then new password twice and tap the arrow.
- If using a device other than a standard workstation (i.e. home PC), go to https://www.pwchange.gov.bc.ca/ to change your IDIR password.

Now updated, you will need to change it on your mobile devices: (iPhone/iPad/Android/Blackberry). There are normally a few locations the IDIR password needs to be changed:

- AIRWATCH ActiveSync (iPhone/iPad/Android/Blackberry): this is for email/calendar/contacts/tasks. See below.
- WiFi (iPhone/iPad/Android/Blackberry): if connected to Government WiFi (BCNGN). See below.
- Microsoft Lync (Skype for Business iPhone/Android): if used

If any issues or questions please Contact:

Tech Support:

TEL #: 250-953-5151

Email: prem.tech@gov.bc.ca

Updating IDIR Password on iPad/iPhone

1. On the iPad/iPhone Screen, Tap Settings



- 2. Tap on Wi-Fi on the Top Left. If you are inside a Government building, look to see if BCNGN is ticked. Tap on it and it should prompt you for a Username and Password. Enter with new IDIR password.
- 3. You should now have the active fan for WiFi in the top left corner of the iPad.



Now go to Step 5.

4. If the Wireless does **not** prompt you for a Username and/or Password then you will need to Forget Network and reconnect.

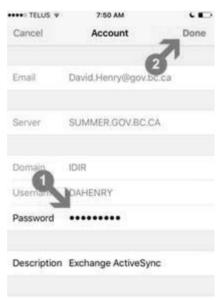


Tap on the Blue i in the circle. Choose "Forget Network" at the top. Close the window and then tap on the BCNGN to reconnect entering: *IDIR*\username and Password. If BCNGN is not available, then go to step 5.

1. In **Settings** tap **Accounts & Passwords** then tap on your government account under **Accounts** -> (i.e. Exchange ActiveSync) THEN tap on your email address.



Update your password and tap on Done.



Tap Home button to

exit.

Updating IDIR Password on Android

** Information may be different depending on your Android device**

- 1. Go to your government email.
- 2. Tap 3 lines on LEFT top. Then tap on Gear.





- 3. Tap on your government email account (i.e. BC Gov Exchange or 2nd mailbox etc.)
- 4. Scroll down to Exchange Server Settings.
- Type in new password. Tap DONE
- 6. Go back to your email view and do a sync.

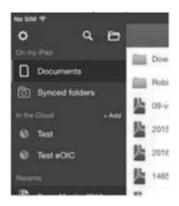
Updating IDIR Password on BlackBerry 10

- Swipe down from the top of the screen and choose 'Settings'.
- 2. Select 'Accounts'.
- 3. Select your 'Government' account.
- 4. Type your new password in the 'Update Password' field.

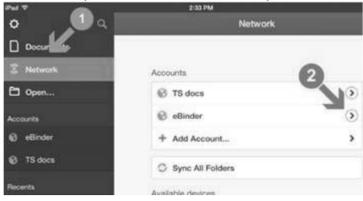
UPDATE password in PDF Expert

There may be one or more locations IDIR password needs resetting in PDF Expert – if used. See below on how to make this change.

In PDF Expert, tap on "GEAR" in the top Left.



1. Then tap on NETWORK on left side. Tap on the Arrow/circle to right of the documents library.



- 2. Tap on the little arrow to right of the account name account. (i.e. eBinder or eOIC)
- 3. Change the password to your new IDIR password.
- 4. Then, tap on the "Save" button in top right.
- 5. Do this for each entry under accounts.

** NEVER go to your folders or files under 'In the Cloud' OR 'Documents or syncing will not work! **

** Tap Synced folders in top left and sync/access your files and folders there **

iPad/iPhone TIPS

If you are have an Exchange Password pop-up that you can't get out of see below to close all the apps. Then Hold down power button at top of iPad for 5 seconds until the prompt to Power Off appears. Power off wait for a few seconds and press and hold on-off button again to restart. On your iPad tap the Home button 2 times quickly to show all the running applications. Then swipe up from bottom of app screen to close each app.

From: NoReply@gov.bc.ca [mailto:NoReply@gov.bc.ca]

Sent: September 12, 2018 5:02 AM

To: Wright, Don J. PREM:EX < Don.J. Wright@gov.bc.ca>

Cc: PREM Tech < PREM. Tech@gov.bc.ca>

Subject: Your IDIR password will expire in 6 days

Your IDIR password will expire in 6 days.

If you are logged on to a standard workstation, please change your password through the usual process.

If you are using a device other than a standard workstation, click $\underline{\text{here}}$ to change your password. For additional password information, click $\underline{\text{here}}$.

*** This notification is generated automatically - please do not reply ***

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 8:22 AM

To:Meggs, Geoff PREM:EXSubject:Accepted: Pre PA Brief

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 8:22 AM

To: s.17

Subject: Accepted: Phone Call: Chief Joe Alphonse

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 8:25 AM

To: s.17

Subject: Accepted: MEETING: PJH, Don, Geoff and Don Bain - Pre-Brief

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 8:27 AM

To: Zacharuk, Christina PSEC:EX

Subject: Accepted: Meeting: Don Wright / Christina Zacharuk / Sandra Carroll re: DBC

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 8:30 AM

To:Dixon, Olivia PREM:EXSubject:RE: Request for boardroom

Hi Olivia,

Please see updated attendance list for September 18th at 3:30.

MEETING: Don Wright, Geoff Meggs, Don Bain, Christine Kennedy, Jessica Smith, Gary Ley, Vincent Erenst, Managing Director, of Marine Harvest

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 6, 2018 9:27 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for boardroom

Morning Keira,

I have booked a 10 person boardroom for your meeting on September 19th from 3:30PM – 4:30PM. Please let me know the final list of attendees by end-of-day September 18th.

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

From: Higgins, Keira PREM:EX Sent: September 6, 2018 9:17 AM

To: Dixon, Olivia PREM:EX < Olivia. Dixon@gov.bc.ca>

Subject: Request for boardroom

Hi Olivia,

May I please request a 10 person boardroom on September 19th from 3:30-4:30 for the following meeting?

MEETING: Don Wright, Geoff Meggs, Don Bain, Christine Kennedy, Gary Ley, accompanying Gary (TBC)

Thanks,

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 8:43 AM

To: s.17

Subject: Accepted: P&A Pre-Brief

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 9:00 AM

To: Waters, Leah TRAN:EX

Subject: RE: Mtg w/ Don Wright at UBCM

Hi Leah,

Thanks, I have it confirmed in Don's calendar.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Waters, Leah TRAN:EX

Sent: Wednesday, September 12, 2018 8:52 AM

To: Higgins, Keira PREM:EX

Subject: RE: Mtg w/ Don Wright at UBCM

Excellent, thank you! The call is regarding Contractor responses to MOTI FRPs. Please see below for dial in details:

Conference Name: Trevena, Claire

Access Codes: s.15; s.17



Leah Waters

Administrative Coordinator to the

Honourable Claire Trevena

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: <u>Leah.Waters@gov.bc.ca</u>

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 8:42 AM

To: Waters, Leah TRAN:EX

Subject: RE: Mtg w/ Don Wright at UBCM

Hi Leah,

Sounds good. Were you able to find out what it is regarding?

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Waters, Leah TRAN:EX

Sent: Wednesday, September 12, 2018 8:39 AM

To: Higgins, Keira PREM:EX

Subject: RE: Mtg w/ Don Wright at UBCM

Hi Keira,

How about 12:15PM tomorrow? We can use MCT's conference details.

Thanks,



Leah Waters
Administrative Coordinator to the
Honourable Claire Trevena
Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: Leah.Waters@gov.bc.ca

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 8:35 AM

To: Waters, Leah TRAN:EX

Subject: RE: Mtg w/ Don Wright at UBCM

Hi Leah,

Sorry but Don is fully committed now today with PJH meetings. Does she have time for a call tomorrow? Don is available any time after 11:00 (with the exception of 4:00-4:30.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Waters, Leah TRAN:EX

Sent: Wednesday, September 12, 2018 8:34 AM

To: Higgins, Keira PREM:EX

Subject: RE: Mtg w/ Don Wright at UBCM

Hi Keira,

MCT has 20 minute windows at 9AM, or 9:40AM. We could potentially do a short lunch meeting, or they could meet following tonight's reception at 7PM?

This meeting is regarding Contractor responses to MOTI FRPs.



Leah Waters

Administrative Coordinator to the Honourable Claire Trevena

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: Leah.Waters@gov.bc.ca

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 4:50 PM

To: Waters, Leah TRAN:EX

Subject: Re: Mtg w/ Don Wright at UBCM

Hi Leah,

Apologies but Don is now required by the Premier at 2:30 tomorrow. We will need to reschedule the meeting with him and Minister.

Thanks,

Keira

Sent from my iPhone

On Sep 11, 2018, at 3:43 PM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi Leah,

Thank you.

Sent from my iPhone

On Sep 11, 2018, at 3:42 PM, Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca> wrote:

Hi Keira,

I'm not sure, but will follow up with our MA and let you know. We have room Alpine A booked and they are able to meeting in there.

Thanks for your help in coordinating!

<image001.png>

Leah Waters

Administrative Coordinator to the

Honourable Claire Trevena

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: Leah.Waters@gov.bc.ca

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 3:40 PM

To: Waters, Leah TRAN:EX

Subject: Re: Mtg w/ Don Wright at UBCM

Hi Leah,

Yes that works for Don. Do you know what she wishes to discuss and do you have meeting space?

Sent from my iPhone

On Sep 11, 2018, at 3:36 PM, Waters, Leah TRAN:EX < Leah. Waters@gov.bc.ca > wrote:

Hi Keira,

MCT has a very small window tomorrow from 9-9:20AM, which may be the best we can do. She is essentially in back-to-back meetings both days.

She does have another window from 2:30 – 3PM tomorrow if Don is available then?

Thanks,

<image001.png>

Leah Waters

Administrative Coordinator to the **Honourable Claire Trevena**

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: Leah.Waters@gov.bc.ca

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 3:29 PM

To: Waters, Leah TRAN:EX

Subject: Re: Mtg w/ Don Wright at UBCM

Hi Leah,

s.22 . He could meet with Minister at

9:00 tomorrow or Thursday.

Thanks,

Keira

Sent from my iPhone

On Sep 11, 2018, at 3:26 PM, Waters, Leah TRAN:EX < Leah. Waters@gov.bc.ca > wrote:

Hi Keira,

I've been asked to coordinate a meeting w/ your DM and Minister Trevena while they are at UBCM. Wondering if you are able to assist me with this? Right now, MCT's schedule on Friday is quite open.

Thanks!

<image001.png>

Leah Waters

Administrative Coordinator to the **Honourable Claire Trevena**

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: Leah.Waters@gov.bc.ca

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

From: Sent: To: Subject:	Higgins, Keira PREM:EX Wednesday, September 12, 2018 9:01 AM Faust, Marnie L GCPE:EX RE: Acting DM
Thank you for letting me know.	
Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings Victoria, BC V8V 1X4 Ph: (250) 356-2206	
From: Faust, Marnie L GCPE:EX Sent: Tuesday, September 11, 2018 4:12 PM To: Higgins, Keira PREM:EX Subject: FW: Acting DM	
Hi Keira,	
Evan has left the country on business (Global Climate Summit in San Fran) – Robb Gibbs is A/DM until he returns next Monday. I believe Don is aware Evan is going but thought I'd make it official.	
Thank you.	
Marnie	
From: Lloyd, Evan GCPE:EX Sent: Tuesday, September 11, 2018 4:11 PM To: Faust, Marnie L GCPE:EX Subject: Re: Acting DM	
Yes	
Sent from my iPhone	
On Sep 11, 2018, at 3:56 PM, Faust, Marnie L GCPE:EX < Marnie.Faust@gov.bc.ca > wrote:	
Is Robb acting while you are away for signing purposes etc?	
Thanks!	
Marnie	

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 9:03 AM

To: Howie, Matthew IRR:EX; Roberts, Connie A IRR:EX

Cc: Leinweber, Rachelle R IRR:EX

Subject: RE: s.22

Noted - thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Tuesday, September 11, 2018 4:05 PM

To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX **Cc:** Leinweber, Rachelle R IRR:EX; Howie, Matthew IRR:EX

Subject:s.22

Hi Connie/Keira,

s.22

ADM Laurel Nash will be acting DM. Her cell number is 250-508-1670. Thanks.

Matthew Howie

Senior Executive Assistant to

Doug Caul, Deputy Minister

Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 9:04 AM

To: PREM CAL PREM:EX

Subject: Accepted: Cabinet pre-brief

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 9:15 AM

To: Walsh, Sara M HLTH:EX

Cc: Berry, Julia F HLTH:EX; Moulton, Holly HLTH:EX; Carter, Cheryl HLTH:EX; Ryall, Karen

HLTH:EX

Subject: RE: s.22

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Walsh, Sara M HLTH:EX

Sent: Tuesday, September 11, 2018 2:10 PM

To: Higgins, Keira PREM:EX

Cc: Berry, Julia F HLTH:EX; Moulton, Holly HLTH:EX; Carter, Cheryl HLTH:EX; Ryall, Karen HLTH:EX

Subject: s.22

Good afternoon Keira,

Please note DM Brown will bes.22 and Manjit Sidhu, ADM, Finance and Corporate Services will be acting on his behalf.

Manjit and immediate support staff can be reached as follows:

Manjit's Office 250-952-2067

Manjit's Cell: s.17

His key contact and EAA should it be required:

Karen Ryall, Key contact: 250-952-1011 Cheryl Carter, EAA: 250-952-2067

With thanks.

Kind regards,

Sara Walsh

Senior Executive Assistant to Deputy Minister, Stephen Brown

Ministry of Health | 1515 Blanshard St, Victoria, BC TeL: 250-952-1590 | Email: Sara.Walsh@gov.bc.ca

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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 9:17 AM

To: Hockin, Amber PREM:EX

Subject: Accepted: Child Care Program Monthly Meeting

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX Sent: Wednesday, September 12, 2018 9:18 AM

To: Hockin, Amber PREM:EX

Subject: Declined: Child Care Program Monthly Meeting

Don is at an external meeting at this time. His only availability this day is 8:00am.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 12, 2018 9:31 AM

To: Brownsey, Silas TRAN:EX

Subject: Accepted: Silas and Christine Touch Base

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 10:58 AM

To: Wright, Don J. PREM:EX

Subject: RE: Board Governance Workshop - 20 September -

Wow! I have to say I didn't see that one coming. I will let them know.

Keira Higgins, Executive Administrative Coordinator

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

From: Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 10:47 AM

To: Higgins, Keira PREM:EX

Subject: Re: Board Governance Workshop - 20 September -

I will go over to Shannon 's event. Sigh. 2

Sent from my iPhone

On Sep 12, 2018, at 10:40 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Don,

I spoke with Shannon's Office regarding this event. I understand you and her briefly discussed you speaking at it but it is in Vancouver and is the date of both the Investiture Ceremony for the Order of BC and PA. Please let me know if your preference is to stay in Victoria as planned.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Williams, Doris AEST:EX

Sent: Tuesday, September 11, 2018 3:48 PM

To: Higgins, Keira PREM:EX **Cc:** Bhatnagar, Pratibha AEST:EX

Subject: Board Governance Workshop - 20 September -

Good Afternoon Keira,

Following up on our phone call this afternoon, I am assisting AEST with their Board Governance Workshop in Vancouver on September 20th.

Don Wright is going to be our keynote speaker.

I am looking to confirm his calendar bookings, and if I need to assist with hotel (we have a block booking) and flights.

As part of this conference, there are breakfast, lunch and nutrition breaks, and want to ensure that he is included in those numbers. I also wish to extend an opportunity if there are any accommodations (eg. Food) that the organizers should be aware of.

Please advise how we can help you (and the larger team).

I've CC'd Pratibha to keep her in the loop, as she is part of the Steering Committee.

Thank you so much for your patience and looking forward to working with you!

Doris Williams | Administrative Assistant Legislation, Governance and Quality Assurance Ministry of Advanced Education, Skills and Training Ph: 778-974-2195 *** note new number

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:08 AM

To: Wolsey, Ashley AEST:EX

Subject: FW: Board Governance Workshop - 20 September -

Hi Ashley,

Don will do the event in Vancouver (with a preference to attend in the morning so he can make it back to Victoria for PA) Please send me all details regarding timing and location. We will book our own flights and hotel.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Williams, Doris AEST:EX

Sent: Tuesday, September 11, 2018 3:48 PM

To: Higgins, Keira PREM:EX **Cc:** Bhatnagar, Pratibha AEST:EX

Subject: Board Governance Workshop - 20 September -

Good Afternoon Keira,

Following up on our phone call this afternoon, I am assisting AEST with their Board Governance Workshop in Vancouver on September 20th.

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I am looking to confirm his calendar bookings, and if I need to assist with hotel (we have a block booking) and flights.

As part of this conference, there are breakfast, lunch and nutrition breaks, and want to ensure that he is included in those numbers. I also wish to extend an opportunity if there are any accommodations (eg. Food) that the organizers should be aware of.

Please advise how we can help you (and the larger team).

I've CC'd Pratibha to keep her in the loop, as she is part of the Steering Committee.

Thank you so much for your patience and looking forward to working with you!

Doris Williams | Administrative Assistant Legislation, Governance and Quality Assurance Ministry of Advanced Education, Skills and Training

Ph: 778-974-2195 *** note new number

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:09 AM

Wright, Don J. PREM:EX To: Subject: FW: Learn at Work Week

Attachments: L@WW_Don_Wright_Overview_Aug31.docx; L@WW_Open_Sep17

_Agenda_FINAL.DOCX

FYI – I will print for your Monday folder.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Roe, Sandra PSA:EX

Sent: Wednesday, September 12, 2018 10:53 AM

To: Higgins, Keira PREM:EX Cc: McIlveen, Isobel PSA:EX Subject: Learn at Work Week

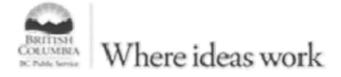
Keira – Attached are materials for Don for his attendance at the Learn @ Work Week kick off on Monday, Sept 17th. If there is anything more that Don requires, please let us know.

Thanks, Sandra

Sandra Roe, Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency 4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 Ph: (778) 698-7968 | Fax: (250) 356-7074

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:18 AM

To: Nash, Amber PREM:EX

Subject: RE: Western Public Policy Dinner - Sept 19

Hi Amber,

Not to my knowledge and it isn't in his calendar.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Nash, Amber PREM:EX

Sent: Wednesday, September 12, 2018 11:17 AM

To: Higgins, Keira PREM:EX

Subject: Western Public Policy Dinner - Sept 19

Hi Keira,

Can you confirm if Don is attending the Western Policy Dinner on Sept 19th?

Amber

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:18 AM

To: Tates, Nancy MMHA:EX

Subject: RE: Request to book Telepresence for Minister Darcy

Follow Up Flag: Follow up Flag Status: Flagged

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Tates, Nancy MMHA:EX

Sent: Wednesday, September 12, 2018 11:18 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request to book Telepresence for Minister Darcy

Removed now...

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:14 AM **To:** Tates, Nancy MMHA:EX <Nancy.Tates@gov.bc.ca>

Cc: Casanova, Tamara MMHA:EX <Tamara.Casanova@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>

Subject: RE: Request to book Telepresence for Minister Darcy

Hi Nancy – Is this to link up with the booking that has been made at Blanshard? If so, I need it cancelled as I need to place both bookings at the same time so the TPs link up.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Tates, Nancy MMHA:EX

Sent: Wednesday, September 12, 2018 11:09 AM

To: Higgins, Keira PREM:EX

Cc: Casanova, Tamara MMHA:EX; Gotto, Sarah F MMHA:EX **Subject:** Request to book Telepresence for Minister Darcy

Good morning Keira! May I please request to have the VCO telepresence room booked for Minister Darcy on Wednesday, September 26 from 1pm to 4pm?

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew

Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1 T: 778-698-0416 | E: <u>nancy.tates@gov.bc.ca</u>

PO BOX 9672, STN PROV GOVT VICTORIA, BC V8W 9P6



Subject: Booked for Minister Darcy

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Start: Wed 2018-09-26 1:00 PM **End:** Wed 2018-09-26 4:00 PM

Show Time As: Tentative

Recurrence: Daily

Recurrence Pattern: every day from 1:00 PM to 4:00 PM

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Good morning Keira! May I please request to have the VCO telepresence room booked for Minister Darcy on Wednesday, September 26 from 1pm to 4pm?

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1

T: 778-698-0416 | E: nancy.tates@gov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:20 AM

To: Whitford, Kelly M AEST:EX **Subject:** Please email info thanks

Keira Higgins, Executive Administrative Coordinator

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

Subject: Booked for Minister Darcy

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Start: Wed 2018-09-26 1:00 PM **End:** Wed 2018-09-26 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

Good morning Keira! May I please request to have the VCO telepresence room booked for Minister Darcy on Wednesday, September 26 from 1pm to 4pm?

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1

T: 778-698-0416 | E: <u>nancy.tates@gov.bc.ca</u>

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 11:22 AM

To: Baskerville, Shannon AEST:EX

Subject: Accepted: 9:30 Keynote Speaker | Public Sector Governance Workshop

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:24 AM

To: BC Honours and Awards HAS:EX

Subject: RE: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Hi Jenny,

My sincere apologies but Don Wright is now required in Vancouver on Sept 20th and will no longer be able to attend the Order of BC Ceremony. I am very sorry for all the changes.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 12:25 PM

To: BC Honours and Awards HAS:EX

Subject: RE: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Thanks[©]

Keira Higgins, Executive Administrative Coordinator

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

From: BC Honours and Awards HAS:EX Sent: Tuesday, September 4, 2018 12:24 PM

To: Higgins, Keira PREM:EX

Subject: RE: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Fantastic news! We will have a seat reserved for him.

Kind regards,

Jenny Pescod

Assistant Coordinator | <u>Honours and Awards Secretariat</u>
Office of Protocol | Government of British Columbia
Address | PO Box 9422 Stn Prov Govt | Victoria, BC V8W 9V1
Tel: <u>250.356.7916</u> | Fax: 250.356.2814



From: Higgins, Keira PREM:EX

Sent: Tuesday, September 4, 2018 11:16 AM

To: BC Honours and Awards HAS:EX

Subject: RE: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Hi,

I had previously emailed that Don Wright would not be available to attend, however, his trip to Vancouver has been cancelled and he would like to please change his RSVP to "attending".

Many thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Monday, August 20, 2018 8:30 AM **To:** BC Honours and Awards HAS:EX

Subject: RE: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Hi there,

Don would very much like to attend but has already committed to a meeting in Vancouver that conflicts time-wise. He unfortunately has to send his regrets.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

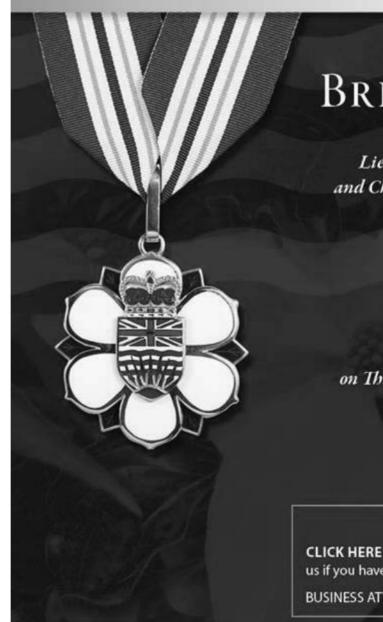
From: BC Honours and Awards HAS:EX Sent: Friday, August 17, 2018 3:34 PM

To: Wright, Don J. PREM:EX **Cc:** Higgins, Keira PREM:EX

Subject: For Response: Invitation to the Order of BC Investiture Ceremony - Sept. 20, 2018

Mr. Don Wright

INVESTITURE CEREMONY



Order of British Columbia

The Honourable Janet Austin Lieutenant Governor of British Columbia and Chancellor of the Order of British Columbia and

> The Honourable John Horgan Premier of British Columbia

are pleased to invite you
to the investiture ceremony of
the Order of British Columbia
on Thursday, September 20, 2018 at 11:00 a.m.
at Government House
1401 Rockland Avenue, Victoria

Lunch reception to follow.

RSVP:

CLICK HERE or Call 250.387.1616 before August 31, 2018. Kindly advise us if you have any special needs or mobility restrictions.

BUSINESS ATTIRE (DECORATIONS)

INVITATION NON-TRANSFERABLE



Doors will open at 10:30 a.m. Seating is open unless otherwise specified. This invitation is valid for the person whose name appears above. Please do not forward this invitation as a guest list has been established. For directions, please click here. To facilitate your arrival at Government House, we ask you to show a copy of your invitation on your electronic device or print it and bring it with you. The ceremony will be approximately one hour in length followed by a lunch reception until 2:00 p.m. For information on the Order of British Columbia and a list of this year's appointments, please visit our

website at www.orderofbc.gov.bc.ca. *If you are having trouble viewing this email, please call 250-356-7916

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:26 AM

To: Tates, Nancy MMHA:EX
Subject: FW: Booked for Minister Darcy

Subject: Accepted: Booked for Minister Darcy

When: Wednesday, September 26, 2018 1:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Blanshard CITZ:EX

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:36 AM **To:** 'Rey, Rachelle (CA - British Columbia)'

Subject: RE: Pls disregard email RE: in-person mtg w/Betty Rhiger

Hi Rachelle,

No worries, I deleted it.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Rey, Rachelle (CA - British Columbia) [mailto:racrey@deloitte.ca]

Sent: Wednesday, September 12, 2018 11:33 AM

To: Higgins, Keira PREM:EX

Subject: Pls disregard email RE: in-person mtg w/Betty Rhiger

Good morning Keira,

Oh Dear, it would seem I was having a bit of a day yesterday!

Please be so kind as to disregard and the logistics email sent to you yesterday @11:54 AM. Clearly our autocorrect redirected this email to you rather than to another Keira who works in our office.

Thank you as always for your consideration.

R

Rachelle Rey Paraprofessional

Deloitte

Tel/Direct 250-978-4462 | Fax 778-374-0497

racrey@deloitte.ca | www.deloitte.ca

From: Rey, Rachelle (CA - British Columbia)
Sent: Tuesday, September 11, 2018 11:54 AM

To: Rhiger, Betty (CA - Toronto)

 | Stringer@deloitte.ca | Toronto | Toront

Cc: Jurado, Maria (CA - Toronto) < majurado@deloitte.ca; Sawchuk, Jamie (CA - British Columbia) < JSawchuk@deloitte.ca; Keira Higgins (Keira.Higgins@gov.bc.ca) < Keira.Higgins@gov.bc.ca) < Mailto:RE: PLS RESPOND RE: CJ requesting in-person mtg w/Betty Rhiger Availability Sept 17

HI Betty -Please let me know if Jamie is too attend; I have the time set aside just in case.

Thanks!

R

From: Sawchuk, Jamie (CA - British Columbia)
Sent: Monday, September 10, 2018 10:53 PM

To: Rey, Rachelle (CA - British Columbia) < racrey@deloitte.ca; Rhiger, Betty (CA - Toronto) < brhiger@deloitte.ca
Cc: Jurado, Maria (CA - Toronto) < <a href="mailto:m

Subject: RE: PLS RESPOND RE: CJ requesting in-person mtg w/Betty Rhiger Availability Sept 17

Thanks Rachelle,

It looks like CJ is asking Betty to join her. Betty can you follow-up and see if I should also join? As it stands it looks like the request was for you only. Cheers

Jamie

Jamie Sawchuk

Partner

D: +1 (250) 978 4448 | M: +1 (250) 727 1412 jsawchuk@deloitte.ca | deloitte.ca

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Higgins, Keira PREM:EX From: Sent: Wednesday, September 12, 2018 1:02 PM Wright, Don J. PREM:EX To: Subject: RE: Could you book a meeting for me? Will do – thanks. Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Wright, Don J. PREM:EX Sent: Wednesday, September 12, 2018 12:46 PM To: Higgins, Keira PREM:EX **Subject:** Could you book a meeting for me? Subject: CBAs Participants: Grant and whoever he wants to bring, Geoff, Amber, Minister Conroy's MAs and Karen Cooling (Minister Bains' MA), Christine if available, but only if available. 1 hour

As early next week as possible.

Thanks.

Don

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 1:11 PM

To: Wright, Don J. PREM:EX

Subject: FW: PPF's Western Dinner - only a few seats left!

Hi Don,

Please let me know if you wish to attend the below event since you will now be in Vancouver anyways for Shannon's on the 20th.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Kelly Cyr [mailto:Kelly.Cyr@ppforum.ca] **Sent:** Friday, September 7, 2018 9:48 AM

To: Higgins, Keira PREM:EX

Subject: PPF's Western Dinner - only a few seats left!



PPF WESTERN DINNER & PETER LOUGHEED AWARDS



We are pleased to have Premier John Horgan in attendance at PPF's Western Dinner and Peter Lougheed Awards in **Vancouver** on **Sept. 19**. Reserve your tickets or tables now as seats are limited and get 10% off.

leaders in business, government, academia and not-for-profits. The Peter Lougheed Award honours exceptional Western Canadians who, like Peter Lougheed did, contribute to public policy in their province, region and country.

The 2018 honourees are:



- Andrew Petter is the President of Simon Fraser University and
 professor in the School of Public Policy. Prior to joining SFU in 2010, he
 was professor in the Faculty of Law of the University of Victoria, where
 he served as Dean from 2001 to 2008. From 1991 to 2001, he served as
 B.C. MLA and held numerous cabinet portfolios, including Aboriginal
 Affairs, Forests, Intergovernmental Relations and Attorney General.
- Sue Paish is the inaugural CEO of Canada's Digital Technology
 Supercluster. She is thrilled to pioneer an exciting new model of
 technology creation, inter-organizational collaboration, job growth and
 economic development. For more than 35 years, Sue led transformation
 and innovation across professional services, healthcare and technology
 driving business growth, and leading large-scale organizational change.

Murad Al-Katib is the President and CEO of AGT Food and Ingredients
Inc. A leader in international agri-food trading strategy and a financial
thinker, Murad founded AGT Foods in 2001, building a Canadian start-

up into a global, billion-dollar pulses, staple foods and ingredient

company.

 Sophie Pierre served her community of 'Aqam (the St. Mary's Indian Band) of the Ktunaxa Nation for 30 years, 26 as elected chief, and was the administrator of the Ktunaxa/Kinbasket Tribal Council for 25 years.

See you there!

The PPF Team

Get your ticket now

EVENT DETAILS

Date: Sept. 19, 2018, 5-9 p.m.

Location: Marriott Vancouver Pinnacle Downtown

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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 12, 2018 1:23 PM

To: s.17

Subject: Tentative: MEETING: PJH, Sage and Don - Speech Review: Public Policy Forum -

Western Dinner

Don is in Victoria. Can he call in?

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 2:43 PM

To:Baker, Jelene ENV:EXSubject:RE: DMWGCG - Sept 17

Hi Jelene,

She has LRC at the same time and a meeting with Don beginning at 12:00 so I don't think she will attend.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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From: Baker, Jelene ENV:EX

Sent: Wednesday, September 12, 2018 2:42 PM

To: Higgins, Keira PREM:EX Subject: RE: DMWGCG - Sept 17

Hi Keira,

I just want to confirm that Christine is not available to attend DMWGCG on Monday 11-12pm? The note below was to do with the 18th so just want to double-check.

Thank you,

Jelene

From: Higgins, Keira PREM:EX Sent: September 4, 2018 1:10 PM

To: Stewart, Lori JTT:EX <Lori.Stewart@gov.bc.ca>; Baker, Jelene ENV:EX <Jelene.Baker@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>; Genzale, Morgan MAH:EX <Morgan.Genzale@gov.bc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Verwoord, Cindy TRAN:EX <Cindy.Verwoord@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>

Cc: Malinowski, Penny TRAN:EX <Penny.Malinowski@gov.bc.ca>

Subject: RE: DMWGCG - Sept 17

Christine is not available.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Stewart, Lori JTT:EX

Sent: Tuesday, September 4, 2018 12:54 PM

To: Baker, Jelene ENV:EX; Faust, Marnie L GCPE:EX; Genzale, Morgan MAH:EX; Higgins, Keira PREM:EX; Kwan, Shirley

JTT:EX; McCann, Meghan EMPR:EX; Verwoord, Cindy TRAN:EX; Whitford, Kelly M AEST:EX

Cc: Malinowski, Penny TRAN:EX Subject: RE: DMWGCG - Sept 17

Alan Winter is not available as he will be in Ottawa.

Lori Stewart

Executive Administrative Assistant to Dr. Alan Winter, BC's Innovation Commissioner

Office of BC's Innovation Commissioner

Phone: 778-698-3948

Email: Lori.Stewart@gov.bc.ca

From: Baker, Jelene ENV:EX

Sent: September 4, 2018 12:52 PM

To: Faust, Marnie L GCPE:EX < Marnie.Faust@gov.bc.ca >; Genzale, Morgan MAH:EX < Morgan.Genzale@gov.bc.ca >; Higgins, Keira PREM:EX < Keira.Higgins@gov.bc.ca >; Kwan, Shirley JTT:EX < Shirley.Kwan@gov.bc.ca >; McCann, Meghan EMPR:EX < Meghan.McCann@gov.bc.ca >; Stewart, Lori JTT:EX < Lori.Stewart@gov.bc.ca >; Verwoord, Cindy TRAN:EX < Cindy.Verwoord@gov.bc.ca >; Whitford, Kelly M AEST:EX < Kelly.Whitford@gov.bc.ca >

Cc: Malinowski, Penny TRAN:EX < Penny. Malinowski@gov.bc.ca >

Subject: DMWGCG - Sept 17

Hi everyone,

DMWGCG has been scheduled for September 17th but Bobbi is wondering if the 18th might work better for everyone? Can you please provide available times for your executive for 11-12 and 2:30-4:30?

Thanks again!

Jelene Baker

Senior Executive Assistant to
Bobbi Plecas, Deputy Minister
Ministry of Environment & Climate Change Strategy
Office: 250-356-8794 | Mobile: 778-678-5684

Subject: MEETING: Don Wright, Geoff Meggs, Amber Hockin, Grant Main, Christine Kennedy,

Paula Gunn, Alisma Perry, Karen Cooling, Murray Tekano and Vicki Willow - CBAs

Location: TBC - room in Leg (Keira to update shortly) Parliament Buildings, Victoria - Keira will

order mixed sandwiches for the group

Start: Tue 2018-09-18 12:00 PM **End:** Tue 2018-09-18 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Main,

Grant TRAN:EX; Gunn, Paula MCF:EX; Perry, Alisma, MCF:EX; Cooling, Karen LBR:EX

Optional Attendees: Tekano, Murray TRAN:EX; Willow, Vicki TRAN:EX

Keira

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 12, 2018 3:11 PM

To: Miller, Amy PREM:EX

Subject: New Time Proposed: Weekly check-in

Hi Amy,

Christine has a meeting with Don. Could we please move your check in to Friday (2:30 or later)?

Thanks,

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 12, 2018 3:29 PM

To: Miller, Amy PREM:EX
Subject: Accepted: Weekly check-in

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 3:30 PM

To: Miranda, Carrie FIN:EX

Subject: RE: 4:00 PM Quick Call to Discuss Rent

Hi Carrie,

My apologies but Don went rogue on that one and set it up himself. I have no details and he is in Whistler.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Miranda, Carrie FIN:EX

Sent: Wednesday, September 12, 2018 3:29 PM

To: Higgins, Keira PREM:EX

Subject: 4:00 PM Quick Call to Discuss Rent

Hi Keira,

May I ask if there are more information regarding the phone call?

Thank you,

Carrie Lauren Miranda

Assistant Deputy Minister's Office Policy and Legislation Division | Ministry of Finance

Phone: (778) 974-4347 | Email: Carrie.Miranda@gov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 3:45 PM

To: MacMillan, Elizabeth PREM:EX RE: thurs 20th -- 8:30 to 9:30 a.m. Subject:

Hi Elizabeth,

That works for Don. I will book the TP. Please send a calendar invite.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: MacMillan, Elizabeth PREM:EX

Sent: Wednesday, September 12, 2018 3:44 PM

To: Higgins, Keira PREM:EX

Subject: RE: thurs 20th -- 8:30 to 9:30 a.m.

Hi there – this is super! Just checked-in w Corinne and between our two offices 11 to 12 would be best.

Most grateful. Please let me know if you need me to do anything further.

Thanks

Ε

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 3:30 PM

To: MacMillan, Elizabeth PREM:EX

Subject: RE: thurs 20th -- 8:30 to 9:30 a.m.

Hi Elizabeth,

I think as far as Don goes we are looking at September 19th by TP. He is free between 9:15-noon.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: MacMillan, Elizabeth PREM:EX

Sent: Wednesday, September 12, 2018 3:22 PM

To: Higgins, Keira PREM:EX

Subject: RE: thurs 20th -- 8:30 to 9:30 a.m.

Thank-you Keira – sounds good. Please let me know when you'd like to discuss.

The suggested participants are:

- Corinne Swystun
- Kevin Kohan
- Suzanne Christensen
- Liam Lawson
- Geoff Meggs (or his Deputy Amber Hockin)
- Charlotte Powell
- Elizabeth MacMillan

Thanks again

Ε

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 11:03 AM

To: MacMillan, Elizabeth PREM:EX

Subject: RE: thurs 20th -- 8:30 to 9:30 a.m.

Hi Elizabeth,

Don has agreed to do an event in Vancouver at this time so we will have to discuss alternate timing for your meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: MacMillan, Elizabeth PREM:EX

Sent: Monday, September 10, 2018 3:43 PM

To: Higgins, Keira PREM:EX

Subject: FW: thurs 20th -- 8:30 to 9:30 a.m.

Hello Keira – I'll follow-up w Corinne 1st thing tomorrow if I don't hear from her on this before then.

Thank-you!

Ε

From: MacMillan, Elizabeth PREM:EX

Sent: Monday, September 10, 2018 10:56 AM

To: Swystun, Corinne L AG:EX **Cc:** Powell, Charlotte PREM:EX

Subject: thurs 20th -- 8:30 to 9:30 a.m.

Hello Corinne – Don has got 8:30 to 9:30 a.m. open in his calendar on thurs 20th for a discussion of spr 19 legislation.

Can you make this time?

Thx

Subject: Booked for Don Wright

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Wed 2018-09-19 11:00 AM **End:** Wed 2018-09-19 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 4:01 PM

To: Williams, Doris AEST:EX
Cc: Bhatnagar, Pratibha AEST:EX

Subject: RE: Board Governance Workshop - 20 September -

Hi Doris,

No apology required! It is all sorted.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Williams, Doris AEST:EX

Sent: Wednesday, September 12, 2018 3:58 PM

To: Higgins, Keira PREM:EX **Cc:** Bhatnagar, Pratibha AEST:EX

Subject: RE: Board Governance Workshop - 20 September -

Good Afternoon Keira,

My profound apologies for the confusion.

The conversations were still at the DM/ADM level when I reached out, so please forgive my forwardness.

If there is anything we can do to assist, please let me know.

Doris Williams

Administrative Assistant

Governance and Quality Assurance

Ministry of Advanced Education, Skills and Training

*** 778-974-2195 *** note new number

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 3:56 PM

To: Williams, Doris AEST:EX

Subject: Re: Board Governance Workshop - 20 September -

Hi Doris,

Apologies but I am a little confused as I do not have Don scheduled to be in Vancouver on September 20th. Nor do I have him attending the event you mentioned. Do you know who confirmed his attendance?

Thanks,

Keira

Sent from my iPhone

On Sep 11, 2018, at 3:47 PM, Williams, Doris AEST:EX Zoris.Williams@gov.bc.ca wrote:

Good Afternoon Keira,

Following up on our phone call this afternoon, I am assisting AEST with their Board Governance Workshop in Vancouver on September 20th.

Don Wright is going to be our keynote speaker.

I am looking to confirm his calendar bookings, and if I need to assist with hotel (we have a block booking) and flights.

As part of this conference, there are breakfast, lunch and nutrition breaks, and want to ensure that he is included in those numbers. I also wish to extend an opportunity if there are any accommodations (eg. Food) that the organizers should be aware of.

Please advise how we can help you (and the larger team).

I've CC'd Pratibha to keep her in the loop, as she is part of the Steering Committee.

Thank you so much for your patience and looking forward to working with you!

Doris Williams | Administrative Assistant Legislation, Governance and Quality Assurance Ministry of Advanced Education, Skills and Training *Ph: 778-974-2195* *** note new number

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 8:26 AM

To: Boutin, Dominique LASS:EX **Subject:** RE: Request for plated pre-order

Hi Dom,

No worries, I know how busy you are. All sounds good on the cookie front and for the Tuesday service the addition of coffee would be lovely and a great idea.

Many thanks and I will let you know about that room # as soon as I hear back.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Boutin, Dominique [mailto:Dominique.Boutin@leg.bc.ca]

Sent: Thursday, September 13, 2018 8:05 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for plated pre-order

Good morning Keira,

First off, sorry I didn't get back to you yesterday, I was elbow deep in you know what lol.

So no sweat on the 2 functions. For the cookies we do a half size portion of our large cookies and serve 2 per person for the same cost, it presents better than a big one cut in half...makes sense?

Also for your second service on Tuesday, do you want beverages brought up, like coffee/tea, juices etc?

Cheers, Dom

Dominique

D. Boutin
Manager, Parliamentary Dining Room
Rm 032
Parliament Buildings
Victoria, BC
V8V 1X4
p: 250-952-0816
f: 250-952-0897
dominique.boutin@leg.bc.ca



From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Wednesday, September 12, 2018 3:24 PM **To:** Boutin, Dominique < Dominique.Boutin@leg.bc.ca>

Subject: FW: Request for plated pre-order

Hi Dom,

I have another order to add. Please see below:

Date: Tuesday, Sept 21st

Time: noon-1:00

Mixed sandwiches for 11 people, 5 cookies cut in half

This order is to be delivered into one of the meeting rooms in the Leg. I am just waiting to hear back on the room from the Sg at Arms. I will confirm as soon as I know.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 1:32 PM

To: Boutin, Dominique LASS:EX **Subject:** Request for plated pre-order

Hi Dom,

Could I please order a plate of mixed sandwiches for 8 people as well as 4 cookies cut in half for a lunch meeting on Monday, Sept 20th? I will pick up the order at 11:45.

Thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 8:31 AM

To: Kennedy, Christine PREM:EX

Subject: FW: Follow up Meeting request with Deputy Minister Wright

Attachments: 2018 08 31 - Meeting with Deputy Minister Wright.pdf; 2018 08 31 - Letter to Deputy

Minister Wright.pdf

Importance: High

Morning Christine,

I will call Daniela today regarding the meeting at VCO.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Daniela Navarria [mailto:dnavarria@mercerint.com]

Sent: Friday, August 31, 2018 2:19 PM

To: Higgins, Keira PREM:EX **Cc:** David Gandossi; Brian Merwin

Subject: RE: Follow up Meeting request with Deputy Minister Wright

Importance: High

Dear Keira,

s.17

MLA Conroy was also planning to contact DM Wright to discuss if she has not done so already. Finally there is a fair bit of urgency in arranging a meeting as Mercer is making a number of capital investment decisions at its October board meeting, putting Celgar at risk of losing out to competing investment opportunities in other jurisdictions. I have attached a letter from David Gandossi describing this in more detail along with an overview presentation briefly describing details. To this end David is requesting to arrange a meeting for the week of September 17th and is available to meet in a location of DM Wrights convenience (Victoria or Vancouver).

I look forward to hearing from you.

Kind regards,

Daniela Navarria

Executive Assistant | Mercer International Inc.

Phone: 604 639 4602 | Fax: 604 684 1094 | dnavarria@mercerint.com

www.mercerint.com | Suite 1120, 700 West Pender Street, Vancouver, BC, V6C 1G8, Canada



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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 8:33 AM

To: Meggs, Geoff PREM:EX

Subject: Accepted: Meeting: PJH, Geoff and Don

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 8:33 AM

To: Meggs, Geoff PREM:EX

Subject: Declined: Meeting: PJH, Geoff, Amber and Don

Double invite. I accepted the other one.

Subject: MEETING: Don Wright, Geoff Meggs, Amber Hockin, Grant Main, Christine Kennedy,

Paula Gunn, Alisma Perry, Karen Cooling, William Beale, James Papadopoulos, Murray

Tekano and Vicki Willow - CBAs

Location: Cedar Room - 241 - Parliament Buildings, Victoria - Keira ordered mixed sandwhiches

and coffee service

 Start:
 Tue 2018-09-18 12:00 PM

 End:
 Tue 2018-09-18 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Main,

Grant TRAN:EX; Gunn, Paula MCF:EX; Perry, Alisma, MCF:EX; Cooling, Karen LBR:EX

Optional Attendees: Tekano, Murray TRAN:EX; Willow, Vicki TRAN:EX; Beale, William TRAN:EX;

Papadopoulos, James TRAN:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 8:35 AM

To: Kennedy, Christine PREM:EX

Subject: Accepted: Hold for David Gandossi

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 8:38 AM

To: Brown, Dawn A PREM:EX; Hockin, Amber PREM:EX; Wade, Debbie PREM:EX

Subject: RE: Binder delivery

Morning!

Don is away so any time before 4:00 for our office.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Thursday, September 13, 2018 8:33 AM

To: Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Wade, Debbie PREM:EX

Subject: Binder delivery Importance: High

Good morning ladies,

I am once again looking for a cut off deadline for tomorrow's binder delivery please.

Thank you,

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 8:43 AM

To: s.17

Subject: Accepted: Briefing: BC Hydro/Northern Energy

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 8:44 AM

To: s.17

Subject: Accepted: Briefing: Broughton/Fish Farms

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 13, 2018 8:46 AM

To: Kot, Jill CITZ:EX

Subject: Declined: DMCPSC (Series end Dec 18/18)

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 13, 2018 8:52 AM

To: Sheldan, Tim FLNR:EX

Subject: Declined: TO BE CHANGED - DMC NR

To be changed.

From: Sent: To: Subject:	Higgins, Keira PREM:EX Thursday, September 13, 2018 8:54 AM Wright, Don J. PREM:EX RE: Could you book a meeting for me?
Hi Don,	
Okay, I will make the change. Kare Sharma (not her)?	en Cooling also contacted me and said she thought you may have intended it to be Niki
Keira Higgins, Executive Admin Office of the Premier, Deputy Minis 272 West Annex, Parliament Buildi Ph: (250) 356-2206	ter
From: Wright, Don J. PREM:EX Sent: Thursday, September 13, 2 To: Higgins, Keira PREM:EX Subject: Re: Could you book a m	
Hi Keira,	
I made a mistake. It was the MAs	from Minister Trevana's Office, not Minister Conroy's. My Bad.
Apologies.	
Don	
From: "Wright, Don J. PREM:EX Date: Wednesday, September To: Keira Higgins < Keira. Higgin: Subject: Could you book a mee	12, 2018 at 12:45 PM s@gov.bc.ca>
Subject: CBAs Participants: Grant and whoever Bains' MA), Christine if available, 1 hour	he wants to bring, Geoff, Amber, Minister Conroy's MAs and Karen Cooling (Minister but only if available.
As early next week as possible.	
Thanks.	
Don	

Subject: MEETING: Don and Jackie - FOI

Location: Don's Office

Start: Mon 2018-09-17 4:00 PM **End:** Mon 2018-09-17 4:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Subject: Canceled: MEETING: Don and Shelley - OICs signing and review (at least 6)

Location: Don's Office

 Start:
 Tue 2018-09-18 3:30 PM

 End:
 Tue 2018-09-18 4:00 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Canitz, Shelley L PREM:EX

Importance: High

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 9:16 AM

To: Carlson, Arlene EBC:EX

Subject: RE: Meeting with the Chief Electoral Officer

Hi Arlene,

That is most appreciated.

Thank you,

Keira Higgins, Executive Administrative Coordinator

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

From: Carlson, Arlene EBC:EX

Sent: Thursday, September 13, 2018 9:04 AM

To: Higgins, Keira PREM:EX

Subject: RE: Meeting with the Chief Electoral Officer

Hi Keira;

Tuesday, October 2 @ 4 pm would be fine, I'll change the calendar entry at this end.

Cheers Arlene

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 8:50 AM

To: Carlson, Arlene EBC:EX < Arlene. Carlson@elections.bc.ca>

Subject: RE: Meeting with the Chief Electoral Officer

Hi Arlene,

My sincere apologies but Don has been called to a mandatory meeting during the time we scheduled our meeting. Would it please be possible to move it to one of the below dates/time?

October 2 - 4:00-4:30

October 12 – between 3:30-4:30 October 15 – between 1:00-4:00

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Carlson, Arlene EBC:EX

Sent: Friday, August 31, 2018 11:04 AM

To: Higgins, Keira PREM:EX

Subject: RE: Meeting with the Chief Electoral Officer

Excellent, thank you Keira, I will put it into Anton's calendar now.

Many thanks for your help.

Arlene

From: Higgins, Keira PREM:EX

Sent: Friday, August 31, 2018 11:01 AM

To: Carlson, Arlene EBC:EX < Arlene. Carlson@elections.bc.ca>

Subject: RE: Meeting with the Chief Electoral Officer

Hi Arlene,

How about September 27th from 2:00-2:30 in Don's Office – room 272 West Annex, Parliament Buildings, Victoria?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Carlson, Arlene EBC:EX

Sent: Friday, August 31, 2018 10:59 AM

To: Higgins, Keira PREM:EX

Subject: RE: Meeting with the Chief Electoral Officer

Hi Keira;

Unfortunately Anton will out of province that day (Sept 13-18), returning to work on September 19th. I could make him available anytime between September 19 (after lunch) and September 28, with the exception of 1-2 p.m. on September 20.

Would any time in those parameters work for Don?

Cheers;

Arlene

From: Higgins, Keira PREM:EX

Sent: Friday, August 31, 2018 10:36 AM

To: Carlson, Arlene EBC:EX < Arlene. Carlson@elections.bc.ca>

Subject: RE: Meeting with the Chief Electoral Officer

Hi Arlene,

Thank you for the email. Don has availability for a 30 minute meeting on September 18th at 1:00-1:30. Might that work for Anton?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Carlson, Arlene EBC:EX

Sent: Wednesday, August 29, 2018 1:53 PM

To: Higgins, Keira PREM:EX

Subject: Meeting with the Chief Electoral Officer

Hi Keira;

As we discussed by phone, Anton Boegman, our newly appointed Chief Electoral Officer would like the opportunity to meet with Don Wright sometime in the next few weeks at his convenience, in order to introduce himself and also to discuss the Recommendations for Legislative Change report tabled by Elections BC in the house this summer.

If the Deputy Minister is agreeable to such a meeting, I will be happy to work with you to find a mutually convenient time.

Kind regards Arlene

Arlene Carlson

Executive Coordinator Elections BC

Phone: 250.952.6641 Fax: 250.387.3578

Location: Suite 100 - 1112 Fort Street, Victoria

Mailing: PO Box 9275, Stn Prov Govt, Victoria, BC V8W 9J6

Subject: FLIGHT: Helijet Flight 708 Booking #s.22 Dep: 8:40 Arr:9:15

Location: Vic-Van

Start: Wed 2018-09-26 8:40 AM **End:** Wed 2018-09-26 9:15 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Booking #s.22

Wednesday, Se	ptember	26,	2018
---------------	---------	-----	------

708

08:40 Victoria Harbour (Downtown)
09:15 Vancouver Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Off-Peak

- . Christine Kennedy, Female
- . Donald Wright, Male

Add to Calendar

Invoice #324124	
FARE-YWH-Full_Summer - 2018	\$438.10
+ GST	\$21.90
Billing	\$438.10
Taxes	\$21.90
Grand Total	\$460.00

Grand Total	\$460.00
	¥ 100100

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 9:20 AM

To: Meggs, Geoff PREM:EX
Subject: Declined: Premier's Check-In

Don is on a flight.

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 9:20 AM

To: Meggs, Geoff PREM:EX

Subject: Declined: Senior Staff Meeting

Subject: FLIGHT: Helijet Flight 725 Booking #s.22 Dep: 4:40 Arr: 5:15

Location: Van-Vic

Start: Wed 2018-09-26 4:40 PM **End:** Wed 2018-09-26 5:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

- -		s.22
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Wed	vehsanl	Septem	her	26	2018
vveu	iiiesuav.	Septem	DEL	ZU.	ZU10

725

16:40 Vancouver Harbour (Downtown) 17:15 Victoria Harbour (Downtown)

35 minutes

Confirmed

- 2 Passengers Off-Peak
 - . Christine Kennedy, Female
 - . Donald Wright, Male

Add to Calendar

Invoice #324125
EARE-VIA/H-Eull Si

FARE-YWH-Full_Summer - 2018	\$438.10
+ GST	\$21.90
Billing	\$438.10
Taxes	\$21.90

Grand Total	\$460.00
dianu iotai	3400.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 9:23 AM

To: Roe, Sandra PSA:EX
Cc: Detlefsen, Kirsten PSA:EX

Subject: RE: Long Service Awards - Letter for Don's Approval

Hi Sandra,

Thanks. I will review with Don when he is back from UBCM next week.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Roe, Sandra PSA:EX

Sent: Thursday, September 13, 2018 8:52 AM

To: Higgins, Keira PREM:EX **Cc:** Detlefsen, Kirsten PSA:EX

Subject: Long Service Awards - Letter for Don's Approval

Good morning Keira -

We are looking for approval from Don on the attached letter that goes out from him to Long Service Award recipients after the ceremonies. Need approval by Sept 21 if possible. Once approved, we will send to IGRS Protocol who manages the customization and distribution.

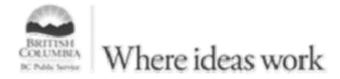
Thanks,

S

Sandra Roe, Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency 4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 Ph: (778) 698-7968 | Fax: (250) 356-7074

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 9:24 AM

To: Holliss, Jeanne PSA:EX Subject: RE: Premier's Awards Filming

Hi Jeanne,

Thanks. I have sent the notes to Don and will let you know if there are any changes.

Keira Higgins, Executive Administrative Coordinator

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

From: Holliss, Jeanne PSA:EX

Sent: Wednesday, September 12, 2018 10:50 PM

To: Higgins, Keira PREM:EX

Subject: Premier's Awards Filming

Hi Keira.

I am sending over the scripts in advance of next Tuesday, September 18th @ 10:30am when we are coming to film Don's role as host of the Premier's Awards regional webcasts. These have been vetted through our comms shop and Rueben but I wanted to send them beforehand in case Don would like to review and make any changes.

As the scripts will be uploaded into the teleprompter the day before, we would love to receive any edits by Monday however if this is not possible, not to worry – we can make minor changes on site Tuesday morning.

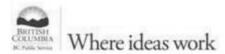
Please let me know if you have any questions or concerns.

Cheers, Jeanne

Jeanne Holliss

Manager, Corporate Engagement Initiatives | BC Public Service Agency | 976 Meares Street | Victoria BC | V8V 3J4 | Phone: 250.516.3848 |

AskMyHR: www.gov.bc.ca/myhr



From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 9:24 AM

To: MacMillan, Elizabeth PREM:EX

Subject: Accepted: Legislative Agenda planning

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 9:34 AM

To: Tates, Nancy MMHA:EX
Cc: Casanova, Tamara MMHA:EX

Subject: RE: Vacation reminder

Noted - thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Tates, Nancy MMHA:EX

Sent: Thursday, September 13, 2018 8:46 AM

To: Higgins, Keira PREM:EX
Cc: Casanova, Tamara MMHA:EX
Subject: RE: Vacation reminder

s.22

ADM Nick Grant will be a/DM in her absence.

Nick's assistant is Sandy Ho.

Please let me know if there's any other information you need at this time.

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1

T: 778-698-0416 | E: nancy.tates@gov.bc.ca

PO BOX 9672, STN PROV GOVT VICTORIA, BC V8W 9P6



From: Higgins, Keira PREM:EX

Sent: Tuesday, August 7, 2018 2:10 PM

To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>

Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 9:53 AM

To: Whitford, Kelly M AEST:EX

Subject: Don's Bio

Attachments: Biography - Don Wright - August 2017.docx

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 10:24 AM

To: 'Daniela Navarria'

Cc: David Gandossi; Brian Merwin

Subject: RE: Mercer International follow up Meeting with Deputy Minister Wright - Wednesday

Sep. 19, 2018 - 10:00 AM - 999 Canada Place

Hi Daniela,

That is great news! I will send them both a calendar invitation with the location details.

Thank you,

Keira Higgins, Executive Administrative Coordinator

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

From: Daniela Navarria [mailto:dnavarria@mercerint.com]

Sent: Thursday, September 13, 2018 10:23 AM

To: Higgins, Keira PREM:EX **Cc:** David Gandossi; Brian Merwin

Subject: RE: Mercer International follow up Meeting with Deputy Minister Wright - Wednesday Sep. 19, 2018 - 10:00

AM - 999 Canada Place

Keira,

That's even better. In that case both David Gandossi and Brian Merwin will certainly attend.

Best regards,

Daniela Navarria

Executive Assistant | Mercer International Inc.

Phone: 604 639 4602 | Fax: 604 684 1094 | dnavarria@mercerint.com

www.mercerint.com | Suite 1120, 700 West Pender Street, Vancouver, BC, V6C 1G8, Canada



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From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Thursday, September 13, 2018 10:19 AM

To: Daniela Navarria

Cc: David Gandossi; Brian Merwin

Subject: RE: Mercer International follow up Meeting with Deputy Minister Wright - Tuesday Sep. 18, 2018 - 10:00 AM - 999 Canada Place

Hi Daniela,

Apologies if I said the 18th. The date is Wednesday the 19th at 10:00. Does that still work?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Daniela Navarria [mailto:dnavarria@mercerint.com]

Sent: Thursday, September 13, 2018 10:18 AM

To: Higgins, Keira PREM:EX **Cc:** David Gandossi; Brian Merwin

Subject: Mercer International follow up Meeting with Deputy Minister Wright - Tuesday Sep. 18, 2018 - 10:00 AM - 999

Canada Place Importance: High

Good morning Keira,

Thanks for the voice message earlier this morning.

We would like to take the available time slot that Deputy Minister Wright has on **Tuesday Sep. 18, 2018 at 10:00 AM at 999 Canada Place** (Suite 740?).

Unfortunately Mr. Gandossi will be travelling that day, but Brian Merwin will attend for Mercer and meet with Don Wright and Christine Kennedy.

Best regards,

Daniela Navarria

Executive Assistant | Mercer International Inc.

Phone: 604 639 4602 | Fax: 604 684 1094 | dnavarria@mercerint.com

www.mercerint.com | Suite 1120, 700 West Pender Street, Vancouver, BC, V6C 1G8, Canada



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From: Daniela Navarria

Sent: Friday, August 31, 2018 2:19 PM

To: 'Higgins, Keira PREM:EX'

Cc: David Gandossi (dgandossi@mercerint.com); Brian Merwin **Subject:** RE: Follow up Meeting request with Deputy Minister Wright

Importance: High

Dear Keira,

MLA Conroy was also planning to contact DM Wright to discuss if she has not done so already. Finally there is a fair bit of urgency in arranging a meeting as Mercer is making a number of capital investment decisions at its October board meeting, putting Celgar at risk of losing out to competing investment opportunities in other jurisdictions. I have attached a letter from David Gandossi describing this in more detail along with an overview presentation briefly describing details. To this end David is requesting to arrange a meeting for the week of September 17th and is available to meet in a location of DM Wrights convenience (Victoria or Vancouver).

I look forward to hearing from you.

Kind regards,

Daniela Navarria

Executive Assistant | Mercer International Inc.

Phone: 604 639 4602 | Fax: 604 684 1094 | dnavarria@mercerint.com

www.mercerint.com | Suite 1120, 700 West Pender Street, Vancouver, BC, V6C 1G8, Canada



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Subject: Canceled: Hold for David Gandossi

Location: VCO

Start: Wed 2018-09-19 10:00 AM **End:** Wed 2018-09-19 10:45 AM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

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

Importance: High

August 31 request for meeting. Most requested items are part of Hydro review. Timing is not aligned with Mercer's proposed investment deadline.

Subject: MEETING: Don Wright, Christine Kennedy, David Gandossi and Brian Merwin

Location: Vancouver Cabinet Office - suite 740-999 Canada Place

Start: Wed 2018-09-19 10:00 AM **End:** Wed 2018-09-19 10:45 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Brian Merwin; David Gandossi

Subject: MEETING: Don Wright, Christine Kennedy, David Gandossi and Brian Merwin

Location: Vancouver Cabinet Office - suite 740-999 Canada Place

Start: Wed 2018-09-19 10:00 AM **End:** Wed 2018-09-19 10:45 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Brian Merwin; David Gandossi; Kennedy, Christine PREM:EX

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 10:44 AM

To: Dixon, Olivia PREM:EX

Subject: RE: Request for boardroom - Sept 19 - 10:00-10:45

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 13, 2018 10:43 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for boardroom - Sept 19 - 10:00-10:45

Hi Keira,

I have a boardroom booked for DM Don Wright on Wednesday, September 19th from 10AM – 10:45AM.

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

From: Higgins, Keira PREM:EX Sent: September 13, 2018 10:27 AM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>

Subject: RE: Request for boardroom - Sept 19 - 10:00-10:45

Hi Olivia,

May I please request a boardroom for Don Wright on September 19th from 10:00-10:45 for the following meeting?

MEETING: Don Wright, Christine Kennedy, David Gandossi and Brian Merwin

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Subject: Avrim Lazar (Global Salmon Initiative

Location: Rose Room - 272 West Annex, Parliament Buildings, Victoria BC/Dial-in Phone

Numbers \$.15; \$.17 Christine to

moderate -s.15; s.17

Start: Mon 2018-09-17 10:00 AM **End:** Mon 2018-09-17 10:45 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Caul, Doug D IRR:EX; 'John Allan'; Allan, John FLNR:EX; Mihlar, Fazil JTT:EX; Shoemaker,

Wes AGRI:EX; Witter, Allison PREM:EX; Kristianson, Eric GCPE:EX; Zacharias, Mark

ENV:EX

Optional Attendees: Mack, James AGRI:EX

Resources: PREM Rose Room PREM:EX

Per the email of a few minutes ago. Fazil, if you want to join I will set up a conference call line.

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 1:17 PM

To: PREM CAL PREM:EX

Subject: Accepted: Cabinet Pre-Brief

Subject: Canceled: MEETING: Don Wright, Geoff Meggs, Amber Hockin, Grant Main, Christine

Kennedy, Karen Cooling, James Papadopoulos (NA), Will Beale, Murray Tekano and

Vicki Willow - CBAs

Location: Cedar Room - 241 - Parliament Buildings, Victoria - Keira ordered mixed sandwhiches

and coffee service

 Start:
 Tue 2018-09-18 12:00 PM

 End:
 Tue 2018-09-18 1:00 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Main,

Grant TRAN:EX; Cooling, Karen LBR:EX

Optional Attendees: Tekano, Murray TRAN:EX; Willow, Vicki TRAN:EX; Beale, William TRAN:EX;

Papadopoulos, James TRAN:EX

Importance: High

Subject: MEETING: Don Wright, Geoff Meggs, Amber Hockin, Grant Main, Christine Kennedy,

Karen Cooling, James Papadopoulos (NA), Will Beale, Murray Tekano and Vicki Willow

- CBAs

Location: Cedar Room - 241 - Parliament Buildings, Victoria - Keira ordered mixed sandwhiches

and coffee service

 Start:
 Tue 2018-09-18 12:00 PM

 End:
 Tue 2018-09-18 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Main,

Grant TRAN:EX; Cooling, Karen LBR:EX

Optional Attendees: Tekano, Murray TRAN:EX; Willow, Vicki TRAN:EX; Beale, William TRAN:EX;

Papadopoulos, James TRAN:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 13, 2018 1:24 PM

To: Little, Christine JTT:EX

Subject: Accepted: Bi-Weekly Economic Strategy Discussion - CK/CL/AC/FB

Subject: MEETING: Don Wright, Geoff Meggs, Amber Hockin, Grant Main, Christine Kennedy,

Karen Cooling, James Papadopoulos (NA), Will Beale, Murray Tekano and Vicki Willow

- CBAs

Location: Cedar Room - 241 - Parliament Buildings, Victoria - Keira ordered mixed sandwiches

and coffee service

 Start:
 Tue 2018-09-18 12:00 PM

 End:
 Tue 2018-09-18 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Main,

Grant TRAN:EX; Cooling, Karen LBR:EX

Optional Attendees: Tekano, Murray TRAN:EX; Willow, Vicki TRAN:EX; Beale, William TRAN:EX;

Papadopoulos, James TRAN:EX

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 1:28 PM

To: Beale, William TRAN:EX

Subject: RE: Request for 1 hour meeting on Monday

Thanks Will!

Keira Higgins, Executive Administrative Coordinator

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

From: Beale, William TRAN:EX

Sent: Thursday, September 13, 2018 1:26 PM

To: Higgins, Keira PREM:EX

Subject: Re: Request for 1 hour meeting on Monday

Hi Keira,

I'll be there.

Thanks,

William Beale

Sr MA Transportation

On Sep 13, 2018, at 1:23 PM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi everyone,

A mistake was made on the attendance list for our meeting on Tuesday. Don had intended to include Minister Trevena's Mas (not Minister Conroy's). Apologies all around.

Paula/Alisma – you are no longer required and I will remove you from the calendar invitation.

James/Will - I know James is unavailable but fingers crossed Will can make it.

Cheers and again our apologies.

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 1:34 PM

To: Wade, Debbie PREM:EX; Gunn, Paula MCF:EX; Perry, Alisma, MCF:EX; Cooling, Karen LBR:EX

Subject: RE: Request for 1 hour meeting on Monday

The meeting is regarding CBAs.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 1:28 PM

To: Wade, Debbie PREM:EX; Gunn, Paula MCF:EX; Perry, Alisma, MCF:EX; Cooling, Karen LBR:EX

Subject: Request for 1 hour meeting on Monday

Hi everyone,

Don Wright would like to please request a 1 hour meeting on Monday at 4:15-5:15 with Geoff Meggs, Amber Hockin, Christine Kennedy, Paula Gunn, Alisma Perry, and Karen Cooling. Please let me know if there are any irreconcilable scheduling conflicts. Once we have confirmed the date/time, I will send out a calendar invitation.

Thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 13, 2018 1:29 PM

To: Little, Christine JTT:EX

Subject: Accepted: Weekly Economic Strategy Discussion - CK/CL/AC/FB

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 1:30 PM

To: Young, Olivia JTT:EX
Cc: Albrecht, Christine JTT:EX

Subject: RE: New Meeting Series - Weekly call with Christine

Hi Olivia,

She is available at 9:30.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Young, Olivia JTT:EX

Sent: Thursday, September 13, 2018 1:19 PM

To: Higgins, Keira PREM:EX **Cc:** Albrecht, Christine JTT:EX

Subject: RE: New Meeting Series - Weekly call with Christine

Hi Keira,

Would Christine have availability On Wednesday morning before 11:30am for a quick 30 minute call with Christine Little, Angelo, Francois and Kerry?

I am getting the other invites ready to send shortly.

Thank you,

Olivia Young

A/Executive Administrative Assistant

Technology, Innovation and Economic Development Division

778 698-1708

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 3:15 PM

To: Young, Olivia JTT:EX **Cc:** Albrecht, Christine JTT:EX

Subject: RE: New Meeting Series - Weekly call with Christine

Hi Olivia,

Christine is available on September 25th at 3:30.

11:00-12:00 on Thursdays still looks good for Christine. You can start on October 4th and we can adjust as needed.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Young, Olivia JTT:EX

Sent: Wednesday, September 12, 2018 11:38 AM

To: Higgins, Keira PREM:EX **Cc:** Albrecht, Christine JTT:EX

Subject: New Meeting Series - Weekly call with Christine

Good Morning Keira,

We will be setting up a new series of bi - weekly calls with Christine Kennedy.

Are we able schedule a call with Christine Kennedy on either Septmeber 24 or September 25, (Francois, Angelo and Christine L have some flexibility in their calendar for either day, except 1-3pm September 25)

We can then start a new series October 04 or October 11? Would the same time slot work as the previous meetings 11am -12pm for this new series?

Thank you,

Olivia Young
A/Executive Administrative Assistant
Technology, Innovation and Economic Development Division
778 698-1708

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 1:31 PM

To: Brubacher, Kelly IGRS:EX **Subject:** RE: PowerPoint Presentation

Hi Kelly,

Sorry I do not have it. Don wrote it himself and didn't share it with me. Okenge would need to make that request of him but as a side-note Don normally writes all his own speeches so I would recommend Okenge discuss this with Don.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Brubacher, Kelly IGRS:EX

Sent: Thursday, September 13, 2018 1:29 PM

To: Higgins, Keira PREM:EX **Subject:** PowerPoint Presentation

Hi Keira,

Okenge mentioned to others here that your office might have a PowerPoint presentation that was used recently by Don in a meeting with the BC Business Council. He thought it might have been developed by Christine Kennedy.

Could you please share it with us? Okenge suggested that we use this PPT as a base for Don and Okenge's presentation to the BC Federal Council.

Thank you,

Kelly Brubacher

Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier | Government of British Columbia | Canada

Office: 250.387.0752 Cell: 250.507.6658 Fax: 250.387.1920

Email: Kelly.Brubacher@gov.bc.ca

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 13, 2018 1:41 PM

To: Little, Christine JTT:EX

Subject: Accepted: Weekly Economic Strategy Discussion - CK/CL/AC/FB/KY

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 1:56 PM

To: s.17

Subject: Accepted: Cabinet Briefing

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 2:57 PM

To: O'Connor, Lara FIN:EX

Subject: RE: DMCC

Hi Lara,

Please see availability below:

Nov 1st - 10:30-12:30

Nov 2nd – any time after DMC

Nov $6^{th} - 1:00-4:30$ Nov $8^{th} - 1:00-3:00$

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: O'Connor, Lara FIN:EX

Sent: Thursday, September 13, 2018 2:50 PM

To: Higgins, Keira PREM:EX

Subject: DMCC

Hi Keira,

I have been asked to arrange a DMC on Capital for early November. Could you give me some 2 hour windows that Don would be available and I will work from there on setting up.

We are looking at November 1st through 7th preferably. If not the following week please.

Thanks Lara

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 3:08 PM

To: Cooling, Karen LBR:EX

Subject: RE: Request for 1 hour meeting on Monday

Hi Karen,

Will do - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Cooling, Karen LBR:EX

Sent: Thursday, September 13, 2018 3:08 PM

To: Higgins, Keira PREM:EX

Subject: Re: Request for 1 hour meeting on Monday

I spoke with him this morning and he does want me at this meeting.

Can you please ensure \$.22

Thank you

Karen

Sent from my BlackBerry — the most secure mobile device

From: Keira.Higgins@gov.bc.ca
Sent: September 13, 2018 1:24 PM
To: Karen.Cooling@gov.bc.ca

Subject: RE: Request for 1 hour meeting on Monday

Hi Karen,

I have updated some of the MAs at this meeting. Still no word from Don on your attendance. Apologies, I will let you know as soon as I hear back.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 9:03 AM

To: Cooling, Karen LBR:EX

Subject: RE: Request for 1 hour meeting on Monday

Hi Karen,

Thanks for the heads up. I just got word from him that he confused a few of the other MAs at the meeting so I asked about you as well and am waiting to hear back. I think there is a pretty good chance you are right. I will keep you posted.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Cooling, Karen LBR:EX

Sent: Thursday, September 13, 2018 8:58 AM

To: Higgins, Keira PREM:EX

Subject: Re: Request for 1 hour meeting on Monday

Ok. I just wanted to check as it seemed a bit odd.

Karen

Sent from my BlackBerry — the most secure mobile device

From: Keira.Higgins@gov.bc.ca Sent: September 13, 2018 8:31 AM To: Karen.Cooling@gov.bc.ca

Subject: RE: Request for 1 hour meeting on Monday

Hi Karen,

Don was very specific about your name and that you are Minister Bains' MA so I think he intended it to be 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: Cooling, Karen LBR:EX

Sent: Wednesday, September 12, 2018 9:27 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for 1 hour meeting on Monday

Hi Keira:

I was speaking with Amber tonight and she thinks that this meeting should include Nikki Sharma, rather than me.

Thanks

Karen

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 2:40 PM

To: Wade, Debbie PREM:EX; Gunn, Paula MCF:EX; Perry, Alisma, MCF:EX; Cooling, Karen LBR:EX

Subject: RE: Request for 1 hour meeting on Monday

Hi everyone,

Thanks for the quick responses. It looks like Monday is not going to work for most of the group. Could we please look at doing a meeting on Tuesday from 12:00-1:00 and I will order lunch from the dining room?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 1:28 PM

To: Wade, Debbie PREM:EX; Gunn, Paula MCF:EX; Perry, Alisma, MCF:EX; Cooling, Karen LBR:EX

Subject: Request for 1 hour meeting on Monday

Hi everyone,

Don Wright would like to please request a 1 hour meeting on Monday at 4:15-5:15 with Geoff Meggs, Amber Hockin, Christine Kennedy, Paula Gunn, Alisma Perry, and Karen Cooling. Please let me know if there are any irreconcilable scheduling conflicts. Once we have confirmed the date/time, I will send out a calendar invitation.

Thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 3:29 PM

To: Boutin, Dominique LASS:EX **Subject:** RE: Request for plated pre-order

Thanks Dom!

Keira Higgins, Executive Administrative Coordinator

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

From: Boutin, Dominique [mailto:Dominique.Boutin@leg.bc.ca]

Sent: Thursday, September 13, 2018 3:28 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for plated pre-order

No Problem!

Dominique

D. Boutin Manager, Parliamentary Dining Room Rm 032 Parliament Buildings Victoria, BC V8V 1X4

p: 250-952-0816 f: 250-952-0897

dominique.boutin@leg.bc.ca



From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Thursday, September 13, 2018 3:23 PM

To: Boutin, Dominique < Dominique.Boutin@leg.bc.ca>

Subject: RE: Request for plated pre-order

Hi Dom,

Let's do as.22

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Boutin, Dominique [mailto:Dominique.Boutin@leg.bc.ca]

Sent: Thursday, September 13, 2018 3:22 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for plated pre-order

s.22

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Dominique

D. Boutin
Manager, Parliamentary Dining Room
Rm 032
Parliament Buildings
Victoria, BC
V8V 1X4
p: 250-952-0816
f: 250-952-0897
dominique.boutin@leg.bc.ca



From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Thursday, September 13, 2018 3:09 PM

To: Boutin, Dominique < Dominique.Boutin@leg.bc.ca >

Subject: FW: Request for plated pre-order

Hi Dom,

s.22

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Boutin, Dominique [mailto:Dominique.Boutin@leg.bc.ca]

Sent: Thursday, September 13, 2018 8:05 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for plated pre-order

Good morning Keira,

First off, sorry I didn't get back to you yesterday, I was elbow deep in you know what lol.

So no sweat on the 2 functions. For the cookies we do a half size portion of our large cookies and serve 2 per person for the same cost, it presents better than a big one cut in half...makes sense?

Also for your second service on Tuesday, do you want beverages brought up, like coffee/tea, juices etc?

Dom



D. Boutin
Manager, Parliamentary Dining Room
Rm 032
Parliament Buildings
Victoria, BC
V8V 1X4
p: 250-952-0816
f: 250-952-0897
dominique.boutin@leg.bc.ca



From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Wednesday, September 12, 2018 3:24 PM

To: Boutin, Dominique < Dominique.Boutin@leg.bc.ca >

Subject: FW: Request for plated pre-order

Hi Dom,

I have another order to add. Please see below:

Date: Tuesday, Sept 21st

Time: noon-1:00

Mixed sandwiches for 11 people, 5 cookies cut in half

This order is to be delivered into one of the meeting rooms in the Leg. I am just waiting to hear back on the room from the Sg at Arms. I will confirm as soon as I know.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 12, 2018 1:32 PM

To: Boutin, Dominique LASS:EX **Subject:** Request for plated pre-order

Hi Dom,

Could I please order a plate of mixed sandwiches for 8 people as well as 4 cookies cut in half for a lunch meeting on Monday, Sept 20th? I will pick up the order at 11:45.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 13, 2018 3:44 PM

To:JTT CSSP Secretariat JTT:EXSubject:Declined: 8:30 AM DMC SSP

From: Higgins, Keira PREM:EX

Sent: Thursday, September 13, 2018 4:00 PM

To: Dixon, Olivia PREM:EX

Subject: RE: RE: Directors Meeting, September 14th

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 13, 2018 3:59 PM

To: Higgins, Keira PREM:EX

Subject: RE: RE: Directors Meeting, September 14th

Yay!

No problem, I will update the booking/guest list.

Thank you again!

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

From: Higgins, Keira PREM:EX Sent: September 13, 2018 3:53 PM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca> **Subject:** RE: RE: Directors Meeting, September 14th

Hi Olivia,

I would! Except I just went into her calendar and she has changed it to a conference call so just a meeting space for the call will be needed.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 13, 2018 3:52 PM

To: Higgins, Keira PREM:EX

Subject: RE: RE: Directors Meeting, September 14th

Hi again,

Would you be the person I would ask to confirm the list of attendees for Christine Kennedy's meeting scheduled here tomorrow morning from 10:30AM - 10:45AM?

Thank you again!

Olivia Dixon | Administrative Assistant Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

From: Higgins, Keira PREM:EX Sent: September 13, 2018 3:38 PM

To: Dixon, Olivia PREM:EX < Olivia.Dixon@gov.bc.ca > **Subject:** RE: RE: Directors Meeting, September 14th

Hi Olivia,

Sorry but someone misinformed you....I don't even know what those are.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 13, 2018 3:35 PM

To: Higgins, Keira PREM:EX

Subject: RE: Directors Meeting, September 14th

Hi Keira,

I've been told you're the go-to person regarding Directors Meetings. I was just wondering if there is still one happening tomorrow morning from 9AM-10AM. I currently have it booked in the VCO Boardroom Calendar. Thank you!

Warmest regards,

Olivia Dixon | Administrative Assistant Vancouver Cabinet Office | Office of the Premier P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 14, 2018 8:26 AM

To: Miller, Amy PREM:EX

Subject: New Time Proposed: MEETING: Christine, Amy, Donnie

Hi Amy,

Christine is in SI. She is free on Friday after 3:00.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 14, 2018 9:16 AM

To: Miller, Amy PREM:EX

Subject: Accepted: MEETING: Christine, Amy, Donnie

Subject: PHONE CALL: Don Wright and Michael McEvoy

Location: Michael to call Don's cell s.17

Start: Wed 2018-09-19 9:30 AM **End:** Wed 2018-09-19 10:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** McEvoy, Michael OIPC:EX

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 9:18 AM

To: Kokas, Ania OIPC:EX

Subject: RE: Request from Commissioner McEvoy

Hi Aria,

I have sent a calendar invitation.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Ania Kokas [mailto:AKokas@oipc.bc.ca]
Sent: Friday, September 14, 2018 9:15 AM

To: Higgins, Keira PREM:EX

Subject: FW: Request from Commissioner McEvoy

Hi Keira,

Maria asked me to follow up with you regarding this meeting as she is not in the office. 9:30 am on Wednesday works for Michael. Is this supposed to be in person or on the phone meeting? If it's on the phone Michael's direct line is: s.22

If you prefer for our office to initiate the call can you please provide the details.

Also would you be able to send a meeting request through Outlook please?

Thank you so much for your help.

Ania

From: Maria Dupuis

Sent: September 14, 2018 9:02 AM **To:** Ania Kokas < AKokas@oipc.bc.ca>

Subject: FW: Request from Commissioner McEvoy

9:30 wednesday works for Michael. Pkease confirm with Keira and put it in Michael's calendar. Thanks

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

Sent: Sep 14, 2018 8:20 AM

To: Maria Dupuis < <u>MDupuis@oipc.bc.ca</u>>

Subject: RE: Request from Commissioner McEvoy

Hi Maria,

Apologies but next week is our first week out of UBCM and Don is almost fully booked. His only availability for a call is Sept 19th between 9:00-10:00.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Maria Dupuis [mailto:MDupuis@oipc.bc.ca]
Sent: Thursday, September 13, 2018 3:58 PM

To: Higgins, Keira PREM:EX

Subject: Request from Commissioner McEvoy

Importance: High

Hello Keira,

Commissioner Michael McEvoy has asked me to set up a 20 minute phone call (or quick meeting) with Mr. Wright on Tuesday, September 18th if he would be available any time after 12:30 p.m.

The topic is to discuss review of draft legislation by the Office of the Information & Privacy Commissioner.

Thanks for your assistance.

Maria Dupuis, Executive Coordinator

Office of the Information and Privacy Commissioner for B.C.

4th Floor, 947 Fort Street, Victoria BC V8V 3K3 tel. 250-387-0777 | mobile 250-507-9328 | fax 250-387-1696 Follow us on Twitter | mdupuis@oipc.bc.ca

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From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 10:49 AM

To:Wright, Don J. PREM:EXSubject:RE: Meeting request

Will do - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 10:49 AM

To: Higgins, Keira PREM:EX **Subject:** Fwd: Meeting request

Could you find a time when Geoff and I can both meet with them over in Victoria.

CVK, if it works for you that would be good, but don't twist yourself into a 2.

Thanks.

Don

Sent from my iPhone

Begin forwarded message:

From: "George W Higgins" <gwhiggins@get-id.net>
Date: September 14, 2018 at 10:06:04 AM PDT

To: < Don.J.Wright@gov.bc.ca > Cc: < Keira.Higgins@gov.bc.ca > Subject: Meeting request

Hi Don, I got your contact information from Val Litwin at the BC Chamber, and am writing on behalf of the Coalition of BC Businesses. The Coalition is a group of 14 business associations in BC, representing about 50,000 small and medium sized businesses, that presents a unified voice on labour issues. I have attached the backgrounder for your reference.

The Coalition's Chair, Jeff Guignard, has asked if it is possible to set up a meeting with you, him, Val and me in the next few weeks in Vancouver. We would like to discuss the cumulative effect that some of governments policies are having on small and medium sized businesses.

Is it possible to get a couple of dates/times that we could meet?

Many thanks in advance,

George Higgins

Coordinator, Coalition of BC Businesses 604-802-7315

<Coalition-Backgrounder-Sep 13_2018Rev6.pdf>

Subject: QP

Start: Mon 2018-10-01 1:30 PM **End:** Mon 2018-10-01 2:30 PM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Monday and Wednesday from 1:30 PM to 2:30 PM

Meeting Status: Not yet responded

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

Subject: QP

Start: Tue 2018-10-02 10:00 AM **End:** Tue 2018-10-02 11:00 AM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Tuesday and Thursday from 10:00 AM to 11:00 AM

Meeting Status: Not yet responded

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

Subject: Canceled: QP

Start: Mon 2018-10-08 1:30 PM **End:** Mon 2018-10-08 2:30 PM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Monday and Wednesday from 1:30 PM to 2:30 PM

Meeting Status: Not yet responded

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

Importance: High

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 10:58 AM

To: s.17

Subject: Declined: Cabinet Briefing

Thanksgiving.

Subject:NEW TIME - MEETING: Don Wright and Trevor Hughes - check-inLocation:Don's Office - room 272 West Annex, Parliament Buildings, Victoria

 Start:
 Wed 2018-10-03 2:30 PM

 End:
 Wed 2018-10-03 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Hughes, Trevor LBR:EX

Hi – I am hoping the new time works for Trevor. Please let me know if there are any scheduling conflicts.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 11:21 AM

To: Allan, John FLNR:EX

Subject: Accepted: Coast Revitalization - Pre Brief for Sept 24

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 14, 2018 11:21 AM

To: Allan, John FLNR:EX

Subject: Accepted: Coast Revitalization - Pre Brief for Sept 24

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 11:22 AM

To: 'Maeghan Dewar'

Subject: RE: Meeting request - Avrim Lazar

Hi Maeghan,

Noted, thanks for letting me know.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Maeghan Dewar [mailto:mdewar@longviewcomms.ca]

Sent: Friday, September 14, 2018 11:14 AM

To: Higgins, Keira PREM:EX

Subject: Re: Meeting request - Avrim Lazar

Thanks Keira. He didn't let me know he got a calendar invite, so I appreciate it!

I'm attending the meetings with Avrim that day, but it should be just the two of us.

Maeghan Dewar Partner
Longview Communications & Public Affairs
Suite 3414 - 1055 Dunsmuir Street
PO Box 49186 Four Bentall Centre, Vancouver BC Canada V7X 1K8
D 604 694 6031 C 778 957 1153
mdewar@longviewcomms.ca
www.longviewcomms.ca

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On Sep 14, 2018, at 11:10 AM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi Meaghan,

I sent Avrim a calendar invitation with the meeting location but for your records it is the Rose Room - 272 West Annex, Parliament Buildings, Victoria BC.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Maeghan Dewar [mailto:mdewar@longviewcomms.ca]

Sent: Friday, September 14, 2018 11:04 AM

To: Kennedy, Christine PREM:EX **Cc:** Higgins, Keira PREM:EX

Subject: Re: Meeting request - Avrim Lazar

Hi Christine,

Are you able to send along a room location for the meeting with Avrim on Monday? And if any Deputy Ministers are available to attend as well? I did manage to get some time with political staff in Minister Popham's office, which is pretty good given the committee and travel schedule they have next week.

Thanks!

Maeghan Dewar Partner
Longview Communications & Public Affairs
Suite 3414 - 1055 Dunsmuir Street
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On Sep 11, 2018, at 12:31 PM, Kennedy, Christine PREM:EX < Christine.Kennedy@gov.bc.ca > wrote:

I would anticipate that it will be very difficult to get meetings with elected officials on this trip, as they have a heavy committee schedule next week and will just be returning from UBCM.

We will keep you posted about which Deputy Ministers are available to participate.

Thanks very much,

Christine

From: Maeghan Dewar [mailto:mdewar@longviewcomms.ca]

Sent: Monday, September 10, 2018 11:51 AM

To: Kennedy, Christine PREM:EX **Cc:** Higgins, Keira PREM:EX

Subject: Re: Meeting request - Avrim Lazar

Hi Christine,

Thanks for getting back to me. I've been wondering how UBCM will impact next week, it's been pretty difficult to get some time with elected officials and Avrim.

I can make that time work for Avrim next Monday. I already have a meeting set up through James Mack's office for senior departmental staff in Agriculture and FLNRO, not including Deputy Ministers. If key Deputy Ministers are available along with you for 10-10:45 that morning, I would prefer to keep the meetings separate to allow for a bit more discussion.

Avrim's contact is <u>avrim@exco2.com</u>, please cc me on the request since I'm managing his schedule while he's in BC.

Thanks again, Maeghan

.....

Maeghan Dewar Partner
Longview Communications & Public Affairs
Suite 3414 - 1055 Dunsmuir Street
PO Box 49186 Four Bentall Centre, Vancouver BC Canada V7X 1K8
D 604 694 6031 C 778 957 1153
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On Sep 10, 2018, at 5:09 AM, Kennedy, Christine PREM:EX < Christine.Kennedy@gov.bc.ca wrote:

Hello Maeghan,

Don Wright has passed your e-mail on to me and asked me to meet with Avrim Lazar if possible, as his day on September 17 is fully booked. September 17 is the first day back in the office for many BC senior officials after the annual Union of BC Municipalities meeting, so many will be heavily booked that day.

My only availability is from 10:00 - 10:45, but if that works for Avrim I would be pleased to meet with him then. I will invite other Deputy Ministers and senior staff involved in the fisheries and aquaculture file, subject to their availability.

Please advise if this time slot works for Avrim, and if so please send contact information so I can send him a meeting invitation and coordinates. If it does not work, we would try to line something up on his next visit to BC instead.

Thanks very much,

Christine Kennedy

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

From: Maeghan Dewar <mdewar@longviewcomms.ca>

Date: September 6, 2018 at 3:07:55 PM PDT

To: don.j.wright@gov.bc.ca
Cc: Keira.Higgins@gov.bc.ca

Subject: Meeting request - Avrim Lazar

Hi Don,

I hope you're doing well. I'm organizing a set of meetings for Avrim Lazar in Victoria on **September 17th**.

Avrim is currently working with the Global Salmon Initiative (GSI) and he's hoping to sit down with you and a few others that day in Victoria. The GSI is a global initiative started by a number of aquaculture companies (including Cermaq, Marine Harvest and Greig) partnering with the WWF and the UN. The point of the GSI is to work cooperatively to share innovations that help make the industry more sustainable while also being transparent with data and results. The plan is to give a briefing on the work that is currently occurring and some of the potential future benefits this could have for the companies operating in BC.

I know it's already September, but if you do have time Avrim would really like to get together.

Thanks! Maeghan

.....

Maeghan Dewar Partner
Longview Communications & Public Affairs
Suite 3414 - 1055 Dunsmuir Street
PO Box 49186 Four Bentall Centre, Vancouver BC Canada V7X 1K8
D 604 694 6031 C 778 957 1153
mdewar@longviewcomms.ca
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Keira

Subject: Canceled: NEW TIME - MEETING: Don Wright and Tim Sheldan - check in Location: Don's Office - room 272 West Annex, Parliament Buildings Start: Tue 2018-09-25 2:00 PM End: Tue 2018-09-25 3:00 PM **Show Time As:** Free Recurrence: (none) **Meeting Status:** Not yet responded Wright, Don J. PREM:EX Organizer: Sheldan, Tim FLNR:EX **Required Attendees:** Importance: High Moved to accommodate an event that Don is attending. Please let me know if there are scheduling concerns. Thanks,

Subject: NEW TIME - MEETING: Don Wright and Lori Halls - weekly meeting and check-in

Location: Don's Office

 Start:
 Tue 2018-09-25 4:00 PM

 End:
 Tue 2018-09-25 5:00 PM

Show Time As: Tentative

Recurrence: Weekly

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

Meeting Status: Not yet responded

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

Moved to accommodate meeting with PJH. Please let me know if there are any conflicts.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 1:18 PM

To: Meggs, Geoff PREM:EX

Subject: Tentative: Meeting: PJH, Geoff, Amber and Don

Don is not in Vancouver and will need call-in details please.

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 1:19 PM **To:** 'Okahori, Karen'; Witter, Allison PREM:EX

Cc: Fogliato, Cara

Subject: RE: Monday Mtg Docs: BC Wild Fish Proposal

Hi Ali,

Over to you for response.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Okahori, Karen [mailto:Karen.Okahori@dfo-mpo.gc.ca]

Sent: Friday, September 14, 2018 12:49 PM

To: Higgins, Keira PREM:EX
Cc: Okahori, Karen; Fogliato, Cara

Subject: Monday Mtg Docs: BC Wild Fish Proposal

Hi Keira,

Karen has left for the afternoon and I was wondering if you knew if there were any docs for Mondays – BC Wild Fish Proposal meeting?

Thank-you in advance,

Jasmine Rakkar for Karen Okahori 604-666-6979

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: September-04-18 1:40 PM

To: Witter, Allison PREM:EX; Okahori, Karen **Subject:** RE: Meeting to discuss Options Paper

Hi Karen,

Unfortunately Don has very limited availability in Vancouver in September. Might September 24th in the early afternoon work for your team? Failing that, perhaps we could look at whether your team has any travel planned to Victoria this month?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Witter, Allison PREM:EX

Sent: Tuesday, September 4, 2018 11:20 AM

To: 'Okahori, Karen' **Cc:** Higgins, Keira PREM:EX

Subject: RE: Meeting to discuss Options Paper

Hi Karen,

Thank you for your message.

I've cc'ed Keira Higgins here – she will be able to work with you to find a time that works for this meeting.

Best regards,

Allison Witter | Director, Wild Salmon Secretariat Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Okahori, Karen [mailto:Karen.Okahori@dfo-mpo.gc.ca]

Sent: September 4, 2018 10:48 AM

To: Witter, Allison PREM:EX < Allison. Witter@gov.bc.ca>

Subject: RE: Meeting to discuss Options Paper

Hello Allison,

Unfortunately, Rebecca is already scheduled to be away in Kamloops on September 19 and in Whitehorse on September 26.

If you could put me in touch with your executive assistant, I would be pleased to work with her directly to find a mutually agreeable time in calendars.

Regards,

Karen Okahori Scheduling Assistant to the Regional Director General Fisheries and Oceans Canada

Phone: 604.666.6979

From: Witter, Allison PREM:EX [mailto:Allison.Witter@gov.bc.ca]

Sent: August-31-18 12:51 PM

To: Reid, Rebecca **Cc:** Okahori, Karen

Subject: RE: Meeting to discuss Options Paper

Sounds good, thanks Rebecca.

Best, Ali Allison Witter | Director, Wild Salmon Secretariat

Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Reid, Rebecca [mailto:Rebecca.Reid@dfo-mpo.gc.ca]

Sent: August 31, 2018 12:44 PM

To: Witter, Allison PREM:EX < Allison.Witter@gov.bc.ca > Cc: Okahori, Karen < Karen.Okahori@dfo-mpo.gc.ca > Subject: RE: Meeting to discuss Options Paper

Hi Allison – I will ask my scheduling assistant Karen to try to find another date.

Karen: we need to include Andy, Cheryl, myself at a minimum from our shop. Carmel if she is available.

Thanks.

RR

Rebecca Reid

Regional Director General/ Directrice générale régionale Fisheries and Oceans Canada - Pacific Region/ Pêches et Océans Canada - Région du Pacifique 200-401 Burrard Street / 401, rue Burrard, bureau 200 Vancouver, BC/CB V6C 3S4

Office / Téléphone: 604-666-6098 Cell / Cellulaire: 604 323 6422

E-mail/ Courriel: rebecca.reid@dfo-mpo.gc.ca

From: Witter, Allison PREM:EX [mailto:Allison.Witter@gov.bc.ca]

Sent: Friday, August 31, 2018 12:42 PM

To: Reid, Rebecca < Rebecca.Reid@dfo-mpo.gc.ca > Subject: Meeting to discuss Options Paper

Hi Rebecca,

It was good to meet you on Wednesday, and I look forward to our next meeting to go over the Wild Salmon Advisory Council's Options Paper. Regarding the timing of that meeting, unfortunately Sept 11th will no longer work, as Don Wright will be joining the meeting and will be away at UBCM that week. Would Sept 19th (at lunch or after 3pm) or 26th (in the afternoon) work for you instead? If not, we can certainly look into other dates as well.

Thank you, Ali

Allison Witter | Director, Wild Salmon Secretariat Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 1:20 PM

To: s.17

Subject: Declined: Cabinet Briefing

Don is at a Coast Meeting in Vancouver.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 1:21 PM

To:Meggs, Geoff PREM:EXSubject:Accepted: Pre PA Brief

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 14, 2018 1:23 PM

To: DM JTT JTT:EX

Subject: Accepted: 4:00 PM Phone call Fazil/Christine K/James H/Aaron W/David H

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 1:23 PM

To: Kwan, Shirley JTT:EX; Hammond, Monica M AG:EX

Subject: RE: PHONE CALL REQUEST: Fazil, Christine K, Aaron W, David H, James H

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Kwan, Shirley JTT:EX

Sent: Friday, September 14, 2018 1:17 PM

To: Higgins, Keira PREM:EX; Hammond, Monica M AG:EX

Subject: PHONE CALL REQUEST: Fazil, Christine K, Aaron W, David H, James H

Good Afternoon Ladies -

I've been asked to send a calendar invite for Sept 17th at 4pm-4:30pm (no materials).

Monica – can you please let Aaron's and David's assistant's know the invite is coming.

Thanks!

Shirley

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 1:24 PM

To: s.17

Subject: Accepted: Meeting: Lorne Sivertson

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 1:53 PM

To: Meggs, Geoff PREM:EX

Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 2:01 PM

To: Meggs, Geoff PREM:EX

Subject: Tentative: Meeting: PJH, Geoff, Amber and Don

Don needs dial in info please.

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 2:01 PM

To: Meggs, Geoff PREM:EX

Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 2:02 PM

To: Meggs, Geoff PREM:EX

Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 2:03 PM

To: s.17

Subject: Tentative: MEETING: PJH, Sage and Don - Speech Review: Public Policy Forum -

Western Dinner

Don needs call-in details please.

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 2:11 PM

To: Hepburn, Elaine OAG:EX

Subject: RE: Meeting: AG

0

Keira Higgins, Executive Administrative Coordinator

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

From: Hepburn, Elaine [mailto:EHepburn@bcauditor.com]

Sent: Friday, September 14, 2018 2:10 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting: AG

Hello Keira,

Great suggestions!:)

Thank you,

Elaine

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: September 14, 2018 1:41 PM

To: Hepburn, Elaine <EHepburn@bcauditor.com>

Subject: RE: Meeting: AG

Hi Elaine,

Summer was great, thank you!

How about October 31st between 2:30-4:30 and perhaps we just cancel the December meeting?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Hepburn, Elaine [mailto:EHepburn@bcauditor.com]

Sent: Friday, September 14, 2018 11:37 AM

To: Higgins, Keira PREM:EX **Subject:** Meeting: AG

Hello Keira,

Hope you had a lovely summer. I can't believe how fast it flew by!!

Unfortunately Carol is unable to make the October 2nd and December 21st quarterly update meetings with Mr. Wright. She is free the week of October 29th (very flexible except for Thursday, Nov. 1st). Please let me know if anything that week works.

Would it be easier to cancel the December 21st meeting at this time? If they need to meet, we can deal directly with each other.

Thank you,

Elaine

Elaine Hepburn

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



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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 2:11 PM

To:Bellringer, Carol OAG:EXSubject:Accepted: Quarterly Update

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 2:13 PM

To: Wade, Debbie PREM:EX Subject: RE: Meeting request

Sounds good – thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Friday, September 14, 2018 2:13 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Mmm these all came from Amber. I'll have Brett come over Monday and see if he can see whats going on.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 2:04 PM

To: Wade, Debbie PREM:EX **Subject:** RE: Meeting request

Hi Debbie,

They are back. I should let you know though that this is the series that previously doubled up then all of them disappeared so would be a good place for Prem Tech to start their search.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Friday, September 14, 2018 2:03 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

So we have just deleted don wright from those meetings and then re-added him back and sent out request. Let me know if you don't see them.

Every Tuesday 2:30-4:00, (tomorrow 2:30-4:30pm)

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 1:57 PM

To: Wade, Debbie PREM:EX **Subject:** RE: Meeting request

Yes, I don't know why it wouldn't have been there. I never decline invites from PJH. The only thing I can think is perhaps Don accidently did it on his phone.

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Friday, September 14, 2018 1:56 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

No I haven't' gotten to that, however I need Geoff's phone here for when they come. I will do that on Monday, as he's not in today.

But that one did not come from me it came from Amber Nash, and it's in Geoff and Amber's calendar, so that's very strange.

(0)

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 1:16 PM

To: Wade, Debbie PREM:EX **Subject:** RE: Meeting request

Hi Debbie,

I had next week's but none of the other meetings. Have you had PREM Tech check your calendar yet because I really think there is something wrong with it.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Friday, September 14, 2018 11:59 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

When you get back – check to see if you have next weeks ect. in his calendar.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 11:55 AM

To: Wade, Debbie PREM:EX Subject: Re: Meeting request

It's not in my calendar. Did it come from you or Amber?

Sent from my iPhone

On Sep 14, 2018, at 11:49 AM, Wade, Debbie PREM:EX < Debbie. Wade@gov.bc.ca > wrote:

It's their weekly Tuesday meeting from 2:30-4:00pm.

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 11:41 AM

To: Wade, Debbie PREM:EX Subject: RE: Meeting request

Hi Debbie,

Okay I will touch base with them and try for the 12th.

I don't have a meeting with PJH on Oct 9th. What meeting is this?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Wade, Debbie PREM:EX

Sent: Friday, September 14, 2018 11:37 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi Keira;

Please see Geoff's availability below.

Sept 26th - between 1:30-4:00 - Vancouver - NO

October $9^{th} - 3:30-4:15 - Victoria - I have PJH/ Geoff/ Don in a meeting at this time - but I see that PJH may be in Vancouver so could do?$

October 10th – 2:30-3:15 – Vancouver - break week –not planning to be in Van – but possibly could

October 12th – between 3:00-4:30 – Victoria YES

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 11:21 AM

To: Wade, Debbie PREM:EX **Subject:** FW: Meeting request

Hi Debbie,

Don would like to set up a 45 minute meeting (as per below) and include Geoff and Christine. I would like to provide them a couple of options that are mutually convenient for Don and Geoff. Please let me know what works:

Sept 26th – between 1:30-4:00 – Vancouver October 9th – 3:30-4:15 – Victoria October 10th – 2:30-3:15 – Vancouver October 12th – between 3:00-4:30 – Victoria

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Friday, September 14, 2018 10:06 AM

To: Wright, Don J. PREM:EX

Cc: Higgins, Keira PREM:EX **Subject:** Meeting request

Hi Don, I got your contact information from Val Litwin at the BC Chamber, and am writing on behalf of the Coalition of BC Businesses. The Coalition is a group of 14 business associations in BC, representing about 50,000 small and medium sized businesses, that presents a unified voice on labour issues. I have attached the backgrounder for your reference.

The Coalition's Chair, Jeff Guignard, has asked if it is possible to set up a meeting with you, him, Val and me in the next few weeks in Vancouver. We would like to discuss the cumulative effect that some of governments policies are having on small and medium sized businesses.

Is it possible to get a couple of dates/times that we could meet?

Many thanks in advance,

George Higgins Coordinator, Coalition of BC Businesses 604-802-7315

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 2:45 PM

To: OOP FOI PREM:EX

Subject: RE: Call for Records s.22 Records Due September 20, 2018

No records.

Keira Higgins, Executive Administrative Coordinator

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

From: OOP FOI PREM:EX

Sent: Friday, September 14, 2018 11:47 AM

To: LP PO Executive Office; LP Premiers Vancouver Office; LP PO Deputy Minister **Subject:** Call for Records s.22 Records Due September 20, 2018

Hello,

Please see the below request and please let me know by September 20th whether or not you have any records:

Canvassed: All staff

s.22

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

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

Alison Wensink, Executive Administrative Coordinator

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

Phone: (250) 387-2987

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 2:47 PM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for ELUC meeting September 18, 2018

Hi Dawn,

Christine will not be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 10, 2018 8:21 AM

To: Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Chandler, Alex FIN:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Finkel, Paul PREM:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Papik, Stephanie PREM:EX; Purdy, Sandra FLNR:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Waters, Leah TRAN:EX **Cc:** Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Finkel, Paul PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for ELUC meeting September 18, 2018

Importance: High

Good morning,

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

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

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

ELUC

Tuesday, September 18, 2018 10:00 a.m. – 12:00 p.m. Chambers/VCO

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 2:48 PM

To: Klus, Arianna PREM:EX

Subject: RE: Attendance confirmation for LRC meeting September 17, 2018

Hi Arianna,

Christine will not be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Klus, Arianna PREM:EX

Sent: Monday, September 10, 2018 9:16 AM

To: Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Connor, Tamara LASS:EX; Dewar, Bob PREM:EX; Dixon, Olivia PREM:EX; Dubuc, Michelle AG:EX; Farmer, Leila PREM:EX; Finkel, Paul PREM:EX; Fleurant, Kathleen CITZ:EX; Gervais, Monica PREM:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hanna, Jean L PREM:EX; Harrison, Veronica EDUC:EX; Hembree, Sara PSSG:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Johnson, Lisa E AGRI:EX; Kang, Gurbrinder LASS:EX; Kelly, Mary P MH:EX; Kennedy, Christine PREM:EX; Klus, Arianna PREM:EX; Kohan, Kevin AG:EX; Kovacs, Teresa PREM:EX; Lawson, Liam PSSG:EX; Lennox, Brenda PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Papadopoulos, James TRAN:EX; Powell, Charlotte PREM:EX; Reid, Heidi LASS:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Swystun, Corinne L AG:EX; Szabo, Maria GCPE:EX; Virk, Rajmeet LASS:EX; Waters, Leah TRAN:EX; Wong, Joan AG:EX

Subject: Attendance confirmation for LRC meeting September 17, 2018

Importance: High

Good morning,

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

If requesting leave, please contact Liam Lawson, and CC: Charlotte Powell, and myself for the attendance survey.

LRC

Monday, September 17, 2018 10:00 a.m. – 12:00 p.m. Chambers/VCO

Arianna Klus

Cabinet Committee Assistant Cabinet Operations, Office of the Premier T: (250) 356-6187 C: (250) 213-8216 **Warning:** This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

From:	Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent:	Friday, September 14, 2018 2:56 PM
То:	Allan, John FLNR:EX
Subject:	Declined: DMCNR
Christine is in Vancouver and is in a meeting and on a flight.	
Thanks,	
Keira	

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 3:01 PM

To: Nash, Amber PREM:EX

Subject: Please add call-in details to Monday 3:00 meeting - thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 3:11 PM **To:** Kennedy, Christine PREM:EX

Subject: RE: Couple scheduling questions

Hi Christine,

They didn't check with me but I did notify them the timing doesn't work. I will ask Dana for materials and notify her about the meeting schedule.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX **Sent:** Friday, September 14, 2018 3:09 PM

To: Higgins, Keira PREM:EX

Subject: Re: Couple scheduling questions

Would you mind letting Dana at FLNRO know that I can't attend the new proposed DNCNR time? I understand the scheduling complexity for this. If this one needs to be at a time when I can't participate (perhaps they checked with you, but didn't with me) we will need materials far enough in advance so that I can read them and send any comments. There are a lot of committees this week, so I would sure appreciate everything they have by end of day. They can email it if it is not ready to upload on the share point.

If you could let her know that going forward I will attend their 'transactional' and 'strategic' meetings as a member, that would be helpful. I think they had previously been given guidance our office would only be included in some of the meetings.

Thank you. It will take a while to get all the DM committees sorted out with the cabinet committee ones for fall.

Thanks Keira.

Christine

On Sep 14, 2018, at 2:46 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Okay, sounds good – thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Kennedy, Christine PREM:EX

Sent: Friday, September 14, 2018 2:44 PM

Subject: Re: Couple scheduling questions

I will have to skip LRC this time. Too much volume.

I'm hoping to pop over to the clean growth meeting for part of the time. I will have to leave early as we will try to get a few minutes with Paul Kariya just before the DFO (Rebecca Reid) meeting.

On Tuesday I will go to DMCSSP and Trade. And to part of ELUC if I can manage to fit it all in. :)

Christine

On Sep 14, 2018, at 2:17 PM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi Christine,

Just a couple quick scheduling questions.

- 1. Monday are you planning to attend the second half of LRC or call into DMWGCG?
- Tuesday are you planning to attend DMC SSP and DM Committee on Trade or ELUC?

3.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 3:01 PM

To: Wanamaker, Lori FIN:EX

Subject: Accepted: DMCC

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 3:14 PM

To: Eckardt, Dana R FLNR:EX

Subject: DMCNR

Hi Dana,

Please see requests from Christine below:

- 1. we will need materials far enough in advance so that I can read them and send any comments. There are a lot of committees this week, so I would sure appreciate everything they have by end of day. They can email it if it is not ready to upload on the share point.
- 2.
- 3. going forward I will attend their 'transactional' and 'strategic' meetings as a member

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 3:20 PM

To: s.17

Subject: Accepted: Speech Review: Public Policy Forum - Western Dinner

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 3:57 PM

To: Meggs, Geoff PREM:EX

Subject: Declined: Premier's Check in

Don is at an event.

Thanks,

Keira

From: Higgins, Keira PREM:EX

Sent: Saturday, September 15, 2018 11:31 AM

To: Wright, Don J. PREM:EX

Cc: Meggs, Geoff PREM:EX; Bain, Don PREM:EX

Subject: Re: Letter re Teztan Biny

Thank you.

Sent from my iPhone

On Sep 15, 2018, at 11:29 AM, Wright, Don J. PREM:EX < Don.J.Wright@gov.bc.ca > wrote:

Keira,

My presumption is that the Premier's phone call with Chief Alphonse, and the follow up that the Premier requested, is the response to this letter. But I will ask Geoff and Don to comment on that.

Thanks.

Don

From: Keira Higgins < Keira. Higgins@gov.bc.ca > Date: Friday, September 14, 2018 at 2:35 PM

To: "Wright, Don J. PREM:EX" < Don.J. Wright@gov.bc.ca >

Subject: RE: Letter re Teztan Biny

Hi Don,

The PO is asking about this one again. Might you have any direction for them?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 10, 2018 1:16 PM

To: Wright, Don J. PREM:EX **Subject:** FW: Letter re Teztan Biny

Importance: High

Hi Don,

Please see inquiry from PO below and advise.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Rochon, Jake PREM:EX

Sent: Monday, September 10, 2018 11:52 AM

To: Higgins, Keira PREM:EX

Subject: FW: Letter re Teztan Biny

Importance: High

Hello Keira!

I understand that Don coordinated the response for this one. Would you please be able to find out if he would like the response to come from PJH or MSF? Thank you!

From: IRR Correspondence Unit IRR:EX **Sent:** Monday, September 10, 2018 11:50 AM

To: Rochon, Jake PREM:EX

Subject: FW: Letter re Teztan Biny

Importance: High

Morning Jake

We will be drafting a response for this incoming. Would you like the response to come from the Premier or Min. Fraser obo?

Thx Kari

From: Howie, Matthew IRR:EX

Sent: Monday, September 10, 2018 11:44 AM

To: IRR Correspondence Unit IRR:EX < ABRCorrespondence Unit@gov.bc.ca >

Subject: FW: Letter re Teztan Biny

Importance: High

FYI, Doug has asked Aurian to work on a draft response (I assume from PJH?).

I'll ask MO to set up a briefing with the ministers prior to the letter going out.

Matthew Howie

Senior Executive Assistant to

Doug Caul, Deputy Minister

Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Caul, Doug D IRR:EX

Sent: Monday, September 10, 2018 10:41 AM

To: Banford, Alexandra R IRR:EX; Stark, Aurian IRR:EX

Cc: Balcaen, Trish L IRR:EX; Ramsay, Devon IRR:EX; French, Shawna IRR:EX; Plank, Sarah GCPE:EX; Howie, Matthew IRR:EX; Coley, Simon J EMPR:EX; Hutchings, Geraldine J AG:EX; Manwaring, Richard G

FLNR:EX; Yearwood, Paul AG:EX; 'dougwkonkin@gmail.com'

Subject: FW: Letter re Teztan Biny

Importance: High

Hi Aurian.

Simon has requested legal analysis on this and expects it this week.

The outcome of communication over the weekend between DMs and Don Wright is that MIRR will coordinate the response to this letter. I understand Alexandra is away, so I will look to you to work with all of the relevant ministries and AG on a response that is informed by the legal analysis. We should anticipate the need to brief our Minister and likely the Ministers of EMPR and FLNRORD in advance of the letter going out. We will also want to run it past the PO.

There is an urgency to this response, so we may need to find time at UBCM this week with the Ministers to discuss the response. Simon is aware of the urgency for the legal analysis.

Thanks DC

Doug Caul Deputy Minister Ministry of Indigenous Relations and Reconciliation

From: Higgins, Keira PREM:EX Sent: Saturday, September 15, 2018 11:31 AM To: Wright, Don J. PREM:EX Subject: Re: Connecting Will do - thanks. Sent from my iPhone On Sep 14, 2018, at 4:21 PM, Wright, Don J. PREM:EX < Don.J. Wright@gov.bc.ca > wrote: Thanks Teresa, Keira, Could you find 45 minutes somewhere in the next few weeks for Teresa to come over and have a chat with me? Thanks. Don From: "Dobmeier, Teresa MCF:EX" < Teresa. Dobmeier@gov.bc.ca > Date: Wednesday, September 5, 2018 at 4:45 PM To: "Wright, Don J. PREM:EX" < Don.J.Wright@gov.bc.ca> Subject: RE: Connecting Hi Don, s.22 I would definitely take you up on a visit. We are back into the fall busy but perhaps s.22 our calendars will somehow match up. Please let me know if you are still available to connect. **Thanks** Teresa Teresa Dobmeier **Assistant Deputy Minister** Service Delivery Division Ministry of Children and Family Development From: Wright, Don J. PREM:EX

Sent: Thursday, August 9, 2018 9:07 AM

To: Dobmeier, Teresa MCF:EX

Subject: Connecting

Hi Teresa,

One of the glories of August is that things slow down enough that I have time to do some stuff that is "important but not urgent." In that category, I would like to develop a better sense of some of the ADMs that I don't get a lot of exposure to.

So, I was wondering if you would be interested in coming over and just have an informal chat about yourself, your advice, and what your own personal aspirations might be. Nothing intimidating or anything specific – just give Don a better sense of who Teresa is.

If you are amenable, I have a fair amount of open time in the next week or so:

Friday between Noon-2:00 Tuesday anytime after 9:00. Wednesday 9:30-1:00 Thursday 11-1 or after 2:30 Friday after 9:30

Would there be anything in there that would work for you?

Thanks Teresa.

Best wishes,

Don

From: Higgins, Keira PREM:EX

Sent: Saturday, September 15, 2018 11:58 AM

To: Wright, Don J. PREM:EX

Subject: Re: Please RSVP: Oct 22 - 16th Annual BCIT Distinguished Awards 2018

Will do - thanks.

Sent from my iPhone

On Sep 15, 2018, at 11:51 AM, Wright, Don J. PREM:EX < Don.J.Wright@gov.bc.ca > wrote:

Keira,

I would like to attend this. Thanks.

Don

From: BCIT President < President@bcit.ca
Reply-To: Jenny Yang Jenny Yang@bcit.ca
Date: Friday, September 14, 2018 at 4:08 PM

To: "Wright, Don J. PREM:EX" < Don.J. Wright@gov.bc.ca>

Cc: Cynthia Petrie < Cynthia Petrie@bcit.ca >, Jenny Yang < Jenny Yang@bcit.ca > Subject: Please RSVP: Oct 22 - 16th Annual BCIT Distinguished Awards 2018

<image001.jpg>

Dear Don.

On behalf of the BCIT Board of Governors, you are invited to attend the **16th Annual BCIT Distinguished Awards**, which will honour extraordinary individuals and their contributions, both locally and internationally. We hope you can join us this evening as our hosted guest.

Around 800 business and community leaders, partners, and alumni will come together with BCIT's leadership, faculty, and students to celebrate the remarkable success of those who embody the values of BCIT. Through your attendance and support, you will help **INSPIRE** students, faculty, staff, and the wider BCIT community, affirming our commitment towards enabling students to manifest their own opportunities in a complex world.

Please also consider joining us for the **Honouree's Reception**, an intimate gathering with BCIT's leadership and honoured award recipients taking place immediately before the dinner. Come meet the 2019 BCIT Honorary Doctorates of Technology recipients and learn how our Distinguished Alumni Award recipients are shaping the future.

Date: Monday, October 22, 2018

Time: 5:00 p.m.-9:00 p.m.

Reception, Dinner, and Program

Location: Vancouver Convention Centre

Attire: Business/Cocktail

Honorary Doctorate of Technology:

Elyse Allan Former President & CEO, GE Canada Roberta Jamieson President & CEO, Indspire

Distinguished Alumni Award:

Nigel Bennett Co-founder/Principal, Aqua-Guard Mischa Steiner Founder and CEO, Awesense

Faculty and Staff Association Distinguished Alumni Award:

Tara Wilkie Part-Time Studies Instructor, BCIT Forensics; Forensic Nurse Examiner, Fraser Health Authority

Outstanding Student Leadership Award:

Moshtagh Mohammadi Civil Engineering Technology, 2018

We sincerely hope you can attend both the Honouree's Reception and Awards Dinner.

Please RSVP, noting any food allergies, by Monday, October 1st to:

Jenny_Yang@bcit.ca Tel: 604-432-8423

We look forward to celebrating with you!

Sincerely,

Kathy Kinloch President, BCIT bcit.ca/awards

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 8:17 AM

To: Swystun, Corinne L AG:EX

Cc: Kohan, Kevin AG:EX; Powell, Charlotte PREM:EX; Lawson, Liam PSSG:EX; Christensen,

Suzanne PREM:EX

Subject: RE: Rose room

Hi Corinne,

The Rose Room is available and I have booked it for your use.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Swystun, Corinne L AG:EX

Sent: Sunday, September 16, 2018 6:53 PM

To: Higgins, Keira PREM:EX

Cc: Kohan, Kevin AG:EX; Powell, Charlotte PREM:EX; Lawson, Liam PSSG:EX; Christensen, Suzanne PREM:EX

Subject: Rose room

Hi, Keira.

Kevin and I have a pre-mtg briefing t/c w MMF at 9 am tomorrow (Sept 17) followed by a 9:30 am mtg w DMDW and Suzanne Christensen and Liam Lawson in the Rose Room.

Any chance that the Rose Room might be available at 9 so that KK and I could use it for the t/c w House Leader and still be on time for the 9:30 mtg?

Apologies for short notice,

CS

C. Swystun *Q.C.*Chief Legislative Counsel
Office of Legislative Counsel, BC*
250 356 5748 (o)
778 678 6499 (m)

^{*}Recognized Leaders in Legislative Services

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Sent from my iPad

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 8:20 AM

To: Rochon, Jake PREM:EX **Subject:** FW: Letter re Teztan Biny

Hi Jake,

Please see note below from Geoff.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Meggs, Geoff PREM:EX

Sent: Saturday, September 15, 2018 11:55 AM

To: Higgins, Keira PREM:EX

Cc: Wright, Don J. PREM:EX; Bain, Don PREM:EX

Subject: Re: Letter re Teztan Biny

Yes I agree. We're waiting for feedback from MAG.

G

Sent from my iPhone

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 8:34 AM **To:** Tsang, Robin FIN:EX; PREM Tech

Cc: Witter, Allison PREM:EX; Kennedy, Christine PREM:EX

Subject: RE: Assistance at 12:00 today

Hi Robin,

That is no problem. I will be here and can log on.

The Polycom won't be in use for this meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Tsang, Robin FIN:EX

Sent: Monday, September 17, 2018 8:33 AM **To:** Higgins, Keira PREM:EX; PREM Tech

Cc: Witter, Allison PREM:EX; Kennedy, Christine PREM:EX

Subject: RE: Assistance at 12:00 today

No problem Keira. I can be there but someone needs to log on the laptop in the RoseRoom.

I assume the PolyCom won't be used during that time?

Thanks, Robin

From: Higgins, Keira PREM:EX
Sent: September 17, 2018 8:30 AM
To: PREM Tech < PREM. Tech@gov.bc.ca>

Cc: Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>

Subject: RE: Assistance at 12:00 today

Hi – apologies I had the timing wrong. This request is for noon today.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 8:19 AM

To: PREM Tech

Cc: Witter, Allison PREM:EX; Kennedy, Christine PREM:EX

Subject: Assistance at 10:00 today

Hi gentlemen,

Could one of you please come over a few minutes before 10:00 today to assist with uploading the attached presentation to the Rose Room screen?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Kennedy, Christine PREM:EX

Sent: Sunday, September 16, 2018 3:35 PM

To: Higgins, Keira PREM:EX; Witter, Allison PREM:EX

Subject: Presentation for tomorrow's meeting with DFO (Wild Salmon Strategy)

Keira, would it be possible for tomorrow to get one of the tech people to come over and put the attached presentation up on the screen in the Rose Room? I have no idea how this is done. © Thank you.

Christine Kennedy

Office of the Premier, Deputy Minister's Office 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

Subject: MEETING: Don Wright, Jamie Ross, Jamie Sawchuk, Stewart Young

Location: Premier's Vancouver Office- suite 740, 999 Canada Place

Start: Wed 2018-09-26 3:30 PM **End:** Wed 2018-09-26 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: jaross@deloitte.ca; jsawchuk@deloitte.ca; steyoung@deloitte.ca

From: Higgins, Keira PREM:EX

Sent:Monday, September 17, 2018 9:54 AMTo:'Sevigny, Laurent (CA - British Columbia)'Subject:RE: FOI Review Info Gathering Session

Hi Laurent,

Thank you. I have sent a calendar invitation.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Sevigny, Laurent (CA - British Columbia) [mailto:lsevigny@deloitte.ca]

Sent: Monday, September 17, 2018 9:29 AM

To: Higgins, Keira PREM:EX

Subject: RE: FOI Review Info Gathering Session

Hi Keira,

Can we schedule the meeting for September 26th from 3:30-4:00pm?

The attendees will include:

- Jamie Ross jaross@deloitte.ca
- Jamie Sawchuk jsawchuk@deloitte.ca
- Stewart Young steyoung@deloitte.ca

Thank you,

Laurent

--

Laurent Sevigny

Consultant | Strategy and Operations
D: 1 (604) 640 3351 | M: 1 (250) 508 2831
| Sevigny@deloitte.ca | deloitte.ca

--

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

Sent: Monday, September 17, 2018 8:49 AM

To: Sevigny, Laurent (CA - British Columbia) < lsevigny@deloitte.ca>

Subject: RE: FOI Review Info Gathering Session

Hi Laurent,

Don is available for a meeting in Vancouver on September 19th between 2:30-3:30 or 4:00-4:30 or September 26th between 2:00-4:00.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Sevigny, Laurent (CA - British Columbia) [mailto:lsevigny@deloitte.ca]

Sent: Monday, September 17, 2018 8:45 AM

To: Higgins, Keira PREM:EX

Subject: RE: FOI Review Info Gathering Session

Hi Keira,

Thank you for your response. Part of our team will be in Vancouver this week and preference is for an in-person discussion. If we cannot find an in-person time that works we can certainly accommodate for a call.

Are there any dates/times that are currently open?

Regards,

Laurent

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

Sent: Monday, September 17, 2018 8:28 AM

To: Sevigny, Laurent (CA - British Columbia) < lsevigny@deloitte.ca>

Subject: RE: FOI Review Info Gathering Session

Good morning Laurent,

Deputy Minister Don Wright would be pleased to meet but most of his availability over the next week is in Vancouver. Would a phone call be acceptable?

thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: "Vavala, Meaghan (CA - Saskatoon)" < <u>mvavala@deloitte.ca</u>> on behalf of "Ross, Jamie (CA - British

Columbia)" <jaross@deloitte.ca>

Date: Friday, September 7, 2018 at 4:47 PM

To: "Wright, Don J. PREM:EX" < Don.J. Wright@gov.bc.ca>

Cc: "Sevigny, Laurent (CA - British Columbia)" < lsevigny@deloitte.ca>, "Young, Stewart (CA - British

Columbia)" <steyoung@deloitte.ca>

Subject: FOI Review Info Gathering Session



FOI Review Info Gathering Session

Dear Don Wright,

Further to a recent communication email from Deputy Minister Kot, we are seeking your input as part of the FOI Review project to gain a better understanding of your role and amount of time spent responding to FOI requests, and any feedback or recommendations you may wish to share on potential areas of improvement to the FOI process.

If interested, we would like to schedule a 30 minute session between September 17th and the 28th to capture your input and insights. Please contact Laurent Sevigny (Isevigny@deloitte.ca) to schedule a session.



Background:

In response to recent increases in Freedom Of Information (FOI) requests to the Government of British Columbia, the Ministry of Citizens' Services is initiating a third-party review of the FOI process to better understand the quality, service-levels and total costs of providing FOI services. The review has several objectives:

- To gain a better understanding of current state processes and key drivers associated with the FOI system.
- To explore the feasibility of providing organizations and applicants with information on the effort associated with the processing of individual requests.
- To assess the qualitative impacts of current and forecasted FOI requests on government operations and to identify opportunities for improvement based on stakeholder feedback and best practices in other jurisdictions.

The process and data gathering sessions are an essential step in gaining a stronger understanding of the FOI process and uncovering its key drivers.

Session Agenda:

- Introduction to team and project 5 min
- Understanding FOI role and exposure (i.e. how much time do you spend on FOI requests, how
 does your engagement vary based on the type of request, etc.) 15 min
- Discussion of recommendation and feedback on FOI process pain points and potential areas of improvement - 10 min

Questions? Please contact us.

Jamie Ross – <u>jaross@deloitte.ca</u> – 250-978-4412 David Curtis – <u>david.curtis@gov.bc.ca</u> – 778-698-5845

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Subject: 4:15 - PHONE CALL: Don Wright and Suzanne Christensen

Location: Suzanne to call Don's cell s.17

Start: Wed 2018-09-19 4:15 PM **End:** Wed 2018-09-19 4:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Christensen, Suzanne PREM:EX (Suzanne.Christensen@gov.bc.ca)

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 10:29 AM

To: Genzale, Morgan MAH:EX Subject: RE: Meeting Request

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Genzale, Morgan MAH:EX

Sent: Monday, September 17, 2018 10:28 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting Request

That works! I will send an invite. Thank You.

Morgan Genzale, A/Senior Executive Assistant

Ministry of Municipal Affairs & Housing

From: Higgins, Keira PREM:EX Sent: September 17, 2018 9:32 AM To: Genzale, Morgan MAH:EX Subject: RE: Meeting Request

Hi Morgan,

Apologies but Don is fully booked today. He could take a 15 minute call at 8:15 tomorrow.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Genzale, Morgan MAH:EX

Sent: Monday, September 17, 2018 9:31 AM

To: Higgins, Keira PREM:EX **Subject:** Meeting Request

Hi Keira,

Jacquie was hoping to get 15 minutes with Don today regarding Legislation. Does he have any time for a quick call?

Thanks!

Morgan Genzale, A/Senior Executive Assistant

Ministry of Municipal Affairs & Housing

Office: 250 387-8705 Mobile: 778 584-3142

Keira

From: Higgins, Keira PREM:EX Sent: Monday, September 17, 2018 10:41 AM To: Genzale, Morgan MAH:EX Subject: RE: DM Meeting | Legislation w/Jacquie Dawes, Don Wright, Kevin Volk Thanks! Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Genzale, Morgan MAH:EX Sent: Monday, September 17, 2018 10:38 AM To: Higgins, Keira PREM:EX Subject: RE: DM Meeting | Legislation w/Jacquie Dawes, Don Wright, Kevin Volk Opps sorry! Meant to only do 15. I will update ©. Morgan Genzale, A/Senior Executive Assistant Ministry of Municipal Affairs & Housing ----Original Appointment----From: Higgins, Keira PREM:EX On Behalf Of Wright, Don J. PREM:EX Sent: September 17, 2018 10:36 AM To: Genzale, Morgan MAH:EX; Gedney, Vanessa R MAH:EX Subject: New Time Proposed: DM Meeting | Legislation w/Jacquie Dawes, Don Wright, Kevin Volk When: September 18, 2018 8:15 AM-8:45 AM (UTC-08:00) Pacific Time (US & Canada). Where: Online Meeting Apologies but Don only has 15 minutes available for this call. Thanks,

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Monday, September 17, 2018 10:41 AM

To: Dawes, Jacquie MAH:EX

Subject: Accepted: Don Wright - Legislation w/Jacquie Dawes, Kevin Volk

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 10:43 AM

To: Wade, Debbie PREM:EX

Subject: RE: meeting with Don today at 2;00

Hi Debbie,

It isn't but I just found the email that Don sent. Thanks for making that work. I will send out a calendar invite.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Monday, September 17, 2018 10:42 AM

To: Higgins, Keira PREM:EX

Subject: meeting with Don today at 2;00

Hi Keira;

Amber just mentioned that her and Geoff are meeting with Don today from 2-3pm. I've just cleared both their calendars. Is this in Don's calendar? (apparently this was discussed on the weekend)

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

Subject: MEETING: Don, Geoff and Amber

Location: Don's Office

Start: Mon 2018-09-17 2:00 PM **End:** Mon 2018-09-17 3:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX

Page 500 of 973

Withheld pursuant to/removed as

s.22

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 11:41 AM

To: Kennedy, Christine PREM:EX

Subject: RE: Paul Kariya

Hi Christine,

He is here now but just a heads up, Don scheduled himself another meeting which is in his calendar until noon.

Thanks,

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

Ph: (250) 356-2206

----Original Message-----

From: Kennedy, Christine PREM:EX

Sent: Monday, September 17, 2018 11:39 AM

To: Higgins, Keira PREM:EX

Subject: Paul Kariya

I had forgotten to mention that - subject to traffic - Paul Kariya is going to try to arrive at around 11:50 to have a quick chat with Don and I.

Christine

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 11:57 AM

To: 'Jenny Yang'

Subject: RE: Please RSVP: Oct 22 - 16th Annual BCIT Distinguished Awards 2018

Many thanks Jenny!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Jenny Yang [mailto:Jenny_Yang@bcit.ca] Sent: Monday, September 17, 2018 11:50 AM

To: Higgins, Keira PREM:EX

Subject: RE: Please RSVP: Oct 22 - 16th Annual BCIT Distinguished Awards 2018

Thank you so much for letting me know, Keira. I've registered Deputy Minister Wright and sent him a calendar invite. We look forward to seeing him at the event! ©

Jenny Yang

Assistant to Vice President | Advancement British Columbia Institute of Technology

T: 604.432.8423 | E: jenny yang@bcit.ca | bcit.ca/foundation

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Monday, September 17, 2018 11:35 AM

To: Jenny Yang < Jenny_Yang@bcit.ca>

Subject: RE: Please RSVP: Oct 22 - 16th Annual BCIT Distinguished Awards 2018

Hi Jenny,

Deputy Minister Don Wright would be pleased to accept your invitation to the 16th Annual BCIT Distinguished Awards on October 22nd.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: BCIT President < President@bcit.ca > Reply-To: Jenny Yang < Jenny Yang@bcit.ca > Date: Friday, September 14, 2018 at 4:08 PM

To: "Wright, Don J. PREM:EX" < Don.J.Wright@gov.bc.ca >

Cc: Cynthia Petrie < Cynthia Petrie@bcit.ca >, Jenny Yang < Jenny Yang@bcit.ca > Subject: Please RSVP: Oct 22 - 16th Annual BCIT Distinguished Awards 2018

YOU ARE INVITED BCIT DISTINGUISHED AWARDS 2018

Dear Don.

On behalf of the BCIT Board of Governors, you are invited to attend the **16th Annual BCIT Distinguished Awards**, which will honour extraordinary individuals and their contributions, both locally and internationally. We hope you can join us this evening as our hosted guest.

Around 800 business and community leaders, partners, and alumni will come together with BCIT's leadership, faculty, and students to celebrate the remarkable success of those who embody the values of BCIT. Through your attendance and support, you will help **INSPIRE** students, faculty, staff, and the wider BCIT community, affirming our commitment towards enabling students to manifest their own opportunities in a complex world.

Please also consider joining us for the **Honouree's Reception**, an intimate gathering with BCIT's leadership and honoured award recipients taking place immediately before the dinner. Come meet the 2019 BCIT Honorary Doctorates of Technology recipients and learn how our Distinguished Alumni Award recipients are shaping the future.

Date: Monday, October 22, 2018

Time: 5:00 p.m.-9:00 p.m.

Reception, Dinner, and Program Vancouver Convention Centre

Location: Vancouver Conventior
Attire: Business/Cocktail

Honorary Doctorate of Technology:

Elyse Allan Former President & CEO, GE Canada Roberta Jamieson President & CEO, Indspire

Distinguished Alumni Award:

Nigel Bennett Co-founder/Principal, Aqua-Guard **Mischa Steiner** Founder and CEO, Awesense

Faculty and Staff Association Distinguished Alumni Award:

Tara Wilkie Part-Time Studies Instructor, BCIT Forensics; Forensic Nurse Examiner, Fraser Health Authority

Outstanding Student Leadership Award:

Moshtagh Mohammadi Civil Engineering Technology, 2018

We sincerely hope you can attend both the Honouree's Reception and Awards Dinner.

Please RSVP, noting any food allergies, by Monday, October 1st to:

Jenny_Yang@bcit.ca Tel: 604-432-8423

We look forward to celebrating with you!

Sincerely,

Kathy Kinloch President, BCIT bcit.ca/awards

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Monday, September 17, 2018 11:58 AM

To: 'Paul McCullough'

Subject: Accepted: BCIT Distinguished Awards 2018

Subject: MEETING: Don Wright and Teresa Dobmeier

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

Start: Tue 2018-10-02 11:00 AM **End:** Tue 2018-10-02 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:Wright, Don J. PREM:EXRequired Attendees:Dobmeier, Teresa MCF:EX

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 12:41 PM

To: Johnson, Diana MCF:EX

Subject: RE: Connecting

Done - thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Johnson, Diana MCF:EX

Sent: Monday, September 17, 2018 11:34 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Connecting

Hi Keira,

Yes, October 2nd from 11:00 to 12:00 works for Teresa.

Will you send a meeting invite?

Thanks,

Diana Johnson

Executive Assistant to ADM Teresa Dobmeier Ministry of Children and Family Development Service Delivery Division 5th floor, 525 Superior Street Victoria, BC V8V 1T7

Phone: (778) 974-4051

From: Dobmeier, Teresa MCF:EX

Sent: Monday, September 17, 2018 11:14 AM

To: Higgins, Keira PREM:EX; Johnson, Diana MCF:EX

Subject: RE: Connecting

Hi Keira,

Diana can help you with booking a time that will work.

Thank you, Teresa

Teresa Dobmeier Assistant Deputy Minister Service Delivery Division Ministry of Children and Family Development From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 10:56 AM

To: Dobmeier, Teresa MCF:EX **Subject:** RE: Connecting

Hi Teresa,

Would October 2nd at 11:00-12:00 work for your schedule?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Wright, Don J. PREM:EX

Sent: Friday, September 14, 2018 4:21 PM

To: Dobmeier, Teresa MCF:EX **Cc:** Higgins, Keira PREM:EX **Subject:** Re: Connecting

Thanks Teresa,

Keira,

Could you find 45 minutes somewhere in the next few weeks for Teresa to come over and have a chat with me?

Thanks.

Don

From: "Dobmeier, Teresa MCF:EX" < Teresa. Dobmeier@gov.bc.ca>

Date: Wednesday, September 5, 2018 at 4:45 PM

To: "Wright, Don J. PREM:EX" < Don.J. Wright@gov.bc.ca>

Subject: RE: Connecting

Hi Don,

s.22

s.22 I would definitely take you up on a visit. We are back into the fall busy but perhaps our calendars will somehow match up.

Please let me know if you are still available to connect.

Thanks Teresa

Teresa Dobmeier
Assistant Deputy Minister
Service Delivery Division
Ministry of Children and Family Development

From: Wright, Don J. PREM:EX

Sent: Thursday, August 9, 2018 9:07 AM

To: Dobmeier, Teresa MCF:EX

Subject: Connecting

Hi Teresa,

One of the glories of August is that things slow down enough that I have time to do some stuff that is "important but not urgent." In that category, I would like to develop a better sense of some of the ADMs that I don't get a lot of exposure to.

So, I was wondering if you would be interested in coming over and just have an informal chat about yourself, your advice, and what your own personal aspirations might be. Nothing intimidating or anything specific – just give Don a better sense of who Teresa is.

If you are amenable, I have a fair amount of open time in the next week or so:

Friday between Noon-2:00 Tuesday anytime after 9:00. Wednesday 9:30-1:00 Thursday 11-1 or after 2:30 Friday after 9:30

Would there be anything in there that would work for you?

Thanks Teresa.

Best wishes,

Don

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 1:05 PM

To: Eckardt, Dana R FLNR:EX
Cc: Larkin, Brenda FLNR:EX

Subject: RE: John Allan

Hi Dana,

Thank you. I will send out an update today.

Keira Higgins, Executive Administrative Coordinator

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

From: Eckardt, Dana R FLNR:EX

Sent: Monday, September 17, 2018 12:56 PM

To: Higgins, Keira PREM:EX Cc: Larkin, Brenda FLNR:EX Subject: RE: John Allan

Keira,

John's information is noted below.

Brenda is John's new Sr. Executive Assistant and has just joined us today from previously supporting one of our ADM's. s.22

If you need anything else, let me know.

Thanks! Dana

Private

Email – John.Allan@gov.bc.ca Assistant: Brenda Larkin Address – remains the same Office Number (250)952-6500

Private s.22 Cell Phone s.17 Addresss.22 Home:

Public:

Assistant: Brenda Larkin Office (250) 952-6500

Fax N/A

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 12:07 PM

To: Eckardt, Dana R FLNR:EX

Subject: John Allan

Hi Dana,

No rush but once John has his cell and the phone lines and EA info are confirmed could you please send me the update for this list?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 1:06 PM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for Cabinet meeting Sept. 26, 2018

Hi Dawn,

Don and Christine will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 17, 2018 12:52 PM

To: Aaron, Sage PREM:EX; Addo, Wolfgang AG:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Christensen, Suzanne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duquay, Ilene JTT:EX; Duncan, Kate EMPR:EX; Richards, Erin PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Garnier, Jack LBR:EX; Gervais, Dominique CITZ:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Grant, Lisa MAH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Hembree, Sara PSSG:EX: Higgins, Keira PREM:EX: Hockin, Amber PREM:EX: Holding, Marina TAC:EX: Hubley, Holly AEST:EX: Hunt, Charlotte PSSG:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Larson, Lori MMHA:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Newhook, Kelly TAC:EX; O'Connor, Lara FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Stone, Lynne TRAN:EX; Talbot, Sarena AEST:EX; Van Wensem, Casey SDPR:EX; Wade, Debbie PREM:EX; Walters, Hailey JTT:EX; Waters, Leah TRAN:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Dubuc, Michelle PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for Cabinet meeting Sept. 26, 2018

Importance: High

Good afternoon.

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

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

CABINET

Wednesday, September 26, 2018

 $10:00 \ a.m. - 12:30 \ p.m. \ VCO$

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 1:55 PM

To: Bridges, Kelsey PSEC:EX **Subject:** RE: DMC - October 12

Yes and noted - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Bridges, Kelsey PSEC:EX

Sent: Monday, September 17, 2018 1:53 PM

To: Higgins, Keira PREM:EX **Subject:** DMC - October 12

Hey Keira,

Would it be possible for Christina Zacharuk to attend DMC on Friday, October 12th from VCO?

Thanks!

Kelsey Bridges

Senior Executive Assistant
Public Sector Employers' Council Secretariat
Province of BC

Tel: 778 698-8541 | Cell: 250-213-7059

gov.bc.ca/PSEC



From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 1:57 PM

To: Walsh, Sara M HLTH:EX
Cc: West, Jenna HLTH:EX

Subject: RE: Confirmation of attendance to the Sept. 28, 2018 DMC

Noted - thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Walsh, Sara M HLTH:EX

Sent: Monday, September 17, 2018 8:44 AM

To: Higgins, Keira PREM:EX **Cc:** West, Jenna HLTH:EX

Subject: Confirmation of attendance to the Sept. 28, 2018 DMC

Good morning Keira,

I wish to advise, unfortunately Stephen Brown has to be in Vancouver on Sept. 28, therefore Sabine Feulgen will be attending Sept. 28 DMC meeting on his behalf.

With thanks.

Kind regards, Sara Walsh

Senior Executive Assistant to Deputy Minister, Stephen Brown Ministry of Health | 1515 Blanshard St, Victoria, BC

TeL: 250-952-1590 | Email: Sara.Walsh@gov.bc.ca

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From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 2:22 PM

To: Wade, Debbie PREM:EX **Subject:** Re: Sorry I meant the 19th

Okay perfect. I read an email from someone that made it sound like he was in Victoria.

Sent from my iPhone

> Sent from my iPhone

```
> On Sep 17, 2018, at 2:15 PM, Wade, Debbie PREM:EX < Debbie.Wade@gov.bc.ca> wrote:
>
> Yes Geoff is in Vancouver on the 19th :) and will be attending the meeting.
>
> Debbie Wade
> Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin
> - Deputy Chief of Staff Office of the Premier
> 250-356-2785
>
> -----Original Message-----
> From: Higgins, Keira PREM:EX
> Sent: Monday, September 17, 2018 2:14 PM
> To: Wade, Debbie PREM:EX
> Subject: Sorry I meant the 19th
>
```

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Monday, September 17, 2018 3:37 PM

To: Plecas, Bobbi ENV:EX Subject: Tentative: DMWGCG

Christine is boarding a flight but may dial in for the first 30 minutes.

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 3:58 PM

To: White, Christine MAH:EX **Subject:** RE: Telepresence Room

Hi Christine,

Blanshard is already booked would you like me to book the Government Street location?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: White, Christine MAH:EX

Sent: Monday, September 17, 2018 3:51 PM

To: Higgins, Keira PREM:EX **Subject:** Telepresence Room

Hello,

Can we book a Telepresence room on September 27th from 2:15-3:45? We will need VCO and Blanshard if available?

Thanks!

Christine White

Administrative Coordinator to the Honourable Selina Robinson Minister of Municipal Affairs and Housing Room 310, Parliament Buildings

Cell: 250.812.8894 | Office: 250.387.6478



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Subject: 2:15 - Booked for Minister Robinson

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

 Start:
 Thu 2018-09-27 2:15 PM

 End:
 Thu 2018-09-27 3:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 4:11 PM

To: White, Christine MAH:EX

Subject: FW: 2:15 - Booked for Minister Robinson

Subject: Accepted: 2:15 - Booked for Minister Robinson

When: Thursday, September 27, 2018 2:15 PM-3:45 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 8:38 AM

To: Holliss, Jeanne PSA:EX

Subject: URGENT - NEED TO RESCHEDULE: Premier's Awards Filming

Hi Jeanne,

My sincere apologies but Don has had an urgent issue arise and needs to reschedule the filming today. Please call me when you have a minute to look at alternate options.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Holliss, Jeanne PSA:EX

Sent: Wednesday, September 12, 2018 10:50 PM

To: Higgins, Keira PREM:EX

Subject: Premier's Awards Filming

Hi Keira,

I am sending over the scripts in advance of next Tuesday, September 18th @ 10:30am when we are coming to film Don's role as host of the Premier's Awards regional webcasts. These have been vetted through our comms shop and Rueben but I wanted to send them beforehand in case Don would like to review and make any changes.

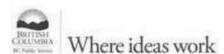
As the scripts will be uploaded into the teleprompter the day before, we would love to receive any edits by Monday however if this is not possible, not to worry – we can make minor changes on site Tuesday morning.

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

Cheers, Jeanne

Jeanne Holliss

Manager, Corporate Engagement Initiatives | BC Public Service Agency | 976 Meares Street | Victoria BC | V8V 3J4 | Phone: 250.516.3848 | AskMyHR: www.gov.bc.ca/myhr



From:	Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent:	Tuesday, September 18, 2018 8:39 AM
То:	Holliss, Jeanne PSA:EX
Subject:	Declined: Premier's Awards - Webcast Filming
Apologies but Don has had an urg	gent item come up and needs to reschedule.
Thanks,	
Keira	

From: Higgins, Keira PREM:EX

Sent:Tuesday, September 18, 2018 8:42 AMTo:'Sawchuk, Jamie (CA - British Columbia)'Cc:Young, Stewart (CA - British Columbia)

Subject: RE: Invitation: PPF Annual Western Dinner (Sept 19 - Vancouver)

Hi Jamie,

Many thanks for the invitation you extended for Christine Kennedy to attend the PPF Dinner at the Deloitte table. My sincere apologies for the late notice, Christine was hoping to make it work but will unfortunately not be available to attend.

Thanks again,

Keira Higgins, Executive Administrative Coordinator

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

From: Rey, Rachelle (CA - British Columbia) [mailto:racrey@deloitte.ca] On Behalf Of Sawchuk, Jamie (CA - British

Columbia)

Sent: Friday, September 7, 2018 6:29 AM

To: Kennedy, Christine PREM:EX

Cc: Young, Stewart (CA - British Columbia); Higgins, Keira PREM:EX **Subject:** Invitation: PPF Annual Western Dinner (Sept 19 - Vancouver)

Hello Christine,

We would be delighted if you are able to join our Deloitte table at the upcoming Public Policy Forum Annual Western Dinner in Vancouver. This year the 2018 Peter Lougheed Award for Leadership in Public Policy will be presented to Andrew Petter, President of SFU; Sue Paish, CEO Canada's Digital Technology Supercluster; Mura Al-Katib, CEO of AGT Food and Ingredients Inc.; and Sophie Pierre of the Ktunaxa Nation.

EVENT DETAILS

Date: Wednesday, Sept. 19, 2018, 5 p.m. - 9 p.m. **Location:** Marriott Vancouver Pinnacle Downtown

1128 West Hastings St, Pinnacle Ballroom **RSVP:** Rachelle Rey racrey@deloitte.ca

We hope to hear from you soon.

Cheers, Jamie

__

Jamie Sawchuk Partner | Public Sector

D: +1 (250) 978 4448 | M: +1 (250) 727 1412

jsawchuk@deloitte.ca | deloitte.ca

__

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From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 8:49 AM

To: Kennedy, Christine PREM:EX

Subject: RE: Materials for DW briefing - forestry revitalization (privileged and confidential)

Done - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Kennedy, Christine PREM:EX

Sent: Tuesday, September 18, 2018 4:45 AM

To: Higgins, Keira PREM:EX

Subject: Fwd: Materials for DW briefing - forestry revitalization (privileged and confidential)

Hey Keira, could you print copies of the attachments for Don and I? Thank you.

Christine

Begin forwarded message:

From: "Allan, John FLNR:EX" < John. Allan@gov.bc.ca>

To: "Kennedy, Christine PREM:EX" < Christine.Kennedy@gov.bc.ca>

Subject: Fwd: Materials for DW briefing - forestry revitalization (privileged and confidential)

For you and Don.

John

Begin forwarded message:

From: "Lachance, Nikki FLNR:EX" < Nikki.Lachance@gov.bc.ca>

To: "Allan, John FLNR:EX" < John.Allan@gov.bc.ca>

Cc: "Stagg, Chris J FLNR:EX" < Chris.Stagg@gov.bc.ca >, "Sit, Vera FLNR:EX"

<Vera.Sit@gov.bc.ca>

Subject: Materials for DW briefing - forestry revitalization (privileged and

confidential)

Hi John,

As requested, please find attached the following:

- 1) Policy Options Draft (PowerPoint)
- 2) 'What we heard' Draft (PowerPoint)
- 3) Draft speaking notes for Minister Donaldson (word doc)
- 4) Current list of Sept 24th meeting participants and submission summary (word doc)

Thanks!

Nikki

Nikki Lachance, MRM

A/ Executive Project Director | Rural Development, Land and Innovation Division | Ministry of Forests, Lands, Natural Resource Operations and Rural Development | P: 250 356.9060 | 780 Blanshard | Victoria, BC

From:

Higgins, Keira PREM:EX Sent: Tuesday, September 18, 2018 9:17 AM To: Dixon, Olivia PREM:EX Subject: RE: VCO Hi Olivia, That's correct, thanks. Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: Dixon, Olivia PREM:EX Sent: Tuesday, September 18, 2018 8:51 AM To: Higgins, Keira PREM:EX Subject: RE: VCO Hi Keira, Just want to double check, Christine needs this meeting space for tomorrow Wednesday, September 19th? Cheers, Olivia Dixon | Administrative Assistant Vancouver Cabinet Office | Office of the Premier P: 604-775-1600 | M: 604-818-1484 E: Olivia.Dixon@gov.bc.ca ----Original Message-----From: Higgins, Keira PREM:EX Sent: September 18, 2018 8:23 AM To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca> Subject: FW: VCO Hi Olivia, Please see note below and let me know if you are able to accommodate. Thanks, Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----

From: Kennedy, Christine PREM:EX

Sent: Tuesday, September 18, 2018 8:08 AM

To: Higgins, Keira PREM:EX

Subject: VCO

For tomorrow could I get a meeting room at VCO for me, Fazil, Aaron Welch from JAG and Paul Einerson from Nine Dragons? This would be for 11-12, possibly going a little longer.

If you could let them know I will be there for the day and would appreciate a spot to work that would be fabulous. Thanks Keira.

Christine

> Christine

From: Higgins, Keira PREM:EX Sent: Tuesday, September 18, 2018 9:19 AM To: Kennedy, Christine PREM:EX Subject: RE: VCO Will do - thanks. Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: Kennedy, Christine PREM:EX Sent: Tuesday, September 18, 2018 8:25 AM To: Higgins, Keira PREM:EX Subject: Re: VCO Another one....we will have Sean Finn from CN coming at 2:30. Thank you. Christine > On Sep 18, 2018, at 8:24 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote: > Will do - thanks. > Keira Higgins, Executive Administrative Coordinator Office of the > Premier, Deputy Minister > 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 > Ph: (250) 356-2206 > ----Original Message-----> From: Kennedy, Christine PREM:EX > Sent: Tuesday, September 18, 2018 8:08 AM > To: Higgins, Keira PREM:EX > Subject: VCO > For tomorrow could I get a meeting room at VCO for me, Fazil, Aaron Welch from JAG and Paul Einerson from Nine Dragons? This would be for 11-12, possibly going a little longer. > If you could let them know I will be there for the day and would appreciate a spot to work that would be fabulous. Thanks Keira.

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 9:19 AM

To: Rochon, Jake PREM:EX **Subject:** RE: Attention Don Wright

Hi Jake,

We will keep it.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Rochon, Jake PREM:EX

Sent: Monday, September 17, 2018 3:26 PM

To: Higgins, Keira PREM:EX

Subject: FW: Attention Don Wright

Importance: High

Hello Keira,

We just received this message meant for Don. Please advise if you would like to respond or if we should refer to CABRO? Thank you!

Jake Rochon

Correspondence Coordinator Office of the Premier (250) 356-1906

From: Gordon Farrell [mailto:<u>s.22</u>

Sent: Monday, September 17, 2018 3:21 PM

To: OfficeofthePremier, Office PREM:EX

Subject: Attention Don Wright

Importance: High

Greetings Don

I would like to discuss 2 topics with you. They are the new financial review agency that the government is setting up. I have a general interest as a professional FCPA and would welcome the opportunity to serve on the agency if appropriate. Secondly, the topic of a self funded travel insurance for retirees. Modelled similar to which all federal retirees receive.

I am currently the President of the BCIT Retirees Association.
I can be reached at home s.22 or on the cell s.22

Re	ga	rd	s,

Gordon

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 9:27 AM

To: Gooderham, Coleen E ENV:EX

Subject: RE: Time with Don

Please - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Gooderham, Coleen E ENV:EX

Sent: Tuesday, September 18, 2018 9:25 AM

To: Higgins, Keira PREM:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: FW: Time with Don

We will take the 1:30 on Sept 26.

May I send out an invite?

Thank you

Coleen

From: Larkin, Brenda FLNR:EX

Sent: Tuesday, September 18, 2018 9:18 AM

To: Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>

Subject: RE: Time with Don

Hi Coleen, yes I can make both of those times work. The 1:30 is preferred.

I've just called and left a message to call. I think I have the calendar sorted and we can arrange the meetings you were looking to schedule.

Brenda

From: Gooderham, Coleen E ENV:EX Sent: September 18, 2018 8:48 AM

To: Larkin, Brenda FLNR:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: FW: Time with Don

Hi this is the only time Don can meet Mark and John. At this time Mark is available at 1:30 or 3:00.

Please advise what time John is available.

On an other note we need to secure the other requests asap. This is on the Caribou file and urgent at this time.

Thank you

Coleen

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 8:45 AM

To: Gooderham, Coleen E ENV:EX < Coleen. Gooderham@gov.bc.ca>

Subject: RE: Time with Don

Hi Coleen,

Don's only availability next week is for a phone call on Sept 26th between 1:30-3:30.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Gooderham, Coleen E ENV:EX

Sent: Tuesday, September 18, 2018 8:20 AM

To: Higgins, Keira PREM:EX **Cc:** Gooderham, Coleen E ENV:EX

Subject: Time with Don

Morning

Mark would like 30 minutes with Don and John Allan next week to discuss Caribou.

I am waiting to hear from John's office but if I could get some of Don's availability I can go from there.

Thanks



Coleen Gooderham

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

From: Sent: To: Subject:	Higgins, Keira PREM:EX Tuesday, September 18, 2018 9:42 AM Gooderham, Coleen E ENV:EX RE: Meeting with Don W re Caribou	
Thanks!		
Keira Higgins, Executive Admin Office of the Premier, Deputy Minis 272 West Annex, Parliament Buildi Ph: (250) 356-2206	ter	
From: Gooderham, Coleen E ENV Sent: Tuesday, September 18, 20 To: Higgins, Keira PREM:EX Subject: RE: Meeting with Don V	018 9:42 AM	
YES apologies my error - corrected	d now. Thanks!	
Thank you		
Coleen		
Original Appointment From: Higgins, Keira PREM:EX On Behalf Of Wright, Don J. PREM:EX Sent: Tuesday, September 18, 2018 9:38 AM To: Kennedy, Karla ENV:EX; Gooderham, Coleen E ENV:EX; Carroll, Deborah ENV:EX Subject: Declined: Meeting with Don W re Caribou When: Wednesday, September 26, 2018 1:30 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada). Where: Don's office		
This is a phone call (not in person).	
Thanks,		
Keira		

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 18, 2018 9:42 AM

To: Zacharias, Mark ENV:EX

Subject: Accepted: Conf Call: with Don W re Caribou

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 10:00 AM

To: Normand, Nicole AG:EX

Subject: RE: Weekly 9:30 call - Don Wright/AG

Thanks[©]

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Normand, Nicole AG:EX

Sent: Tuesday, September 18, 2018 9:54 AM

To: Higgins, Keira PREM:EX

Subject: RE: Weekly 9:30 call - Don Wright/AG

Confirmed, thanks!

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 9:50 AM

To: Normand, Nicole AG:EX

Subject: RE: Weekly 9:30 call - Don Wright/AG

Hi Nicole,

8:00 works well - thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Normand, Nicole AG:EX

Sent: Tuesday, September 18, 2018 9:44 AM

To: Higgins, Keira PREM:EX

Subject: RE: Weekly 9:30 call - Don Wright/AG

Hi Keira,

The Minister is boarding a flight at that time. Is Don available at 8am or 9am?

Thanks, Nicole

From: Higgins, Keira PREM:EX

Sent: Monday, September 17, 2018 4:05 PM

To: Normand, Nicole AG:EX

Subject: Weekly 9:30 call - Don Wright/AG

Hi Nicole,

Don is now in an event on Thursday at 9:30. Would it please be possible to move our weekly call to 4:30?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 10:00 AM **To:** VCO Boardrooms, PREM PREM:EX

Subject: RE: VCO

Thanks so much!

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

Ph: (250) 356-2206

----Original Message-----

From: VCO Boardrooms, PREM PREM:EX Sent: Tuesday, September 18, 2018 9:54 AM

To: Higgins, Keira PREM:EX

Subject: RE: VCO

Thank you! I have booked an additional meeting space for Christine from 2:30PM - 3:30PM for tomorrow.

Warmest regards,

Olivia Dixon | Administrative Assistant Vancouver Cabinet Office | Office of the Premier P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

-----Original Message-----From: Higgins, Keira PREM:EX Sent: September 18, 2018 9:42 AM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>

Cc: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>

Subject: RE: VCO

Hi Olivia,

2:30-3:30 tomorrow please.

Thanks,

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

-----Original Message-----From: Dixon, Olivia PREM:EX

Sent: Tuesday, September 18, 2018 9:42 AM

Cc: VCO Boardrooms, PREM PREM:EX

Subject: RE: VCO

Do you need another booking? If so, from 2:30PM until when?

Cheers,

Olivia Dixon | Administrative Assistant Vancouver Cabinet Office | Office of the Premier P: 604-775-1600 | M: 604-818-1484 E: Olivia.Dixon@gov.bc.ca

----Original Message----From: Higgins, Keira PREM:EX Sent: September 18, 2018 8:26 AM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>

Subject: FW: VCO

Another one for Christine tomorrow. Please see email below.

Thanks,

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

----Original Message-----

From: Kennedy, Christine PREM:EX

Sent: Tuesday, September 18, 2018 8:25 AM

To: Higgins, Keira PREM:EX

Subject: Re: VCO

Another one....we will have Sean Finn from CN coming at 2:30. Thank you.

Christine

- > On Sep 18, 2018, at 8:24 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote: > Will do - thanks. > Keira Higgins, Executive Administrative Coordinator Office of the > Premier, Deputy Minister > 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 > Ph: (250) 356-2206 > > -----Original Message-----
- > From: Kennedy, Christine PREM:EX
- > Sent: Tuesday, September 18, 2018 8:08 AM
- > To: Higgins, Keira PREM:EX

- > Subject: VCO
- >
- > For tomorrow could I get a meeting room at VCO for me, Fazil, Aaron Welch from JAG and Paul Einerson from Nine Dragons? This would be for 11-12, possibly going a little longer.
- > If you could let them know I will be there for the day and would appreciate a spot to work that would be fabulous. Thanks Keira.
- > Christine

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 10:01 AM

To: Morton, Amanda LCLB:EX; Carr, Michelle LCLB:EX

Subject: RE: Connecting

Hi Amanda,

Many thanks, I will send a calendar invitation.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Morton, Amanda LCLB:EX

Sent: Tuesday, September 18, 2018 9:44 AM **To:** Higgins, Keira PREM:EX; Carr, Michelle LCLB:EX

Subject: RE: Connecting

Hi Keira,

October 5th at 3:30pm works well with Michelle's schedule.

Thank you,

Amanda Morton

Executive Administrative Assistant to Michelle Carr, Assistant Deputy Minister & General Manager Liquor and Cannabis Regulation Branch Ministry of Attorney General Office: (778) 974-2849 Cell: (250) 893-7091

From: Higgins, Keira PREM:EX Sent: September 18, 2018 9:41 AM

To: Carr, Michelle LCLB:EX <Michelle.Carr@gov.bc.ca> **Cc:** Morton, Amanda LCLB:EX <Amanda.Morton@gov.bc.ca>

Subject: RE: Connecting

Hi Michelle,

Thanks for noting those. Don is fully booked for the next 2 weeks but October 5th at 3:30 would work well for him. Does that work for your schedule?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Carr, Michelle LCLB:EX

Sent: Tuesday, September 18, 2018 9:40 AM

To: Higgins, Keira PREM:EX
Cc: Morton, Amanda LCLB:EX
Subject: Re: Connecting

Hi, Kiera. I can move my schedule to attend this. The only times I am unable to move in the next week are tomorrow morning from 7:30 am to 9:30 am, Thursday afternoon from 1 to 4:30, all day Friday, and next Tuesday afternoon. Happy to meet early morning or whenever works.

Thanks, Michelle

Sent from my iPhone

On Sep 18, 2018, at 9:20 AM, Wright, Don J. PREM:EX < Don.J. Wright@gov.bc.ca > wrote:

Hi Michelle,

I have been trying to find time to find bits and pieces of time to develop a better sense of some of the ADMs that I don't get a lot of exposure to.

So, I was wondering if you would be interested in coming over and just have an informal chat about yourself, your advice, and what your own personal aspirations might be. Nothing intimidating or anything specific – just give Don a better sense of who Teresa is.

If interested, please let Keira know work with her to find some time in the next week or so.

Thanks.

Best wishes,

Don

Subject:MEETING: Don Wright and Michelle CarrLocation:Don's Office - room 272 West Annex, Victoria

 Start:
 Fri 2018-10-05 3:30 PM

 End:
 Fri 2018-10-05 4:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Carr, Michelle LCLB:EX

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 10:24 AM

To: Carr, Michelle LCLB:EX
Cc: Morton, Amanda LCLB:EX

Subject: RE: Connecting

Hi Michelle,

Sorry but Don is fully booked in the morning. Would 3:00 on October 12th work?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Carr, Michelle LCLB:EX

Sent: Tuesday, September 18, 2018 10:21 AM

To: Higgins, Keira PREM:EX **Cc:** Morton, Amanda LCLB:EX **Subject:** Re: Connecting

Hello, my apologies. That time does not work for me as \$.22 the morning on the 5th \$.22 if that worked.

I could meet first thing in

Thanks, Michelle

Michelle Carr
Assistant Deputy Minister and General Manager
Liquor Control and Licensing Branch
Ministry of Attorney General
250-952-5777

On Sep 18, 2018, at 10:01 AM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi Amanda,

Many thanks, I will send a calendar invitation.

Keira Higgins, Executive Administrative Coordinator

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

Sent: Tuesday, September 18, 2018 9:44 AM **To:** Higgins, Keira PREM:EX; Carr, Michelle LCLB:EX

Subject: RE: Connecting

Hi Keira,

October 5th at 3:30pm works well with Michelle's schedule.

Thank you,

Amanda Morton

Executive Administrative Assistant to Michelle Carr, Assistant Deputy Minister & General Manager Liquor and Cannabis Regulation Branch Ministry of Attorney General Office: (778) 974-2849

Cell: (250) 893-7091

From: Higgins, Keira PREM:EX Sent: September 18, 2018 9:41 AM

To: Carr, Michelle LCLB:EX < <u>Michelle.Carr@gov.bc.ca</u>> **Cc:** Morton, Amanda LCLB:EX < <u>Amanda.Morton@gov.bc.ca</u>>

Subject: RE: Connecting

Hi Michelle,

Thanks for noting those. Don is fully booked for the next 2 weeks but October 5th at 3:30 would work well for him. Does that work for your schedule?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Carr, Michelle LCLB:EX

Sent: Tuesday, September 18, 2018 9:40 AM

To: Higgins, Keira PREM:EX **Cc:** Morton, Amanda LCLB:EX **Subject:** Re: Connecting

Hi, Kiera. I can move my schedule to attend this. The only times I am unable to move in the next week are tomorrow morning from 7:30 am to 9:30 am, Thursday afternoon from 1 to 4:30, all day Friday, and next Tuesday afternoon. Happy to meet early morning or whenever works.

Thanks, Michelle

Sent from my iPhone

On Sep 18, 2018, at 9:20 AM, Wright, Don J. PREM:EX < Don.J.Wright@gov.bc.ca > wrote:

Hi Michelle,

I have been trying to find time to find bits and pieces of time to develop a better sense of some of the ADMs that I don't get a lot of exposure to.

So, I was wondering if you would be interested in coming over and just have an informal chat about yourself, your advice, and what your own personal aspirations might be. Nothing intimidating or anything specific – just give Don a better sense of who Teresa is.

If interested, please let Keira know work with her to find some time in the next week or so.

Thanks.

Best wishes,

Don

Subject: MEETING: Don Wright and Michelle Carr - meet and greet

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

 Start:
 Fri 2018-10-12 3:00 PM

 End:
 Fri 2018-10-12 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Carr, Michelle LCLB:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 18, 2018 10:39 AM

To: Baskerville, Shannon AEST:EX

Subject: Accepted: 9:45 Keynote Speaker | Public Sector Governance Workshop

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 10:45 AM

To: Tupper, Linsey PSSG:EX

Cc: Prince, Tiffany PSSG:EX; Richter, Connie AG:EX

Subject: RE: BCPSA Agency DMC Admin & Operational Support

Will do - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Tupper, Linsey PSSG:EX

Sent: Tuesday, September 18, 2018 10:44 AM

To: Higgins, Keira PREM:EX

Cc: Prince, Tiffany PSSG:EX; Richter, Connie AG:EX

Subject: BCPSA Agency DMC Admin & Operational Support

Hi Keira,

Tiffany Prince has joined the DSG's office as the Senior Executive Assistant, can we please have her added the BCPSA Agency DMC Admin & Operational Support distribution list.

Thanks, Linsey

Linsey Tupper | A/Manager, Executive Operations
Office of the Deputy Solicitor General

Ministry of Public Safety and Solicitor General 11th Floor, 1001 Douglas Street | Victoria, BC V8W 2C5

Phone: 778-698-7985

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 11:20 AM

To: Wade, Debbie PREM:EX Subject: FW: Meeting request

Hi Debbie,

We were holding time on the 12th which apparently doesn't work. Does the afternoon of Oct 24th work for Geoff?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Tuesday, September 18, 2018 11:12 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi again Keira, unfortunately both Jeff and Val are not able to make a meeting in Victoria on the 12th (Both are in different parts of the province that day). They are both able to make it to Victoria on the morning of the 24th... is there any chance something could be worked out for then? If not, could you please give me a couple of dates that I can take back to them to aim for?

Many thanks, George

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

Sent: September 14, 2018 2:15 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

Hi George,

Sounds good, thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Friday, September 14, 2018 2:14 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi Kiera, thanks for the quick reply. I am checking with Val and Jeff on their schedules and hope to be able to reply in the positive shortly.

More soon, George

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

Sent: September 14, 2018 1:26 PM

To: 'George W Higgins' <gwhiggins@get-id.net>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Meeting request

Hi George,

Don would be pleased to meet and would like to include Geoff Meggs, Chief of Staff, in the meeting. The are available for a 45 minute meeting on October 12th at 3:00-3:45 in Victoria. Please let me know if that works for your schedule.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Friday, September 14, 2018 10:06 AM

To: Wright, Don J. PREM:EX **Cc:** Higgins, Keira PREM:EX **Subject:** Meeting request

Hi Don, I got your contact information from Val Litwin at the BC Chamber, and am writing on behalf of the Coalition of BC Businesses. The Coalition is a group of 14 business associations in BC, representing about 50,000 small and medium sized businesses, that presents a unified voice on labour issues. I have attached the backgrounder for your reference.

The Coalition's Chair, Jeff Guignard, has asked if it is possible to set up a meeting with you, him, Val and me in the next few weeks in Vancouver. We would like to discuss the cumulative effect that some of governments policies are having on small and medium sized businesses.

Is it possible to get a couple of dates/times that we could meet?

Many thanks in advance,

George Higgins
Coordinator, Coalition of BC Businesses
604-802-7315

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 11:27 AM

To: Tates, Nancy MMHA:EX
Cc: Ho, Sandy MMHA:EX
Subject: RE: DMC - September 28

Noted - thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Tates, Nancy MMHA:EX

Sent: Tuesday, September 18, 2018 10:25 AM

To: Higgins, Keira PREM:EX Cc: Ho, Sandy MMHA:EX Subject: DMC - September 28

Good morning Keira. Further to my last email to you advising of Neilane's s.22 please note that ADM Nick Grant will also be attending DMC on Friday, September 28 on Neilane's behalf. (She will be at Corporate Executive meeting on September 21).

Let me know if you need anything else.

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1 T: 778-698-0416 | E: nancy.tates@gov.bc.ca

PO BOX 9672, STN PROV GOVT VICTORIA, BC V8W 9P6



From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 11:52 AM

To: Richter, Connie AG:EX

Subject: RE: TRAVEL REQUESTS: Minister's Travelling Out of Province

Attachments: TA - David Eby.pdf

Hi Connie,

Travel is approved.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Richter, Connie AG:EX

Sent: Wednesday, September 12, 2018 2:20 PM

To: Higgins, Keira PREM:EX

Subject: FW: TRAVEL REQUESTS: Minister's Travelling Out of Province

Hi Keira,

As discussed earlier today, pls. see the below request from our MO.

FYI, Richard will be attending to support our Minister as well.

Thank you, C

From: Scott, Samantha AG:EX

Sent: Wednesday, September 12, 2018 1:55 PM

To: Richter, Connie AG:EX

Subject: TRAVEL REQUESTS: Minister's Travelling Out of Province

Hi Connie,

Please have the DAG approve this travel and send it over to Don Wright for approval.

What: FPT

Where: St. John's, NFL When: Nov 13th-16th

Thanks,

Samantha Scott | Executive Assistant to the Honourable Minister Eby Ministry of the Attorney General

PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 778-679-4889

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 11:54 AM

To: 'Kelly Cyr'

Subject: RE: Don Wright - Head table

Hi Kelly,

That is fabulous, many thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kelly Cyr [mailto:Kelly.Cyr@ppforum.ca] **Sent:** Tuesday, September 18, 2018 11:53 AM

To: Higgins, Keira PREM:EX **Subject:** Don Wright - Head table

Hi Keira,

TY for submitting Mr. Wrights registration form. Please not that I have assigned him to head table # 4. List is below

TABLE 4 - Head Table
Julie Cafley EVP @ PPF
Sophie Pierre
Cindy Sutherland
Cheryl Casimer
Minister Jinny Sims
Shannon Russell
Joe Lougheed
Vanessa Geary
Don Wright

Let me know if you have any questions.

Thanks Kelly

--

Kelly Cyr

Director of Operations | Directrice des opérations

Public Policy Forum | Forum des politiques publiques

1400 - 130 rue Albert Street, Ottawa, ON, K1P 5G4 W. 613-238-7858 ext. 248 C. 613-914-6677 kelly.cyr@ppforum.ca @ppforumca

From: PREM Rose Room PREM:EX

Sent: Tuesday, September 18, 2018 11:58 AM

To: Miller, Amy PREM:EX

Subject: Declined: Meeting Prep - Amy and Donnie

Hi Amy – sorry but Don needs the Rose Room this afternoon. Both your meetings will need to be relocated.

Thanks,

Keira

From: PREM Rose Room PREM:EX
Sent: Tuesday, September 18, 2018 11:59 AM

To: Miller, Amy PREM:EX

Subject: Declined: MEETING: SCOTT, ANGELO, DONNIE, AMY

Sorry Amy – Don needs the Room. It will be available after 2:45 if you would like to move your meetings slightly later.

Thanks,

Keira

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 12:10 PM

To: Miller, Amy PREM:EX

Subject: Just a heads up I had to decline your Rose Room requests for today (in case you

missed the decline notes)

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 1:21 PM

To: 'Med DAE Events'

Subject: RE: Reminder | 2018 UBC Faculty of Medicine National Research Awards

Hi there,

My apologies but the Deputy Ministers in our office are in Victoria on October 3rd and will not be available to attend the Awards.

Thank you,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Med DAE Events [mailto:med.events@ubc.ca] **Sent:** Tuesday, September 18, 2018 10:28 AM

Subject: Reminder | 2018 UBC Faculty of Medicine National Research Awards

On behalf of Dr. Dermot Kelleher, Dean, UBC Faculty of Medicine, we request the pleasure of your company at the UBC Faculty of Medicine National Research Awards Dinner on Wednesday, October 3 at the Four Seasons Hotel Vancouver. Your personal invitation from Dr. Kelleher regarding this event was sent on August 30th and we are writing to follow up on this invitation to confirm your attendance.

Wednesday, October 3, 2018

6:00 pm Reception 7:00 pm Dinner

Arbutus Room, third floor, Four Seasons Hotel Vancouver

791 West Georgia Street, Vancouver, BC

We look forward to having you at this celebration, in honor of the 2018 distinguished recipients:

Dr. Martin Gleave

Dr. Chew Wei Memorial Prize in Cancer Research

&

Dr. Andrew Krahn and Dr. Bruce McManus

Margolese National Heart Disorders Prize

&

Dr. Kullervo Hynynen

Margolese National Brain Disorders Prize

Please RSVP by responding to this email by September 21, 2018.

Sincerely,

Ophelia Yu

Development Coordinator | Development and Alumni Engagement Faculty of Medicine | The University of British Columbia 105 – 2194 Health Sciences Mall, Vancouver BC V6T 1Z3 Office: 604-827-3699 | med.events@ubc.ca | www.med.ubc.ca

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From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 1:41 PM

To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: FYI: Sept 21st call

Thanks for letting me know.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Kwan, Shirley JTT:EX

Sent: Tuesday, September 18, 2018 1:40 PM

To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX
Subject: RE: FYI: Sept 21st call

Hi Keira -

Change of plans, Fazil will be on the call now.

Shirley

From: Higgins, Keira PREM:EX

Sent: Friday, September 14, 2018 2:18 PM

To: Kwan, Shirley JTT:EX **Cc:** Jang, Monica JTT:EX

Subject: RE: FYI: Sept 21st call

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Kwan, Shirley JTT:EX

Sent: Friday, September 14, 2018 2:18 PM

To: Higgins, Keira PREM:EX **Cc:** Jang, Monica JTT:EX **Subject:** FYI: Sept 21st call

Hi Keira -

Fazil will let Christine K know that he'll not be able to join in above call as he needs to travel back to Vancouver to support PJH and MBR in a meeting.

I'll be declining the invite shortly.

Thanks!

Shirley

Subject: PHONE CALL: Christine and Elizabeth

Location: E to call Christine's cell

Start: Tue 2018-09-18 4:00 PM **End:** Tue 2018-09-18 4:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: MacMillan, Elizabeth PREM:EX (Elizabeth.MacMillan@gov.bc.ca)

From: Higgins, Keira PREM:EX Sent: Tuesday, September 18, 2018 2:29 PM To: Kennedy, Christine PREM:EX Subject: RE: Flights Okay, sounds good. Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: Kennedy, Christine PREM:EX Sent: Tuesday, September 18, 2018 2:28 PM To: Higgins, Keira PREM:EX Subject: Re: Flights Thanks for all this work. We can skip the Friday trip - when DW has raised it initially he must have forgotten his weekend trip. Christine > On Sep 18, 2018, at 8:40 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote: > Hi Christine, > You are booked on the 3:00 today and returning on the 6:45 tomorrow. > I have notified Jamie you are unavailable.s.22 s.22 Would you like me to send regrets? > The earliest flight you could make on Friday is a 1:30 Harbour Air flight which puts you right in the middle of your conference call. Latest return available is 6:00. That said, Don is on a flight back to Saskatoon and said it likely won't work for him. Please let me know if you want to proceed with booking for just yourself. > Thanks, > Keira Higgins, Executive Administrative Coordinator Office of the > Premier, Deputy Minister > 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 > Ph: (250) 356-2206 > > ----Original Message-----> From: Kennedy, Christine PREM:EX > Sent: Tuesday, September 18, 2018 5:06 AM

- > To: Higgins, Keira PREM:EX
- > Subject: Flights

>

- > If there is space available could you move me to an earlier departure
- > today (anytime from 3, as I won't make it to SI)

>

> Could I get the last possible return Wednesday.

>

> Could you offer my regrets to Jamie Sawchuck about the event in Vancouver on Wednesday evening, but we weren't able to change the schedule to allow me to be there. Another time, I do appreciate the attention.

>

> Don, John Allan and I may go to Vancouver after Corp executive for a meeting we would ask for with Western. Could you check flight availability over and latest back? If availability is tight, maybe hold flights until I'm in after SSP and my DM Trade meeting and we can discuss when I'm in the office.

>

> Christine

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 2:31 PM

To: Kennedy, Christine PREM:EX

Subject: RE: Monday Flights

You have been moved to the 4:40.

Thanks,

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

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

From: Kennedy, Christine PREM:EX

Sent: Tuesday, September 18, 2018 2:13 PM

To: Higgins, Keira PREM:EX Subject: Monday Flights

On Monday could you move me to a later afternoon return flight. Sorry for the constant changes.

Christine

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 2:33 PM

To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX

Subject: RE: Sept 24th DM Committee on Trade

Okay, thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kwan, Shirley JTT:EX

Sent: Tuesday, September 18, 2018 1:54 PM

To: Higgins, Keira PREM:EX **Cc:** Jang, Monica JTT:EX

Subject: Sept 24th DM Committee on Trade

Hi Keira -

Unfortunately, Fazil will not be able to moderate or join on this call.

I've update the calendar invite for Christine to moderate as well as added a boardroom location for anyone in Vancouver (Garibaldi).

Here's the details:

CONFERENCE CALL: Dial in: s.15; s.17

Thanks!

Shirley

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 3:34 PM

To: Wade, Debbie PREM:EX

Subject: RE: Marine Harvest Meeting Request

Hi Debbie,

No, he did not provide it with the request.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Tuesday, September 18, 2018 3:33 PM

To: Higgins, Keira PREM:EX

Subject: RE: Marine Harvest Meeting Request

Hi Keira;

Do you happen to have the proposal that Marine Harvest is wanting to discuss tomorrow? I couldn't seem to find it in any of my emails, so thought I'd see if you might have a copy. If there is not one, then no worries!

Thanks!

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 1:52 PM

To: Wade, Debbie PREM:EX

Subject: RE: Marine Harvest Meeting Request

Done - thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Wade, Debbie PREM:EX

Sent: Thursday, September 6, 2018 1:48 PM

Subject: RE: Marine Harvest Meeting Request

Hi keira;

Could you please invite Jessica Smith from Agriculture to this meeting also.

Thanks!

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX

Sent: Thursday, September 6, 2018 8:59 AM

To: 'Gary Ley'

Cc: Erenst Vincent; Wade, Debbie PREM:EX **Subject:** RE: Marine Harvest Meeting Request

Hi Gary,

That is great thank you. I will send you a calendar invite.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Gary Ley [mailto:gary@glpa.ca] **Sent:** Thursday, September 6, 2018 8:51 AM

To: Higgins, Keira PREM:EX

Cc: Erenst Vincent; Wade, Debbie PREM:EX **Subject:** Re: Marine Harvest Meeting Request

That would be perfect, thanks Keira. I will confirm attendees a couple of days ahead. Thanks much.

On Sep 6, 2018, at 08:22, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi Gary,

Don and Geoff are available on September 19th from 3:30-4:00 in Vancouver. Does that work for 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: Gary Ley [mailto:gary@glpa.ca]

Sent: Wednesday, September 5, 2018 1:24 PM

To: Higgins, Keira PREM:EX

Cc: Erenst Vincent

Subject: Marine Harvest Meeting Request

Hi Keira.

We are looking for time with Don, and ideally Geoff Meggs, Sept. 17 - 20 in Vancouver or Victoria. Marine Harvest has a proposal for the provincial government we want to discuss directly with Don. Thanks in advance for your help, let me know what might work.

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

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

Subject: MEETING: Christine Kennedy and Renee Mounteney

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

 Start:
 Fri 2018-09-21 3:30 PM

 End:
 Fri 2018-09-21 4:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX **Required Attendees:** Mounteney, Renee TRAN:EX

Subject: MEETING: Christine Kennedy and Renee Mounteney

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

 Start:
 Fri 2018-09-21 3:30 PM

 End:
 Fri 2018-09-21 4:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:Kennedy, Christine PREM:EXRequired Attendees:Mounteney, Renee TRAN:EXResources:PREM Rose Room PREM:EX

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 18, 2018 4:04 PM

To: Eckardt, Dana R FLNR:EX
Subject: Tried to call but went to vmail

You can reach me on my cell s.17

Sent from my iPhone

s.22

Sent from my iPhone

From: Higgins, Keira PREM:EX Sent: Wednesday, September 19, 2018 8:08 AM To: Wensink, Alison PREM:EX Subject: RE:s.22 s.22 Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: Wensink, Alison PREM:EX Sent: Wednesday, September 19, 2018 8:08 AM To: Hendry, Jackie PREM:EX; Yuma Morisho, Okenge PREM:EX; Shortt, Amanda PREM:EX; Higgins, Keira PREM:EX; Mulloy, Eleanor PREM:EX Subject: \$.22 Hi everyone, Thank you, Alison

141

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 8:09 AM

To: Wright, Don J. PREM:EX

Subject: FW: Collective Perspective Dinner dates

Hi Don,

Is this something you want me to schedule?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Val Litwin [mailto:vlitwin@bcchamber.org] **Sent:** Wednesday, September 19, 2018 6:59 AM

To: Wright, Don J. PREM:EX

Cc: Higgins, Keira PREM:EX; Rosaline Chan **Subject:** RE: Collective Perspective Dinner dates

Hello Keira (and Don),

Reaching out so we can get a November date on the calendar for the Collective Perspective dinner with the DMs.

Many thanks, Val

From: Val Litwin

Sent: August-14-18 8:32 AM **To:** Don.J.Wright@gov.bc.ca

Cc: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Collective Perspective Dinner dates

Hi Don,

Just a friendly loop back to see if we might begin to consider some dates for the Collective Perspective dinner?

Best, Val

From: Val Litwin

Sent: July-26-18 3:28 PM

To: 'Don.J.Wright@gov.bc.ca' < <u>Don.J.Wright@gov.bc.ca</u> > **Cc:** 'Higgins, Keira PREM:EX' < <u>Keira.Higgins@gov.bc.ca</u> >

Subject: Collective Perspective Dinner dates

Hi Don,

Just looping back, as promised, to see if we might begin to zero in on a November date for this year's "Collective Perspective Dinner" (in Vancouver) with the DMs.

To refresh, we would have Bruce Anderson keynote and I envision a DM panel to follow.

The event will be open to all British Columbians.

Best, Val

Val Litwin President & CEO

604.638.8110 | vlitwin@bcchamber.org | www.bcchamber.org











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From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 19, 2018 8:09 AM

To: 'Reid, Rebecca'

Subject: Accepted: CFN Scallops Project

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 19, 2018 8:09 AM

To: Meggs, Geoff PREM:EX
Subject: Accepted: Premier's Check-In

Subject: MEETING: Don and Shelley

Location: Don's Office

Start: Thu 2018-09-20 4:30 PM **End:** Thu 2018-09-20 4:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Canitz, Shelley L PREM:EX

Subject: MEETING: Don and Shelley

Location: Don's Office

Start: Mon 2018-09-24 4:30 PM **End:** Mon 2018-09-24 4:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:Wright, Don J. PREM:EXRequired Attendees:Canitz, Shelley L PREM:EX

Subject: To discuss Issue

Location: After Corporate Executive

 Start:
 Fri 2018-09-21 12:30 PM

 End:
 Fri 2018-09-21 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Sieben, Mark PSSG:EX; Zacharias, Mark ENV:EX; Dawes, Jacquie MAH:EX; Fyfe, Richard J

AG:EX; Main, Grant TRAN:EX; Kennedy, Christine PREM:EX

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 9:19 AM

To: Gooderham, Coleen E ENV:EX

Subject: RE: To discuss Issue

When DMs take the reins.....I will fix it³

Keira Higgins, Executive Administrative Coordinator

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

From: Gooderham, Coleen E ENV:EX

Sent: Wednesday, September 19, 2018 9:18 AM

To: Higgins, Keira PREM:EX **Cc:** Gooderham, Coleen E ENV:EX **Subject:** RE: To discuss Issue

Hello this invite came to us at 12:30 AM not 12:30 PM..

Thank you

Coleen

----Original Appointment-----

From: Gooderham, Coleen E ENV:EX On Behalf Of Zacharias, Mark ENV:EX

Sent: Wednesday, September 19, 2018 9:16 AM

To: Wright, Don J. PREM:EX

Subject: Accepted: To discuss Issue

When: Friday, September 21, 2018 12:30 AM-1:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: After Corporate Executive

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 9:22 AM

To: Kennedy, Christine PREM:EX **Subject:** FW: DMCNR - September 19, 2018

Attachments: 10.0 SMC at DMCNR_Sept_17_2018 Final.pdf

FYI

Keira Higgins, Executive Administrative Coordinator

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

From: Eckardt, Dana R FLNR:EX

Sent: Wednesday, September 19, 2018 9:00 AM

To: Baker, Jelene ENV:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Higgins, Keira PREM:EX; Howie, Matthew IRR:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Verwoord, Cindy TRAN:EX; Larkin, Brenda FLNR:EX **Cc:** French, Shawna IRR:EX; Cameron, Tara D ENV:EX; De Champlain, Rhonda EMPR:EX; Finkel, Paul PREM:EX;

Kennedy, Karla ENV:EX; Loiacono, Sabrina EAO:EX; Ellis, Rose FLNR:EX; Lyttle, Shawna AGRI:EX

Subject: RE: DMCNR - September 19, 2018

Good morning,

A revised deck for agenda item # 10 (Caribou) has been loaded to the SharePoint site. For ease, please find it attached.

Thanks!

Dana

From: Eckardt, Dana R FLNR:EX

Sent: Tuesday, September 18, 2018 4:05 PM

To: Baker, Jelene ENV:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Higgins, Keira PREM:EX; Howie, Matthew IRR:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Verwoord, Cindy TRAN:EX; Larkin, Brenda FLNR:EX **Cc:** French, Shawna IRR:EX; Cameron, Tara D ENV:EX; De Champlain, Rhonda EMPR:EX; Finkel, Paul PREM:EX;

Kennedy, Karla ENV:EX; Loiacono, Sabrina EAO:EX; Ellis, Rose FLNR:EX; Lyttle, Shawna AGRI:EX

Subject: DMCNR - September 19, 2018

Good afternoon,

DMCNR material is now posted to the **SharePoint** site.

Apologies for the lateness.

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: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 9:22 AM

To: Young, Olivia JTT:EX

Subject: RE: Weekly Economic Strategy Discussion

Thanks Olivia.

Keira Higgins, Executive Administrative Coordinator

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

From: Young, Olivia JTT:EX

Sent: Wednesday, September 19, 2018 8:40 AM

To: Higgins, Keira PREM:EX

Subject: Weekly Economic Strategy Discussion

Good Morning Keira,

I will be sending through a cancellation for this meeting today at 9:30am.

Thank you,

Olivia Young

A/Executive Administrative AssistantBertrand, Francois JTT:EX <Francois.Bertrand@gov.bc.ca> Technology, Innovation and Economic Development Division 778 698-1708

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 9:22 AM

To: Cripps, Amy PSA:EX

Subject: RE: VIDEO SHOOT: DMCPSI Innovation Imperative

Hi Amy,

Sounds good. Thanks for letting me know.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

E----- C-i---- A---- BCA-EV

From: Cripps, Amy PSA:EX

Sent: Wednesday, September 19, 2018 8:59 AM

To: Higgins, Keira PREM:EX

Subject: RE: VIDEO SHOOT: DMCPSI Innovation Imperative

HI Keira,

We will shoot to have Don in the next video – thanks so much! I will reach out when we begin the scheduling process.

Thanks again for your help,

Amy Cripps

Communications Manager | Innovation Hub | BC Public Service

250.507.0395 | Follow the Innovation Hub on @Work!

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

From: Higgins, Keira PREM:EX Sent: September 14, 2018 1:22 PM

To: Cripps, Amy PSA:EX < Amy. Cripps@gov.bc.ca>

Subject: RE: VIDEO SHOOT: DMCPSI Innovation Imperative

Hi Amy,

Sounds good and we certainly understand if we need to just shoot for the next one.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Cripps, Amy PSA:EX

Sent: Friday, September 14, 2018 12:37 PM

To: Higgins, Keira PREM:EX

Subject: FW: VIDEO SHOOT: DMCPSI Innovation Imperative

Hi Keira,

Thanks so much for letting me know about Don's conflict with our video shoot. I will do some checking with the three other Deputies that we've scheduled for the shoot and see what their availability is. We may move forward without Don for this one and invite him to future video shoot in the series (there are four in total, rolling out this fall into the new year) instead. I will let you know.

Many thanks!

Amy Cripps

Communications Manager | Innovation Hub | BC Public Service

250.507.0395 | Follow the Innovation Hub on @Work!

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

From: Innovation Hub PSA:EX
Sent: September 13, 2018 4:17 PM

To: Cripps, Amy PSA:EX < Amy.Cripps@gov.bc.ca >

Subject: FW: VIDEO SHOOT: DMCPSI Innovation Imperative

----Original Appointment----

From: Higgins, Keira PREM:EX On Behalf Of Wright, Don J. PREM:EX

Sent: September 13, 2018 8:42 AM

To: Innovation Hub PSA:EX

Subject: New Time Proposed: VIDEO SHOOT: DMCPSI Innovation Imperative

When: October 5, 2018 11:15 AM-12:15 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Queen's Printer: 563 Superior St. - 1st Floor

Apologies but Do has been called to a meeting with the Premier. I am hoping we can please move this to the afternoon. Any time after 2:15 is good for Don.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 19, 2018 9:23 AM

To: Innovation Hub PSA:EX

Subject: Declined: VIDEO SHOOT: DMCPSI Innovation Imperative

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 9:41 AM

To: Brown, Dawn A PREM:EX **Subject:** RE: Binder delivery

Hi Dawn,

Don is here until 12:30.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Wednesday, September 19, 2018 9:10 AM

To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX; Nash, Amber PREM:EX

Subject: Binder delivery **Importance:** High

Good morning ladies,

Binder drop off deadline for Friday pls?

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 9:57 AM

To: Andruz, Dean FIN:EX; PREM Tech

Subject: RE: Tech

Thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Andruz, Dean FIN:EX

Sent: Wednesday, September 19, 2018 9:48 AM

To: Higgins, Keira PREM:EX; PREM Tech

Subject: Re: Tech

Hello,

Will give Don a call asap.

Sent from my BC Government Samsung Mobile Device

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

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

Date: 2018-09-19 9:41 AM (GMT-08:00) To: PREM Tech <PREM.Tech@gov.bc.ca>

Subject: FW: Tech

Hi gentlemen,

Please see below. Could one of you please call Don asap at s.17

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Wright, Don J. PREM:EX

Sent: Wednesday, September 19, 2018 9:38 AM

To: Higgins, Keira PREM:EX

Subject: Tech

Hi,

My computer is doing weird stuff. W	ould it be possible to have Brett or somebody else give me a call on my cell to try
to figure it out?	
Thanks.	
THURS.	

Don

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 19, 2018 11:31 AM

To: Allan, John FLNR:EX

Subject: Accepted: DMCNR with Don Wright

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 19, 2018 11:31 AM

To: Allan, John FLNR:EX

Subject: Accepted: DMCNR with Don Wright

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:23 PM

To: Kennedy, Christine PREM:EX

Subject: FW: DMCNR - September 19, 2018

Attachments: 10.0 SMC at DMCNR_Sept_17_2018 Final.pdf; 11.0 EAO_DMCNR_ EAR_Update_

19Sept2018.pdf

FYI

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Eckardt, Dana R FLNR:EX

Sent: Wednesday, September 19, 2018 1:22 PM

To: Baker, Jelene ENV:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Higgins, Keira PREM:EX; Howie, Matthew IRR:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Verwoord, Cindy TRAN:EX; Larkin, Brenda FLNR:EX **Cc:** French, Shawna IRR:EX; Cameron, Tara D ENV:EX; De Champlain, Rhonda EMPR:EX; Finkel, Paul PREM:EX;

Kennedy, Karla ENV:EX; Loiacono, Sabrina EAO:EX; Ellis, Rose FLNR:EX; Lyttle, Shawna AGRI:EX

Subject: RE: DMCNR - September 19, 2018

Hi again, revised material for agenda item #'s 10 and 11 are posted to the SharePoint site and attached.

Thanks! Dana

From: Eckardt, Dana R FLNR:EX

Sent: Wednesday, September 19, 2018 9:00 AM

To: Baker, Jelene ENV:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Higgins, Keira PREM:EX; Howie, Matthew IRR:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Verwoord, Cindy TRAN:EX; Larkin, Brenda FLNR:EX **Cc:** French, Shawna IRR:EX; Cameron, Tara D ENV:EX; De Champlain, Rhonda EMPR:EX; Finkel, Paul PREM:EX; Kennedy, Karla ENV:EX; Loiacono, Sabrina EAO:EX; Ellis, Rose FLNR:EX; Lyttle, Shawna AGRI:EX

Subject: RE: DMCNR - September 19, 2018

Good morning,

A revised deck for agenda item # 10 (Caribou) has been loaded to the SharePoint site. For ease, please find it attached.

Thanks! Dana

From: Eckardt, Dana R FLNR:EX

Sent: Tuesday, September 18, 2018 4:05 PM

To: Baker, Jelene ENV:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Higgins, Keira PREM:EX; Howie, Matthew IRR:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Verwoord, Cindy TRAN:EX; Larkin, Brenda FLNR:EX **Cc:** French, Shawna IRR:EX; Cameron, Tara D ENV:EX; De Champlain, Rhonda EMPR:EX; Finkel, Paul PREM:EX;

Kennedy, Karla ENV:EX; Loiacono, Sabrina EAO:EX; Ellis, Rose FLNR:EX; Lyttle, Shawna AGRI:EX

Subject: DMCNR - September 19, 2018

Good afternoon,

DMCNR material is now posted to the **SharePoint site**.

Apologies for the lateness.

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: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:24 PM

To: Baker, Jelene ENV:EX

Subject: RE: BC MOU

Hi Jelene,

Sorry but no direction has come from Don or Christine to set up the aforementioned meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Baker, Jelene ENV:EX

Sent: Wednesday, September 19, 2018 12:08 PM

To: Higgins, Keira PREM:EX **Subject:** RE: BC MOU

Or maybe it was a BCBC MOU

From: Baker, Jelene ENV:EX

Sent: September 19, 2018 12:08 PM

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

Subject: BC MOU

Hi Keira,

Bobbi mentioned that your office would set something up regarding a BC MOU and it would involve her and Dave Nikolejsin. Is it being set up? Bobbi is travelling quite a bit over the next few months so just want to make sure she's available for this.

Thank you,

Jelene Baker

Senior Executive Assistant to
Bobbi Plecas, Deputy Minister
Ministry of Environment & Climate Change Strategy
Office: 250-356-8794 | Mobile: 778-678-5684

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:28 PM

To: McCann, Meghan EMPR:EX; Howie, Matthew IRR:EX; Restall, Analise EMPR:EX

Subject: RE: Call with Don, Doug, Dave, Simon et al re: Unistoten

Hi Matthew,

Please see below for Don Wright. You also need to include Don Bain and Debbie Wade for scheduling.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: McCann, Meghan EMPR:EX

Sent: Wednesday, September 19, 2018 12:16 PM

To: Howie, Matthew IRR:EX; Higgins, Keira PREM:EX; Restall, Analise EMPR:EX

Subject: RE: Call with Don, Doug, Dave, Simon et al re: Unistoten

Hi Matt, please see below for Dave.

From: Howie, Matthew IRR:EX

Sent: Wednesday, September 19, 2018 12:13 PM

To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>;

Restall, Analise EMPR:EX <Analise.Restall@gov.bc.ca>
Cc: Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>
Subject: Call with Don, Doug, Dave, Simon et al re: Unistoten

Hi Keira/Meghan/Analise,

Doug has asked me to schedule a 30-minute call for next week or the week after with the following people:

- 1. Don Wright
- 2. Don Bain
- 3. Geoff Meggs
- 4. Dave Nikolejsin
- 5. Simon Coley
- 6. Doug Caul
- 7. Laurel Nash

Below are some times that work for Doug. Can you please confirm when works for Don, Dave, and Simon?

- 1. Mon, Sept 24: (a.) 10:30 AM 2:00 PM / (b.) 3:30 PM on NO
- 2. Wed, Sept 26: 1:00 3:30 PM NO

- 3. Tues, Oct 2: 11:00 AM 1:30 PM YES 12-1:30 NO
- 4. Thurs, Oct 4: 12:00 5:00 PM YES 12-2 or 4-5 1:00-1:30
- 5. **Fri, Oct 5**: 10:00 AM on YES 10-10:30 or after 1:30 2:00-3:30

Matthew Howie Senior Executive Assistant to Doug Caul, Deputy Minister Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:32 PM

To: Larkin, Brenda FLNR:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Thanks Brenda. I will send this out with the next round of updates.

Keira Higgins, Executive Administrative Coordinator

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

From: Larkin, Brenda FLNR:EX

Sent: Wednesday, September 19, 2018 12:21 PM

To: Higgins, Keira PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Keira,

I've just noticed that John Allan's cell number is missing. His number is s.17

Brenda

From: Higgins, Keira PREM:EX Sent: September 18, 2018 10:23 AM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; McConnell, Sheena PREM:EX;

Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 19, 2018 1:32 PM

To: Meggs, Geoff PREM:EX

Subject: Accepted: Meeting: PJH, Geoff and Don

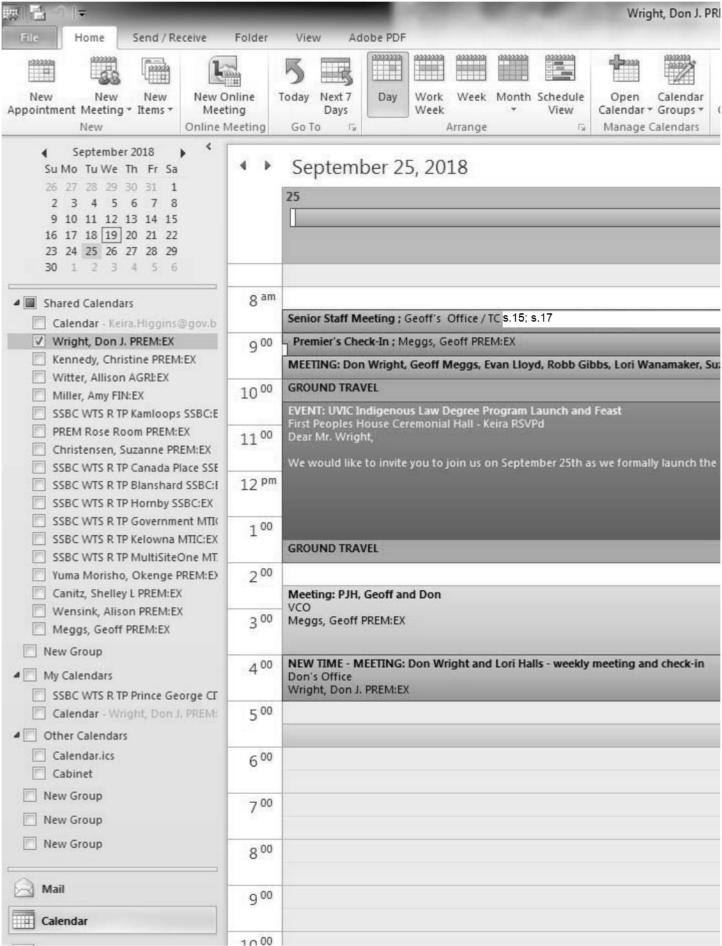
From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:34 PM

To: Wade, Debbie PREM:EX
Subject: Reoccurring calendar error

Hi Debbie,

Brett asked if I could provide a screen shot of the error if it happens so here it is. Thanks!



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

Subject: Canceled: 2:15 - Booked for Minister Robinson

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-09-27 2:15 PM **End:** Thu 2018-09-27 3:45 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Importance: High

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:34 PM

To: White, Christine MAH:EX

Subject: RE: 2:15 - Booked for Minister Robinson

Cancelled - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: White, Christine MAH:EX

Sent: Wednesday, September 19, 2018 12:06 PM

To: Higgins, Keira PREM:EX

Subject: RE: 2:15 - Booked for Minister Robinson

HI Keira,

Can I cancel this now please and thanks!

Christine White

Administrative Coordinator to the Honourable Selina Robinson Minister of Municipal Affairs and Housing

From: Higgins, Keira PREM:EX Sent: September 17, 2018 4:11 PM

To: White, Christine MAH:EX < Christine. White@gov.bc.ca>

Subject: FW: 2:15 - Booked for Minister Robinson

Subject: Accepted: 2:15 - Booked for Minister Robinson

When: Thursday, September 27, 2018 2:15 PM-3:45 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:38 PM

To: Nash, Amber PREM:EX

Subject: RE: Chambers

It's all good[©] Thanks Amber.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Nash, Amber PREM:EX

Sent: Wednesday, September 19, 2018 1:36 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Chambers

Please apologize on my behalf. I was unware that tech assistance was required. Won't be an issue in the future.

Α

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:31 PM

To: Nash, Amber PREM:EX; McLaren, Chris PREM:EX; Wade, Debbie PREM:EX

Subject: RE: Chambers

Thanks Amber! I am also capable at providing assistance but it can't be assumed I will be here.

I understand that the other assistants were asked to step in and set up tech for the Premier's meeting today and they felt very awkward as they are not fully trained on using the system and couldn't get it up and running. It is always best to book PREM Tech if any use of the system is required.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Nash, Amber PREM:EX

Sent: Wednesday, September 19, 2018 1:28 PM

To: Higgins, Keira PREM:EX; McLaren, Chris PREM:EX; Wade, Debbie PREM:EX

Subject: RE: Chambers

Absolutely!

And after many failed attempts at dialing people in -1'm now a pro ;)

Debbie/Chris – let me know if this assistance is required for future bookings and I'll put my tech skills to good use!

Α

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 1:20 PM

To: Nash, Amber PREM:EX; McLaren, Chris PREM:EX; Wade, Debbie PREM:EX

Subject: Chambers

Hey ladies,

Just a heads up that you are responsible for arranging tech assistance for any meetings that you schedule in Chambers.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX Sent: Wednesday, September 19, 2018 1:45 PM

To: Meggs, Geoff PREM:EX

Subject: Tentative: Meeting: PJH, Geoff, Amber and Don

Don will need call-in details as he will be in Victoria.

Thanks,

Keira

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 2:06 PM

To: Howie, Matthew IRR:EX

Subject: RE: 2018 FNLG

Hi Matthew,

Don and Christine will attend the evening reception and both days of the FNLG.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Wednesday, September 19, 2018 9:15 AM **To:** BCPSA Agency DMC Admin & Operational Support

Subject: RE: 2018 FNLG

Hi everyone,

Further to my May 11 email, please note that the BC Business Council and BC Federation of Labour will co-host an FNLG evening reception event on Wednesday, November 28, at the Vancouver Convention Centre. The exact time of the reception is to be confirmed but it will likely start at 5:30 or 6:00 PM and end around 7:30 or 8:00 PM.

Attendance at the November 28 reception is limited to First Nations delegates, Ministers (and their MO staff), Deputy Ministers, and Assistant Deputy Ministers. Attendance is strongly encouraged.

The PO sent the FNLG invitations to First Nations last Wednesday and First Nations are now registering and requesting meetings. Our DMO has communicated with your ministries' FNLG leads, and they're managing your ministries' meeting requests. You can find further details regarding FNLG here: https://firstnationsleadersgathering.gov.bc.ca/

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Howie, Matthew IRR:EX Sent: Friday, May 11, 2018 7:51 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: RE: 2018 FNLG

Hi everyone,

A few people have recently asked me when to confirm the dates of this year's First Nations Leaders' Gathering. I just wanted to follow up with all of you to ensure that you all saw my December 18 emails (see below).

This year's FNLG will be on Nov 29 and 30 in Vancouver.

Your ministers, DMs, ADMs, and staff need to be there by early morning on Nov 29. Though early-morning flights may suffice on the day of, I highly recommend that everyone travel to Vancouver on Nov 28 and spend the night. MIRR's executive, FNLG planning team, and many of our staff volunteers will be at the Vancouver Convention Centre by late morning on Nov 28 for preparations. If you haven't already done so, please block these dates in your DMs and other applicable execs' calendars. Note that our MO reached out to all of your MOs in December, so your ministers should already have the dates blocked off.

We'll send further details in the coming weeks.

Matthew Howie
A/Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation

Phone: 250-356-1394

From: Howie, Matthew IRR:EX

Sent: Wednesday, December 20, 2017 10:00 AM **To:** BCPSA Agency DMC Admin & Operational Support

Subject: RE: 2018 FNLG

Hi everyone,

Further to my December 18 email—I've confirmed that the event format will be the same as last year in that the main FNLG event will be two full days on Thursday, Nov 29 and Friday, November 30. These two days will include the one-on-one meetings and the various plenaries, workshops, speeches, and announcements.

Wednesday, November 28 will be only for registration and some preliminary setup from MIRR and other FNLG staff.

Your ministers, DMs, and executives need to be at the FNLG by the morning of November 29. Given this, you can have them fly over either early on November 29 (and spend one night in Vancouver) or late on November 28 (and spend two nights in Vancouver). As with last year, the event will begin fairly early on November 29. I highly recommend they fly over on November 28 and spend the night.

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

From: Howie, Matthew IRR:EX

Sent: Monday, December 18, 2017 2:44 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: 2018 FNLG

Hi everyone,

We've confirmed the date for the 2018 First Nations Leaders' Gathering as **November 28-30, 2018**, at the Vancouver Convention Centre.

Please put holds in your DMs' (and applicable ADMs') calendars for these dates.

Please contact Shawna French or me if you have any questions. Thank you.

Matthew Howie A/Senior Executive Assistant to Doug Caul, Deputy Minister Ministry of Indigenous Relations & Reconciliation

Phone: 250-356-1394

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 19, 2018 2:37 PM

To: Caul, Doug D IRR:EX

Subject: Accepted: CALL: Doug, Don W, Dave et al. re: Unistoten

Page 612 of 973

Withheld pursuant to/removed as

s.22

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 3:35 PM

To: Quigley, Shanna SDPR:EX

Subject: RE: David Galbraith's Check In with Don Wright

No worries!

Keira Higgins, Executive Administrative Coordinator

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

From: Quigley, Shanna SDPR:EX

Sent: Wednesday, September 19, 2018 3:30 PM

To: Higgins, Keira PREM:EX

Subject: RE: David Galbraith's Check In with Don Wright

Hi Keira,

That would be wonderful. Much appreciation for being so accommodating.

Thank you, Shanna

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 3:19 PM

To: Quigley, Shanna SDPR:EX <Shanna.Quigley@gov.bc.ca> **Subject:** RE: David Galbraith's Check In with Don Wright

Hi Shanna,

Sure, Don's next availability is October 18th at 11:00.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Quigley, Shanna SDPR:EX

Sent: Wednesday, September 19, 2018 2:42 PM

To: Higgins, Keira PREM:EX

Subject: David Galbraith's Check In with Don Wright

Good afternoon Keira,

I am working with my Minister's office to schedule David to brief the Green Caucus Party on the Poverty Reduction Strategy on Sept. 27 at 11am. I am wondering if there is any chance his meeting with Don could be shifted? Please let me know.

Thank you,

Shanna Quigley

Secretariat for DMCSI and A/ Senior Executive Assistant To Deputy Minister David Galbraith Ministry of Social Development and Poverty Reduction 778-698-7600

Subject:MEETING: Don Wright and Dave Galbraith - check-inLocation:Don's Office - room 272 West Annex, Parliament Buildings

Start: Thu 2018-10-18 11:00 AM **End:** Thu 2018-10-18 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Galbraith, David J SDPR:EX

Subject: NEW TIME - MEETING: Don Wright and Scott MacDonald - check-in

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

 Start:
 Fri 2018-10-05 2:30 PM

 End:
 Fri 2018-10-05 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:Wright, Don J. PREM:EXRequired Attendees:MacDonald, Scott D EDUC:EX

Apologies but we need to move this meeting to accommodate a meeting with PJH. Please let me know if the new time doesn't work for Scott.

Thanks,

Keira

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 19, 2018 3:57 PM **To:** Reid, Heidi FIN:EX; Wade, Debbie PREM:EX

Cc: MacMillan, Elizabeth PREM:EX

Subject: RE: Oct 23 Cabinet pre-brief w/MCJ @ 11 am

Confirmed in Don's calendar.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Reid, Heidi FIN:EX

Sent: Wednesday, September 19, 2018 3:55 PM **To:** Higgins, Keira PREM:EX; Wade, Debbie PREM:EX

Cc: MacMillan, Elizabeth PREM:EX

Subject: Oct 23 Cabinet pre-brief w/MCJ @ 11 am

Hi Keira, Deb and Elizabeth,

Quick email to confirm the time for pre-brief on Weds. Oct. 23 @ 11:00 to 11:45 am w/Don, Geoff, Elizabeth and MCJ as she'll be chairing Cabinet on Oct 24th.

Pre-brief will take place in the Minister's office – Room 153.

Thanks for making this one so easy...

Heidi

Heidi Reid

Administrative Coordinator to the Honourable Carole James Minister of Finance and Deputy Premier

Phone: 250-356-7877 E-mail: Heidi.Reid@gov.bc.ca

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 19, 2018 3:58 PM

To: Allan, John FLNR:EX Subject: Tentative: DMC NR

Conflicts with SI.

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 19, 2018 3:58 PM

To: Allan, John FLNR:EX Subject: Accepted: DMC NR

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 20, 2018 8:29 AM

To: Sampson, Laura EDUC:EX

Subject: RE: NEW TIME - MEETING: Don Wright and Scott MacDonald - check-in

Hi Laura,

No worries! How about the 19th between 2:00-4:00?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

----Original Appointment----

From: Sampson, Laura EDUC:EX On Behalf Of MacDonald, Scott D EDUC:EX

Sent: Wednesday, September 19, 2018 4:25 PM **To:** Wensink, Alison PREM:EX; Higgins, Keira PREM:EX

Subject: Declined: NEW TIME - MEETING: Don Wright and Scott MacDonald - check-in **When:** Friday, October 5, 2018 2:30 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).

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

Hi Keira,

I wouldn't normally decline meetings with your office, but our Ministry is hosting the Premier's Awards for Excellence in Education on Oct 5th, with the ceremony starting at 3pm sharp.

Is it possible for Scott/Don to meet at another time that day?

Thank you, Laura

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 8:29 AM

To:Kennedy, Christine PREM:EXSubject:FW: NEXT MEETING - EEFT

Importance: High

Hi Christine,

Over to you for advice.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Robb, Amanda JTT:EX

Sent: Wednesday, September 19, 2018 3:54 PM

To: Higgins, Keira PREM:EX

Subject: FW: NEXT MEETING - EEFT

Importance: High

Hi Keira,

Can I ask you to seek confirmation on the below scheduling requests for the next EETF (Emerging Economy Task Force) as well as the 'Plan B Approach' if Kathy Kinloch won't be available (medical reasons)?

Thank you in advance,

Amanda Robb

Administrative Coordinator to the Honourable Bruce Ralston Minister of Jobs, Trade and Technology

Administrative Coordinator to the Honourable George Chow Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2 Phone: 250-387-9133 | Fax: 250-356-3000 | Email:amanda.robb@gov.bc.ca

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

From: Kwan, Shirley JTT:EX

Sent: Wednesday, September 19, 2018 3:07 PM

To: Robb, Amanda JTT:EX

Cc: Jang, Monica JTT:EX; Pothecary, Meagan JTT:EX; McColl, John-Michael JTT:EX; McNish, James JTT:EX

Subject: NEXT MEETING - EEFT

Importance: High

Hi Amanda -

Since postponement of the Sept 5 EETF meeting, our staff have been in contact Kathy Kinloch's (EETF Chair) office, which confirmed that Kathy's schedule could currently accommodate the following dates (aiming for a Vancouver meeting):

- October 24, 25 or 31
- November 2

Our staff have also been asked by Kathy's office if there was a "plan B" in the event Kathy became unavailable for the next meeting.

Could you please check in with PO (Don Wright or Christine Kennedy) to confirm the (i) proposed scheduling, and (ii) the 'plan B' approach

Scheduling

- Generally, is this timing workable from PO's perspective?
- Would PO (Don Wright/Christine Kennedy) be available over these dates to attend the meeting?
- Are Don Wright and Christine Kennedy available over these dates to present to the Task Force (as planned for Sept 5)?

'Plan B' Approach

In the event that Kathy's availability changes and she is not able to attend and chair the next Task Force meeting, the 'Plan B' approach proposed is to ask Kathy to nominate an acting chair to lead the meeting. You'll recall that Kathy had previously asked Jock Finlayson act as chair on her behalf for the Sept 5 meeting.

Ρl	ease	let us	know if v	vou need	anv	additional	infor	mation.
	Casc	ict us	KIIOVV II	you necu	anry	additional	1111011	illation.

Thanks!

Shirley

Subject:MEETING: Don Wright and Scott MacDonald - check-inLocation:Don's Office - room 272 West Annex, Parliament Buildings

 Start:
 Fri 2018-10-19 2:30 PM

 End:
 Fri 2018-10-19 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:Wright, Don J. PREM:EXRequired Attendees:MacDonald, Scott D EDUC:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 20, 2018 9:40 AM

To: s.17

Subject: Accepted: Cabinet Briefing

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 10:32 AM

To: Brubacher, Kelly IGRS:EX

Subject: RE: Oct 10 Event

Hi Kelly,

I have not received any of the noted info.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Brubacher, Kelly IGRS:EX

Sent: Thursday, September 20, 2018 10:15 AM

To: Higgins, Keira PREM:EX **Subject:** Oct 10 Event

Good morning Keira,

Have you received any materials from Cynthia Bouchard from the BC Federal Council regarding the upcoming Oct 10 meeting? Such as a list of participants, draft agenda and background on the Council.

If not, we can contact Cynthia.

Thank you,

Kelly Brubacher

 $Executive\ Coordinator | Intergovernmental\ Relations\ Secretariat | Office\ of\ the\ Premier | Government\ of\ British\ Columbia | Canada\ Premier | Government\ of\ British\ Columbia | Government\ of\ British\ Of\ Briti$

Office: 250.387.0752 Cell: 250.507.6658 Fax: 250.387.1920

Email: Kelly.Brubacher@gov.bc.ca



Subject:Canceled: MEETING: Christine Kennedy and Renee MounteneyLocation:Rose Room - 272 West Annex, Parliament Buildings, Victoria

 Start:
 Fri 2018-09-21 3:30 PM

 End:
 Fri 2018-09-21 4:15 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX
Required Attendees: Mounteney, Renee TRAN:EX
Resources: PREM Rose Room PREM:EX

Importance: High

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 10:59 AM

To: Wade, Debbie PREM:EX Subject: RE: Meeting request

Hi Debbie,

Please see below. The only option that would work for Don is Oct 4th at 1:00. Any chance Geoff is available?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Thursday, September 20, 2018 10:58 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Ok, we have been able to find 3 dates they can both be in Victoria: Oct 2, 3 and 4. Would any of those work on your

side? Thanks George

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

Sent: September 18, 2018 2:36 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

Hi George,

Lining up time with Geoff and Don is difficult so if you could start by providing me a few upcoming trips to Victoria we can go from there.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Tuesday, September 18, 2018 2:35 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi, I will try to get some more dates from Jeff and Val. Are there any that you can share with me that I can use as a starting point?

Thanks, George

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

Sent: September 18, 2018 1:19 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

Hi George,

Unfortunately we cannot accommodate a morning meeting on October 24th, however, Don and Geoff are available at 2:00-2:45. Please let me know if that works.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Tuesday, September 18, 2018 11:12 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi again Keira, unfortunately both Jeff and Val are not able to make a meeting in Victoria on the 12th (Both are in different parts of the province that day). They are both able to make it to Victoria on the morning of the 24th... is there any chance something could be worked out for then? If not, could you please give me a couple of dates that I can take back to them to aim for?

Many thanks, George

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

Sent: September 14, 2018 2:15 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

Hi George,

Sounds good, thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Friday, September 14, 2018 2:14 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi Kiera, thanks for the quick reply. I am checking with Val and Jeff on their schedules and hope to be able to reply in the positive shortly.

More soon, George

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

Sent: September 14, 2018 1:26 PM

To: 'George W Higgins' <gwhiggins@get-id.net>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Meeting request

Hi George,

Don would be pleased to meet and would like to include Geoff Meggs, Chief of Staff, in the meeting. The are available for a 45 minute meeting on October 12^{th} at 3:00-3:45 in Victoria. Please let me know if that works for your schedule.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Friday, September 14, 2018 10:06 AM

To: Wright, Don J. PREM:EX Cc: Higgins, Keira PREM:EX **Subject:** Meeting request

Hi Don, I got your contact information from Val Litwin at the BC Chamber, and am writing on behalf of the Coalition of BC Businesses. The Coalition is a group of 14 business associations in BC, representing about 50,000 small and medium sized businesses, that presents a unified voice on labour issues. I have attached the backgrounder for your reference.

The Coalition's Chair, Jeff Guignard, has asked if it is possible to set up a meeting with you, him, Val and me in the next few weeks in Vancouver. We would like to discuss the cumulative effect that some of governments policies are having on small and medium sized businesses.

Is it possible to get a couple of dates/times that we could meet?

Many thanks in advance,

George Higgins Coordinator, Coalition of BC Businesses 604-802-7315

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 10:59 AM

To: Dixon, Olivia PREM:EX

Subject: RE: Request for meeting room - Sept 26 - 3:30-4:00

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 20, 2018 10:56 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for meeting room - Sept 26 - 3:30-4:00

Perfect! You now have a space booked for DM Don Wright from 3:30PM – 4PM for Wednesday, September 26th.

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX

Sent: September 20, 2018 10:51 AM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>

Subject: RE: Request for meeting room - Sept 26 - 3:30-4:00

Hi Olivia,

We still need it please.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 20, 2018 10:50 AM

To: Higgins, Keira PREM:EX

Subject: RE: Reguest for meeting room - Sept 26 - 3:30-4:00

Hi Keira,

I just want to confirm that you still require this room booking for September 26th? I don't have it in the calendar and I wanted to double check that it wasn't cancelled before adding it.

Warmest regards,

Olivia Dixon | Administrative Assistant Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX Sent: September 17, 2018 9:53 AM

To: Dixon, Olivia PREM:EX < Olivia.Dixon@gov.bc.ca > **Subject:** Request for meeting room - Sept 26 - 3:30-4:00

Hi Olivia,

May I please book a small meeting from for Don on Sept 26th from 3:30-4:00?

MEETING: Don Wright, Jamie Ross, Jamie Sawchuk, Stewart Young

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 11:06 AM

To: Wade, Debbie PREM:EX Subject: RE: Meeting request

How about 4:30 on either the 2nd or 4th?

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Thursday, September 20, 2018 11:02 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Geoff has Caucus every day at 1:00pm. He's available at 10:30am?

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 10:59 AM

To: Wade, Debbie PREM:EX **Subject:** RE: Meeting request

Hi Debbie,

Please see below. The only option that would work for Don is Oct 4th at 1:00. Any chance Geoff is available?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Thursday, September 20, 2018 10:58 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

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side? Thanks

George

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

Sent: September 18, 2018 2:36 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

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Keira Higgins, Executive Administrative Coordinator

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

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Sent: Tuesday, September 18, 2018 2:35 PM

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Subject: RE: Meeting request

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Thanks,

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

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Sent: Tuesday, September 18, 2018 11:12 AM

To: Higgins, Keira PREM:EX Subject: RE: Meeting request

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Many thanks, George

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

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To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

Hi George,

Sounds good, thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Friday, September 14, 2018 2:14 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi Kiera, thanks for the quick reply. I am checking with Val and Jeff on their schedules and hope to be able to reply in the positive shortly.

More soon, George

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

Sent: September 14, 2018 1:26 PM

To: 'George W Higgins' <gwhiggins@get-id.net>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Meeting request

Hi George,

Don would be pleased to meet and would like to include Geoff Meggs, Chief of Staff, in the meeting. The are available for a 45 minute meeting on October 12th at 3:00-3:45 in Victoria. Please let me know if that works for your schedule.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:qwhiqqins@qet-id.net]

Sent: Friday, September 14, 2018 10:06 AM

To: Wright, Don J. PREM:EX

Cc: Higgins, Keira PREM:EX **Subject:** Meeting request

Hi Don, I got your contact information from Val Litwin at the BC Chamber, and am writing on behalf of the Coalition of BC Businesses. The Coalition is a group of 14 business associations in BC, representing about 50,000 small and medium sized businesses, that presents a unified voice on labour issues. I have attached the backgrounder for your reference.

The Coalition's Chair, Jeff Guignard, has asked if it is possible to set up a meeting with you, him, Val and me in the next few weeks in Vancouver. We would like to discuss the cumulative effect that some of governments policies are having on small and medium sized businesses.

Is it possible to get a couple of dates/times that we could meet?

Many thanks in advance,

George Higgins
Coordinator, Coalition of BC Businesses
604-802-7315

Subject: MEETING: Don and Jackie - FOI

Location: s.15

Start: Thu 2018-09-27 11:00 AM **End:** Thu 2018-09-27 11:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

Subject: MEETING: Don and Jackie - FOI

Location: Don's Office

Start: Tue 2018-10-02 1:00 PM **End:** Tue 2018-10-02 1:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Hendry, Jackie PREM:EX (Jackie.Hendry@gov.bc.ca)

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 11:30 AM

To: Wright, Don J. PREM:EX

Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

Hi Don,

Again my sincerest apologies. s.22

and I am terribly sorry.

Here is your flight info for the HA flight from the South terminal at YVR. Thank you for being so understanding.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Harbour Air Reservation [mailto:reservation@harbourair.com]

Sent: Thursday, September 20, 2018 11:25 AM

To: Higgins, Keira PREM:EX

Subject: Flight Itinerary. Thanks for choosing Harbour Air!



Check Flight Status | Manage Flight | Deals & Specials | High Flyer Rewards | My Account

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

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

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about <u>Select Seating</u> at check in. Starting at only \$10.00 per seat.

Harbour Air Team



Booking #s.17

Thursday, September 20, 2018

Flight #507

12:20 South Vancouver (YVR) /



12:50 Victoria Harbour / Map 🕮



30 minutes

KK-Confirmed

1 Passenger(s) - GoFlex

. Donald Wright, Male

Add to Calendar

Invoice \$.17	
Ilivoice 6.17	
Air Transportation Charges	
Sked 500 : (St) GO Flex	\$151.73
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 500 : Carbon Offset	\$0.65
+ Goods and Services Tax	\$7.62
Billing	\$152.38
Taxes	\$7.62
Grand Total	\$160.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time Refundable up to 15 minutes prior to Departure Changeable up to 15 minutes prior to Departure (subject to difference in fare value) Select Seating \$10 (space permitting) 50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

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

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

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

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government Issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11** and under).
- <u>Luggage</u> restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is 50 pounds.
- Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

- . Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
- . Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- . Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

- Check in time is 60 minutes prior to flight time. Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Passport book required for all passengers including infants *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.

Cancellations:

- . Please note that flights may experience delays or cancellations due to inclement weather.
- Cancellations less than 24 hours result in a full forfeiture of the fare
- Cancellations more that 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- <u>Luggage</u> restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
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- For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

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www.harbourair.com

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 1:10 PM

To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: Sept 28th DMC

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kwan, Shirley JTT:EX

Sent: Thursday, September 20, 2018 11:04 AM

To: Higgins, Keira PREM:EX **Cc:** Jang, Monica JTT:EX **Subject:** Sept 28th DMC

Good Morning Keira -

s.22 A/DM Tracy Campbell will be attending DMC.

Shirley

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 1:16 PM

To: Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX

Subject: FW: IMPORTANT REMINDER FOR Corporate Executive Meeting

FYI – reminder that Corp Exec tomorrow is at the Marriott (not the Grand).

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Roe, Sandra PSA:EX

Sent: Thursday, September 20, 2018 1:14 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: IMPORTANT REMINDER FOR Corporate Executive Meeting

As we usually hold these meetings at the Grand Pacific, I've sent the reminder below to Corporate Executive members to remind them it is at the Marriott Inner Harbour tomorrow. Please pass this along to your Executive Assistants so they can ensure their ADMs or Exec Leads get a reminder.

Thanks all, Sandra

From: Roe, Sandra PSA:EX

Sent: Thursday, September 20, 2018 1:10 PM To: BCPSA Agency Corporate Executive

Subject: IMPORTANT REMINDER: Tomorrow morning's Corporate Executive Meeting is at the Marriott Inner Harbour,

Pacific Ballroom (728 Humboldt Street) / Coffee, tea & muffins at 9 a.m. Meeting starts at 9:30 a.m.

Sandra Roe, Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency 4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 Ph: (778) 698-7968 | Fax: (250) 356-7074

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 1:49 PM

To: Higgins, Keira PREM:EX

Subject: FLIGHT CREDIT - Don - \$157 use by Sept 20, 2019 - Air Canada - 20 Jun: Vancouver -

Victoria (Booking Reference: \$.22

Attachments: Air_Canada_Booking_Confirmation_s.22 .pdf

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Air Canada [mailto:confirmation@aircanada.ca]

Sent: Wednesday, September 12, 2018 1:19 PM

To: Higgins, Keira PREM:EX

Subject: Air Canada - 20 Jun: Vancouver - Victoria (Booking Reference: \$.22)





Seats

AC8065 s.15

Ticket Number: 0142100466933

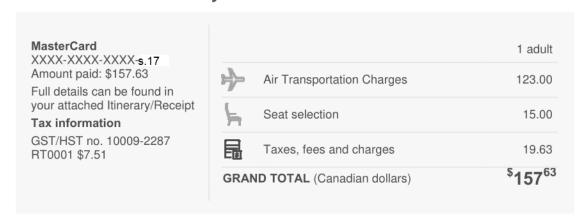
Air Canada - Aeroplan:

s.22

☑ Depart



Purchase summary



Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.



^{*} For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

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

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Baggage Allowance for Air Canada Altitude and Star Alliance Members

The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

Star Alliance Silver Members: Your baggage allowance is equivalent to that of the fare option you purchased.

	Economy	Premium	Business
	Class	Economy	Class
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	3 bags	3 bags	3 bags
	32 kg (70 lb)	32kg (70lb)	32kg (70lb)
Altitude Prestige 25k	2 bags	2 bags	2 bags
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 lb)
Star Alliance Gold	1 extra bag	1 extra bag	1 extra bag
	23 kg (50 lb)	23 kg (50 lb)	32 kg (70 lb)

Note: If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

View Air Canada's additional checked baggage policy.

View the additional checked baggage policy of Air Canada's codeshare and interline partners.



CANADA, U.S.: 1 (888) 247-2262











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Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our Privacy Policy.

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 2:07 PM

To: Boutin, Dominique LASS:EX

Subject: RE:s.22

s.22

Keira Higgins, Executive Administrative Coordinator

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

From: Boutin, Dominique [mailto:Dominique.Boutin@leg.bc.ca]

Sent: Thursday, September 20, 2018 2:06 PM

To: Higgins, Keira PREM:EX

Subject: RE: s.22

s.22



D. Boutin
Manager, Parliamentary Dining Room
Rm 032
Parliament Buildings
Victoria, BC
V8V 1X4
p: 250-952-0816
f: 250-952-0897
dominique.boutin@leg.bc.ca



From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Thursday, September 20, 2018 1:51 PM

To: Boutin, Dominique < Dominique. Boutin@leg.bc.ca>

Subject: s.22

Hi Dom,

s.22

Cheers,

Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 20, 2018 2:10 PM

To: PREM CAL PREM:EX

To: PREM CAL PREM:EX
Subject: Declined: Cabinet Briefing

Sorry but Don is at an event at this time and will not be available to participate.

Thanks,

Keira

From:	Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX				
Sent:	Thursday, September 20, 2018 2:12 PM				
То:	Meggs, Geoff PREM:EX				
Subject:	Tentative: Meeting: PJH, Geoff, Amber and Don				
Don needs call-in details please.					
Thanks,					
Keira					

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 2:13 PM

To: Howie, Matthew IRR:EX

Cc: Youell, Brandie IRR:EX; Murphy, Shannon IRR:EX

Subject: RE: Nov 2 DMC

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Thursday, September 20, 2018 2:02 PM

To: Higgins, Keira PREM:EX

Cc: Youell, Brandie IRR:EX; Murphy, Shannon IRR:EX; Howie, Matthew IRR:EX

Subject: Nov 2 DMC

Hi Keira,

Doug will be speaking at an event in Vancouver on the morning of Nov 2.

ADM Trish Balcaen will attend the Nov 2 DMC on his behalf. Thanks.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister

Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 2:19 PM

To: 'George W Higgins'
Cc: Wade, Debbie PREM:EX
Subject: RE: Meeting request

Hi George,

Thank you. I will send a calendar invitation to you and Val. Please ensure it reaches Jeff.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Thursday, September 20, 2018 2:16 PM

To: Higgins, Keira PREM:EX Cc: Wade, Debbie PREM:EX Subject: RE: Meeting request

Thank you Keira, that works on our side.

Much appreciated,

George

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

Sent: September 20, 2018 1:09 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Cc: Wade, Debbie PREM:EX < Debbie. Wade@gov.bc.ca>

Subject: RE: Meeting request

Hi George,

Don and Geoff are available on October 4th from 4:30-5:00. Please confirm that the date/time works on your end.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Thursday, September 20, 2018 10:58 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Ok, we have been able to find 3 dates they can both be in Victoria: Oct 2, 3 and 4. Would any of those work on your

side? Thanks George

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

Sent: September 18, 2018 2:36 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

Hi George,

Lining up time with Geoff and Don is difficult so if you could start by providing me a few upcoming trips to Victoria we can go from there.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Tuesday, September 18, 2018 2:35 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi, I will try to get some more dates from Jeff and Val. Are there any that you can share with me that I can use as a

starting point? Thanks,

George

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

Sent: September 18, 2018 1:19 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

Hi George,

Unfortunately we cannot accommodate a morning meeting on October 24th, however, Don and Geoff are available at 2:00-2:45. Please let me know if that works.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Tuesday, September 18, 2018 11:12 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi again Keira, unfortunately both Jeff and Val are not able to make a meeting in Victoria on the 12th (Both are in different parts of the province that day). They are both able to make it to Victoria on the morning of the 24th... is there any chance something could be worked out for then? If not, could you please give me a couple of dates that I can take back to them to aim for?

Many thanks, George

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

Sent: September 14, 2018 2:15 PM

To: 'George W Higgins' <gwhiggins@get-id.net>

Subject: RE: Meeting request

Hi George,

Sounds good, thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Friday, September 14, 2018 2:14 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Meeting request

Hi Kiera, thanks for the quick reply. I am checking with Val and Jeff on their schedules and hope to be able to reply in the positive shortly.

More soon, George

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

Sent: September 14, 2018 1:26 PM

To: 'George W Higgins' <gwhiggins@get-id.net>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Meeting request

Hi George,

Don would be pleased to meet and would like to include Geoff Meggs, Chief of Staff, in the meeting. The are available for a 45 minute meeting on October 12th at 3:00-3:45 in Victoria. Please let me know if that works for your schedule.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net]

Sent: Friday, September 14, 2018 10:06 AM

To: Wright, Don J. PREM:EX **Cc:** Higgins, Keira PREM:EX **Subject:** Meeting request

Hi Don, I got your contact information from Val Litwin at the BC Chamber, and am writing on behalf of the Coalition of BC Businesses. The Coalition is a group of 14 business associations in BC, representing about 50,000 small and medium sized businesses, that presents a unified voice on labour issues. I have attached the backgrounder for your reference.

The Coalition's Chair, Jeff Guignard, has asked if it is possible to set up a meeting with you, him, Val and me in the next few weeks in Vancouver. We would like to discuss the cumulative effect that some of governments policies are having on small and medium sized businesses.

Is it possible to get a couple of dates/times that we could meet?

Many thanks in advance,

George Higgins
Coordinator, Coalition of BC Businesses
604-802-7315

Subject: MEETING: Don Wright, Geoff Meggs, Val Litwin, Jeff Guignard and George Higgins -

cumulative effect that some of governments policies are having on small and medium

sized businesses

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

Start: Thu 2018-10-04 4:30 PM **End:** Thu 2018-10-04 5:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Val Litwin; George W Higgins

Resources: PREM Rose Room PREM:EX

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 2:59 PM

To: Wright, Don J. PREM:EX
Cc: Nash, Amber PREM:EX

Subject: FW: Briefings

Hi Don,

Over to you for advice please.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Nash, Amber PREM:EX

Sent: Thursday, September 20, 2018 2:49 PM

To: Higgins, Keira PREM:EX

Subject: Briefings

Hi Keira,

Don asked me to set up a couple briefings for the Premier and I just wanted to confirm the attendees from Ministries (he may have done this himself already and if that's the case I'll just update my calendar invite).

The 2 briefings I'm looking for some guidance on are:

Sept 27th – Broughton

2pm - 3pm

Currently have the following attending: Don, Geoff, Amber

Need to confirm if other participants are - Lorne Brownseym, Don Bain, Eric Kristianson, others?

Oct 5th – BC Hydro

10am – 12pm

Currently confirmed: Don, Geoff, Amber

Invites to be sent to: Dave Nik, Lori Wanamaker, Les McLaren, Others?

Α

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 20, 2018 3:17 PM

To: s.17

Subject: Declined: Cabinet Briefing

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 3:36 PM

To: Kennedy, Christine PREM:EX

Subject: FW: Christine Kennedy /CJ Ritchie Lunch Meeting Request

Hi Christine,

Please advise if you wish to have lunch with CJ 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

On Sep 11, 2018, at 12:44 PM, Ryan, Louise CITZ:EX < Louise.Ryan@gov.bc.ca > wrote:

Good Afternoon Keira, ..

Would Christine be available to go to lunch downtown with CJ at noon on Monday Oct 15, or perhaps Monday Oct 22, at a place convenient for Christine? Please feel free to suggest some alternative dates/times if these proposed times do not work.

CJ wanted to catch up with Christine before their meeting scheduled for November...

Best,

Louise Ryan

A/ Executive Coordinator to Associate Deputy Minister/GCIO CJ Ritchie Ministry of Citizens Services
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

c. 778-587-4540 t. 778-698-3374 e. louise.ryan@gov.bc.ca louise.ryan@gov.bc.ca<

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 3:41 PM

To: Ryan, Louise CITZ:EX
Cc: Boudhane, Nouria CITZ:EX

Subject: RE: Christine Kennedy /CJ Ritchie Lunch Meeting Request

Hi Nouria,

Lunch on October 15th at 12:15 works well for Christine. Please send a calendar invitation.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Ryan, Louise CITZ:EX

Sent: Tuesday, September 11, 2018 12:47 PM

To: Higgins, Keira PREM:EX **Cc:** Boudhane, Nouria CITZ:EX

Subject: RE: Christine Kennedy /CJ Ritchie Lunch Meeting Request

Thanks Keira, \$.22

however, my colleague Nouria Boudhane, will be covering for me

and would be happy to continue arrangements ...

Louise Ryan

A/ Executive Coordinator to Associate Deputy Minister/GCIO CJ Ritchie Ministry of Citizens Services
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

c. 778-587-4540 t. 778-698-3374 e. louise.ryan@gov.bc.ca





From: Higgins, Keira PREM:EX

Sent: Tuesday, September 11, 2018 12:46 PM **To:** Ryan, Louise CITZ:EX <Louise.Ryan@gov.bc.ca>

Subject: Re: Christine Kennedy /CJ Ritchie Lunch Meeting Request

Hi Louise,

I don't normally schedule lunch meetings for Christine so need to check with her first. I will check when she is back from UBCM next week.

Thanks,

Keira

Sent from my iPhone

On Sep 11, 2018, at 12:44 PM, Ryan, Louise CITZ:EX <Louise.Ryan@gov.bc.ca> wrote:

Good Afternoon Keira, ..

Would Christine be available to go to lunch downtown with CJ at noon on Monday Oct 15, or perhaps Monday Oct 22, at a place convenient for Christine? Please feel free to suggest some alternative dates/times if these proposed times do not work.

CJ wanted to catch up with Christine before their meeting scheduled for November...

Best,

Louise Ryan

A/ Executive Coordinator to Associate Deputy Minister/GCIO CJ Ritchie Ministry of Citizens Services
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

c. 778-587-4540 t. 778-698-3374 e. louise.ryan@gov.bc.ca louise.ryan@gov.bc.ca<

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 3:42 PM

To: Bridges, Kelsey PSEC:EX **Subject:** RE: Materials for 4pm Call

Okay, well please let her know that Don will not have seen the material.

Keira Higgins, Executive Administrative Coordinator

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

From: Bridges, Kelsey PSEC:EX

Sent: Thursday, September 20, 2018 3:42 PM

To: Higgins, Keira PREM:EX

Subject: RE: Materials for 4pm Call

Hi Keira,

Christina will not be able to walk in materials as it is a phone call and she is in Vancouver.

Thanks, Kelsev

From: Higgins, Keira PREM:EX Sent: September 20, 2018 3:39 PM

To: Bridges, Kelsey PSEC:EX < Kelsey. Bridges@gov.bc.ca>

Subject: RE: Materials for 4pm Call

Hi Kelsey,

Sorry but I won't be able to get this to Don in advance. Please have Christina walk a copy in for Don.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Bridges, Kelsey PSEC:EX

Sent: Thursday, September 20, 2018 3:37 PM

To: Higgins, Keira PREM:EX **Subject:** Materials for 4pm Call

Importance: High

Hi Keira,

I apologize for the short notice, but attached is a draft DN that Christina will be discussing during the 4pm call.

Thank you!

Kelsey Bridges

Senior Executive Assistant
Public Sector Employers' Council Secretariat
Province of BC

Tel: 778 698-8541 | Cell: 250-213-7059

gov.bc.ca/PSEC



Subject: MEETING: Don Wright, Geoff Meggs, Val Litwin, Jeff Guignard and George Higgins -

Coalition of BC Business/cumulative effect that some of governments policies are

having on small and medium sized businesses

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

Start: Tue 2018-10-02 4:30 PM **End:** Tue 2018-10-02 5:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; 'Val Litwin'; 'George W Higgins'

Optional Attendees: Jeff Guignard

Resources: PREM Rose Room PREM:EX

From:		Higgins, Keira PREM:EX
Sent:		Thursday, September 20, 2018 5:06 PM
To:		Wensink, Alison PREM:EX
Subject	t:	Re: For Tomorrow - Meeting with Suzanne
Sounds	good I was also under the	e impression that's he's not coming back.
Sourius	good. I was also under the	e impression that's he's not coming back.
Sent fro	om my iPhone	
On Sep	20, 2018, at 5:03 PM, Wei	nsink, Alison PREM:EX < <u>Alison.Wensink@gov.bc.ca</u> > wrote:
	Hi Keira,	
	ni kelia,	
	For tomorrow – Suzanne asked me to schedule a meeting with her and Don from 1-1:30pm (she said he's aware of the meeting topic). I've put a hold for now, but I wanted to check with you as I'm not sur if Don will be coming back to the office after Corporate Executive? Maybe you can check with him tomorrow morning if he comes in before going over to the meeting?	
	Thanks!	
	Alison	

Keira

From: Sent: To: Subject:	Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX Friday, September 21, 2018 8:24 AM Gervais, Monica PREM:EX Accepted: SSP Oct 1 Prebrief		
Christine will be en route from Helijet so will likely be a few minutes late.			
Thanks,			

Subject: MEETING: Don and Suzanne

 Start:
 Fri 2018-09-21 1:00 PM

 End:
 Fri 2018-09-21 1:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Christensen, Suzanne PREM:EX (Suzanne.Christensen@gov.bc.ca)

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 9:35 AM

To: Massy, Michelle s. PREM:EX

Subject: RE: Rose Room

Hi Michelle,

You can actually just book it yourself. You just invite the PremRose room to any Cabinet meetings and it will block it off.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Massy, Michelle E PREM:EX

Sent: Friday, September 21, 2018 9:31 AM

To: Higgins, Keira PREM:EX

Subject: Rose Room

Hi Keira,

Completely forgot to ask you about the Rose Room yesterday. Are you okay to book it for me for all Cabinet and PA meeting this fall using the Cabinet calendar? Or did you need me to send you a list of dates?

I should also mention that if it is required during a cabinet/pa meeting by staff in the WA I have no problem moving to Christines office (Christine said she has no problem with this as well).

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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Subject: Booked for Caitlin

Start: Mon 2018-09-24 10:00 AM **End:** Mon 2018-09-24 10:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:PREM Rose Room PREM:EXRequired Attendees:Copage, Caitlin GCPE:EX

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 9:36 AM

To: Copage, Caitlin GCPE:EX

Subject: RE: Request: Rose Room Booking

Done - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Copage, Caitlin GCPE:EX

Sent: Friday, September 21, 2018 9:12 AM

To: Higgins, Keira PREM:EX

Subject: Request: Rose Room Booking

Hi Keira,

Could I please ask your help to book the Rose Room for the following times, if available?

- Thursday, September 27, 9:30 11:30 AM Mtg w/ MLA Weaver, Green Caucus staff, Minister Heyman (via videoconference), Bob Dewar and ENV / CASA Secretariat staff
- Monday, Sept 24 30 mins between 10 12 PM; practice slot CASA Secretariat and David Henry

Thank you!

Caitlin Copage
Senior Analyst, Policy and Consultation
Confidence and Supply Agreement Secretariat
caitlin.copage@gov.bc.ca
p. 778-677-6651

Page 672 of 973 to/à Page 673 of 973

Withheld pursuant to/removed as

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 9:47 AM

To: Roe, Sandra PSA:EX

Subject: RE: Long Service Awards - Letter for Don's Approval

I will remind him again today.

Keira Higgins, Executive Administrative Coordinator

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

From: Roe, Sandra PSA:EX

Sent: Friday, September 21, 2018 9:46 AM

To: Higgins, Keira PREM:EX

Subject: Re: Long Service Awards - Letter for Don's Approval

No but apparently Lori reminded him about it at their last mtg.

Sent from my iPhone

On Sep 21, 2018, at 9:44 AM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Morning,

Did Don get back to you or Lori on this one?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Roe, Sandra PSA:EX

Sent: Thursday, September 13, 2018 8:52 AM

To: Higgins, Keira PREM:EX **Cc:** Detlefsen, Kirsten PSA:EX

Subject: Long Service Awards - Letter for Don's Approval

Good morning Keira -

We are looking for approval from Don on the attached letter that goes out from him to Long Service Award recipients after the ceremonies. Need approval by Sept 21 if possible. Once approved, we will send to IGRS Protocol who manages the customization and distribution.

Thanks,

S

Sandra Roe, Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (778) 698-7968 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772
<image001.png>

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 10:12 AM

To: Wade, Debbie PREM:EX Subject: RE: Schedule meeting

Hi Debbie,

That is fabulous! Thank you. I will notify the others and send out a calendar invitation shortly.

Thanks,

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

Ph: (250) 356-2206

----Original Message-----

From: Wade, Debbie PREM:EX

Sent: Friday, September 21, 2018 10:11 AM

To: Higgins, Keira PREM:EX Subject: RE: Schedule meeting

Hi Keira;

So happy it's Friday!! I could reschedule and have them both available for 2:30- 3:15pm. Amber has to leave at that time and Geoff has another meeting as well.

Let me know if that will work.

thx

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 10:08 AM

To: Wade, Debbie PREM:EX Subject: FW: Schedule meeting

Morning and Happy Friday!

Does either Geoff or Amber have an hour available on Monday at 2:15 or later for the below meeting?

Thanks,

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

Ph: (250) 356-2206

Don.

Sent from my iPhone

----Original Message-----From: Wright, Don J. PREM:EX Sent: Friday, September 21, 2018 10:05 AM To: Higgins, Keira PREM:EX Subject: Schedule meeting Please set up an hour meeting for Monday afternoon - you will probably have to reschedule one of my existing meetings. Invitees: Geoff Amber Christine Evan Lloyd Mark Z Bobbi P Dave Nik Need at least one of Geoff and Amber. Subject: NEB. Thanks.

255

Subject: NEW TIME - 3:15 - MEETING: Don Wright, Brad Brohman and Aparna Kurl - Rick

Hansen Foundation Accessibility Certification program

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

Start: Mon 2018-09-24 3:15 PM **End:** Mon 2018-09-24 3:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: 'bbrohman@rickhansen.com'; 'akurl@rickhansen.com'

Good morning – my apologies but we have had to shift this meeting slightly to accommodate a mandatory requirement for Don. Please let me know if the new time does not work for your schedule.

Thanks,

Keira

Subject: NEW TIME - 3:45 - MEETING: Don Wright and Richard Fyfe - check-in

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

Start: Mon 2018-09-24 3:45 PM **End:** Mon 2018-09-24 4:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Fyfe, Richard J AG:EX

Apologies for the slight time-change. Please let me know if there are any scheduling concerns.

Thanks,

Keira

Subject: MEETING: Don and Shelley

Location: Don's Office

Start: Tue 2018-09-25 9:00 AM **End:** Tue 2018-09-25 9:15 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Canitz, Shelley L PREM:EX

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 10:25 AM

To: DM JTT JTT:EX

Subject: Accepted: Weekly call: DM Committee on Trade

Subject: MEETING: Don Wright, Geoff Meggs, Amber Hockin, Christine Kennedy, Evan Lloyd,

Mark Zacharias, Bobbi Plecas, Dave Nikolejsin and James Harvey

Location: Rose Room - 272 West Annex, Parliament Buildings/Christine to call in s.15; s.17

Start: Mon 2018-09-24 2:30 PM **End:** Mon 2018-09-24 3:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Lloyd,

Evan GCPE:EX; Zacharias, Mark ENV:EX; Plecas, Bobbi ENV:EX; Nikolejsin, Dave

EMPR:EX; Harvey, James AG:EX

Resources: PREM Rose Room PREM:EX

Subject: MEETING: Don Wright, Geoff Meggs, Amber Hockin, Christine Kennedy, Evan Lloyd,

Mark Zacharias, Bobbi Plecas, Dave Nikolejsin and James Harvey

Location: Rose Room - 272 West Annex, Parliament Buildings/Dial-in Phone Numbers:

s.15; s.17 ; Participant Conference ID:s.15; s.17 ; Don to moderate - ID:s.15; s.17

#

Start: Mon 2018-09-24 2:30 PM **End:** Mon 2018-09-24 3:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Lloyd,

Evan GCPE:EX; Zacharias, Mark ENV:EX; Plecas, Bobbi ENV:EX; Nikolejsin, Dave

EMPR:EX; Harvey, James AG:EX

Resources: PREM Rose Room PREM:EX

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 10:34 AM

To: Baker, Jelene ENV:EX

Subject: RE: Request for 45 minute meeting - Monday

Hi Jelene,

Apologies but we are strictly confined to the time. I will note that Bobbi will be late.

Thanks,

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

Ph: (250) 356-2206

-----Original Message-----From: Baker, Jelene ENV:EX

Sent: Friday, September 21, 2018 10:33 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for 45 minute meeting - Monday

Hi Keira,

Bobbi is meeting with MLA Weaver until 3pm in the building. Is it possible for the meeting to start later or can Bobbi be late?

Thanks,

Jelene

-----Original Message-----From: Higgins, Keira PREM:EX Sent: September 21, 2018 10:25 AM

To: Faust, Marnie L GCPE:EX < Marnie. Faust@gov.bc.ca>; Gooderham, Coleen E ENV:EX

<Coleen.Gooderham@gov.bc.ca>; Baker, Jelene ENV:EX <Jelene.Baker@gov.bc.ca>; McCann, Meghan EMPR:EX

<Meghan.McCann@gov.bc.ca>; Parrott, Brianna AG:EX <Brianna.Parrott@gov.bc.ca>

Cc: Wade, Debbie PREM:EX < Debbie.Wade@gov.bc.ca > Subject: Request for 45 minute meeting - Monday

Good morning,

Don Wright would like to please request a 45 minute meeting on September 24th with Geoff Meggs, Amber Hockin, Christine Kennedy, Evan Lloyd, Mark Zacharias, Bobbi Plecas, Dave Nikolejsin and James Harvey. The topic of discussion is NEB. A calendar invitation will be coming shortly. Please note, this meeting should be a priority but please let me know if there are irreconcilable scheduling conflicts.

Thanks,

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 10:52 AM

To: Nash, Amber PREM:EX

Cc: Wade, Debbie PREM:EX; McLaren, Chris PREM:EX

Subject: RE: Please include dial in for Don for 2:30 meeting - Sept 25 - thanks.

Hi Amber,

His cell please s.17

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Nash, Amber PREM:EX

Sent: Friday, September 21, 2018 10:50 AM

To: Higgins, Keira PREM:EX

Cc: Wade, Debbie PREM:EX; McLaren, Chris PREM:EX

Subject: RE: Please include dial in for Don for 2:30 meeting - Sept 25 - thanks.

It's just Don who would be calling in – can you provide best number to reach him at?

Amber

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 8:25 AM

To: Nash, Amber PREM:EX; McLaren, Chris PREM:EX

Subject: Please include dial in for Don for 2:30 meeting - Sept 25 - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 10:57 AM

To: s.17

Subject: Accepted: Briefing: Broughton/Fish Farms

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 21, 2018 10:58 AM

To: Meggs, Geoff PREM:EX

Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

From:	Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX		
Sent:	Friday, September 21, 2018 11:10 AM		
То:	Canitz, Shelley L PREM:EX		
Subject:	Declined: Cabinet Issues		
Christine is in a meeting at this time.			

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 11:12 AM

To: Ritchie, CJ CITZ:EX

Subject: Accepted: 12:15 PM Lunch CJ/Christine

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 11:17 AM

To: OOP FOI PREM:EX

Subject: RE: Call for Records OOP-2018-86362 Records Due September 27, 2018

No records.

Keira Higgins, Executive Administrative Coordinator

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

From: OOP FOI PREM:EX

Sent: Friday, September 21, 2018 11:08 AM

To: LP PO Deputy Minister; LP PO Executive Office; LP Premiers Vancouver Office **Subject:** Call for Records OOP-2018-86362 Records Due September 27, 2018

Hello,

Please see the below request and please let me know by September 27th whether or not you have any records:

Canvassed: All Staff

All emails, notes, memos and other communications between the Premier's Office and Brian Zdrilic of the Allied Infrastructure and Related Construction Council of B.C.

(Date Range for Record Search: From 08/01/2017 To 09/06/2018) Date Format is MM/DD/YYYY

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

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 11:22 AM

To: Eckardt, Dana R FLNR:EX **Subject:** RE: Coast Meeting

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Eckardt, Dana R FLNR:EX

Sent: Friday, September 21, 2018 11:22 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Coast Meeting

Boardroom name is 'Port of the World'.

d.

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 8:26 AM

To: Eckardt, Dana R FLNR:EX **Subject:** RE: Coast Meeting

Hi Dana,

The boardroom would be helpful – thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Eckardt, Dana R FLNR:EX

Sent: Thursday, September 20, 2018 4:16 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Coast Meeting

Oh yes....

Pinnacle Hotel Vancouver - 1133 West Hastings Street

Time: 9:30-12:30

I am not sure what boardroom it is in, but can check if you need.

d.

From: Higgins, Keira PREM:EX

Sent: Thursday, September 20, 2018 3:56 PM

To: Eckardt, Dana R FLNR:EX **Subject:** Coast Meeting

Hi Dana,

Do you have any further details about the Coast Meeting in Vancouver on Monday? I still just have holds in Don and Christine's calendars.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 11:26 AM

To: Kennedy, Christine PREM:EX

Subject: RE: PJH meeting

Okay sounds good. I will cancel your overnight on October 4th in Vancouver. Keep me posted on the reschedule and I will book with VCO.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 11:24 AM

To: Higgins, Keira PREM:EX **Subject:** Re: PJH meeting

I will move the Catalyst one, but will have to do that when I talk to Ned directly. Thanks Keira.

Christine

On Sep 21, 2018, at 11:10 AM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi Christine,

PJH has just invited you to a briefing on October 5th which conflicts with MEETING: Christine Kennedy, Fazil Mihlar, James Harvey, Ned Dwyer, Jay G, Leslie Lederer and Tod Dillabough. Please let me know how you wish to proceed.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 11:30 AM

To: s.17

Subject: Accepted: Briefing: BC Hydro/Northern Energy

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 11:31 AM

To: Dixon, Olivia PREM:EX

Subject: FW: Request for boardroom - Sept 14, Oct 5, Oct 26

Hi Olivia,

Please cancel the below booking on October 5th.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, August 17, 2018 11:27 AM

To: Loubert, Danny PREM:EX

Subject: Request for boardroom - Sept 14, Oct 5, Oct 26

Hi Danny,

May I please book meeting rooms as follows for (attendees) Christine Kennedy, Fazil Mihlar, James Harvey, Ned Dwyer, Jay G, Leslie Lederer and Tod Dillabough?

•	In-person meeting (90 minutes)	September 14:	10:30 a.m 12:00 p.m.,	Vancouver Cabinet Office
•	In-person meeting (90 minutes)	October 5	10:30 a.m. – 12:00 p.m.	, Vancouver Cabinet Office
•	In-person meeting (90 minutes)	October 26	10:30 a.m. – 12:00 p.m.	, Vancouver Cabinet Office

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 1:05 PM

To: Wright, Don J. PREM:EX

Subject: Fwd: Urgent message for Mr Wright

Hi Don,

Over to you - thanks.

Sent from my iPhone

Begin forwarded message:

From: < brucerose@apgroup.ca>

Date: September 21, 2018 at 12:43:03 PM PDT

To: <keira.higgins@gov.bc.ca>

Subject: Urgent message for Mr Wright

Hello Keira-

Please get the following to Mr Wright ASAP:

"Hello Mr. Wright. Can we chat briefly today? It would be very important that you are fully briefed and current on the issue beforehand. We have an update on the Ministry's change of direction that has placed everything in imminent risk on October 31st. Thank you."

Please confirm when Mr Wright is on receipt of the message.

Thanks Keira. Have a great weekend.

Bruce

Subject: Canceled: CONFERENCE CALL: Christine Kennedy, Fazil Mihlar, James Harvey, Ned

Dwyer, Jay G, Leslie Lederer and Tod Dillabough

Location: Dial-in Phone Numbers: s.15; s.17 Participant Conference ID:s.15; s.17

Christine to moderate - ID: s.15; s.17

 Start:
 Fri 2018-09-21 1:30 PM

 End:
 Fri 2018-09-21 2:30 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: Mihlar, Fazil JTT:EX; Harvey, James AG:EX

Importance: High

Subject: Canceled: CONFERENCE CALL: Christine Kennedy, Fazil Mihlar, James Harvey, Ned

Dwyer, Jay G, Leslie Lederer and Tod Dillabough

Location: Dial-in Phone Numbers: s.15; s.17 Participant Conference ID: s.15; s.17

Christine to moderate - ID:s.15; s.17

Start: Fri 2018-09-21 1:30 PM **End:** Fri 2018-09-21 2:30 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Kennedy, Christine PREM:EX

Required Attendees: 'Ned.Dwyer@catalystpaper.com'; 's.22

'Leslie.Lederer@catalystpaper.com'; 's.22

Importance: High

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 1:16 PM

To: Kennedy, Christine PREM:EX

Subject: RE: Please Cancel the Ned Dwyer Call at 1:30

Done - thanks.

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

Ph: (250) 356-2206

----Original Message-----

From: Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 11:48 AM

To: Higgins, Keira PREM:EX

Subject: Please Cancel the Ned Dwyer Call at 1:30

I have sent an email note to alert them, but if you could cancel the calendar invite for this week that would be great.

Christine

Subject:MEETING: Don Wright and Becky Denlinger - check-inLocation:Don's Office - room 272 West Annex, Parliament Buildings

Start: Mon 2018-09-24 3:00 PM **End:** Mon 2018-09-24 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Denlinger, Becky EMBC:EX

Changing as per my email. Please let me know if the timing doesn't work.

Thanks,

Keira

Subject: Canceled: MEETING: Don, Geoff, Amber, Christine, Bobbi P, Evan, Lori W, Sage, Dave N

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

 Start:
 Sun 2018-09-23 5:30 PM

 End:
 Sun 2018-09-23 6:30 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Plecas,

Bobbi ENV:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Aaron, Sage PREM:EX;

Nikolejsin, Dave EMPR:EX

Importance: High

Subject: MEETING: Don, Geoff, Amber, Christine, Bobbi P, Evan, Lori W, Sage, Dave N

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

 Start:
 Sun 2018-09-23 5:30 PM

 End:
 Sun 2018-09-23 6:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Plecas,

Bobbi ENV:EX; Lloyd, Evan GCPE:EX; Wanamaker, Lori FIN:EX; Aaron, Sage PREM:EX;

Nikolejsin, Dave EMPR:EX

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 1:34 PM

To: Massy, Michelle E PREM:EX

Subject: RE: Dons binder

Sorry I don't have it.

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

Ph: (250) 356-2206

----Original Message-----

From: Massy, Michelle E PREM:EX

Sent: Friday, September 21, 2018 1:32 PM

To: Higgins, Keira PREM:EX

Subject: Dons binder

Hi Keira - did Don end up taking his binder or is it still with you?

Subject:MEETING: Don Wright and Becky Denlinger - check-inLocation:Don's Office - room 272 West Annex, Parliament Buildings

Start: Mon 2018-10-22 1:00 PM **End:** Mon 2018-10-22 2:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Denlinger, Becky EMBC:EX

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 1:53 PM

To: O'Connor, Lara FIN:EX **Subject:** RE: September 28 - DMC

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: O'Connor, Lara FIN:EX

Sent: Friday, September 21, 2018 1:52 PM

To: Higgins, Keira PREM:EX **Subject:** September 28 - DMC

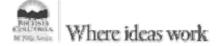
Hello Keira,

DM Wanamaker is unable to attend DMC on September 28th. Shauna Brouwer will attend on her behalf.

Kindly,

Lara O'Connor

Senior Executive Assistant
Office of the Deputy Minister | Ministry of Finance
617 Government Street | Victoria, BC | V8W 9V1



From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 1:59 PM

To: Higgins, Keira PREM:EX

Subject: s.15

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 2:31 PM **To:** Kennedy, Christine PREM:EX

Subject: RE: Message

Hi Christine,

I talked to Paul and he said to send his thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX **Sent:** Friday, September 21, 2018 2:26 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Message

Off. 937-528-3876 | Cel. s.22 | email:

Paul.Einarson@us.ndpaper.com<mailto:Paul.Einarson@us.ndpaper.com>

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 2:22 PM

To: Kennedy, Christine PREM:EX

Subject: RE: Message

I think he gave me the wrong number as it keeps ringing busy. Do you happen to have a number on file for him?

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX **Sent:** Friday, September 21, 2018 2:19 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Message

If you could call him back and let him know I am presently with Legal Services. He will have a letter shortly thereafter!

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 2:16 PM

To: Kennedy, Christine PREM:EX

Subject: Message

Hi Christine,

You received a call from Paul Einarson. He said you would know what it is regarding. His number is \$.22

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 2:34 PM

To: Miller, Amy PREM:EX

Subject: New Time Proposed: NEW DATE/TIME - MEETING: Christine, Amy, Donnie

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 2:34 PM

To: Miller, Amy PREM:EX
Subject: Declined: Weekly check-in

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 2:47 PM

To: Miller, Amy PREM:EX

Subject: Accepted: MEETING: Christine, Amy, Donnie

> Bruce

From: Higgins, Keira PREM:EX Sent: Friday, September 21, 2018 2:49 PM To: 'brucerose@apgroup.ca' Subject: RE: Urgent message for Mr Wright Hi Bruce, As long as my out of office is not on, you can be assured that any messages for Don are passed along to him. Thank you, Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: brucerose@apgroup.ca [mailto:brucerose@apgroup.ca] Sent: Friday, September 21, 2018 2:12 PM To: Higgins, Keira PREM:EX Subject: Re: Urgent message for Mr Wright Keira - Just wanted to ensure that you received my email. Thx. > On Sep 21, 2018, at 12:43 PM, Bruce Rose <brucerose@apgroup.ca> wrote: > > Hello Keira-> Please get the following to Mr Wright ASAP: > "Hello Mr. Wright. Can we chat briefly today? It would be very important that you are fully briefed and current on the issue beforehand. We have an update on the Ministry's change of direction that has placed everything in imminent risk on October 31st. Thank you." > > Please confirm when Mr Wright is on receipt of the message. > Thanks Keira. Have a great weekend.

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 2:53 PM

To: Canitz, Shelley L PREM:EX Subject: Declined: Cabinet Issues

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 2:53 PM

To: McCann, Meghan EMPR:EX; Hunt, Melanie EMPR:EX; Gooderham, Coleen E ENV:EX;

Larkin, Brenda FLNR:EX; Youell, Brandie IRR:EX; Jensen, Diane A EMPR:EX

Subject: RE: Sept.28 DM/CAPP meeting agenda

Thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: McCann, Meghan EMPR:EX

Sent: Friday, September 21, 2018 2:44 PM

To: Higgins, Keira PREM:EX; Hunt, Melanie EMPR:EX; Gooderham, Coleen E ENV:EX; Larkin, Brenda FLNR:EX; Youell,

Brandie IRR:EX; Jensen, Diane A EMPR:EX **Subject:** Sept.28 DM/CAPP meeting agenda

Good afternoon,

Please see the attached agenda for next Friday's meeting, thanks.

Meghan McCann

Senior Executive Assistant to Deputy Minister Dave Nikolejsin

Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources

Direct: 250 952-0504

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 3:04 PM

To: Wright, Don J. PREM:EX

Subject:OmbudspersonAttachments:Scan_20180921.pdf

Hi Don,

I just wanted to make you aware that we have received the attached correspondence from the Ombudsperson. The hardcopy and report are in your office.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: KHIGGINS [mailto:Keira.Higgins@gov.bc.ca]

Sent: Friday, September 21, 2018 3:02 PM

To: Higgins, Keira PREM:EX

Subject: Scan From < Device Name>

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 3:08 PM

To: Fraser, Agnes EMBC:EX

Cc: Woodcock, Danielle EMBC:EX

Subject: RE: CONFIRMED TIME - BECKY DENLINGER - Request for 1 hour meeting - Sept 24 -

1:30-4:30

Okay, please send a calendar invite.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Fraser, Agnes EMBC:EX

Sent: Friday, September 21, 2018 3:06 PM

To: Higgins, Keira PREM:EX **Cc:** Woodcock, Danielle EMBC:EX

Subject: RE: CONFIRMED TIME - BECKY DENLINGER - Request for 1 hour meeting - Sept 24 - 1:30-4:30

That will be great Keira

Thank you, Agnes

From: Higgins, Keira PREM:EX Sent: September 21, 2018 3:03 PM

To: Fraser, Agnes EMBC:EX < Agnes. Fraser@gov.bc.ca>

Subject: RE: CONFIRMED TIME - BECKY DENLINGER - Request for 1 hour meeting - Sept 24 - 1:30-4:30

Hi Agnes,

His only availability is on September 27th at 9:00.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Fraser, Agnes EMBC:EX

Sent: Friday, September 21, 2018 3:01 PM

To: Higgins, Keira PREM:EX

Subject: RE: CONFIRMED TIME - BECKY DENLINGER - Request for 1 hour meeting - Sept 24 - 1:30-4:30

Hi Keira,

Becky has flagged that she needs to meet with Don 20-30 minutes to discuss the Abbott Chapman report recommendations, the Seismic monitoring and EQ early warning system, and the EPA modernization.

Would you be able to find some time next week?

Agnes

From: Higgins, Keira PREM:EX Sent: September 21, 2018 1:36 PM

To: Fraser, Agnes EMBC:EX < Agnes. Fraser@gov.bc.ca >

Subject: RE: CONFIRMED TIME - BECKY DENLINGER - Request for 1 hour meeting - Sept 24 - 1:30-4:30

Hi Agnes,

How about Oct 22nd at 1:00?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Fraser, Agnes EMBC:EX

Sent: Friday, September 21, 2018 1:31 PM

To: Higgins, Keira PREM:EX

Subject: RE: CONFIRMED TIME - BECKY DENLINGER - Request for 1 hour meeting - Sept 24 - 1:30-4:30

Hi Keira,

Sorry for the delay in responding.

Becky will be away in Quebec between October 10-12 in a conference.

I noticed that Sept 24th got rescheduled to 3:00pm – was this correct? Or would you still want to move to another date.

Thank you

Agnes

From: Higgins, Keira PREM:EX

Sent: September 21, 2018 10:16 AM

To: Fraser, Agnes EMBC:EX < Agnes. Fraser@gov.bc.ca >

Subject: RE: CONFIRMED TIME - BECKY DENLINGER - Request for 1 hour meeting - Sept 24 - 1:30-4:30

Morning Agnes,

My sincere apologies but a mandatory meeting has come up in Don's calendar on Monday and as such we will need to reschedule the 1 hour check in. Might October 12th at 3:00 work for Becky?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Barnes, Renee A EMBC:EX

Sent: Thursday, August 16, 2018 3:10 PM

To: Higgins, Keira PREM:EX **Cc:** Adsit, Charlene EMBC:EX

Subject: CONFIRMED TIME - BECKY DENLINGER - Request for 1 hour meeting - Sept 24 - 1:30-4:30

Hi Keira,

The following time frame works great:

September 24th – between 1:30-4:30

If you would kindly send an invite, that would be great.

Many thanks, Renee

Renee Barnes | A/Manager, Executive Operations
Office of the Deputy Minister, Emergency Management BC
Ministry of Public Safety and Solicitor General
Suite 4B, 940 Blanshard St, Victoria BC V8W 9T5
Office: 250-356-0840 Mobile: 250-886-2944

Acknowledging the Lekwungen People whose land I am grateful to work, live and grow on.



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From: Higgins, Keira PREM:EX

Sent: Thursday, August 16, 2018 13:28

To: Barnes, Renee A EMBC:EX

Subject: FW: Request for 1 hour meeting

Hi Renee,

Don would like to please schedule a 1 hour touch base meeting with Becky. Might she have time at one of the below options?

September 24th – between 1:30-4:30 September 25th – between 10:30-12:00 September 27th – between 2:30-4:00

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 21, 2018 3:14 PM

To: Denlinger, Becky EMBC:EX

Subject: Accepted: Update: Don Wright / Becky Denlinger

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 3:20 PM

To: Wright, Don J. PREM:EX

Subject: Accepted: MEETING: Don Wright, Geoff Meggs, Amber Hockin, Christine Kennedy,

Evan Lloyd, Mark Zacharias, Bobbi Plecas, Dave Nikolejsin and James Harvey - NEB

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 21, 2018 3:35 PM

To: s.17

Subject: Declined: Cabinet Briefing

Don is at the Coast meeting in Vancouver.

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 5:50 PM

To: Wensink, Alison PREM:EX

Subject: Re: For Monday - Meeting with Suzanne

Thanks Alison! Why are you still there?! Go home and enjoy your weekend.

Sent from my iPhone

On Sep 21, 2018, at 5:27 PM, Wensink, Alison PREM:EX < Alison.Wensink@gov.bc.ca > wrote:

Hi Keira,

Suzanne has asked if it's possible for her to have a meeting with Don at 4:45pm on Monday. I said I would pass it on to you as it's quite late in the day and am not sure what time he is leaving that day.

Thanks so much!

Alison Wensink, Executive Administrative Coordinator

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

Phone: (250) 387-2987

From: Higgins, Keira PREM:EX

Sent: Sunday, September 23, 2018 11:09 AM

To: MacMillan, Elizabeth PREM:EX

Subject: Re: Agenda's participation by phone

Sounds good - thanks for the heads up.

Sent from my iPhone

On Sep 22, 2018, at 7:25 PM, MacMillan, Elizabeth PREM:EX < Elizabeth.MacMillan@gov.bc.ca > wrote:

Hello Keira – I would like to participate in Tuesday's Agendas mtg from 9:30 to 10 a.m. by telephone.

Thank-you

Elizabeth

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 5:51 PM **To:** Kennedy, Christine PREM:EX

Subject: Re: Scheduling Things (for next week)

Okay will do - thanks.

Sent from my iPhone

On Sep 21, 2018, at 4:27 PM, Kennedy, Christine PREM:EX < Christine.Kennedy@gov.bc.ca > wrote:

Nothing to do for now!! Next week could you:

- Advise that I can't go to DMCEM. I will check with DW if it is okay to ask Becky if she would
 mind Amy sitting in. Some of these meetings are more fussy about the level of attendee, but I
 don't think Becky generally is. Will advise if he says it is okay.
- I will need to do other things on Weds afternoon in Vancouver, so I will probably give TB a miss. If there are later Helijets, could I shift to the latest one.

Christine Kennedy

Office of the Premier, Deputy Minister's Office 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 Page 726 of 973

Withheld pursuant to/removed as

s.22

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 7:36 AM

To: Mulloy, Eleanor PREM:EX

Subject: Re: This morning

Sounds good. See you soon!

Sent from my iPhone

> On Sep 24, 2018, at 7:26 AM, Mulloy, Eleanor PREM:EX < Eleanor.Mulloy@gov.bc.ca > wrote:

>

> Good morning! s.22 in her calendar.

so will be in at about 930. I reminded Suzanne on Friday and it is

>

> Sent from my iPhone

Subject: MEETING: Don and Suzanne

Location: Don's Office at VCO

Start: Wed 2018-09-26 2:00 PM **End:** Wed 2018-09-26 2:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Christensen, Suzanne PREM:EX (Suzanne.Christensen@gov.bc.ca)

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Monday, September 24, 2018 8:20 AM

To: Wright, Don J. PREM:EX
Subject: Accepted: Check in on Plan

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Monday, September 24, 2018 8:34 AM

To: O'Connor, Lara FIN:EX **Subject:** RE: Check in on Plan

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

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

----Original Appointment----

From: O'Connor, Lara FIN:EX On Behalf Of Wanamaker, Lori FIN:EX

Sent: Monday, September 24, 2018 8:33 AM

To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX

Subject: Tentative: Check in on Plan

When: Wednesday, September 26, 2018 5:30 PM-6:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: s.15; s.17 Participants Number s.15; s.17

DM Wanamaker will be at Long Service Awards events.

From:	Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX
Sent:	Monday, September 24, 2018 8:40 AM
To:	Denlinger, Becky EMBC:EX
Subject:	Tentative: DMCEM
Apologies but Christi	ne is not available to participate.
Thanks,	
Keira	

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Monday, September 24, 2018 8:56 AM

To: JTT CSSP Secretariat JTT:EX

Subject: Accepted: 1:00 PM DMC SSP

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Monday, September 24, 2018 8:56 AM

To: JTT CSSP Secretariat JTT:EX
Subject: Declined: 1:00 PM DMC SSP

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 8:57 AM

To: Duncan, Kate EMPR:EX

Subject: RE: Rose Room

Hi Kate,

Just buzz in at the West Annex and they will let you in.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Duncan, Kate EMPR:EX

Sent: Monday, September 24, 2018 8:50 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

Good Morning Keira,

Just a quick question, I do not believe I have access to west annex, do I just enter with security at the front door and they will let me in?

Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 3:34 PM

To: Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>

Subject: RE: Rose Room

Hi Kate,

I have booked it at 10:30 for the test.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 3:31 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

Is it possible to get into the Rose room on Monday morning at some point just to test the technology out?

Let me know Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 2:51 PM

To: Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>

Subject: RE: Rose Room

Hi Kate,

It is available and I will book it but we do not provide tech assistance. You must request tech support for any meetings using video in the Rose Room.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 2:49 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

We are looking at the 27th of September from 3-3:30

Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 2:48 PM

To: Duncan, Kate EMPR:EX < Kate.Duncan@gov.bc.ca >

Subject: RE: Rose Room

Hi Kate,

What date and time is she hoping to book it?

Thank,

Keira Higgins, Executive Administrative Coordinator

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

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 2:44 PM

To: Higgins, Keira PREM:EX **Subject:** Rose Room

Hello,

I was told to reach out to you from Prem Tech. Minister Mungall is having a meeting next week and it has been requested that it be a video conference call. Is the Rose room available to be used for this purpose, I hear it has the technology.

Let me know Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 9:09 AM

To: Kennedy, Christine PREM:EX

Subject: RE: Scheduling Things (for next week)

Morning,

The later flights on Wednesday are fully booked so you have been waitlisted for the 5:45 and 6:45.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX

Sent: Friday, September 21, 2018 4:27 PM

To: Higgins, Keira PREM:EX

Subject: Scheduling Things (for next week)

Nothing to do for now!! Next week could you:

- Advise that I can't go to DMCEM. I will check with DW if it is okay to ask Becky if she would mind Amy sitting
 in. Some of these meetings are more fussy about the level of attendee, but I don't think Becky generally is. Will
 advise if he says it is okay.
- I will need to do other things on Weds afternoon in Vancouver, so I will probably give TB a miss. If there are later Helijets, could I shift to the latest one.

Christine Kennedy

Office of the Premier, Deputy Minister's Office 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 9:20 AM

To: McCann, Meghan EMPR:EX Subject: RE: 2:30pm meeting today

Hi Meghan,

Noted, thanks. Will Peter be participating on Dave's behalf?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: McCann, Meghan EMPR:EX

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

To: Higgins, Keira PREM:EX **Subject:** 2:30pm meeting today

Hi Keira,

FYI Dave asked I forward the invite to Peter Pokorny, thanks.

Meghan McCann

Senior Executive Assistant to Deputy Minister Dave Nikolejsin

Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources

Direct: 250 952-0504

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 9:40 AM

To: Wright, Don J. PREM:EX

Subject: RE: Meeting?

Okay perfect[©]

Keira Higgins, Executive Administrative Coordinator

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

From: Wright, Don J. PREM:EX

Sent: Monday, September 24, 2018 9:39 AM

To: Higgins, Keira PREM:EX **Subject:** Re: Meeting?

Hi Keira,

Good catch. I want to go ahead with the Agendas meeting, so Maureen and I will go from 8:20-9:30.

s.22

Don

Sent from my iPhone

On Sep 24, 2018, at 9:17 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi Don,

I just wanted to double check that you are okay to go without Agendas this week as that is your 9:30 meeting on Tuesday?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Wright, Don J. PREM:EX

Sent: Monday, September 24, 2018 9:11 AM

To: Maureen Maloney **Cc:** Higgins, Keira PREM:EX **Subject:** Re: Meeting?

Hi Maureen,

Yes it was quite a lovely event. I was so happy for Andrew.

I could rearrange my schedule and could meet you between 8:20-9:45. Do you want to just come to my office?

Keira, I will just pass on the usual morning meetings starting at 8:30 so that Maureen and I can meet.

Thanks.

Don

Sent from my iPhone

On Sep 23, 2018, at 4:17 PM, Maureen Maloney < maureen maloney@sfu.ca > wrote:

Hi Don,

Good to see you last Wednesday evening. What a lovely event.

You mentioned that we should connect over my upcoming task.

This is a longshot I know but I am meeting with Lori between 10 and noon on Tuesday.

If you were free between 8.20 and 9.45 am that morning or between 12.30 and 2.30 that afternoon it would be good to talk with you.

We can of course also connect by phone or when you are next in Vancouver or I am in Victoria.

Best wishes, Maureen

Subject: MEETING: Don and Shelley

Location: Don's Office

 Start:
 Tue 2018-09-25 2:00 PM

 End:
 Tue 2018-09-25 2:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Canitz, Shelley L PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Monday, September 24, 2018 9:41 AM

To: Meggs, Geoff PREM:EX

Subject: Declined: Senior Staff Meeting

Apologies, Don is not available to participate tomorrow.

Thanks,

Keira

Subject: 8:20 - MEETING: Don Wright and Maureen Maloney

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

Start: Tue 2018-09-25 8:20 AM **End:** Tue 2018-09-25 9:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** maureen_maloney@sfu.ca

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 9:54 AM

To: Canitz, Shelley L PREM:EX; Shortt, Amanda PREM:EX; Mulloy, Eleanor PREM:EX;

Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Christensen, Suzanne PREM:EX

Subject: RE: may be a bit early but

s.22

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Canitz, Shelley L PREM:EX

Sent: Monday, September 24, 2018 9:53 AM

To: Shortt, Amanda PREM:EX; Mulloy, Eleanor PREM:EX; Wensink, Alison PREM:EX; Higgins, Keira PREM:EX; Hendry,

Jackie PREM:EX; Christensen, Suzanne PREM:EX

Subject: may be a bit early but

s.22 Heading out on a short errand.

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 10:15 AM

To: Kennedy, Christine PREM:EX **Subject:** FW: DMWGCG materials - Sept 24

FYI

Keira Higgins, Executive Administrative Coordinator

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

From: Cameron, Tara D ENV:EX

Sent: Monday, September 24, 2018 10:13 AM

To: Kwan, Shirley JTT:EX; Higgins, Keira PREM:EX; McCann, Meghan EMPR:EX; Stewart, Lori JTT:EX; Faust, Marnie L

GCPE:EX; Genzale, Morgan MAH:EX; Whitford, Kelly M AEST:EX; Lewthwaite, Jennifer TRAN:EX

Cc: Baker, Jelene ENV:EX; Ireland, Shannon L ENV:EX

Subject: RE: DMWGCG materials - Sept 24

Good morning, 2 additional documents have been posted to the s/p site. For those coming in person, we will display them on the screen and will have a few hard copies in the room. Again, my apologies for the delay in getting these out.

Thank you, Tara

From: Cameron, Tara D ENV:EX Sent: September 21, 2018 4:52 PM

To: Kwan, Shirley JTT:EX; Higgins, Keira PREM:EX; McCann, Meghan EMPR:EX; Stewart, Lori JTT:EX; Faust, Marnie L

GCPE:EX; Genzale, Morgan MAH:EX; Whitford, Kelly M AEST:EX; Lewthwaite, Jennifer TRAN:EX

Cc: Baker, Jelene ENV:EX; Ireland, Shannon L ENV:EX

Subject: DMWGCG materials - Sept 24

Good afternoon, my apologies for the lateness of this email. The agenda for Monday's meeting has been <u>posted</u>. If your DM is sending an alternate to Monday's meeting, their alternate also has access. There will be additional materials posted on Monday morning and we will have hard copies for those attending in person. Can you please let your DM (or alternate) know. Please let me know if there are any access issues.

Have a great weekend!

Thank you, Tara

Tara Cameron
Manager, Executive Operations
Deputy Minister's Office
Climate Change
778-698-4842 (office)
250-507-0124 (cell)

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 10:20 AM

To: Chandler, Alex FIN:EX

Subject: RE: Attendance Survey - September 26 Treasury Board

H Alex,

Christine will not be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Chandler, Alex FIN:EX

Sent: Friday, September 21, 2018 4:46 PM

To: Bain, Don PREM:EX; Brown, Dawn A PREM:EX; Connor, Tamara LASS:EX; Duncan, Kate EMPR:EX; Gibbs, Robb GCPE:EX; Giesbrecht, Mandy FIN:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Kang, Gurbrinder LASS:EX; Madevon, Solenn LASS:EX; Massy, Michelle E PREM:EX; Mulloy, Eleanor PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Spilker, Robyn FIN:EX; Taylor, Kathy J LASS:EX; White, Christine MAH:EX

Subject: Attendance Survey - September 26 Treasury Board

Importance: High

The next Treasury Board meeting is scheduled for September 26 at the Vancouver Cabinet Office Please confirm your Officials attendance by noon Monday September 24.

Treasury Board

Wednesday, September 26, 2018 1:00 p.m. – 4:00 p.m.

Alex Chandler

Executive Director Treasury Board Staff Ministry of Finance

Tel: 778-698-1542 | Fax: 250-356-7624

E-mail: alex.chandler@gov.bc.ca

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From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Monday, September 24, 2018 10:23 AM

To: Denlinger, Becky EMBC:EX

Subject: Declined: DMCEM

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 11:10 AM

To: Witter, Allison PREM:EX; Mulloy, Eleanor PREM:EX

Subject: FW: UBCM Convention Bulletin #6

Hi Ladies,

Just a heads up to book your hotels for UBCM next year. A little early still for most hotels but I got a good Govt rate at s.15 and will just check in with s.15 next year to see if anything comes available.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Union of BC Municipalities [mailto:convention@ubcm.ca]

Sent: Monday, September 24, 2018 10:50 AM

To: Higgins, Keira PREM:EX

Subject: UBCM Convention Bulletin #6

Having trouble viewing this e-mail? Click here



Page 750 of 973

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Union of BC Municipalities, 60 - 10551 Shellbridge Way, Richmond, BC V6X 2W9 Canada

SafeUnsubscribe™ keira.higgins@gov.bc.ca

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Sent by convention@ubcm.ca in collaboration with



Try it free today

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 11:17 AM

To: Kennedy, Christine PREM:EX

Subject: Fwd: Important update from Helijet!

You made the 6:45 waitlist on Wednesday.

Sent from my iPhone

Begin forwarded message:

From: passengerservices@helijet.com>

Date: September 24, 2018 at 10:58:18 AM PDT

To: <<u>keira.higgins@gov.bc.ca</u>>

Subject: Important update from Helijet!



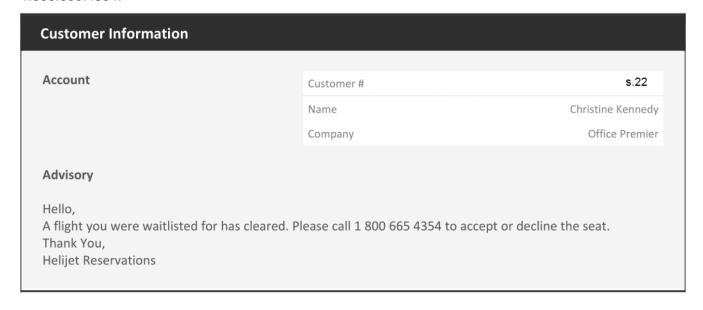
This is an important update from Helijet.

Hello,

A flight you were waitlisted for has cleared. Please call 1 800 665 4354 to accept or decline the seat. Thank You,

Helijet Reservations

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.



Booking #s.22

Wednesday, September	26,	2018
----------------------	-----	------

731

18:45 Vancouver Harbour (Downtown)
19:20 Victoria Harbour (Downtown)

35 minutes

Confirmed WL Cleared

1 Passengers - Off-Peak

. Christine Kennedy, Female

Add to Calendar

Invoice #328000	
FARE-YWH-Full_Summer - 2018	\$219.05
+ GST	\$10.95
Billing	\$219.05
Taxes	\$10.95
Grand Total	\$230.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure

will also result in the cancellation of any onward and/or return reservations

(additional cancellation fees may apply)

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 11:32 AM

To: Duncan, Kate EMPR:EX

Subject: RE: Rose Room

Hi Kate,

It is free at 3:45.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Duncan, Kate EMPR:EX

Sent: Monday, September 24, 2018 11:31 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

HI Keira,

Is the Rose room available for about 15 minutes this afternoon? We need to do another test run.

Let me know Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 3:34 PM

To: Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>

Subject: RE: Rose Room

Hi Kate,

I have booked it at 10:30 for the test.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 3:31 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

Is it possible to get into the Rose room on Monday morning at some point just to test the technology out?

Let me know Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 2:51 PM

To: Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>

Subject: RE: Rose Room

Hi Kate,

It is available and I will book it but we do not provide tech assistance. You must request tech support for any meetings using video in the Rose Room.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 2:49 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

We are looking at the 27th of September from 3-3:30

Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 2:48 PM

To: Duncan, Kate EMPR:EX < Kate.Duncan@gov.bc.ca >

Subject: RE: Rose Room

Hi Kate,

What date and time is she hoping to book it?

Thank,

Keira Higgins, Executive Administrative Coordinator

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

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 2:44 PM

To: Higgins, Keira PREM:EX **Subject:** Rose Room

Hello,

I was told to reach out to you from Prem Tech. Minister Mungall is having a meeting next week and it has been requested that it be a video conference call. Is the Rose room available to be used for this purpose, I hear it has the technology.

Let me know Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 12:11 PM

To: Dixon, Olivia PREM:EX

Subject: RE: Request for small office space

Great, thank you!

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Monday, September 24, 2018 12:11 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for small office space

Hi Keira,

Absolutely! Don's office should be available today. If he does make a surprise appearance, Christine is more than welcome to use one of the other spaces I have available.

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX

Sent: September 24, 2018 12:01 PM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>

Subject: Request for small office space

Hi Olivia,

Do you have a small private office space that Christine could use (perhaps Don's Office) from 1:30-3:15 today?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 12:37 PM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for Cabinet meeting October 03, 2018

Hi Dawn,

Don and Christine will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 24, 2018 12:36 PM

To: Aaron, Sage PREM:EX; Addo, Wolfgang AG:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Christensen, Suzanne PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duquay, Ilene JTT:EX; Duncan, Kate EMPR:EX; Richards, Erin PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Garnier, Jack LBR:EX; Gervais, Dominique CITZ:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Grant, Lisa MAH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Hrenyk, Alvssa PSSG:EX; Hubley, Holly AEST:EX; Hunt, Charlotte PSSG:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Larson, Lori MMHA:EX; Leppard, Brianna AGRI:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Newhook, Kelly TAC:EX; O'Connor, Lara FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Saadati, Negin FIN:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Stone, Lynne TRAN:EX; Talbot, Sarena GCPE:EX; Van Wensem, Casey SDPR:EX; Wade, Debbie PREM:EX; Walters, Hailey JTT:EX; Waters, Leah TRAN:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Dubuc, Michelle PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for Cabinet meeting October 03, 2018

Importance: High

Good afternoon.

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

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

CABINET

Wednesday, October 03, 2018

9:00 a.m. - 11:30 a.m. Chambers

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 12:38 PM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for SSP meeting October 01, 2018

Hi Dawn,

Don and Christine will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Brown, Dawn A PREM:EX

Sent: Monday, September 24, 2018 12:37 PM

To: Banh, Lindsay EDUC:EX; Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duguay, Ilene JTT:EX; Duncan, Kate EMPR:EX; Farmer, Leila PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Higgins, Keira PREM:EX; Hill, Robert EMPR:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Leppard, Brianna AGRI:EX; Loubert, Danny PREM:EX; Ma, Tiffany J FIN:EX; Madevon, Solenn LASS:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Papik, Stephanie PREM:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Walters, Hailey JTT:EX; Waters, Leah TRAN:EX; White, Christine MAH:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Dubuc, Michelle PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for SSP meeting October 01, 2018

Importance: High

Good afternoon,

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

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

SSP

Monday, October 01, 2018 4:00 p.m. – 6:00 p.m. Chambers

Thank you,

Dawn A. Brown

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 12:38 PM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for SI meeting October 01, 2018

Hi Dawn,

Christine will NOT be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 24, 2018 12:37 PM

To: Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Connor, Tamara LASS:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Farmer, Leila PREM:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harrison, Veronica EDUC:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Hrenyk, Alyssa PSSG:EX; Hunt, Charlotte PSSG:EX; Kang, Gurbrinder LASS:EX; Kennedy, Christine PREM:EX; Kovacs, Teresa LCLB:EX; Larson, Lori MMHA:EX; Loubert, Danny PREM:EX; MacLennan, Alex FIN:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Papik, Stephanie PREM:EX; Pommelet, Lisa EMPR:EX; Reid, Heidi FIN:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Talbot, Sarena GCPE:EX; Virk, Rajmeet LASS:EX; Wade, Debbie PREM:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Dubuc, Michelle PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for SI meeting October 01, 2018

Importance: High

Good afternoon,

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

If requesting leave, please contact Valerie McKnight, and CC: Charlotte Powell, and myself for the attendance survey.

SI

Monday, October 01, 2018 6:45 p.m. – 8:45 p.m. Chambers

Thank you,

Dawn A. Brown
Cabinet Operations | Office of the Premier

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 12:39 PM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for HWG meeting October 02, 2018

Hi Dawn,

Christine will be in attendance. Don will NOT.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 24, 2018 12:37 PM

To: Andrade, Ana MAH:EX; Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Connor, Tamara LASS:EX; Cooling, Karen LBR:EX; Dixon, Olivia PREM:EX; Duguay, Ilene JTT:EX; Farmer, Leila PREM:EX; Gedney, Vanessa R MAH:EX; Genzale, Morgan MAH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Kennedy, Christine PREM:EX; Kesteven, Torey LASS:EX; Larson, Lori MMHA:EX; Lennox, Brenda PREM:EX; Loubert, Danny PREM:EX; MacLennan, Alex FIN:EX; Madevon, Solenn LASS:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDPR:EX; Moran, Jennifer OHCS:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Robb, Amanda JTT:EX; Robinson, Jon PREM:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Viveiros, Natalia MAH:EX; Wade, Debbie PREM:EX; Waters, Leah TRAN:EX; White, Christine MAH:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Dubuc, Michelle PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for HWG meeting October 02, 2018

Importance: High

Good afternoon,

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

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

HWG

Tuesday, October 02, 2018 1:30 p.m. – 3:30 p.m. Chambers

Thank you,

Dawn A. Brown

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 12:39 PM

To: Brown, Dawn A PREM:EX

Subject: RE: Attendance confirmation for PA meeting October 04, 2018

Hi Dawn,

Don and Christine will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Monday, September 24, 2018 12:38 PM

To: Brown, Dawn A PREM:EX; Dixon, Olivia PREM:EX; Farmer, Leila PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Giuliano, Angela LASS:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; O'Connor, Lara FIN:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Saadati, Negin FIN:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Talbot, Sarena GCPE:EX; Virk, Rajmeet LASS:EX; Walters, Hailey JTT:EX; Wanamaker, Lori FIN:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX **Cc:** Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Dubuc, Michelle PREM:EX; Gervais, Monica PREM:EX; Hanna,

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Dubuc, Michelle PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Klus, Arianna PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Mills, Daphna PREM:EX; Powell, Charlotte PREM:EX

Subject: Attendance confirmation for PA meeting October 04, 2018

Importance: High

Good afternoon,

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

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

$\mathbf{P}\mathbf{A}$

Thursday, October 04, 2018 2:00 p.m. – 4:00 p.m. Chambers

Thank you,

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 12:41 PM

To: Wade, Debbie PREM:EX

Subject: RE: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker,

Suzanne Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron, Amber

Hockin - Agendas

All good©

Keira Higgins, Executive Administrative Coordinator

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

From: Wade, Debbie PREM:EX

Sent: Monday, September 24, 2018 12:40 PM

To: Higgins, Keira PREM:EX **Cc:** Wright, Don J. PREM:EX

Subject: RE: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen,

Christine Kennedy, Elizabeth MacMillan, Sage Aaron, Amber Hockin - Agendas

Oh I'm sorry Keira! It is there! THANKS!

Debbie Wade Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier 250-356-2785

From: Higgins, Keira PREM:EX On Behalf Of Wright, Don J. PREM:EX

Sent: Monday, September 24, 2018 12:36 PM

To: Wade, Debbie PREM:EX

Subject: RE: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne Christensen,

Christine Kennedy, Elizabeth MacMillan, Sage Aaron, Amber Hockin - Agendas

There is a conference call #.

Keira Higgins, Executive Administrative Coordinator

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

----Original Appointment----

From: Wade, Debbie PREM:EX On Behalf Of Meggs, Geoff PREM:EX

Sent: Monday, September 24, 2018 12:34 PM

To: Wensink, Alison PREM:EX; Higgins, Keira PREM:EX

Subject: Accepted: MEETING: Don Wright, Geoff Meggs, Evan Lloyd, Robb Gibbs, Lori Wanamaker, Suzanne

Christensen, Christine Kennedy, Elizabeth MacMillan, Sage Aaron, Amber Hockin - Agendas

When: Tuesday, September 25, 2018 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: Don's Office - room 272 West Annex, Parliament Buildings/Dial-in Phone Numbers: 8.15; s.17 ; Participant

Conference ID: s.15; s.17

Hi Keira Don and Amber will need to call into this meeting. Can you please provide a conference call #.

Thanks!

Subject: MEETING: Don and Suzanne

Location: Don's Office at VCO

Start: Wed 2018-09-26 1:00 PM **End:** Wed 2018-09-26 1:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Christensen, Suzanne PREM:EX

Subject: MEETING: Don Wright, David Austin and The Clean Energy Association (names TBC)

Location: Premier's Vancouver Office - Suite 740-999 Canada Place, Vancouver BC

Start: Wed 2018-09-26 2:00 PM **End:** Wed 2018-09-26 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:Wright, Don J. PREM:EXRequired Attendees:DAustin@cwilson.com

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 3:30 PM

To: Canitz, Shelley L PREM:EX; Shortt, Amanda PREM:EX; Mulloy, Eleanor PREM:EX;

Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX; Christensen, Suzanne PREM:EX

Subject: RE: Is it mine? is it yours?

None of it is mine.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Canitz, Shelley L PREM:EX

Sent: Monday, September 24, 2018 3:29 PM

To: Shortt, Amanda PREM:EX; Mulloy, Eleanor PREM:EX; Wensink, Alison PREM:EX; Higgins, Keira PREM:EX; Hendry,

Jackie PREM:EX; Christensen, Suzanne PREM:EX

Subject: Is it mine? is it yours?

Hello all – whilst peering into the freezer today, I see some things that could be mine.....or they could belong to one of you. Just so I don't take/eat your belongings, would you let me know if you own

- Whatever is in the tinfoil
- Some soup or something in the storage container with the blue lid
- A bun or something in a small white bag
- 2 reusable freezer blocks

Cannot remember a thing

S

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 25, 2018 9:38 AM

To: Zacharias, Mark ENV:EX

Subject: Accepted: CONFERENCE CALL: Don, Mark and John Allan - Caribou/PR

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 9:47 AM

To: Gooderham, Coleen E ENV:EX

Subject: RE: Request: Meeting with Don W/John A/Mark Z

Yes - thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Gooderham, Coleen E ENV:EX

Sent: Tuesday, September 25, 2018 9:47 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request: Meeting with Don W/John A/Mark Z

Hi yes did you receive it this time?

Thank you

Coleen

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 9:41 AM

To: Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>

Cc: Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>
Subject: RE: Request: Meeting with Don W/John A/Mark Z

Hi Coleen,

Something weird happened with the invite and it disappeared from Don's calendar. Could you please re-add him to the invite and resend?

Thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 9:29 AM

To: Gooderham, Coleen E ENV:EX **Cc:** Larkin, Brenda FLNR:EX

Subject: RE: Request: Meeting with Don W/John A/Mark Z

Sorry, Don is fully booked.

Keira Higgins, Executive Administrative Coordinator

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

From: Gooderham, Coleen E ENV:EX

Sent: Tuesday, September 25, 2018 9:29 AM

To: Higgins, Keira PREM:EX

Cc: Gooderham, Coleen E ENV:EX; Larkin, Brenda FLNR:EX **Subject:** Request: Meeting with Don W/John A/Mark Z

Hi

Is there any way we can extend the call tomorrow at 1:30-2:00 to 1:30-2:15 for an extra 15 mins.

Mark wants to discuss Professional Reliance as well as Caribou.. and if Caribou does not use up the whole 30 then they could sneak in PR but.. would like an extra 15 just in case.

Doable?

Thank you



Coleen Gooderham

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 25, 2018 9:48 AM

To: Zacharias, Mark ENV:EX

Subject: Accepted: Conf Call: with Don W re Caribou/PR

From: Higgins, Keira PREM:EX Sent: Tuesday, September 25, 2018 10:41 AM To: Dixon, Olivia PREM:EX Subject: RE: Meeting room - Sept 26 Hi Olivia, This is for Don Wright. Thanks, Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: Dixon, Olivia PREM:EX Sent: Tuesday, September 25, 2018 9:58 AM To: Higgins, Keira PREM:EX Subject: RE: Meeting room - Sept 26 Good morning Keira, I have a pre-briefing space booked for Minister Bains from 1:15PM - 3:45PM that has a computer in it. Also, can you please send me the list of confirmed attendees for the Minister's meeting at 1:30PM - 2PM. Warmest regards, Olivia Dixon | Administrative Assistant Vancouver Cabinet Office | Office of the Premier P: 604-775-1600 | M: 604-818-1484 E: Olivia.Dixon@gov.bc.ca This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you. ----Original Message-----From: Higgins, Keira PREM:EX

Sent: September 25, 2018 8:27 AM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>

Subject: Meeting room - Sept 26

Hi Olivia,

Please advise if the meeting room Don is booked in for the Sept 26th meeting at 2:00 has a computer in it.

Thanks,

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

Ph: (250) 356-2206

----Original Message-----

From: David Austin [mailto:DAustin@cwilson.com] Sent: Monday, September 24, 2018 5:03 PM

To: Higgins, Keira PREM:EX Subject: RE: White Paper

I copied you on an e-mail to Don that contains the list of attendees. We also need a computer in the meeting room for a short slide deck presentation. Hope that isn't too much trouble. If it is, please let me know.

Cheers,

David Austin | Clark Wilson LLP

900-885 West Georgia Street | Vancouver, BC | V6C 3H1 Tel: | Fax:604.687.6314 | Email: DAustin@cwilson.com

www.cwilson.com | http://www.cwilson.com/contact-us

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E-mail is inherently vulnerable to interception and we will use alternate means upon request.

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:07 AM

To: 'David Austin'
Subject: RE: White Paper

Hi David,

My apologies but the room that is booked does not have a computer in it and unfortunately there are no alternate boardrooms available.

Thanks,

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

Ph: (250) 356-2206

----Original Message----

From: David Austin [mailto:DAustin@cwilson.com] Sent: Monday, September 24, 2018 5:03 PM

To: Higgins, Keira PREM:EX Subject: RE: White Paper

I copied you on an e-mail to Don that contains the list of attendees. We also need a computer in the meeting room for a short slide deck presentation. Hope that isn't too much trouble. If it is, please let me know.

Cheers,

David Austin | Clark Wilson LLP

900-885 West Georgia Street | Vancouver, BC | V6C 3H1 Tel: | Fax:604.687.6314 | Email: DAustin@cwilson.com

www.cwilson.com | http://www.cwilson.com/contact-us

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E-mail is inherently vulnerable to interception and we will use alternate means upon request.

From: David Austin

Sent: September 24, 2018 3:06 PM

To: Higgins, Keira PREM:EX Subject: RE: White Paper

Will get back to you shortly with the information that you require. Cheers, From: Higgins, Keira PREM:EX [Keira.Higgins@gov.bc.ca] Sent: September 24, 2018 2:20 PM To: Wright, Don J. PREM:EX; David Austin Subject: RE: White Paper Hi David, I have booked a room for the meeting and will send you a calendar invitation with the meeting details. If you could please let me know the names of the attendees who will accompany you (once confirmed) it would be most appreciated. Thanks, Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 ----Original Message-----From: Wright, Don J. PREM:EX Sent: Monday, September 24, 2018 1:53 PM To: David Austin Cc: Higgins, Keira PREM:EX Subject: Re: White Paper David, That sounds good. I will bring a couple of other people with me as well. Keira, Could you see if we can get a meeting room at VCO for that time slot? David, perhaps you can let us know how many of you there will be, so that Keira can get the right sized room. Thanks. Don Sent from my iPhone > On Sep 24, 2018, at 11:01 AM, David Austin < DAustin@cwilson.com > wrote:

> Cheers,

have it wherever it is convenient for you.

>

_

> This Wednesday, September 26th in Vancouver from 2-3:30 would work great - assuming it is still available. We can

```
> David Austin | Clark Wilson LLP
> 900-885 West Georgia Street | Vancouver, BC | V6C 3H1
> Tel: | Fax:604.687.6314 | Email: DAustin@cwilson.com
> www.cwilson.com | http://www.cwilson.com/contact-us
>
>
> This e-mail may be confidential. Unauthorised use is prohibited. Unintended recipients are asked to return and delete
this message.
> E-mail is inherently vulnerable to interception and we will use alternate means upon request.
>
>
> From: Wright, Don J. PREM:EX [Don.J.Wright@gov.bc.ca]
> Sent: September 23, 2018 1:58 PM
> To: David Austin
> Subject: Re: White Paper
> David,
> I think a small group of us would like to take you up on that offer. Could we set something up in the next week or
two?
> Times that would work for me:
> Sept 26, 2-3:30 in Van
> Sept 27 11-1 in Vic
> Oct 3 11:30-1:00 IN Vic
> Oct 4 11:30-1:30 in Vic.
> Would anything in there work for you?
> Thanks.
> Best wishes,
> Don
> From: David Austin < DAustin@cwilson.com>
> Date: Wednesday, September 5, 2018 at 4:23 PM
> To: "Wright, Don J. PREM:EX" < Don.J. Wright@gov.bc.ca>
> Subject: White Paper
> One of my clients, the Clean Energy Association of B.C. has put together a draft White Paper on the use of electricity
to reduce greenhouse gas emissions from the B.C. Industrial, Transportation and the Built Environment sectors. A lot of
effort was put into the analysis of the Industrial sector and in particular electrification of LNG, pipelines and gas fields.
> I was wondering whether you might be interested in a "walk through" of the draft White Paper. I think it would be a
beneficial exercise. It could be arranged at a time and place convenient to you.
> Cheers,
```

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 25, 2018 11:07 AM

To: Holliss, Jeanne PSA:EX

Subject: Accepted: Premier's Awards - Webcast Filming

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:08 AM

To: Holliss, Jeanne PSA:EX **Subject:** RE: Filming next week

Hi Jeanne,

That should be okay. He will just be watching QP.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Holliss, Jeanne PSA:EX

Sent: Tuesday, September 25, 2018 11:06 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Filming next week

Will it be possible to get into his office a little early or will we only be able to access it at 11:00am? I am just thinking about our set-up time which needs about 15 minutes...

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:03 AM

To: Holliss, Jeanne PSA:EX **Subject:** RE: Filming next week

Sounds good!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Holliss, Jeanne PSA:EX

Sent: Tuesday, September 25, 2018 11:03 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Filming next week

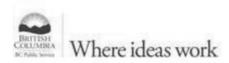
Yes, it certainly does! We will take it ©

Stand-by, I will send a meeting request.

Jeanne Holliss

Manager, Corporate Engagement Initiatives | BC Public Service Agency | 976 Meares Street | Victoria BC | V8V 3J4 | Phone: 250.516.3848 |

AskMyHR: www.gov.bc.ca/myhr



From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:02 AM

To: Holliss, Jeanne PSA:EX **Subject:** RE: Filming next week

Hi Jeanne,

Does 11:00-12:00 on October 2nd work?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Holliss, Jeanne PSA:EX

Sent: Tuesday, September 25, 2018 9:55 AM

To: Higgins, Keira PREM:EX **Subject:** Filming next week

Hi Keira.

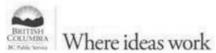
I am just checking in on the reality of filming Don next week for the Premier's Awards webcast ceremonies. Last week when we spoke we were looking at October 2nd. I still do not have any confirmation from the PO as to when we will be filming PJH however, if we could move ahead and confirm about an hour with Don early next week that would be wonderful. Ideally, Tuesday morning would be great but will certainly take what we can get (even if it has to move to Wednesday or Thursday morning!)/

Thanks, Jeanne

Jeanne Holliss

Manager, Corporate Engagement Initiatives | BC Public Service Agency | 976 Meares Street | Victoria BC | V8V 3J4 | Phone: 250.516.3848 |

AskMyHR: www.gov.bc.ca/myhr



From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:22 AM

To: Howie, Matthew IRR:EX

Subject: RE: Request for DMC Agenda & Meeting with Doug/Don re: FNLC

Thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Tuesday, September 25, 2018 11:21 AM

To: Higgins, Keira PREM:EX

Subject: RE: Request for DMC Agenda & Meeting with Doug/Don re: FNLC

Oct 24 at 3:00 - 3:30 PM would be perfect. I'll send an invite. Thanks!

Matthew Howie

Senior Executive Assistant to Doug Caul, Deputy Minister

Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:16 AM

To: Howie, Matthew IRR:EX; Canitz, Shelley L PREM:EX

Subject: RE: Request for DMC Agenda & Meeting with Doug/Don re: FNLC

Hi Matthew,

I am going to defer the DMC agenda request to Shelley.

As far as item (2.) Don is available as follows:

Oct 23rd - 1:00-1:30

Oct 24th - between 2:30-4:30

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Tuesday, September 25, 2018 11:01 AM

To: Higgins, Keira PREM:EX **Cc:** Howie, Matthew IRR:EX

Subject: Request for DMC Agenda & Meeting with Doug/Don re: FNLC

Hi Keira,

Doug has asked for the following:

- (1.) Add to the Oct 26 DMC agenda: "Overview of the First Nations Leaders' Gathering"
- (2.) Prior to that DMC, schedule a 30-minute meeting with Don, Doug, and Shawna French (our Director of Executive Operations) to discuss FNLG/the DMC presentation.

This meeting can occur in the days prior to that DMC (if that works for Don). Doug is available that whole week except for the morning of Mon, Oct 22.

Please let me know if you have questions regarding these requests. Thank you.

Matthew Howie Senior Executive Assistant to Doug Caul, Deputy Minister Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:23 AM

To: Duncan, Kate EMPR:EX

Subject: RE: Rose Room

Don - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Duncan, Kate EMPR:EX

Sent: Tuesday, September 25, 2018 11:22 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

HI Keira,

Sorry for the constant emails. On the 27th is it possible to extend the room reservation till 4pm? Or 345?

Let me know

Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 3:34 PM

To: Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>

Subject: RE: Rose Room

Hi Kate,

I have booked it at 10:30 for the test.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 3:31 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

Is it possible to get into the Rose room on Monday morning at some point just to test the technology out?

Let me know Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 2:51 PM

To: Duncan, Kate EMPR:EX < Kate.Duncan@gov.bc.ca >

Subject: RE: Rose Room

Hi Kate,

It is available and I will book it but we do not provide tech assistance. You must request tech support for any meetings using video in the Rose Room.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 2:49 PM

To: Higgins, Keira PREM:EX **Subject:** RE: Rose Room

We are looking at the 27th of September from 3-3:30

Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX Sent: September 21, 2018 2:48 PM

To: Duncan, Kate EMPR:EX < Kate.Duncan@gov.bc.ca >

Subject: RE: Rose Room

Hi Kate,

What date and time is she hoping to book it?

Thank,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Duncan, Kate EMPR:EX

Sent: Friday, September 21, 2018 2:44 PM

To: Higgins, Keira PREM:EX **Subject:** Rose Room

Hello,

I was told to reach out to you from Prem Tech. Minister Mungall is having a meeting next week and it has been requested that it be a video conference call. Is the Rose room available to be used for this purpose, I hear it has the technology.

Let me know Thanks

Kate Duncan

Administrative Coordinator to the Honourable Michelle Mungall Minister of Energy Mines and Petroleum Resources

T: 250-387-2201

E: kate.duncan@gov.bc.ca

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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Tuesday, September 25, 2018 11:29 AM

To: Caul, Doug D IRR:EX

Subject: Accepted: MEETING: Don, Doug, Shawna re: FNLG

Subject: MEETING: Don Wright and Teresa Dobmeier - meet and greet **Location:** Don's Office - room 272 West Annex, Parliament Buildings

 Start:
 Fri 2018-10-19 11:00 AM

 End:
 Fri 2018-10-19 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Dobmeier, Teresa MCF:EX

From: Johnson, Diana MCF:EX

From: Higgins, Keira PREM:EX Tuesday, September 25, 2018 11:34 AM Sent: To: Johnson, Diana MCF:EX Subject: RE: NEW DATE/TIME - MEETING: Don Wright and Teresa Dobmeier - meet and greet Thanks Diana! Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Johnson, Diana MCF:EX Sent: Tuesday, September 25, 2018 11:32 AM To: Higgins, Keira PREM:EX Subject: RE: NEW DATE/TIME - MEETING: Don Wright and Teresa Dobmeier - meet and greet Thanks Keira. The 19th at 11:00 works. I just sent the meeting invite back to you with that proposed time. From: Higgins, Keira PREM:EX Sent: Tuesday, September 25, 2018 11:29 AM To: Johnson, Diana MCF:EX Subject: RE: NEW DATE/TIME - MEETING: Don Wright and Teresa Dobmeier - meet and greet Hi Diana, No worries, October 4th won't work for Don. Would October 19th at 1!:00 work? Thanks, Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206

81

Sent: Tuesday, September 25, 2018 11:28 AM

To: Higgins, Keira PREM:EX

Subject: RE: NEW DATE/TIME - MEETING: Don Wright and Teresa Dobmeier - meet and greet

Hi Keira,

Teresa can't do Friday afternoon at 2:30. She has time on Thursday morning October 4th (anytime between 9:00 and noon).

Does that work for Don?

Thanks,

Diana Johnson

Executive Assistant to ADM Teresa Dobmeier Ministry of Children and Family Development Service Delivery Division 5th floor, 525 Superior Street Victoria, BC V8V 1T7 Phone: (778) 974-4051

-----Original Appointment-----From: Wright, Don J. PREM:EX

Sent: Monday, September 17, 2018 12:41 PM

To: Wright, Don J. PREM:EX; Dobmeier, Teresa MCF:EX

Subject: NEW DATE/TIME - MEETING: Don Wright and Teresa Dobmeier - meet and greet **When:** Friday, October 5, 2018 2:30 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).

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

Hi Teresa – my apologies but Don now has a conflict on Tuesday. I am hoping that October 5th at 2:30 will work for the reschedule but please let me know if it is not convenient and we can look at alternate options.

Thanks,

Keira

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 1:48 PM

To: Val Litwin

Cc: Wensink, Alison PREM:EX

Subject: Re: Collective Perspective Dinner dates

Hi Val,

Apologies but I have not yet received word back from Don that I am to proceed with scheduling.

Thanks,

Keira

Sent from my iPhone

On Sep 25, 2018, at 1:19 PM, Val Litwin <<u>vlitwin@bcchamber.org</u>> wrote:

Hi Keira and/or Alison – can you offer an update on below?

We are now semi-urgently seeking clarity on a date for our dinner with the DMs (aka: Collective Perspective Dinner).

Thanks, Val

From: Val Litwin

Sent: September-19-18 6:59 AM To: Don.J.Wright@gov.bc.ca

Cc: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Rosaline Chan <rchan@bcchamber.org>

Subject: RE: Collective Perspective Dinner dates

Hello Keira (and Don),

Reaching out so we can get a November date on the calendar for the Collective Perspective dinner with the DMs.

Many thanks, Val

From: Val Litwin

Sent: August-14-18 8:32 AM To: Don.J.Wright@gov.bc.ca

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

Subject: RE: Collective Perspective Dinner dates

Hi Don,

Just a friendly loop back to see if we might begin to consider some dates for the Collective Perspective dinner?

From: Val Litwin

Sent: July-26-18 3:28 PM

To: 'Don.J.Wright@gov.bc.ca' <Don.J.Wright@gov.bc.ca>
Cc: 'Higgins, Keira PREM:EX' <Keira.Higgins@gov.bc.ca>

Subject: Collective Perspective Dinner dates

Hi Don,

Just looping back, as promised, to see if we might begin to zero in on a November date for this year's "Collective Perspective Dinner" (in Vancouver) with the DMs.

To refresh, we would have Bruce Anderson keynote and I envision a DM panel to follow.

The event will be open to all British Columbians.

Best, Val

Val Litwin President & CEO

604.638.8110 | vlitwin@bcchamber.org | www.bcchamber.org

<image001.png> <image002.png> <image003.png> <image004.png> <image005.png>

BC Chamber of Commerce | The Voice of Business in BC

NOTICE OF CONFIDENTIALITY - DO NOT FORWARD

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From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 2:22 PM

To: Roe, Sandra PSA:EX

Subject: RE: Long Service Awards - Letter for Don's Approval

Hi Sandra,

The letter is approved.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Roe, Sandra PSA:EX

Sent: Friday, September 21, 2018 9:46 AM

To: Higgins, Keira PREM:EX

Subject: Re: Long Service Awards - Letter for Don's Approval

No but apparently Lori reminded him about it at their last mtg.

Sent from my iPhone

On Sep 21, 2018, at 9:44 AM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Morning,

Did Don get back to you or Lori on this one?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Roe, Sandra PSA:EX

Sent: Thursday, September 13, 2018 8:52 AM

To: Higgins, Keira PREM:EX **Cc:** Detlefsen, Kirsten PSA:EX

Subject: Long Service Awards - Letter for Don's Approval

Good morning Keira -

We are looking for approval from Don on the attached letter that goes out from him to Long Service Award recipients after the ceremonies. Need approval by Sept 21 if possible. Once approved, we will send to IGRS Protocol who manages the customization and distribution.

Thanks, S

Sandra Roe, Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 Ph: (778) 698-7968 | Fax: (250) 356-7074 www.gov.bc.ca/myhr/contact | 250.95**2.6000** | Toll Free 1.877.277.0772 <image001.png>

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 2:24 PM

To: Brown, Dawn A PREM:EX **Subject:** RE: Binder Updates

Yes for us.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Brown, Dawn A PREM:EX

Sent: Tuesday, September 25, 2018 1:32 PM

To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX

Subject: Binder Updates **Importance:** High

Good afternoon ladies,

I have a couple more updates for tomorrow's Cabinet meeting. Are your people or at least their binders still here?

Thanks,

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 2:26 PM

To: Copage, Caitlin GCPE:EX
Cc: Henry, David s. FIN:EX

Subject: RE: Cancel - Rose Room, Sept 27

Cancelled - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Copage, Caitlin GCPE:EX

Sent: Tuesday, September 25, 2018 1:13 PM

To: Higgins, Keira PREM:EX **Cc:** Henry, David s. FIN:EX

Subject: Cancel - Rose Room, Sept 27

Hi Keira,

This is just a note that due to a scheduling change, we'll no longer need the Rose Room on Thursday – thank you so much for your help to book this.

And David – thanks for your help to understand and test the technology – I'm sure it will come in handy one of these days!

Best,

Caitlin Copage
Senior Analyst, Policy and Consultation
Confidence and Supply Agreement Secretariat
caitlin.copage@gov.bc.ca
p. 778-677-6651

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 2:28 PM **To:** 'YVR Aviation Border Summit II'

Cc: Cynthia Wing

Subject: RE: Invitation: Thursday October 11, 2018, YVR Aviation Border Summit II Dinner

Hi Janice,

Thank you for the invitation addressed to Deputy Minister Don Wright. My sincere apologies but Don has commitments in Victoria on October 1th and will not be available to attend the dinner.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: YVR Aviation Border Summit II [mailto:Summit@yvr.ca]

Sent: Friday, September 14, 2018 12:40 PM

To: Wright, Don J. PREM:EX

Cc: Cynthia Wing; YVR Aviation Border Summit II; Higgins, Keira PREM:EX

Subject: Invitation: Thursday October 11, 2018, YVR Aviation Border Summit II Dinner

Dear Mr. Wright:

On behalf of Craig Richmond, please find attached a letter of invitation to attend dinner at the YVR Aviation Border Summit II taking place on the evening of Thursday October 11, 2018 at the Fairmont Pacific Rim.

Vancouver Airport Authority is pleased to be hosting the event with our Beyond Preclearance Coalition partners and we look forward to your RSVP by September 30.

Sincerely,

YVR Aviation Border Summit team

Janice Murray

Executive Assistant to
Anne Murray, Vice President, Airline Business Development and Public Affairs
Gerry Bruno, Vice President, Federal Government Affairs
VANCOUVER AIRPORT AUTHORITY

DIRECT: 604.276.6655

WEB: WWW.YVR.CA | TWITTER: @YVRAIRPORT





THANK YOU TO OUR COMMUNITY BECAUSE OF YOU YVR IS NUMBER ONE

Subject: Canceled: Booked for Minister Darcy

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Wed 2018-09-26 1:00 PM **End:** Wed 2018-09-26 4:00 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Blanshard CITZ:EX

Importance: High

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1

T: 778-698-0416 | E: <u>nancy.tates@gov.bc.ca</u>

Subject: Booked for Minister Darcy

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Wed 2018-09-26 1:00 PM **End:** Wed 2018-09-26 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1

T: 778-698-0416 | E: <u>nancy.tates@gov.bc.ca</u>

Subject: Booked for Minister Darcy

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-09-27 1:00 PM **End:** Thu 2018-09-27 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1

T: 778-698-0416 | E: <u>nancy.tates@gov.bc.ca</u>

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Tuesday, September 25, 2018 2:47 PM

To: Canitz, Shelley L PREM:EX Subject: Declined: Cabinet Issues

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 3:05 PM

To: Kwan, Shirley JTT:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Noted and will do - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Kwan, Shirley JTT:EX

Sent: Tuesday, September 25, 2018 3:05 PM

To: Higgins, Keira PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Keira – when you send out the next update, Fazil doesn't have a Private line number.

Shirley

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 2:45 PM

To: BCPSA Agency DMC Admin & Operational Support

Cc: Nash, Amber PREM:EX; Christensen, Suzanne PREM:EX; Kennedy, Christine PREM:EX; McConnell, Sheena PREM:EX;

Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX

Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

100

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 3:11 PM

To: Dixon, Olivia PREM:EX

Subject: RE: Request for boardroom - Sept 26 - 2:00-3:30

Please confirm booking - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:06 AM

To: Dixon, Olivia PREM:EX

Subject: FW: Request for boardroom - Sept 26 - 2:00-3:30

Hi Olivia,

Please see the room booking request from yesterday. I have updated the attendees and it is okay if a computer is not available. The group coming in to meet with Don requested it but I will notify them it is not possible.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 2:19 PM

To: Dixon, Olivia PREM:EX

Subject: Request for boardroom - Sept 26 - 2:00-3:30

Hi Olivia,

May I please extend Don's boardroom booking on Sept 26th to accommodate this meeting? I will confirm names as soon as the group sends them to me.

MEETING: Don Wright, David Austin and The Clean Energy Association Jae Mather, Richard Harper, Steve Davis

Date: Sept 26, 2018 Time: 2:00-3:30

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 3:21 PM

To: Dixon, Olivia PREM:EX

Subject: RE: Request for boardroom - Sept 26 - 2:00-3:30

Thank you.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Dixon, Olivia PREM:EX

Sent: Tuesday, September 25, 2018 3:16 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for boardroom - Sept 26 - 2:00-3:30

Hi Keira,

So sorry for the delay in reply, we had to do some shuffling. I have a space booked for DM Don Wright tomorrow from 2PM – 4PM for both meetings.

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX Sent: September 25, 2018 3:11 PM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca> **Subject:** RE: Request for boardroom - Sept 26 - 2:00-3:30

Please confirm booking - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:06 AM

To: Dixon, Olivia PREM:EX

Subject: FW: Request for boardroom - Sept 26 - 2:00-3:30

Hi Olivia,

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Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Monday, September 24, 2018 2:19 PM

To: Dixon, Olivia PREM:EX

Subject: Request for boardroom - Sept 26 - 2:00-3:30

Hi Olivia,

May I please extend Don's boardroom booking on Sept 26th to accommodate this meeting? I will confirm names as soon as the group sends them to me.

MEETING: Don Wright, David Austin and The Clean Energy Association Jae Mather, Richard Harper, Steve Davis

Date: Sept 26, 2018 Time: 2:00-3:30

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Subject: Canceled: FLIGHT: Helijet Flight 725 Booking #s.22 Dep: 4:40 Arr: 5:15

Location: Van-Vic

Start: Wed 2018-09-26 4:40 PM **End:** Wed 2018-09-26 5:15 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Importance: High

Booking # <mark>s.22</mark>		
Wednesday, September 26, 2018	Invoice #324125	
	FARE-YWH-Full_Summer - 2018	\$219.05
725 16:40 Vancouver Harbour (Downtown)	+ GST	\$10.95
17:15 Victoria Harbour (Downtown)		
·	Billing	\$219.05
35 minutes	Taxes	\$10.95
Confirmed	Grand Total	\$230.00
1 Passengers - Off-Peak	Fully Changeable / Refundable up to 5pr	n the day prior to departure.
. Donald Wright, Male Add to Calendar	After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel. Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)	

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 3:30 PM

To: 'Gordon Farrell'

Subject: RE: Attention Don Wright

Hi Gordon,

It would be preferred if you could please call our office at (250) 356-2206. I have noted the call in Don's calendar from 1:00-1:15 on October 12th.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Gordon Farrell [mailto:s.22

Sent: Tuesday, September 25, 2018 3:29 PM

To: Higgins, Keira PREM:EX

Subject: RE: Attention Don Wright

Dear Keira

Thank you for the opportunity to speak with Don on the 12^{th} of October. The date and time(1-2pm) works for me. Please call the number as shown earlier, that is s.22

Regards,

Gordon

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]

Sent: Tuesday, September 25, 2018 2:43 PM

To: 's.22

Subject: RE: Attention Don Wright

Hi Gordon,

Don is available for a 15 minute call between 1:00-2:00 on October 12th. Please let me know if there is a window within that time-frame that works for your schedule.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Gordon Farrell [mailto:\$.22

Sent: Monday, September 17, 2018 3:21 PM **To:** OfficeofthePremier, Office PREM:EX

Subject: Attention Don Wright

Importance: High

Greetings Don

I would like to discuss 2 topics with you. They are the new financial review agency that the government is setting up. I have a general interest as a professional FCPA and would welcome the opportunity to serve on the agency if appropriate. Secondly, the topic of a self funded travel insurance for retirees. Modelled similar to which all federal retirees receive.

]

I am currently the President of the BCIT Retirees Association.
I can be reached at home \$.22 or on the cell \$.22

Regards,

Gordon

Subject: CONFERENCE CALL: Don, Richard and ADMs (TBC) - Information and Privacy

Commissioner

Location: Dial-in Phone Numbers: s.15; s.17 Participant Conference IDs.15; s.17; Don

to moderate - ID: s.15; s.17

Start: Thu 2018-09-27 9:30 AM **End:** Thu 2018-09-27 9:40 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Fyfe, Richard J AG:EX

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 3:50 PM

To: Dhanota, Surjit LASS:EX **Subject:** Christine's heater - room 272

Hi Surjit,

Christine said she is unable to turn off her radiator and that even when it's at 0 it is producing heat. Could you please have someone come look at it?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Subject: MEETING: Don Wright and Michelle Carr - meet and greet

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

 Start:
 Fri 2018-10-12 3:00 PM

 End:
 Fri 2018-10-12 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX **Required Attendees:** Carr, Michelle LCLB:EX

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 4:03 PM

To: Hughes, Trevor LBR:EX

Subject: RE: Friday

Hi Trevor,

That's fine, thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Hughes, Trevor LBR:EX

Sent: Tuesday, September 25, 2018 4:02 PM

To: Higgins, Keira PREM:EX

Subject: Friday

Hi! Am I okay to do DMC Friday from Van? I may be only one there \$.22 Thanks.

T.

Trevor Hughes Deputy Minister Ministry of Labour (BC)

Office: (778) 974-2189 Mobile: (250) 508-4273

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 5:02 PM

To: Molyneux, Jennifer CITZ:EX

Subject: Re: DMC Meetings

Hi Jennifer,

They are weekly but most of the summer ones were cancelled.

Thanks,

Keira

Sent from my iPhone

On Sep 25, 2018, at 5:00 PM, Molyneux, Jennifer CITZ:EX < Jennifer.Molyneux@gov.bc.ca > wrote:

Hi Keira,

I'm wondering if you can confirm with DMC meetings are weekly meeting or bi-weekly meetings? I have them in Jill's calendar weekly but for some reason she thought they were bi-weekly, or where they bi-weekly for the summer?

Thanks.

Jennifer Molyneux

Senior Executive Assistant Deputy Minister's Office Ministry of Citizens' Services

Email: Jennifer.Molyneux@gov.bc.ca

Phone: 250-387-0401

From: Higgins, Keira PREM:EX Tuesday, September 25, 2018 7:05 PM Sent: To: Wright, Don J. PREM:EX Subject: Re: Favour Okay sounds good. Have a nice night Don. Sent from my iPhone On Sep 25, 2018, at 6:52 PM, Wright, Don J. PREM:EX < Don.J. Wright@gov.bc.ca > wrote: I won't be coming in, but I don't want you to meet me at the terminal. I know what the updates are, so that is just fine. Thanks anyways. From: Keira Higgins < Keira. Higgins@gov.bc.ca> Date: Tuesday, September 25, 2018 at 6:51 PM To: "Wright, Don J. PREM:EX" < Don.J.Wright@gov.bc.ca> Subject: Re: Favour Also I have some binder updates for you. Will you be coming in before Helijet or should I meet you at the terminal? Sent from my iPhone On Sep 25, 2018, at 6:49 PM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote: Sounds good, thanks. Sent from my iPhone On Sep 25, 2018, at 6:20 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote: There is an envelope with a bunch of letters that I signed in my inbasket. (I didn't want to leave it out on your desk overnight - maybe I am being a little bit paranoid, but I would prefer not to risk it.) Somebody from PSA will be coming to pick it up tomorrow. As I won't be around, I wanted you to know that, and where they were. Thanks Keira. Don

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 8:27 AM

To: MacMillan, Elizabeth PREM:EX

Cc: Canitz, Shelley L PREM:EX; Massy, Michelle E PREM:EX

Subject: Re: DM Committees

Hi E,

My understanding is that Shelley keeps this list.

Thanks,

Keira

Sent from my iPhone

On Sep 26, 2018, at 7:43 AM, MacMillan, Elizabeth PREM:EX < Elizabeth.MacMillan@gov.bc.ca > wrote:

Good Morning again Shelley — I'm advised by the wise Michelle Massy that capable Keira may already have this Master List! ??

On Sep 26, 2018, at 6:10 AM, MacMillan, Elizabeth PREM:EX < Elizabeth.MacMillan@gov.bc.ca wrote:

Good Morning Shelley — thought I'd quickly check-in with you about whether you might already have this master list that Don is seeking.

Our office doesn't track all DM cttes or their membership (Cab Cttee secy's are familiar with the ones that feed into their cab cttes — DMCSI, DMCSSP, NRDMC, and the ADM cttes for the Working Groups). And then I realized after I responded to Don last night that of course there are many others. I am aware of DMAC and another re: capital.

Grateful for your thoughts before I set any wheels in motion this a.m.

Thank-you Elizabeth

Begin forwarded message:

From: "Wright, Don J. PREM:EX" < Don.J.Wright@gov.bc.ca>

Date: September 25, 2018 at 6:55:26 PM PDT

To: "MacMillan, Elizabeth PREM:EX"

<Elizabeth.MacMillan@gov.bc.ca>

Subject: Re: DM Committees

No urgency at all. The end of the week would be fine.

From: Elizabeth MacMillan <Elizabeth.MacMillan@gov.bc.ca>

Date: Tuesday, September 25, 2018 at 6:38 PM

To: "Wright, Don J. PREM:EX" < Don.J.Wright@gov.bc.ca>

Subject: Re: DM Committees

Hi Don — sure, we can compile a list. Pls would tomorrow part way thru Cabinet be too late for your purposes? If so, I can try to pull one together tonight.

On Sep 25, 2018, at 6:16 PM, Wright, Don J. PREM:EX < Don.J.Wright@gov.bc.ca > wrote:

Can you send me the "master list" of all the DM Committees and their chairs?

Thanks Elizabeth.

Don

Keira

Sent from my iPhone

From: Higgins, Keira PREM:EX Wednesday, September 26, 2018 8:36 AM Sent: To: Poldrugovac, Saija FIN:EX; Miller, Amy PREM:EX Subject: RE: Contractor travel Hi Saija, Please ignore this inquiry. I have confirmed that Donnie does book his own travel and we do not book it on our PCards through this office. Thanks, Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Higgins, Keira PREM:EX Sent: Wednesday, September 26, 2018 8:33 AM To: Poldrugovac, Saija FIN:EX; Miller, Amy PREM:EX **Subject:** Contractor travel Hi Saija, There is a Government contractor who works with our office whom I have been asked to book travel for. I have never booked contractor travel so I am assuming they book it and then bill the Government or something of the such. Could you please advise? Thanks, Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Higgins, Keira PREM:EX Sent: Wednesday, September 26, 2018 8:28 AM To: Miller, Amy PREM:EX Subject: Re: Ft. Nelson Trip Hi Amy, I don't believe we book travel for them. I will need to check with FIN. Thanks,

120

On Sep 26, 2018, at 8:26 AM, Miller, Amy PREM:EX < Amy.Miller@gov.bc.ca > wrote:

He is a contractor, but if it's not possible I will let him know.

Sent from my iPhone

Subject: CONFERENCE CALL: Don, Richard, Kurt Sandstrom, Barbara Carmichael, Julie Williams -

Information and Privacy Commissioner

Location: Dial-in Phone Numbers: s.15; s.17 ; Participant Conference ID: s.15; s.17 #; Don

to moderate -s.15; s.17

Start: Thu 2018-09-27 9:30 AM **End:** Thu 2018-09-27 9:40 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Fyfe, Richard J AG:EX; Carmichael, Barbara AG:EX; Williams, Julie AG:EX; Sandstrom,

Kurt AG:EX

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 8:44 AM

To: Richter, Connie AG:EX

Subject: RE: Consultations on draft legislation

Done - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Richter, Connie AG:EX

Sent: Wednesday, September 26, 2018 7:49 AM

To: Higgins, Keira PREM:EX

Subject: RE: Consultations on draft legislation

Hi Keira, could we pls. also add Julie Williams?

From: Richter, Connie AG:EX

Sent: Tuesday, September 25, 2018 4:37 PM

To: Higgins, Keira PREM:EX

Subject: RE: Consultations on draft legislation

Hi Keira, could you pls. add Kurt Sandstrom and Barbara Carmichael to the CC. Thank you.

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 3:22 PM

To: Richter, Connie AG:EX

Subject: RE: Consultations on draft legislation

Hi Connie,

Yes, that is no problem. Will they be in the same room or do you need conference details? Also which ADMs will be participating?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Richter, Connie AG:EX

Sent: Tuesday, September 25, 2018 3:21 PM

To: Higgins, Keira PREM:EX

Subject: RE: Consultations on draft legislation

Hi Keira.

We'll have to go with the 27th at 9:30 please.

Is it ok for Richard to have the ADM(s) working on this issue on the call as well?

Thank you, C

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 3:13 PM

To: Richter, Connie AG:EX

Subject: FW: Consultations on draft legislation

Hi Connie,

Don would like to please set up a 5 minute call with Richard regarding the attached. Please let me know which of the below timeframes works for Richard.

Sept 27th – between 9:30-10:00 Oct 3rd – 11:45-12:00 Oct 4th – 1:00

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Michael McEvoy [mailto:MMcEvoy@oipc.bc.ca] Sent: Wednesday, September 19, 2018 10:20 AM

To: Wright, Don J. PREM:EX

Cc: Dupuis, Maria OIPC:EX; Higgins, Keira PREM:EX

Subject: Consultations on draft legislation

Hi Don,

Thanks for the call this morning. As noted, government has been consulting my office for 25 years on legislation that has access and privacy implications. It allows us to carry out our mandate and ensure government is alerted to issues before introducing legislation. In short, the process has worked very well and without incident.

You will see from the attached Richard Fyfe letter (last paragraph), Richard requests that I write you directly to confirm the terms under which draft legislation is forwarded to our office.

I also attach a separate letter, dated today, setting out the terms under which we will review all legislation related to access and privacy issues. The content is identical to the letter sent to John Dyble by former Commissioner Elizabeth Denham in 2012 and served as the basis of consultation.

There is some urgency to this matter as we understand the central agency that sends us legislation has matters for our review that are proposed for the Fall session.

I very much appreciate your attention to this important issue.

Sincerely Michael

Michael McEvoy

Office of the Information and Privacy Commissioner for BC \mid Commissioner Office of the Registrar of Lobbyists for BC \mid Registrar

4th Floor, 947 Fort Street, Victoria BC V8V 3K3 tel. 250-387-0777 | fax 250-387-1696 Follow us on Twitter | mmcevoy@oipc.bc.ca

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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX Sent: Wednesday, September 26, 2018 8:48 AM

To: s.17

Subject: Declined: Conference call: CBA with Minsiters James and Trevena

Don is in a large off-site meeting from 10:30-12:30 and will not be available to participate.

Thanks,

Keira

Subject: EETF Meeting

Location: Vancouver Location TBD

 Start:
 Fri 2018-11-02 12:00 PM

 End:
 Fri 2018-11-02 4:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

This is a tentative date for the EETF meeting. Kathy's office has suggested the October 25 or 31, or November 2.

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 9:57 AM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Sorry but there is no availability today.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Normand, Nicole AG:EX

Sent: Wednesday, September 26, 2018 9:56 AM

To: Higgins, Keira PREM:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Sorry, that doesn't work either... ©

Could we move it to today? We have 4:30pm available.

From: Normand, Nicole AG:EX

Sent: Wednesday, September 26, 2018 9:54 AM

To: Higgins, Keira PREM:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Minister Eby will be at a media event.

How about 2pm?

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 9:01 AM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Nicole,

Sorry but Don has another call at 5:30. He could do 12:30 if that works?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Normand, Nicole AG:EX

Sent: Wednesday, September 26, 2018 9:01 AM

To: Higgins, Keira PREM:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi,

Minister Eby is on a flight at that time. Would 5:30 work on the 27th?

Thanks

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 2:26 PM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Nicole,

Apologies but neither of those options work for Don. He is available at 11:30.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Normand, Nicole AG:EX

Sent: Tuesday, September 25, 2018 1:32 PM

To: Higgins, Keira PREM:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Keira,

Sorry to do this again but can we reschedule this call. Minister Eby can be available Sep 27th at 7:45am or 12:15pm.

Thanks.

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 1:37 PM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Nicole,

That works for Don.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Sent: Friday, September 21, 2018 1:37 PM

To: Higgins, Keira PREM:EX

Subject: Sep 27, Weekly call - Don Wright/AG

Hi Keira,

Minister Eby is now attending an event at this time, any chance we can move their call to 8am on Sep 27?

Thanks so much.

Nicole

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 10:15 AM

To: Miller, Amy PREM:EX Subject: RE: Ft. Nelson Trip

Shoot I already booked it. I will see if I can cancel.

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

Ph: (250) 356-2206

-----Original Message-----From: Miller, Amy PREM:EX

Sent: Wednesday, September 26, 2018 10:14 AM

To: Higgins, Keira PREM:EX Subject: FW: Ft. Nelson Trip

Hi Keira,

There's a cheaper and quicker option to fly to Ft. St. John at 7:15pm Sunday night which works for me. Donnie will book a car and we can drive the next morning.

Amy

-----Original Message-----From: DONNIE WING <s.22

Sent: September 26, 2018 10:01 AM

To: Miller, Amy PREM:EX < Amy. Miller@gov.bc.ca>

Subject: Re: Ft. Nelson Trip

There is an option for a 7:15pm flight from Vancouver to Fort St John on Sunday night and rent a car to drive up (3 and a half hours) in the morning. Costs is about the same as the central mountain air flight even including hotel and car rental, but we have to leave Sunday night with one night in a hotel.

Thanks Donnie

```
> On Sep 26, 2018, at 9:48 AM, Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca> wrote:
> I am in the same boat.
> -----Original Message----
> From: DONNIE WING < .22
> Sent: September 26, 2018 9:42 AM
> To: Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>
> Subject: Re: Ft. Nelson Trip
```

```
> Hi Amy, the flight is full. I'm wait listed, and will need to see if anything comes up.
> Thanks
> Donnie
>> On Sep 26, 2018, at 8:48 AM, Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca> wrote:
>>
>> Hey Donnie
>>
>> I spoke to Keira and she's not able to book your travel through our office. My understanding is that because you're
on contract you're not set up in our corporate accounting systems so she can't attach the travel to an employee. Sorry.
>>
>> Amy
>>
>> Sent from my iPhone
>>
>> On Sep 25, 2018, at 6:56 PM, DONNIE WING <s.22
                                                                                                     wrote:
>>
>> I will be in Vancouver already, so the flights would be to and from Vancouver.
>>
>> Thanks
>> Donnie
>>
>>
>> Begin forwarded message:
>> From: DONNIE WING s.22
>> Date: September 25, 2018 at 6:38:37 PM PDT
>> To: "Miller, Amy PREM:EX"
>> <Amy.Miller@gov.bc.ca<mailto:Amy.Miller@gov.bc.ca>>
>> Subject: Re: Ft. Nelson Trip
>>
>> Hi Amy, could you get your assistant to book my flight and hotel as well when they book your flight.
>>
>> Thanks
>> Donnie
>>
>>
>> On Sep 25, 2018, at 3:57 PM, Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca<mailto:Amy.Miller@gov.bc.ca>> wrote:
>>
>>
>>
>> Sent from my iPhone
>>
>> Begin forwarded message:
>>
>> From: "Bronstein, Ron JTT:EX"
>> <Ron.Bronstein@gov.bc.ca<mailto:Ron.Bronstein@gov.bc.ca><mailto:Ron.B
>> ronstein@gov.bc.ca>>
>> Date: September 25, 2018 at 2:54:15 PM PDT
>> To: "Miller, Amy PREM:EX"
>> <Amy.Miller@gov.bc.ca<mailto:Amy.Miller@gov.bc.ca><mailto:Amy.Miller@
```

- >> gov.bc.ca>> >> Subject: Ft. Nelson Trip >> >> Amy, are you available next Monday-Tuesday? >> >> I've been waiting about 4 weeks to hear back from James at Ratcliffe. Yesterday he advises that Oct. 3-5 would work
- best for his clients FNFN, however I had already committed to Kitimat on Oct. 3-4, so we worked out a compromise with Daniel, and the plan is to go up this coming Monday and return Tuesday. That gives enough time to visit with the community, see the mill site and town. >>
- >> Flights are on Central Mountain Air through the South terminal in Vancouver. Departure is 7:35AM on Monday, stop in Pr. George, then into Ft. Nelson at 11:15.
- >> Return Tuesday leaves at 14:00 from Ft Nelson, back through Pr. George, and into South Terminal by 15:45. >>
- >> Then I am turning around and going on Air Canada to Terrace at 8pm.
- >> The other bugger is getting into South Terminal for the morning flight, I can't do it that morning so I decided to travel over the night before and stay somewhere near by in Richmond. The hotel we are booking into in Fort Nelson is called s.15
- >> >> I am sure CL will let you go, book soon!!! I am off to Vancouver tonight and return tomorrow.
- >> >> regards
 - >> Senior Executive >> Major Investments Office
 - >> Ministry of Jobs, Trade and Technology >> C (250) 413-7068
 - >> O (778) 698-1626 >>

>> Ron Bronstein

>>

>>

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 10:17 AM

To: Olsen, Melody CITZ:EX
Cook, Jeannette CITZ:EX

Subject: RE: DN for Signature - info incident

Okay, thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Olsen, Melody CITZ:EX

Sent: Wednesday, September 26, 2018 10:04 AM

To: Higgins, Keira PREM:EX **Cc:** Cook, Jeannette CITZ:EX

Subject: DN for Signature - info incident

Good morning,

I spoke with Jill yesterday and she mentioned that the decision note can be cancelled.

Our office will reconnect with a new draft at a later date.

Thanks

--

Melody Olsen

A/Manager, Divisional Operations
Information Communication Technologies Division
Ministry of Citizens' Services
Victoria, BC | T 778 587-1264

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FLIGHT: Air Canada Flight #8076 Booking Reference: \$.22 Dep: 6:00p Arr: 6:28p Subject:

Location: Vic-Van - seat s.1

Start: Sun 2018-09-30 6:00 PM End: Sun 2018-09-30 6:28 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX **Required Attendees:** Miller, Amy PREM:EX

×



AIR CANADA

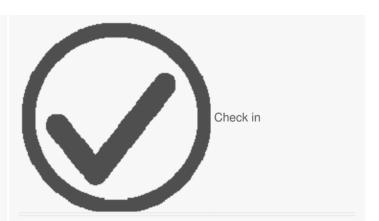
Booking Confirmation

Booking Reference: s.22

Date of issue: 26 Sep, 2018



Select Seats

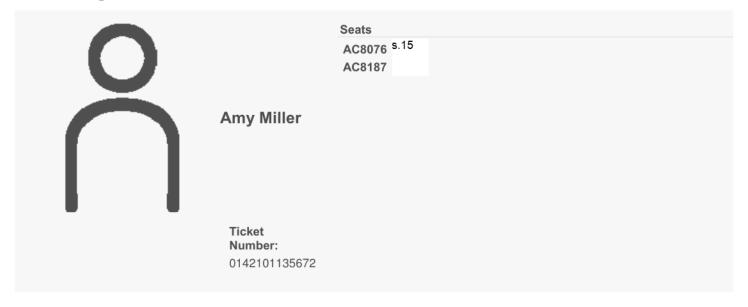


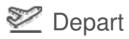


Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

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

Passengers





Economy - Standard

Sunday 30 Sep, 2018 18:00 18:28 **Victoria** Vancouver Victoria Int. (YYJ), Vancouver Int. (YVR), British Columbia Terminal M 0hr28 Economy H Operated by:Air Canada Express - Jazz | Q400 AC8076 Sunday 30 Sep, 2018 19:15 20:56 Fort St. John Vancouver Vancouver Int. (YVR), (YXJ), Terminal M British Columbia 1hr41 Economy H Operated by:Air Canada Express - Jazz | Q400

Purchase summary

AC8187

MasterCard 1 adult XXXX-XXXX-XXXX-s 17 Amount paid: \$403.33 Full details can be found in your attached Itinerary/Receipt Tax information GST/HST no. 10009-2287 RT0001 \$19.21 Air Transportation Charges 329.00 Seat selection 33.00 Taxes, fees and charges 41.33

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

GRAND TOTAL (Canadian dollars)

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

\$403³³



* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

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

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.



CANADA, U.S.: 1 (888) 247-2262



Subject: FLIGHT: Central Mountain Air # 9M888 Reservation #s.22 Dep: 2:00 Arr: 3:30

Location: Fort Nelson-PG

 Start:
 Tue 2018-10-02 2:00 PM

 End:
 Tue 2018-10-02 3:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX
Required Attendees: Miller, Amy PREM:EX

Itinerary/Receipt
Flight Itinerary
Flight From To Aircraft Status
9M888 14:00 - Fort Nelson
02 Oct 2018
15:30 - Prince George
02 Oct 2018

Dornier 328 CONFIRMED 9M758 16:20 - Prince George

02 Oct 2018

17:45 - Vancouver - South

02 Oct 2018

Dash 8 - 100 CONFIRMED

Purchase Summary

Passenger Description Amount Tax 1 Tax 2 Total

MILLER, AMY B - FLEX - B \$488.00 24.4000 24.4000 \$512.40

MILLER, AMY ATSC \$7.12 0.3600 0.3600 \$7.48

MILLER, AMY Navigation Fee \$25.00 1.2500 1.2500 \$26.25

MILLER, AMY Airports Surcharge \$21.00 1.0500 1.0500 \$22.05

MILLER, AMY Fuel Surcharge \$12.00 0.6000 0.6000 \$12.60

Total \$553.12 \$27.66 \$0.00 \$580.78

Payment Information

Date Payer's Name Payment Amount Transaction Type

26 Sep 2018 Keira Higgins \$580.78 MASTERCARD

Subject: FLIGHT: Central Mountain Air # 9M758 Reservation #s.22 Dep: 4:20p Arr: 5:45p

Location: PG-Vancouver South Terminal

Tue 2018-10-02 4:20 PM Start: Tue 2018-10-02 5:45 PM End:

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX Miller, Amy PREM:EX **Required Attendees:**

Itinerary/Receipt Flight Itinerary Flight From To Aircraft Status 9M888 14:00 - Fort Nelson 02 Oct 2018 15:30 - Prince George 02 Oct 2018 Dornier 328 CONFIRMED 9M758 16:20 - Prince George 02 Oct 2018 17:45 - Vancouver - South

02 Oct 2018

Dash 8 - 100 CONFIRMED

Purchase Summary

Passenger Description Amount Tax 1 Tax 2 Total

MILLER, AMY B - FLEX - B \$488.00 24.4000 24.4000 \$512.40

MILLER, AMY ATSC \$7.12 0.3600 0.3600 \$7.48

MILLER, AMY Navigation Fee \$25.00 1.2500 1.2500 \$26.25

MILLER, AMY Airports Surcharge \$21.00 1.0500 1.0500 \$22.05

MILLER, AMY Fuel Surcharge \$12.00 0.6000 0.6000 \$12.60

Total \$553.12 \$27.66 \$0.00 \$580.78

Payment Information

Date Payer's Name Payment Amount Transaction Type

26 Sep 2018 Keira Higgins \$580.78 MASTERCARD

Subject: FLIGHT: Pacific Coastal #8P119 Reservation Number: \$.22 Dep: 6:50 Arr: 7:15

Location: Vancouver South Terminal-Victoria

 Start:
 Tue 2018-10-02 6:50 PM

 End:
 Tue 2018-10-02 7:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX
Required Attendees: Miller, Amy PREM:EX

Flight Itinerary

Leg Flight Number Date Departure Arrival Aircraft Status

1 8P119 02 Oct 2018 18:50 - VANCOUVER - SOUTH 19:15 - VICTORIA INT ARPT BEECH 1900 CONFIRMED

Purchase Summary

Leg Passenger Description Amount GST Total

1 MILLER, AMY AIF - YVR \$5.00 \$0.25 \$5.25

1 MILLER, AMY BRAVO FARE \$103.98 \$5.20 \$109.18

1 MILLER, AMY Security Surcharge \$7.12 \$0.36 \$7.48

1 MILLER, AMY Fuel Surcharge \$8.00 \$0.40 \$8.40

1 MILLER, AMY Nav Canada Fee \$13.00 \$0.65 \$13.65

1 MILLER, AMY Carbon Surcharge \$4.80 \$0.24 \$5.04

Total \$141.90 \$7.10 \$149.00

Total Charges GST Total Amount

\$141.90 \$7.10 \$149.00

Passenger

*All charges and payments appear in: CAD

Total Payments Balance Due

\$149.00 \$0.00

Name

MILLER, AMY

Reservation Confirmation

Your reservation is now confirmed Reservation Number: s.22

8P flight numbers operated by Pacific Coastal Airlines. Aircraft type and schedule subject to change without notice.

Payment Information

Date Payer's Name Amount Transaction Type PO Number Receipt Authorization

26 September 2018 Keira Higgins \$149.00 MASTERCARD s.17

Tax Registration: 121386296 RT0001

Fare Terms and Conditions

Bravo Fare

- 100% non-refundable
- Checked Baggage Fees: 1st piece = \$21.00, 2nd piece = \$26.25, 3rd or more/overweight/sized = \$78.75
- Changes: \$78.75 fee, per direction, per passenger, plus any applicable fare difference
- Cancellations: \$78.75 fee, per direction, per passenger (remaining balance held as a travel credit)
- · Changes and/or cancellations must be made at least 2 hours prior to departure
- Same-Day Earlier Flight Change: \$52.50 per passenger, per direction (must be done at check-in counter)
- Name Changes: not permitted
- · Priority Protection Travel Status: 3

Checked Baggage Allowance

A checked bag is one (1) item, weighing up to a maximum of 50lbs (23kg) with maximum linear dimension of 62" (158 cm). Linear dimension is calculated by adding together the bags outside height, width and length. All wheels

and handles should be included when measuring. Checked baggage fees may apply depending on the fare selecting at the time of booking.

We make every effort to ensure your luggage travels with you. However, there are times where we cannot accommodate all checked baggage due to payload restrictions. We trust our passengers will keep this in mind when packing, keeping important items with them in their carry-on (i.e medication, keys, etc.).

Pacific Coastal Airlines does not accept single checked bags exceeding 70lbs (except for large checked pets). An overweight item is a single piece of checked baggage between the weight of 51lbs and 70lbs. In addition, an oversized item will be any single piece exceeding 62" linear dimensions.

Carry-on Allowance

Please ensure your carry-on bags are within the maximum size allowance as indicated below. They are required to fit in the sizing devices located at check-in and boarding gates. Items exceeding the free carry-on allowance will be checked at the gate and customers will be charged applicable baggage fees. Bags will be tagged for delivery to baggage claim area at the passenger's destination.

Pacific Coastal Airline's carry-on/valet baggage allowance is limited to two (2) pieces:

- one (1) Standard Article (such as a carry-on bag/roller):
- Maximum dimensions 9" X 15.5" X 21.5"
- Maximum Weight 22lbs
- one (1) personal item (such as larger purse, laptop bag, diaper bag):
- Maximum dimensions 6" X 13" X 17"
- Maximum weight 22lbs

Check-In

Guests should check-in 60 minutes prior to the scheduled departure time with appropriate government issued identification. Failure to be checked-in 20 minutes prior to the scheduled departure time may result in the cancellation of your entire reservation. Check-in will not be permitted once flight boarding has commenced.

Checked-in passengers not present at the boarding gate a minimum of 15 minutes prior to flight departure will be denied boarding.

Vancouver International Airport's South Terminal

Pacific Coastal Airlines operates from the South Terminal of the Vancouver International Airport (YVR). Parking is also conveniently located across from the South Terminal Building. Parking is administered by the YVR Airport Authority, and prices are subject to change without notice. Please visit YVR's parking page for the latest information. Pacific Coastal Airlines is pleased to offer complimentary shuttle service between the South Terminal and Main Terminal. Passengers utilizing the shuttle service from the Main Terminal should be available to take a shuttle to the South Terminal at least 1 hour prior to their flight departure from the South Terminal. Please visit our website for the shuttle schedule.

Minimum Connecting Time

We advise our passengers to allow themselves a minimum of 1.5 hours domestic to/from domestic & 2 hours domestic to international/USA as minimum connecting times when changing between YVR Main Terminal & YVR South Terminal. It is also recommended to check with your connecting airline. Pacific Coastal Airlines is not responsible for missed connections.

Identity Screening Regulations

As per Transport Canada, Identity Screening Regulations require all passengers who appear 18 years of age or older to present the following ID at check-in and when boarding:

- · one piece of valid government-issued PHOTO ID that shows name, date of birth, and gender, or
- two pieces of valid government-issued ID (without a photo) one of which shows date of birth, and gender.
- the name on the identification must match the name on the boarding pass.

Flight Status

We recommend checking the status of your flight prior to making your way to the airport for check-in. To check the status of your flight you can contact our call centre at 604.273.8666 or Toll Free at 1.800.663.2872 or online with our flight status tool.

No Show

Failure to cancel and/or change a reservation 2 hours prior to departure or not showing up for your flight will result in:

- 1. forfeiture of payment for the "no-show" segment (no credit given)
- 2. subsequent segments will be cancelled, regular cancellation features will apply, balance remains as a credit file valid for one year from original date of booking

Same-Day Earlier Flight Change

With the purchase of any confirmed ticket customers have the option to make a confirmed change for a flight departing earlier on the same day of original confirmed travel. Charges may apply depending on the fare brand purchased. This change can only be done at the airport check-in counter.

24-Hour Cancellation Policy

Full refunds are offered for all reservations that are made and cancelled within 24 hours of original purchase. Important: cancellations must be made at least 2 hours prior to departure. Please call our reservation team at 604.273.8666 or Toll Free at 1.800.663.2872 to apply this policy to your booking.

24-Hour Change Policy

Changes can be made within 24 hours of the original purchase without applicable change fees; however, fare difference may apply. Important: changes must be made at least 2 hours prior to departure. Please call our reservation team at 604.273.8666 or Toll Free at 1.800.663.2872 to apply this policy to your booking.

Credit Files

In the event a non-refundable reservation is cancelled a credit file, minus the cancellation fee, is created and can be used towards future travel anywhere in Pacific Coastal Airlines' network. This credit is also transferable to another person. If the value of the future travel exceeds the credit amount then the difference will be charged; if less then a credit balance will remain on file. Important: credit files are valid for one (1) year from the original date of purchase. This means that travel must be booked and completed within the year and before the expiry date. A one-time extension to a maximum of 6 months from expiry of credit is permitted free of charge for Encore Fares, and \$78.75 each for both Classic and Bravo Fares.

To book using a credit, please contact our Call Centre at 1.800.663.2872 and have your credit file number ready.

Dangerous Goods

Dangerous goods (often called hazardous materials) may be pure chemicals, explosives, radioactive items, pressurized items, mixtures of substances, manufactured products or any article which could pose a risk to people, animals, or the environment if not properly handled in use or in transport. Pacific Coastal Airlines does not accept dangerous goods for transportation.

Lithium Batteries

Lithium batteries are considered dangerous goods. Pacific Coastal Airlines will not accept lithium batteries loose in checked baggage or as cargo. Lithium batteries can only be accepted in checked baggage if installed in a device. Loose or extra lithium batteries need to be in carry-on baggage, or on a passenger.

For more information or to reconfirm flights please contact our Call Center at 604.273.8666 or Toll Free at 1.800.663.2872

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Pacific Coastal administration office. International carriage hereunder is subject to the rules and limitations of liability contained in the Montreal Convention or the Warsaw Convention, and any applicable amendments.

Subject: FLIGHT: Air Canada Flight #8187 Booking Reference: s.22 Dep: 7:15p Arr: 8:56p

Location: Van-Fort St. John - seat s.15

 Start:
 Sun 2018-09-30 7:15 PM

 End:
 Sun 2018-09-30 8:56 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX **Required Attendees:** Miller, Amy PREM:EX

×



Booking Confirmation

Booking Reference: s.22

Date of issue: 26 Sep, 2018



Select Seats

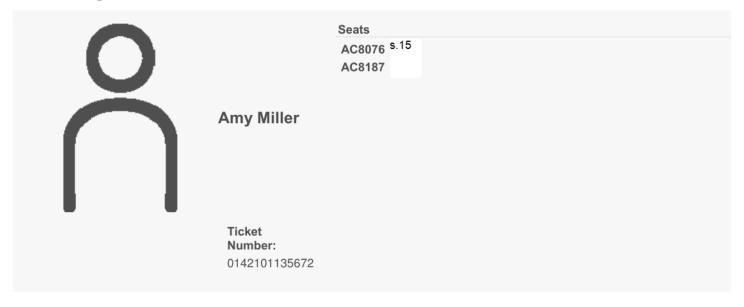




Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

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

Passengers





Economy - Standard

Sunday 30 Sep, 2018 18:00 18:28 **Victoria** Vancouver Victoria Int. (YYJ), Vancouver Int. (YVR), British Columbia Terminal M 0hr28 Economy H Operated by:Air Canada Express - Jazz | Q400 AC8076 Sunday 30 Sep, 2018 19:15 20:56 Fort St. John Vancouver Vancouver Int. (YVR), (YXJ), Terminal M British Columbia 1hr41 Economy H Operated by:Air Canada Express - Jazz | Q400

Purchase summary

AC8187

MasterCard 1 adult XXXX-XXXX-XXXX-s.17 Amount paid: \$403.33 Full details can be found in your attached Itinerary/Receipt Tax information GST/HST no. 10009-2287 RT0001 \$19.21 Air Transportation Charges 329.00 Seat selection 33.00 Taxes, fees and charges 41.33

Baggage allowance

Carry-on Baggage

On flights operated by Air Canada, Air Canada Rouge or Air Canada Express, you may carry with you in the cabin 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15.5 x 21.5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Your carry-on baggage must be light enough that you can store it in the overhead bin unassisted. See our complete carry-on baggage policy.

GRAND TOTAL (Canadian dollars)

Checked Baggage

Please see below for details on the bags you plan on checking at the baggage counter.

\$403³³



* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice by local government.

Currency

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

Stopovers

Checked baggage fees may be reassessed when itineraries include an enroute stopover of more than 24 hours.

Note: If you exceed your baggage allowance (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.



CANADA, U.S.: 1 (888) 247-2262



From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 11:25 AM

To: Miller, Amy PREM:EX

Subject: RE: Sharing invitation: Miller, Amy PREM:EX - Calendar

Hi Amy,

I now have the shared calendar so just need the permissions set when you have time.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Miller, Amy PREM:EX

Sent: Wednesday, September 26, 2018 11:22 AM

To: Higgins, Keira PREM:EX

Subject: Sharing invitation: Miller, Amy PREM:EX - Calendar **Microsoft Exchange** Miller, Amy PREM:EX - Calendar

Calendar:

Miller, Amy PREM:EX (Amy.Miller@gov.bc.ca) has invited you to view his or her

Calendar.

Once you accept, I will go in and give you editor permissions. I can't seem to send it with those persmissions.

From: Higgins, Keira PREM:EX
Sent: Wednesday, September 26, 2018 11:26 AM

To: Miller, Amy PREM:EX

Subject: RE: Flights for Fort Nelson trip

Okay sounds good. I will see what is the best (of the worst) and book it for you.

Keira Higgins, Executive Administrative Coordinator

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

From: Miller, Amy PREM:EX

Sent: Wednesday, September 26, 2018 11:25 AM

To: Higgins, Keira PREM:EX

Subject: RE: Flights for Fort Nelson trip

Thanks Keira, I would have been doomed without your help. Donnie hasn't booked a hotel in Fort St. John yet but said he will follow whatever I book.

From: Higgins, Keira PREM:EX Sent: September 26, 2018 11:20 AM

To: Miller, Amy PREM:EX < Amy. Miller@gov.bc.ca>

Subject: Flights for Fort Nelson trip

Hi Amy,

I have secured your flights for the trip and will work on booking your hotels now. Do you know what hotel Donnie is booked at in Fort St. John?

Also, please check your flights carefully to ensure the itinerary matches what Donnie had in mind. He didn't list airline so I assumed it was Air Canada since the times matched. Also, please check that the name as listed matches your travel ID.

Lastly, please add me as an editor to your calendar.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 26, 2018 11:27 AM

To: Miller, Amy PREM:EX
Subject: Accepted: Weekly check-in

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 11:53 AM

To: Miller, Amy PREM:EX **Subject:** RE: Ft. Nelson Trip

It still didn't work so I just booked it under my card. Please just ensure you give them your card when you arrive.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Miller, Amy PREM:EX

Sent: Wednesday, September 26, 2018 11:50 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Ft. Nelson Trip

Weird, it all looks right but the name on the card is Amys.22 Miller.

s.17

From: Higgins, Keira PREM:EX Sent: September 26, 2018 11:44 AM

To: Miller, Amy PREM:EX < Amy. Miller@gov.bc.ca>

Subject: RE: Ft. Nelson Trip

Your cc isn't working. Please check the number listed below.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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From: Miller, Amy PREM:EX

Sent: Wednesday, September 26, 2018 8:03 AM

To: Higgins, Keira PREM:EX **Subject:** Re: Ft. Nelson Trip

Sure thing, my info is: \$.17 Donnie Wing is also coming up and I think Christine suggested we should book his hotel and flight as well. He wouldn't need a flight to Vancouver as he will already be there. Would that be possible?

Amy

Sent from my iPhone

On Sep 25, 2018, at 4:37 PM, Higgins, Keira PREM:EX < Keira. Higgins@gov.bc.ca > wrote:

Hi Amy,

Looks good. I'll work on this and your hotel tomorrow. When you have a chance please send me your cc info so I can book your hotel for you.

Sent from my iPhone

On Sep 25, 2018, at 4:35 PM, Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca> wrote:

I'm not sure if the below email provides all the info you need. Let's connect tomorrow.

Amy

Sent from my iPhone

Begin forwarded message:

From: "Bronstein, Ron JTT:EX" < Ron.Bronstein@gov.bc.ca>

Date: September 25, 2018 at 2:54:15 PM PDT

To: "Miller, Amy PREM:EX" < Amy.Miller@gov.bc.ca>

Subject: Ft. Nelson Trip

Amy, are you available next Monday-Tuesday?

I've been waiting about 4 weeks to hear back from James at Ratcliffe. Yesterday he advises that Oct. 3-5 would work best for his clients – FNFN, however I had already committed to Kitimat on Oct. 3-4, so we worked out a compromise with Daniel, and the plan is to go up this coming Monday and return Tuesday. That gives enough time to visit with the community, see the mill site and town.

Flights are on Central Mountain Air through the South terminal in Vancouver. Departure is 7:35AM on Monday, stop in Pr. George, then into Ft. Nelson at 11:15.

Return Tuesday leaves at 14:00 from Ft Nelson, back through Pr. George, and into South Terminal by 15:45.

Then I am turning around and going on Air Canada to Terrace at 8pm.

The other bugger is getting into South Terminal for the morning flight, I can't do it that morning so I decided to travel over the night before and stay somewhere near by in Richmond. The

hotel we are booking into in Fort Nelson is called the Woodlands Inn.

I am sure CL will let you go, book soon!!! I am off to Vancouver tonight and return tomorrow.

regards

Ron Bronstein Senior Executive Major Investments Office Ministry of Jobs, Trade and Technology C (250) 413-7068 O (778) 698-1626

Subject: MEETING: Don Wright and Geoff Morrison - CAPP

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

 Start:
 Tue 2018-10-02 12:00 PM

 End:
 Tue 2018-10-02 1:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:Wright, Don J. PREM:EXRequired Attendees:XT:Morrison, Geoff FLNR:IN

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 12:18 PM

To: Miller, Amy PREM:EX

Subject: Trip hotels

Attachments: Email From s.15 Your Sep-30-2018 Confirmation #s.22

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 12:22 PM

To: 'George W Higgins'
Subject: RE: Confirming

Hi George,

I have the meeting in their calendars.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: George W Higgins [mailto:gwhiggins@get-id.net] **Sent:** Wednesday, September 26, 2018 11:45 AM

To: Higgins, Keira PREM:EX

Subject: Confirming

Hi Keirra, I am just confirming that the meeting with Don, Geoff, Val, Jeff and me is still in the books for October 2nd at 4:30.

Many thanks, George

George Higgins Coordinator, Coalition of BC Businesses 604-802-7315 Page 864 of 973 to/à Page 865 of 973

Withheld pursuant to/removed as

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 12:23 PM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Thanks Nicole!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Normand, Nicole AG:EX

Sent: Wednesday, September 26, 2018 11:42 AM

To: Higgins, Keira PREM:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi,

We can go ahead and cancel for this week.

Thanks Keira!

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 9:56 AM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Nicole,

I am sorry but Don only has the listed times and 4:30 and does not have any other availability that day. Perhaps we just cancel this week's call?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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From: Normand, Nicole AG:EX

Sent: Wednesday, September 26, 2018 9:54 AM

To: Higgins, Keira PREM:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Minister Eby will be at a media event.

How about 2pm?

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 9:01 AM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Nicole,

Sorry but Don has another call at 5:30. He could do 12:30 if that works?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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From: Normand, Nicole AG:EX

Sent: Wednesday, September 26, 2018 9:01 AM

To: Higgins, Keira PREM:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi,

Minister Eby is on a flight at that time. Would 5:30 work on the 27th?

Thanks

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 2:26 PM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Nicole,

Apologies but neither of those options work for Don. He is available at 11:30.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Normand, Nicole AG:EX

Sent: Tuesday, September 25, 2018 1:32 PM

To: Higgins, Keira PREM:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Keira,

Sorry to do this again but can we reschedule this call. Minister Eby can be available Sep 27th at 7:45am or 12:15pm.

Thanks.

From: Higgins, Keira PREM:EX

Sent: Friday, September 21, 2018 1:37 PM

To: Normand, Nicole AG:EX

Subject: RE: Sep 27, Weekly call - Don Wright/AG

Hi Nicole,

That works for Don.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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From: Normand, Nicole AG:EX

Sent: Friday, September 21, 2018 1:37 PM

To: Higgins, Keira PREM:EX

Subject: Sep 27, Weekly call - Don Wright/AG

Hi Keira,

Minister Eby is now attending an event at this time, any chance we can move their call to 8am on Sep 27?

Thanks so much.

Nicole

Subject: Canceled: Booked for Minister Darcy

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-09-27 1:00 PM **End:** Thu 2018-09-27 4:00 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Importance: High

Nancy Tates | Senior Executive Assistant to Deputy Minister Neilane Mayhew Ministry of Mental Health and Addictions 2nd Floor, 1515 Blanshard Street Victoria, BC V8W 9R1

T: 778-698-0416 | E: nancy.tates@gov.bc.ca

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 1:28 PM

To: Tates, Nancy MMHA:EX
Cc: Gotto, Sarah F MMHA:EX
Subject: RE: Booked for Minister Darcy

Done - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Tates, Nancy MMHA:EX

Sent: Wednesday, September 26, 2018 1:14 PM

To: Higgins, Keira PREM:EX **Cc:** Gotto, Sarah F MMHA:EX

Subject: RE: Booked for Minister Darcy

Keira, apologies, but another change to this booking. Minister will no longer be participating by telepresence so the bookings for VCO and for Government Street can now be <u>cancelled</u> entirely.

Thank you so much for your assistance.

Nancy

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 2:32 PM

To: Tates, Nancy MMHA:EX < Nancy. Tates@gov.bc.ca>

Subject: FW: Booked for Minister Darcy

Subject: Accepted: Booked for Minister Darcy

When: Thursday, September 27, 2018 1:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 1:29 PM

To: Berry, Julia F HLTH:EX
Cc: Walsh, Sara M HLTH:EX

Subject: RE: DM Brown and DM Wright Meeting Sept 27th

Hi Julia,

No, it is an informal meeting.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Berry, Julia F HLTH:EX

Sent: Wednesday, September 26, 2018 12:44 PM

To: Higgins, Keira PREM:EX **Cc:** Walsh, Sara M HLTH:EX

Subject: DM Brown and DM Wright Meeting Sept 27th

Good afternoon Keira,

Does Don have any agenda items or materials in advance of the above noted meeting tomorrow afternoon?

Thank you, Julia Berry

Program Assistant

Deputy Minister's Office

(778)698-0417

From:	Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent:	Wednesday, September 26, 2018 1:30 PM
То:	Halls, Lori D PSA:EX
Subject:	Tentative: DMCPSI

Don now has a meeting with PJH and is only available until 2:00.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 26, 2018 1:32 PM

To: Halls, Lori D PSA:EX

Subject: Accepted: DMC Succession Meeting

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 1:36 PM

To:Wade, Debbie PREM:EXSubject:FW: Meeting with Don

Hi Debbie,

Do Geoff and Amber have any availability for this meeting on Oct 23rd between 1:00-2:30?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, September 26, 2018 10:44 AM

To: Higgins, Keira PREM:EX **Subject:** Meeting with Don

Keira – would you please find a time in about 3 weeks for Don, Geoff, Amber, Vanessa Geary and I to meet about the budget? Maybe 45 minutes?

thanks

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 1:36 PM

To: Wright, Don J. PREM:EX
Cc: Nash, Amber PREM:EX

Subject: FW: Broughton Briefing tomorrow

Hi Don,

Please see inquiry from Amber 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: Nash, Amber PREM:EX

Sent: Wednesday, September 26, 2018 10:33 AM

To: Higgins, Keira PREM:EX

Subject: Broughton Briefing tomorrow

Hi Keira,

Wanted to check in to see if Don would be providing any materials for the Premier ahead of the briefing tomorrow.

Amber

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 1:37 PM

To: Stewart, Lori JTT:EX

Subject: RE: Breakfast Meeting - Deputy Minister and Alan Winter

Thank you.

Keira Higgins, Executive Administrative Coordinator

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

From: Stewart, Lori JTT:EX

Sent: Wednesday, September 26, 2018 10:13 AM

To: Higgins, Keira PREM:EX

Subject: Breakfast Meeting - Deputy Minister and Alan Winter

Good morning Keira,

Please find attached a topic for discussion which Alan would like to bring forward for his breakfast meeting with the Deputy Minister on October 4th.

Thank you.

Lori Stewart

Executive Administrative Assistant to Dr. Alan Winter, BC's Innovation Commissioner

Office of BC's Innovation Commissioner

Phone: 778-698-3948

Email: Lori.Stewart@gov.bc.ca

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 26, 2018 1:39 PM

To: Canitz, Shelley L PREM:EX Subject: Declined: Cabinet Issues

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Wednesday, September 26, 2018 1:41 PM

To: Miller, Amy PREM:EX

Subject: Accepted: MEETING: Christine, Amy, Donnie (Investment Framework)

Subject: EETF Meeting

Location: Vancouver Location TBD

 Start:
 Fri 2018-11-02 12:30 PM

 End:
 Fri 2018-11-02 1:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

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

This is a tentative date for the EETF meeting. Kathy's office has suggested the October 25 or 31, or November 2.

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 26, 2018 1:45 PM

To: Wanamaker, Lori FIN:EX

Subject: Tentative: DMCC

Don will now be in Vancouver. Please send call-in details.

Thanks,

Keira

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 2:07 PM

To: Christensen, Suzanne PREM:EX; Canitz, Shelley L PREM:EX

Cc: Hendry, Jackie PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor PREM:EX; Shortt,

Amanda PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Papik, Stephanie PREM:EX; Farmer, Leila PREM:EX; Robinson, Jon

PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX

Subject: RE: October is Healthy Workplace Month

I strongly suggest we focus our winning efforts on this week.....

Week of	Theme	Prize
October 15-19	Mental Health: Healthy Eating	A basket of healthy treats

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Christensen, Suzanne PREM:EX

Sent: Wednesday, September 26, 2018 2:03 PM

To: Canitz, Shelley L PREM:EX

Cc: Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX; Papik, Stephanie PREM:EX; Farmer, Leila PREM:EX; Robinson, Jon PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX

Subject: Re: October is Healthy Workplace Month

s.22

Sent from my iPad

On Sep 26, 2018, at 1:56 PM, Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca> wrote:

https://gww.gov.bc.ca/groups/health-where-you-work/news/2018/0924/healthy-workplace-month-around-corner

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 2:13 PM

To: Canitz, Shelley L PREM:EX Subject: RE: Meeting with Don

Hi Shelley,

I have landed on October 23rd from 1:30-2:15. Can you miss the first bit of MHAWG?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Canitz, Shelley L PREM:EX

Sent: Wednesday, September 26, 2018 10:44 AM

To: Higgins, Keira PREM:EX **Subject:** Meeting with Don

Keira – would you please find a time in about 3 weeks for Don, Geoff, Amber, Vanessa Geary and I to meet about the budget? Maybe 45 minutes?

thanks

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 2:37 PM

To: Roe, Sandra PSA:EX
Cc: Detlefsen, Kirsten PSA:EX
Subject: RE: Date for Full Day Meeting

Will do - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Roe, Sandra PSA:EX

Sent: Wednesday, September 26, 2018 2:27 PM

To: Higgins, Keira PREM:EX **Cc:** Detlefsen, Kirsten PSA:EX

Subject: RE: Date for Full Day Meeting

Would you be able to put a hold on that date for a couple of days. Kirsten and I will be meeting w/Lori tomorrow and will see if we can make that work.

S

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 1:34 PM

To: Roe, Sandra PSA:EX **Cc:** Detlefsen, Kirsten PSA:EX

Subject: RE: Date for Full Day Meeting

Hi Sandra,

I have already cancelled the DMC on Nov 23rd.

There is no availability for a full day meeting in November. Don is already committed to several key meetings (on top of DMC). The only option within that timeframe is October 26th.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Roe, Sandra PSA:EX

Sent: Wednesday, September 26, 2018 11:43 AM

To: Higgins, Keira PREM:EX
Cc: Detlefsen, Kirsten PSA:EX
Subject: Date for Full Day Meeting

Hi Keira -

I've just sent out the meeting request for the full day meeting in November (we spoke about that date some time ago). Can you please cancel the DMC meeting that day as this will be in place of that.

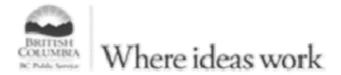
Also, apparently we are looking for another full day for DMs to meet regarding Potential Future Executive (PFE). Ideally this would be prior to the November 23rd meeting. Could you provide a few options in late October/early November that would work for Don for a full day meeting. Then we'll work with those dates and get something in the calendars.

Thanks,

S

Sandra Roe, Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (778) 698-7968 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.95**2.6000** | Toll Free 1.877.277.0772



Subject: MEETING: Don, Geoff, Amber, Vanessa and Shelley C - Budget

Location: Rose Room

 Start:
 Tue 2018-10-23 1:30 PM

 End:
 Tue 2018-10-23 2:15 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Geary, Vanessa PREM:EX; Canitz,

Shelley L PREM:EX

Resources: PREM Rose Room PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Wednesday, September 26, 2018 3:02 PM

To: Wanamaker, Lori FIN:EX

Subject: Accepted: DMCC

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 5:06 PM

To: Witter, Allison PREM:EX **Subject:** Re: Mailing address

Hi Ali,

That's it:)

Sent from my iPhone

On Sep 26, 2018, at 4:39 PM, Witter, Allison PREM:EX < Allison.Witter@gov.bc.ca > wrote:

Hi Keira,

I've had a request for a mailing address from someone making a submission to the Wild Salmon Secretariat. Is following address okay to use?

PO BOX 9041 STN PROV GOVT VICTORIA, BC V8W 9E1

Thanks, Ali

Allison Witter | Director, Wild Salmon Secretariat Office of the Premier, Deputy Minister Cell: 250-889-2325 | Office: 250-387-0863

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 7:20 PM

To: Kennedy, Christine PREM:EX

Subject: Re: Heat!

He told me he was on it today. Very disappointing.

Sent from my iPhone

On Sep 26, 2018, at 7:19 PM, Kennedy, Christine PREM:EX < Christine.Kennedy@gov.bc.ca > wrote:

You are an angel. Thank you!

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 7:17 PM

To: Dhanota, Surjit LASS:EX **Cc:** Kennedy, Christine PREM:EX

Subject: Fwd: Heat!

Hi Surjit,

This needs to be dealt with ASAP. Please confirm first thing in the morning when complete.

Thanks,

Keira

Sent from my iPhone

Begin forwarded message:

From: "Kennedy, Christine PREM:EX" < Christine.Kennedy@gov.bc.ca

Date: September 26, 2018 at 7:03:32 PM PDT

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

Subject: Heat!

I notice that the building maintenance people did not manage to turn the heat off in my office. It is so hot in here tonight s.22 which is strange since normally this office is an icebox!

Tomorrow morning could you check to see if they can send someone on a priority basis to fix this? If they don't have someone available to come and deal with it ASAP tomorrow, could they let you know when they expect to be able to come and fix it? Or bring in an outside plumber to do whatever is needed. It is so hot that I wouldn't be able to work at my desk if they can't fix it tomorrow.

Typically they are so prompt with building problems, so I'm surprised to get back and have it still be so hot. Hopefully the problem isn't something complex that will take a long time.

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

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 27, 2018 8:21 AM

To: Miller, Amy PREM:EX

Subject: Accepted: MEETING: Christine, Amy, Donnie (Investment Framework)

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 8:22 AM

To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: Don's schedule

Hi Shirley,

I will have her attend the portion that Don is speaking at.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kwan, Shirley JTT:EX

Sent: Wednesday, September 26, 2018 4:53 PM

To: Higgins, Keira PREM:EX Cc: Jang, Monica JTT:EX Subject: RE: Don's schedule

Staff advised Christine K can attend to what fits in her schedule (if available) or nothing at all.

Will wait to hear back from you before confirming back to my staff.

Shirley

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 1:42 PM

To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: Don's schedule

Hi Shirley,

Let's schedule Don from 12:30-1:30. Will Christine be staying for the same portion of the meeting?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kwan, Shirley JTT:EX

Sent: Wednesday, September 26, 2018 10:09 AM

To: Higgins, Keira PREM:EX

Cc: Jang, Monica JTT:EX
Subject: RE: Don's schedule

Will need Don for 45 mins and will let you decide if 12pm or 1pm to start.

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 9:39 AM

To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: Don's schedule

Hi Shirley,

I don't know what kind of time commitment is needed for this meeting but Don has another important committee at 2:00 which I would hope to allow him the opportunity to call into the committee. Will noon/1:00-2:00 be a sufficient amount of time for Don to participate or is more time required?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Kwan, Shirley JTT:EX

Sent: Wednesday, September 26, 2018 9:22 AM

To: Higgins, Keira PREM:EX Cc: Jang, Monica JTT:EX Subject: Don's schedule

Good Morning Keira -

Christine K and Fazil spoke about EETF in Don's schedule and have held Oct 25th afternoon (which this can be released) and Nov 2nd for another possible date (which is confirmed).

Can you please advise what timeslot would work for Don to present on Nov 2nd in Vancouver?

Shirley

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 27, 2018 8:23 AM

To: Gervais, Monica PREM:EX **Subject:** Tentative: SSP Oct 15 Pre-brief

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 27, 2018 8:25 AM

To: Miller, Amy PREM:EX

Subject: New Time Proposed: MEETING: Christine, Amy, Donnie (Investment Framework)

Apologies Amy but Christine has been called to a meeting with Don. I am hoping that 3:00 will work for you and Donnie for the reschedule.

Thanks,

Keira

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 27, 2018 8:25 AM

To: Wright, Don J. PREM:EX

Subject: Accepted: Files

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 8:29 AM

To: Cameron, Tara D ENV:EX **Subject:** RE: Climate Materials

Hi Tara,

He has opened the email so should be all good.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Cameron, Tara D ENV:EX

Sent: Wednesday, September 26, 2018 4:03 PM

To: Higgins, Keira PREM:EX **Subject:** FW: Climate Materials

Hi Keira, Don was asking Bobbi for these slides. Could you pls alert him to my email? Bobbi is travelling today and was unable to send them directly.

Thank you, Tara

From: Cameron, Tara D ENV:EX **Sent:** September 26, 2018 4:01 PM

To: Wright, Don J. PREM:EX; Lloyd, Evan GCPE:EX; Nikolejsin, Dave EMPR:EX; Kristianson, Eric GCPE:EX; Zadravec, Don

GCPE:EX

Cc: Plecas, Bobbi ENV:EX Subject: Climate Materials

Good afternoon, on behalf of Bobbi Plecas, please find attached 2 presentations.

Thank you, Tara

Tara Cameron
Manager, Executive Operations
Deputy Minister's Office
Climate Change
778-698-4842 (office)
250-507-0124 (cell)

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 8:42 AM

To: Kennedy, Christine PREM:EX

Subject: RE: More Travel. . .

Hi Christine,

You are booked to arrive in Van at 1:00. The flights back were very limited and the best I could get you on was a 5:45. Please let me know if you wish to be waitlisted for any earlier flights.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX

Sent: Wednesday, September 26, 2018 6:52 PM

To: Higgins, Keira PREM:EX **Subject:** More Travel. . .

On Friday could you see what would be available for an afternoon (12:30 or later) trip to Vancouver and then return later afternoon? I need to have a meeting with Paper Excellence and will aim for 2 or 3.

I will check with Amy and Donnie if they could do tomorrow instead. I put a bunch of hold times in my calendar to try to do some writing, but will meet with them instead if they can manage that.

Thank you!

Christine Kennedy

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 8:50 AM

To: Samath, Mayura LBR:EX
Cc: Birnie, Kayla LBR:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Hi Mayura,

Trevor had told me he would be participating via video from VCO. Is that still correct?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Samath, Mayura LBR:EX

Sent: Thursday, September 27, 2018 8:47 AM

To: Higgins, Keira PREM:EX **Cc:** Birnie, Kayla LBR:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Hi Keira,

DM Hughes will be calling in.

Thank you,

Mayura

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 8:35 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the September 28, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 28, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 27, 2018 9:04 AM

To: Miller, Amy PREM:EX

Subject: Accepted: MEETING: Christine, Amy, Donnie (Investment Framework)

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 9:18 AM

To: Cameron, Tara D ENV:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Cameron, Tara D ENV:EX

Sent: Thursday, September 27, 2018 8:56 AM

To: Higgins, Keira PREM:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Jelene is away today. I think she's already let you know but in case she hasn't, Bobbi is at Climate Week in NYC and will not be at tomorrow's DMC.

From: Higgins, Keira PREM:EX **Sent:** September 27, 2018 8:35 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the September 28, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 28, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 9:19 AM

To: Bridges, Kelsey PSEC:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: Bridges, Kelsey PSEC:EX

Sent: Thursday, September 27, 2018 8:50 AM

To: Higgins, Keira PREM:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Good morning Keira,

Christina Zacharuk is unable to attend but ADM Chris Rathbone will be attending on her behalf.

Thanks, Kelsev

From: Higgins, Keira PREM:EX Sent: September 27, 2018 8:35 AM

To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>

Subject: Confirmation of attendance to the September 28, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 28, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings| Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Sent: To: Subject:	Higgins, Keira PREM:EX Thursday, September 27, 2018 9:44 AM Wild Salmon Secretariat PREM:EX RE: Wild Salmon Forever Submission
Please tell them to deliver to Depu	uty Minister's Office - room 272-501 Belleville St, Victoria BC V8W 9W1.
Thanks,	
Keira Higgins, Executive Admin Office of the Premier, Deputy Minist 272 West Annex, Parliament Buildin Ph: (250) 356-2206	ter
From: Wild Salmon Secretariat PR Sent: Thursday, September 27, 20 To: Higgins, Keira PREM:EX Subject: FW: Wild Salmon Forever	018 9:43 AM
Any thoughts?	
Thanks, Ali	
From: Drew Weddell <info@good Sent: September 27, 2018 9:30 AN To: Wild Salmon Secretariat PREM Subject: Re: Wild Salmon Forever</info@good 	vi 1:EX <wildsalmonsecretariat@gov.bc.ca></wildsalmonsecretariat@gov.bc.ca>
Good morning Allison,	
I just tried calling the office and le	ft a message.
Unfortunately FedEx doesn't deliv	er to P.O. Boxes, is there an alternate address we can send it to?
Thank you, Drew	
On Thu, Sep 27, 2018 at 7:47 AM	Wild Salmon Secretariat PREM:EX < wildsalmonsecretariat@gov.bc.ca > wrote:
Hi Drew,	
You can use the following addres	ss:

Wild Salmon Secretariat
c/o PO BOX 9041 STN PROV GOVT
VICTORIA, BC V8W 9E1
Best regards,
Allison Witter Director, Wild Salmon Secretariat
Phone: 250-387-0863 Email: WildSalmonSecretariat@gov.bc.ca
From: Drew Weddell < info@goodhopecannery.com >
Sent: September 26, 2018 4:30 PM To: Wild Salmon Secretariat PREM:EX < wildsalmonsecretariat@gov.bc.ca>
Cc: Emma Macklem < emma@kerradvisory.ca > Subject: Wild Salmon Forever Submission
,
Good afternoon,
I'm amailing you on habalf of the Wild Salman Foreyor Society
I'm emailing you on behalf of the Wild Salmon Forever Society.
We have a submission we would like to get to you for Friday and require a mailing address, are you able to provide us with one?
Thank you in advance, looking forward to your reply.
Drew Weddell
s.22

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 9:44 AM

To: Genzale, Morgan MAH:EX
Cc: Kwan, Shirley JTT:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Noted - thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Genzale, Morgan MAH:EX

Sent: Thursday, September 27, 2018 9:36 AM

To: Higgins, Keira PREM:EX **Cc:** Kwan, Shirley JTT:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Hi Keira,

Confirming Jacquie Dawes will be attending. Tracy Campbell will also be attending as A/DM for Fazil.

Thanks!

Morgan Genzale, A/Senior Executive Assistant

Ministry of Municipal Affairs & Housing

From: Higgins, Keira PREM:EX Sent: September 27, 2018 8:35 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the September 28, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 28, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 10:07 AM

To: Nash, Amber PREM:EX; McLaren, Chris PREM:EX

Subject: FW: SFU/UBC Special Honorary Degree Conferral - October 19th

Attachments: Special Conferral Brief.doc

Hi Amber/Chris,

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: Nicole Rogers [mailto:nrogers@sfu.ca] **Sent:** Wednesday, September 26, 2018 5:02 PM

To: don.wright@gov.bc.ca **Cc:** Mulloy, Eleanor PREM:EX

Subject: SFU/UBC Special Honorary Degree Conferral - October 19th

Good afternoon, Deputy,

The Premier will have received an invitation for a special honourary degree conferral and reception for His Highness Prince Karim Aga Khan IV today – October 19th, 2:30 – 5:30, Vancouver Convention Centre West.

We are expecting 300 – 400 guests, including the Lieutenant-Governor who will be making remarks during the ceremony, and I've attached the Event Plan for your information. I have also followed up with the Premier's Chief of Staff and I believe Andrew or his office will be following up with the Premier in the next few days.

If you or your staff have any questions about this very special event, please don't hesitate to contact me or, or course, Andrew directly at any time.

Best regards, Nicole

Nicole Rogers

Government & Community Relations Officer | External Relations Simon Fraser University | Strand Hall 2100 8888 University Dr., Burnaby, B.C. V5A 1S6 T: 778.782.9554 | F: 604.719.4556 | sfu.ca



From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 27, 2018 10:23 AM

To: 'Tina Lee/HQ/Canada/PEX'

Subject: Accepted: Invitation: Meeting with Christine Kennedy (Sep 28 14:00 PDT in Vancouver

Cabinet Office - 740-999 Canada Place)

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 27, 2018 11:47 AM

To: s.17

Subject: Accepted: Briefing: CBA

Page 908 of 973

Withheld pursuant to/removed as

s.22

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 27, 2018 12:20 PM

To: s.17

Subject: Accepted: Pre-Brief

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 27, 2018 12:21 PM

To: s.17

Subject: Accepted: Briefing: MCJ & MGH

Subject: Check in on Plan

Location: s.15; s.17

Start: Mon 2018-10-01 5:00 PM **End:** Mon 2018-10-01 5:30 PM

Show Time As: Tentative

Recurrence: Daily

Recurrence Pattern: Occurs every day from 5:30 PM to 6:00 PM effective 9/24/2018 until 10/1/2018.

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Required Attendees: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Lloyd, Evan GCPE:EX; Aaron, Sage

PREM:EX; Kennedy, Christine PREM:EX; Nikolejsin, Dave EMPR:EX; Wanamaker, Lori FIN:EX; Plecas, Bobbi ENV:EX; Kristianson, Eric GCPE:EX; Zadravec, Don GCPE:EX

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 12:55 PM

To: Gervais, Monica PREM:EX

Subject: RE: SSP Review of Future Agenda

She could meet that morning but it would have to be at 9:00.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Gervais, Monica PREM:EX

Sent: Thursday, September 27, 2018 12:54 PM

To: Higgins, Keira PREM:EX

Subject: RE: SSP Review of Future Agenda

Oh dear. I was really hoping she would be there. What time that week would she be available?

Monica

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 8:23 AM

To: Gervais, Monica PREM:EX

Subject: RE: SSP Review of Future Agenda

Hi Monica,

Christine is in a meeting with Don at that time so I am doubtful she will be available to participate. I will note it in her calendar as tentative.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Gervais, Monica PREM:EX

Sent: Wednesday, September 26, 2018 4:28 PM

To: Higgins, Keira PREM:EX

Subject: RE: SSP Review of Future Agenda

Hi Keira,

I've sent a meeting notice to Christine for Oct 15 from 9:30 – 10 right before the SSP meeting on that day. It was a time chosen by the Chair, Hon. Ralston.

I hope that works for Christine.

Cheers, Monica

From: Higgins, Keira PREM:EX

Sent: Wednesday, September 26, 2018 2:40 PM

To: Gervais, Monica PREM:EX

Subject: RE: SSP Review of Future Agenda

Hi Monica,

Please see Christine's availability below:

Oct 3rd – 11:30-12:00; 1:30-2:00 Oct 4th – between 1:00-2:00

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Gervais, Monica PREM:EX

Sent: Wednesday, September 26, 2018 1:44 PM

To: Higgins, Keira PREM:EX

Subject: FW: SSP Review of Future Agenda

Hi Keira,

I am trying to organize a meeting with SSP Chair and Christine next week to discuss the future agenda. Christine is busy Monday. Do you have some times next week that may work for her?

Thanks! Monica

From: Gervais, Monica PREM:EX

Sent: Wednesday, September 26, 2018 1:42 PM

To: Robb, Amanda JTT:EX

Cc: Mihlar, Fazil JTT:EX; McColl, John-Michael JTT:EX; Hourston, Sveah JTT:EX; Jang, Monica JTT:EX

Subject: SSP Review of Future Agenda

Hi Amanda,

The Chair indicated he wanted to review the future agenda of the SSP Committee. I was wondering if you would find some time next week—perhaps 20 minutes.

Christine Kennedy should also be invited and I will loop in with her office if you could give us some times that might work for next week. Not Monday as Christine is busy.

Thank you, Monica

Monica Gervais

A/Executive 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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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 27, 2018 12:58 PM

To: Wanamaker, Lori FIN:EX

Subject: Tentative: DMCC

Don is only available until 3:15

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 1:05 PM

O'Connor, Lara FIN:EX To:

Subject: RE: DMCC

No sorry, Don has an event immediately prior.

Keira Higgins, Executive Administrative Coordinator

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

From: O'Connor, Lara FIN:EX On Behalf Of Wanamaker, Lori FIN:EX

Sent: Thursday, September 27, 2018 1:02 PM To: Higgins, Keira PREM:EX

Subject: RE: DMCC

Keira would it work if we did 1:00-3:00?

Lara

----Original Appointment----

From: Higgins, Keira PREM:EX On Behalf Of Wright, Don J. PREM:EX

Sent: September 27, 2018 12:58 PM

To: O'Connor, Lara FIN:EX; Michell, Jennifer FIN:EX; Justesen, Josh T FIN:EX

Subject: Tentative: DMCC

When: November 2, 2018 2:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: TBS Boardroom 031-617 Government Street / and call for Don Wright

Don is only available until 3:15

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 27, 2018 1:35 PM

To: Wanamaker, Lori FIN:EX

Subject: Accepted: DMCC

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 2:01 PM

To: Howie, Matthew IRR:EX
Cc: Leinweber, Rachelle R IRR:EX

Subject: RE: Oct 26 DMC

Noted -thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Thursday, September 27, 2018 12:17 PM

To: Higgins, Keira PREM:EX **Cc:** Leinweber, Rachelle R IRR:EX

Subject: Oct 26 DMC

Hi Keira,

On Oct 26, Doug has to attend a meeting in Vancouver with the Premier and our Minister, and won't be able to attend DMC.

ADM Laurel Nash will attend the Oct 26 DMC on Doug's behalf. Thank you.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX Thursday, September 27, 2018 2:16 PM Sent: To: Dixon, Olivia PREM:EX Subject: RE: VCO Perfect, will do. Thanks! Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4 Ph: (250) 356-2206 From: Dixon, Olivia PREM:EX Sent: Thursday, September 27, 2018 2:15 PM To: Higgins, Keira PREM:EX Subject: RE: VCO Hi Keira, I have booked a meeting space tomorrow from 2PM – 5PM tomorrow for Christine Kennedy. Thank you for providing an updated list of attendees. Please continue to send your requests to the VCO Boardrooms email so both Danny and I can see the requests and ensure they get responded to in a timely manner. Also, Kathleen Fleurant made this beautiful table for one of her booking requests, and I thought it would make all our lives simpler if I created a version for everyone to use when making bookings for the VCO boardrooms going forward. Just copy & paste it into your email to vco.boardrooms@gov.bc.ca and fill in the information. Vancouver Cabinet Office Boardroom Booking Request Ministry: Meeting: Date: Time: Attendees:

Other Requirements:	

Warmest Regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX Sent: September 27, 2018 1:37 PM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>

Subject: RE: VCO

Hi Olivia,

Is this confirmed?

Also, please see the confirmed attendees below:

MEETING: Christine, Brian Baarda, Tina Lee, Jim Miller, Tom Shih, Aaron Welch or David Hatter from LSB, and maybe Fazil

Keira Higgins, Executive Administrative Coordinator

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

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 27, 2018 10:13 AM

To: Higgins, Keira PREM:EX

Subject: RE: VCO

Hi Keira,

I want to confirm this booking request is for Friday afternoon?

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX

Sent: September 27, 2018 10:05 AM

To: Dixon, Olivia PREM:EX < Olivia.Dixon@gov.bc.ca >

Subject: FW: VCO

Hi Olivia,

Please see note from Christine below. Is there a boardroom available that she could please use from 2:00-5:00?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Kennedy, Christine PREM:EX

Sent: Thursday, September 27, 2018 10:04 AM

To: Higgins, Keira PREM:EX

Subject: VCO

Could you let VCO that I will be there tomorrow afternoon and that I will need an office or meeting room for 4-5 people.

This will be for a meeting with Paper Excellence CEO Brian Baarda and one of two people from their organization, plus either Aaron Welch or David Hatter from LSB, and maybe Fazil.

I will confirm all the names when I have them. Thank you!

Christine Kennedy

Office of the Premier, Deputy Minister's Office 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 2:46 PM

To: Whitford, Kelly M AEST:EX

Subject: FW: Confirmation of attendance to the September 28, 2018 DMC

Hi Kelly,

Will Shannon be in attendance?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 8:35 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the September 28, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 28, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 2:48 PM

To: Whitford, Kelly M AEST:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

Thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Whitford, Kelly M AEST:EX

Sent: Thursday, September 27, 2018 2:48 PM

To: Higgins, Keira PREM:EX

Subject: RE: Confirmation of attendance to the September 28, 2018 DMC

My apologies! Yes!

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 2:46 PM

To: Whitford, Kelly M AEST:EX

Subject: FW: Confirmation of attendance to the September 28, 2018 DMC

Hi Kelly,

Will Shannon be in attendance?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 8:35 AM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Confirmation of attendance to the September 28, 2018 DMC

Good morning,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, September 28, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 27, 2018 2:58 PM

To: Meggs, Geoff PREM:EX

Subject: Declined: Senior Staff Meeting

DMC

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 3:39 PM

To: Dixon, Olivia PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: DMC attendance

Awesome - thanks!

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Dixon, Olivia PREM:EX

Sent: Thursday, September 27, 2018 3:32 PM

To: Higgins, Keira PREM:EX Cc: Loubert, Danny PREM:EX Subject: RE: DMC attendance

Hi Keira!

Danny will be in the office in the morning to connect the video link for Trevor tomorrow at 8:20AM.

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX Sent: September 27, 2018 2:48 PM

To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: DMC attendance

Hi Olivia,

It will just be Trevor Hughes at VCO for DMC tomorrow. Will you be available to connect the video link at 8:20?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Thursday, September 27, 2018 3:40 PM

To: Gervais, Monica PREM:EX; Canitz, Shelley L PREM:EX

Cc: Massy, Michelle E PREM:EX; MacMillan, Elizabeth PREM:EX

Subject: RE: DMC Slides Sep 28

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: Gervais, Monica PREM:EX

Sent: Thursday, September 27, 2018 3:30 PM

To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX **Cc:** Massy, Michelle E PREM:EX; MacMillan, Elizabeth PREM:EX

Subject: DMC Slides Sep 28

Hi Keira and Shelley,

Slides for tomorrow attached.

Cheers, Monica

Monica Gervais

A/Executive 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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From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Thursday, September 27, 2018 3:43 PM

To: s.17

Subject: Accepted: Briefing: MCJ & MGH

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Thursday, September 27, 2018 3:50 PM

To: Jardine, Kevin EAO:EX

Subject: Accepted: CALL: Kevin/Christine

Subject: MEETING: Don and Suzanne

Location: Don's Office

Start: Wed 2018-10-03 11:30 AM **End:** Wed 2018-10-03 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: MEETING: Don and Suzanne

Location: Don's Office

 Start:
 Tue 2018-10-09 11:30 AM

 End:
 Tue 2018-10-09 12:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: MEETING: Don and Suzanne

Location: Don's Office

Start: Tue 2018-10-16 1:00 PM **End:** Tue 2018-10-16 1:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: MEETING: Don and Suzanne

Location: Don's Office

 Start:
 Tue 2018-10-23 1:00 PM

 End:
 Tue 2018-10-23 1:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: MEETING: Don and Suzanne

Location: Suzanne's Office

Start: Mon 2018-10-29 1:00 PM **End:** Mon 2018-10-29 1:30 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

Subject: MEETING: Don and Suzanne - weekly meeting

Location: Don's Office

Start: Tue 2018-11-06 11:00 AM **End:** Tue 2018-11-06 11:30 AM

Show Time As: Tentative

Recurrence: Weekly

Recurrence Pattern: every Tuesday from 11:00 AM to 11:30 AM

Meeting Status: Not yet responded

Organizer: Wright, Don J. PREM:EX

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 8:14 AM **To:** Roe, Sandra PSA:EX; Hughes, Trevor LBR:EX

Cc: Roe, Sandra PSA.EX, Hughes, Trevor

Subject: RE: Material for Lori Halls for DMC this morning

Attachments: DMC cannabis slides - No notes (2).pptx; HR Policies and HR Policy 4 with impairment

language.docx; SoCwith impairment language.docx; Leadership Exepctations.docx

Morning Trevor,

Over to you as per note below.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Roe, Sandra PSA:EX

Sent: Friday, September 28, 2018 8:06 AM

To: Higgins, Keira PREM:EX **Cc:** Halls, Lori D PSA:EX

Subject: FW: Material for Lori Halls for DMC this morning

Hi Keira -

Further to my previous email, could you just load the ppt presentation for Lori to present. The other three documents are handouts that Lori has copies of for attendees in Victoria. Could you please forward the three handouts to DMC members who will be participating from Vancouver.

My apologies for the confusion.

S

From: Roe, Sandra PSA:EX

Sent: Friday, September 28, 2018 7:51 AM

To: Higgins, Keira PREM:EX **Cc:** Halls, Lori D PSA:EX

Subject: Material for Lori Halls for DMC this morning

Hi Keira -

Lori would like to have these documents loaded for presentation at DMC this morning.

Thanks, Sandra

Sandra Roe, Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency 4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 Ph: (778) 698-7968 | Fax: (250) 356-7074

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 8:21 AM

To: Loubert, Danny PREM:EX

Subject: RE: In the office ready to connect

Dialing in now.

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

Ph: (250) 356-2206

----Original Message-----

From: Loubert, Danny PREM:EX

Sent: Friday, September 28, 2018 8:15 AM

To: Higgins, Keira PREM:EX

Subject: In the office ready to connect

Sent from my iPhone

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 8:23 AM

To: Higgins, Keira PREM:EX

Subject: Test

Keira Higgins, Executive Administrative Coordinator

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

Subject: Booked for Christina Zacharuk

Location: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Start: Thu 2018-11-01 1:30 PM **End:** Thu 2018-11-01 3:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Higgins, Keira PREM:EX

Resources: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 8:30 AM

To: Bridges, Kelsey PSEC:EX

Subject: FW: Booked for Christina Zacharuk

Subject: Accepted: Booked for Christina Zacharuk

When: Thursday, November 1, 2018 1:30 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 9:30 AM To: VCO Boardrooms, PREM PREM:EX

Subject: FW: Attendees for Today's Paper Excellence Meeting

Hi – please see updated attendees for Christine's 2:00 meeting today.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kennedy, Christine PREM:EX

Sent: Friday, September 28, 2018 9:16 AM

To: Higgins, Keira PREM:EX

Subject: Attendees for Today's Paper Excellence Meeting

For VCO, the following people will attend the Paper Excellence meeting that I have this afternoon:

Aaron Welch (Legal Services Branch) Brian Baarda ([Paper Excellence) Tom Shih (Paper Excellence) Jim Titertle (Paper Excellence counsel) Possibly Fazil.

Thanks Keira!

Christine Kennedy

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 9:31 AM

To: Kennedy, Christine PREM:EX

Subject: RE: Attendees for Today's Paper Excellence Meeting

Thanks! I have notified VCO.

Keira Higgins, Executive Administrative Coordinator

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

From: Kennedy, Christine PREM:EX

Sent: Friday, September 28, 2018 9:16 AM

To: Higgins, Keira PREM:EX

Subject: Attendees for Today's Paper Excellence Meeting

For VCO, the following people will attend the Paper Excellence meeting that I have this afternoon:

Aaron Welch (Legal Services Branch)
Brian Baarda ([Paper Excellence)
Tom Shih (Paper Excellence)
Jim Titertle (Paper Excellence counsel)
Possibly Fazil.

Thanks Keira!

Christine Kennedy

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

From: Higgins, Keira PREM:EX on behalf of Kennedy, Christine PREM:EX

Sent: Friday, September 28, 2018 9:57 AM

To: Miller, Amy PREM:EX

Subject: Accepted: Meeting: Christine, Amy, Donnie (next steps)

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 28, 2018 10:00 AM

To: s.17

Subject: Accepted: Briefing: Minister James

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 10:02 AM

To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX

Subject: RE: Oct 9th DM Committee on Trade

Sounds good – thanks.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Kwan, Shirley JTT:EX

Sent: Friday, September 28, 2018 9:38 AM

To: Higgins, Keira PREM:EX **Cc:** Jang, Monica JTT:EX

Subject: Oct 9th DM Committee on Trade

Good Morning Keira -

Unfortunately, Fazil will not be able to join as he'll need to support our Minister.

I'll update the calendar invite and change the dial in details for Christine K to moderate.

CONFERENCE CALL: s.15; s.17

Shirley

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 10:09 AM

To: Wright, Don J. PREM:EX

Subject: FW: Materials for Don

Attachments: DN- FICOM CEO draft.docx

Hi Don,

Sending this over to you for review. I will also print a copy for your review folder.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Bridges, Kelsey PSEC:EX

Sent: Friday, September 28, 2018 10:07 AM

To: Higgins, Keira PREM:EX **Subject:** Materials for Don

Hey Keira,

Could you please pass this note on to Don for his review this weekend?

Thank you!

Kelsey Bridges

Senior Executive Assistant Public Sector Employers' Council Secretariat Province of BC

Tel: 778 698-8541 | Cell: 250-213-7059

gov.bc.ca/PSEC



From: Higgins, Keira PREM:EX

Friday, September 28, 2018 10:30 AM Sent:

To: Wensink, Alison PREM:EX

Subject: FW: Your Amazon.ca order of "Plantronics CS510-HL10..."

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

From: Higgins, Keira PREM:EX

Sent: Tuesday, July 10, 2018 2:26 PM

To: Wensink, Alison PREM:EX

Subject: FW: Your Amazon.ca order of "Plantronics CS510-HL10..."



Ph: (250) 356-2206

Your Orders Your Account Amazon.ca

Order Confirmation

Thank you for shopping with us. We'd like to let you know that TeleasyOnline Sales has received your order, and is preparing it for shipment. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit Your Orders on Amazon.ca.

Your estimated delivery date is:

Your order will be sent to:

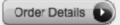
Monday, July 16 -

Thursday, July 19

Allison Witter

Your shipping speed:

Standard Shipping



s.15

Order Details

Order #s.22

Placed on Tuesday, July 10, 2018



Plantronics CS510-HL10 84691-11 Headset and HL10 Lifter Office Product Sold by TeleasyOnline Sales Condition: New

CDN\$ 358.08

Item Subtotal: CDN\$ 358.08

Shipping & Handling: CDN\$ 0.00 Estimated Tax (GST/HST): CDN\$ 0.00 Estimated Tax (PST/QST): CDN\$ 0.00

> Order Total: CDN\$ 358.08

To learn more about ordering, go to Ordering from Amazon.ca. If you want more information or need more assistance, go to Help.

We hope to see you again soon!

Amazon.ca

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.



Vos commandes | Votre compte | Amazon.ca

Confirmation de la commande

Commande nº s.22

Bonjour Bryan Higgins,

Merci d'avoir magasiné chez nous. Nous tenons à vous aviser que TeleasyOnline Sales a reçu votre commande et la prépare pour l'expédition. Les détails de votre commande sont indiqués ci-dessous. Veuillez visiter la section Vos commandes sur Amazon.ca si vous souhaitez voir le statut de votre commande ou apporter des modifications à celle-ci.

Votre date de livraison prévue est le :

Votre commande sera expédiée à :

lundi 16 juillet -

jeudi 19 juillet

Allison Witter

s.15

Votre mode de livraison:

Livraison standard

Détails de la commande (

Détails de la commande

Commande nº 's.22



Plantronics CS510-HL10 84691-11 Headset and HL10 Lifter Office Product Vendu par TeleasyOnline Sales Condition: New CDN\$ 358.08

Sous-total article(s):

Expédition et manutention:

Estimation de la TPS/TVH:

CDN\$ 0.00

CDN\$ 0.00

CDN\$ 0.00

CDN\$ 0.00

CDN\$ 358.08

Pour en apprendre davantage à propos des commandes, consultez la page Commander sur Amazon.ca. Si vous souhaitez obtenir de plus amples informations ou si vous avez besoin d'assistance, consultez nos pages d'aide.

Nous espérons vous revoir bientôt.

Amazon.ca

Ce courriel a été envoyé à partir d'une adresse de notification uniquement qui ne peut recevoir de courriels entrants. Veuillez ne pas répondre à ce message.

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 10:54 AM

To: 'DONALD WRIGHT'

Subject: RE: [WUSC Board Members] Re: Reminder: September Board Meeting Scheduled on

September 29th, 2018 (Sat) in Ottawa

Will do.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: DONALD WRIGHT [s.22"

Sent: Friday, September 28, 2018 10:51 AM

To: Higgins, Keira PREM:EX

Subject: Fwd: [WUSC Board Members] Re: Reminder: September Board Meeting Scheduled on September 29th, 2018

(Sat) in Ottawa

Could I ask a favour? Could you please print of 1, 2 and 3 of these attachments? Thanks Keira. Don

From: "Yuanyue Geng" <ygeng@wusc.ca>

To: "Board Members" <board-members@wusc.ca>

Cc: "Board Assistants" <board-assistants@wusc.ca>, "Core Management Team" <core-management-team@wusc.ca>

Sent: Saturday, September 22, 2018 5:05:22 PM

Subject: [WUSC Board Members] Re: Reminder: September Board Meeting Scheduled on September 29th, 2018 (Sat)

in Ottawa

Un message en français suivra

Dear WUSC Board members,

Please find attached the materials for the upcoming Board meeting, scheduled for September 29th, 2018 from 9:00 a.m. to 3:00 p.m in Ottawa at Alt Hotel, 185 Slater St, Ottawa, ON K1P OC8. The meeting will take place in the Indigo Room.

The Board meeting documents have been consolidated into five attached (5) PDF documents:

- Approval of Agenda Documents;
- (2) Consent Agenda Documents;
- (3) Main Documents:
- (4) Support Documents (ToRs for the Ad Hoc Committee is forthcoming); and
- (5) Reference Documents (The narrative of the draft strategy and the public version of the strategy are forthcoming)

You will note that the Main Documents include the Executive Director's report and EDC AGA meeting information, as well as the briefing notes for each item on the meeting agenda. The Support Documents include the more detailed presentations for each of the briefing notes. The reference documents include additional information that we believe will be of interest to the Board.

Please note that the ToRs for the Ad Hoc Committee in (4) Support Documents; and the narrative of the draft strategy and the public version of the strategy in (5) Reference Documents are forthcoming shortly. We are also awaiting the French version of all the documents. They will be shared as soon as the translation is completed.

If you would like a printed copy of these documents, please let Yuanyue know by **September 27th**. Yuanyue has been in touch with you concerning travel and accommodation arrangements. For those who requested accommodation, reservations have been made at the ALT Hotel Ottawa, simply present yourself and your name at the front desk. If you still require additional logistical assistance, please get in touch with Yuanyue at (ygeng@wusc.ca).

We look forward to seeing you on September 29th, 2018 in Ottawa.
Sincerely,
Chris
************* MESSAGE ENVOYÉ DE LA PART DE CHRIS EATON ************************************

Veuillez trouver ci-joint le matériel pour la prochaine réunion, prévue pour le 29 septembre 2018 de 9h00 à 15h00, à l'hôtel ALT Ottawa, situé à 185 Rue Slater, Ottawa, ON K1P OC8. La réunion aura lieu dans la salle Indigo.

Nous avons consolidé le matériel du conseil en quatre (5) documents PDF:

- (1) Approbation des documents de l'ordre du jour;
- (2) Documents concernant les discussions en bloc;
- (3) Les principaux documents du conseil;
- (4) Documents à l'appui (Le ToRs du comité Ad Hoc est à venir);

Chers/chères membres du Conseil d'administration de l'EUMC,

(5) Documents de référence (Le document du projet de stratégie est à venir)

Les principaux document du conseil comprennent le rapport du directeur général et les informations sur la réunion annuelle d'EDC, ainsi que les notes d'information au Conseil

de l'EUMC. Les documents à l'appui comprennent les rapports plus détaillés pour chacune des notes d'information. Les documents de référence comprennent des information supplémentaires qui intéressent le conseil.

Veuillez noter que le ToRs du comité Ad Hoc dans (4) Documents à l'appui ainsi que le document du projet de stratégie dans (5) Documents de référence sont à venir bientôt. Nous attendons la version française de tous les documents. Dès que la traduction sera terminée, nous vous les transmettrons.

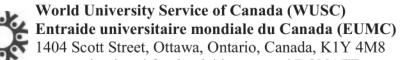
Si vous souhaitez une copie imprimée des documents, veuillez en informer Yuanyue avant le 27 septembre. Yuanyue a été en contact avec vous tous pour faire les arrangements de déplacement et d'hébergement. Si vous n'avez pas encore finalisé vos plans de voyage et si vous avez besoin d'aide, veuillez contacter Yuanyue dès que possible. Des réservations de chambres ont été faites à l'hôtel ALT Ottawa. Pour ceux qui ont demandé un hébergement, il vous suffira de vous présenter à la réception avec votre nom.

Nous avons hâte de vous voir le 29 septembre 2018 à Ottawa.

Cordialement,

Chris

Yuanyue Geng Executive Coordinator Coordonnatrice exécutive t: 1.613.761.3668 | e: ygeng@wusc.ca



wusc.ca | twitter | facebook | instagram | DONATE

On Tue, Aug 14, 2018 at 12:15 PM Yuanyue Geng < ygeng@wusc.ca > wrote:

message en français suit

Dear members of the board,

This is a friendly reminder that the next board meeting is scheduled for **Saturday, September 29th, 2018 in Ottawa**, from 09:00 to 15:00, at **Indigo Room, the Alt Hotel**, located at 185 Slater St, Ottawa, ON K1P OC8.

Please confirm your plans to participate, either in-person or remotely. Please also kindly inform us if you need any help making your travel and/or accommodation arrangements.

Thank	you,

Yuanyue

Chers membres du conseil d'administration,

Ceci est un rappel que la prochaine réunion du conseil d'administration est prévue pour le samedi 29 août 2018 de 9 heures à 15 heures à l'hôtel Alt, Salle Indigo, situé au 185 Rue Slater, Ottawa, ON K1P OC8.

Veuillez confirmer votre participation pour la réunion, soit en personne ou à distance. Veuillez aussi nous informer si vous avez besoin d'aide pour coordonner votre déplacement ou hébergement.

Merci et au plaisir,

Yuanyue

Yuanyue Geng

Executive Coordinator Coordonnatrice exécutive t: 1.613.761.3668 | e: ygeng@wusc.ca



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Visit this group at https://groups.google.com/a/wusc.ca/group/board-members/.

To view this discussion on the web visit https://groups.google.com/a/wusc.ca/d/msgid/board-members/CAAj5Ekw84MQ1TAaGasoBmPOXAA1vLRPvgtVRnoc0G2uYY04XPw%40mail.gmail.com.

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 11:13 AM

To: Massy, Michelle E PREM:EX; Klus, Arianna PREM:EX; Witter, Allison PREM:EX; Brown,

Dawn A PREM:EX

Subject: RE: Headset

Okay, thanks ladies. I will file a claim.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Massy, Michelle E PREM:EX

Sent: Friday, September 28, 2018 11:01 AM

To: Klus, Arianna PREM:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX; Brown, Dawn A PREM:EX

Subject: RE: Headset

Hi Keira – I never received one – sorry!

From: Klus, Arianna PREM:EX

Sent: Friday, September 28, 2018 10:57 AM

To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>; Massy,

Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>

Subject: RE: Headset

Hi Keira,

Nothing came across my desk, sorry ⊗

Arianna Klus

Cabinet Committee Assistant
Cabinet Operations, Office of the Premier
T: (250) 356-6187 C: (250) 213-8216

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From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 10:53 AM

To: Witter, Allison PREM:EX; Massy, Michelle E PREM:EX; Klus, Arianna PREM:EX; Brown, Dawn A PREM:EX

Subject: RE: Headset

Hi Cab Ops,

Could you please confirm whether any of you received a Plantronics headset (for Ali) back in July/Aug?

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Witter, Allison PREM:EX

Sent: Friday, September 28, 2018 10:48 AM

To: Higgins, Keira PREM:EX **Subject:** RE: Headset

Hi Keira,

No, I didn't.

Cheers, Ali

Allison Witter | Director, Wild Salmon Secretariat Office of the Premier, Deputy Minister

Cell: 250-889-2325 | Office: 250-387-0863

From: Higgins, Keira PREM:EX

Sent: September 28, 2018 10:33 AM

To: Witter, Allison PREM:EX < Allison.Witter@gov.bc.ca >

Subject: Headset

Hi Ali,

Did you ever receive the headset we ordered back in July for 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: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 11:19 AM

To: OOP FOI PREM:EX

Subject: RE: Call for Records OOP-2018-86740 Records Due October 12, 2018

Done - thanks.

Keira Higgins, Executive Administrative Coordinator

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

From: OOP FOI PREM:EX

Sent: Friday, September 28, 2018 10:07 AM

To: Higgins, Keira PREM:EX

Subject: Call for Records OOP-2018-86740 Records Due October 12, 2018

Hi Keira,

Please see the below request and please let me know by $\underline{October\ 12^{th}}$ whether or not you have any records. Please PDF records into this folder:

 $J:\ADMINISTRATION - 100-499\292\ FOI\292-30\ FOI\ Requests\ General\2018\Sept - Dec\ 2018\0OP-2018-86740 - Keiral\ Higgins\ all\ sent\ July\Records$

Please let Alison know if you need any help with PDF'ing these records.

To PDF records:

- Shift and up arrow to select emails (batches of about 100-150 emails at a time)
- File, Print, change printer to Adobe PDF
- Save in LAN folder

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from Keira Higgins.

(Date Range for Record Search: From 07/01/2018 To 07/31/2018) Date Format is MM/DD/YYYY

Amanda Shortt, Administrative Assistant

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

Subject: Canceled: DMC - Doug C NA (with PJH)- Laurel Nash attending

Location: Chambers/VCO

Start: Fri 2018-10-26 8:30 AM **End:** Fri 2018-10-26 10:00 AM

Show Time As: Free

Recurrence: Weekly

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

Meeting Status: Not yet responded

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

Optional Attendees: Tsang, Robin FIN:EX

Importance: High

Subject:Canceled: DMCLocation:Chambers/VCO

Start: Fri 2018-11-09 8:30 AM **End:** Fri 2018-11-09 10:00 AM

Show Time As: Free

Recurrence: Weekly

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

Meeting Status: Not yet responded

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

Optional Attendees: Tsang, Robin FIN:EX

Importance: High

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 11:53 AM

To: Roe, Sandra PSA:EX; Detlefsen, Kirsten PSA:EX

Subject: RE: October 26h.

Sorry too late.....

Keira Higgins, Executive Administrative Coordinator

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

From: Roe, Sandra PSA:EX

Sent: Friday, September 28, 2018 11:48 AM

To: Higgins, Keira PREM:EX; Detlefsen, Kirsten PSA:EX

Subject: RE: October 26h.

Could you hold off until we send the invite so DMs to put something else in that spot!

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 11:47 AM **To:** Roe, Sandra PSA:EX; Detlefsen, Kirsten PSA:EX

Subject: RE: October 26h.

Hi Sandra,

Thanks and will do. I will cancel the DMC now.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Roe, Sandra PSA:EX

Sent: Friday, September 28, 2018 11:46 AM

To: Higgins, Keira PREM:EX; Detlefsen, Kirsten PSA:EX

Subject: October 26h.

Keira – Further to my emails earlier this week, we are going to go with Friday, October 26th for the Potential Future Executives Conference. We will get something out into calendars next week but in the meantime, it you could continue to hold that date.

Kirsten – there are a few meetings that day in Lori's calendar that you'll have to look at moving. Iris will be in touch early next week about who the invite needs to go out to for the all day conference.

Thanks,

S

Sandra Roe, Manager, Executive Operations

Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (778) 698-7968 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.95**2.6000** | Toll Free 1.877.277.0772



From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 12:23 PM **To:** VCO Boardrooms, PREM PREM:EX

Subject: RE: DMC Cancellations - October 26, 2018 and November 9, 2018

Thanks!

Keira Higgins, Executive Administrative Coordinator

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

From: VCO Boardrooms, PREM PREM:EX **Sent:** Friday, September 28, 2018 12:19 PM

To: Higgins, Keira PREM:EX

Subject: RE: DMC Cancellations - October 26, 2018 and November 9, 2018

Thank you! I have removed both meetings from the VCO Boardroom Calendar.

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | M: 604-818-1484

E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX

Sent: September 28, 2018 11:51 AM

To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>

Cc: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca> **Subject:** DMC Cancellations - October 26, 2018 and November 9, 2018

Good morning,

Please note the DMC meetings on October 26th and November 9th have been <u>CANCELLED</u>.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Subject: Canceled: QP

Start: Mon 2018-10-01 1:30 PM **End:** Mon 2018-10-01 2:30 PM

Show Time As: Free

Recurrence: Weekly

Recurrence Pattern: every Monday and Wednesday from 1:30 PM to 2:30 PM

Meeting Status: Not yet responded

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

Importance: High

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 12:54 PM

To: Howie, Matthew IRR:EX

Subject: RE: Request for DMC Agenda & Meeting with Doug/Don re: FNLC

Hi Matthew,

Let's go with October 17th at 11:30-12:00.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Howie, Matthew IRR:EX

Sent: Friday, September 28, 2018 12:46 PM

To: Higgins, Keira PREM:EX **Cc:** Howie, Matthew IRR:EX

Subject: RE: Request for DMC Agenda & Meeting with Doug/Don re: FNLC

Hi Keira,

As the Oct 26 DMC was cancelled—I've moved our FNLG agenda item to the Oct 19 DMC. Given this, we'll need to also move Doug and Shawna's Oct 24 pre-brief with Don to the week prior.

Is Don available in the following times?

Mon, Oct 15: 10:00 AM - 1:45 PM

Tues, Oct 16: 10:30 AM - 2:45 PM

Wed, Oct 17: 11:30 AM - 2:30 PM

Thurs, Oct 18: morning - 11:00 AM

Matthew Howie

Senior Executive Assistant to Doug Caul, Deputy Minister

Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX

Sent: Tuesday, September 25, 2018 11:16 AM

To: Howie, Matthew IRR:EX; Canitz, Shelley L PREM:EX

Subject: RE: Request for DMC Agenda & Meeting with Doug/Don re: FNLC

Hi Matthew,

I am going to defer the DMC agenda request to Shelley.

As far as item (2.) Don is available as follows:

Oct 23rd – 1:00-1:30 Oct 24th – between 2:30-4:30

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Howie, Matthew IRR:EX

Sent: Tuesday, September 25, 2018 11:01 AM

To: Higgins, Keira PREM:EX **Cc:** Howie, Matthew IRR:EX

Subject: Request for DMC Agenda & Meeting with Doug/Don re: FNLC

Hi Keira,

Doug has asked for the following:

- (1.) Add to the Oct 26 DMC agenda: "Overview of the First Nations Leaders' Gathering"
- (2.) Prior to that DMC, schedule a 30-minute meeting with Don, Doug, and Shawna French (our Director of Executive Operations) to discuss FNLG/the DMC presentation.

This meeting can occur in the days prior to that DMC (if that works for Don). Doug is available that whole week except for the morning of Mon, Oct 22.

Please let me know if you have questions regarding these requests. Thank you.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation

Phone: 778-974-2080

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 28, 2018 12:57 PM

To: s.17

Subject: Accepted: Briefing with Premier

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX

Sent: Friday, September 28, 2018 1:15 PM

To: Caul, Doug D IRR:EX

Subject: Accepted: MEETING: Don, Doug, Shawna re: FNLG

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 1:17 PM

To: Gotto, Sarah F MMHA:EX

Subject: RE: Request for 30 minute meeting

Hi Sarah,

Thank you!

It is just a one-on-one chat and no staff or preparation is needed or required.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Gotto, Sarah F MMHA:EX

Sent: Friday, September 28, 2018 1:16 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for 30 minute meeting

How amazing. All the best.

Question if I may – would you like this to just be Minister and Deputy or MA staff invited or required? Would you like me to give MJD some context or is it a confidential matter?

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 1:14 PM

To: Gotto, Sarah F MMHA:EX

Subject: RE: Request for 30 minute meeting

Hi Sarah,

Glad to hear you are enjoying working over there. It is a busy Ministry so I am sure they are keeping you on your toes.

s.22

Thank so much for helping set up this meeting. I will also note it is Don's schedule.

Cheers,

Keira Higgins, Executive Administrative Coordinator

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

Sent: Friday, September 28, 2018 1:11 PM

To: Higgins, Keira PREM:EX

Subject: RE: Request for 30 minute meeting

s.22

I am doing great and am enjoying working for Minister Darcy.

I will add the meeting to the schedule on my end and advise Minister and Mas.

We are in s.15 and look forward to seeing Mr. Don Wright.

Have a lovely weekend and thanks again.

Sarah

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 12:37 PM

To: Gotto, Sarah F MMHA:EX

Subject: RE: Request for 30 minute meeting

Hi!!! You too. How are things going over there?s.22 so you may not hear from me for a while.

Oct 15th at 2:30-3:00 in your Minister's Office sounds great.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4

Ph: (250) 356-2206

From: Gotto, Sarah F MMHA:EX

Sent: Friday, September 28, 2018 12:05 PM

To: Higgins, Keira PREM:EX

Subject: Request for 30 minute meeting

HI there. Nice to hear from you.

May I confirm if this will be an in person meeting or via TC? Please see below for availability.

Sarah

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 11:41 AM

To: Gotto, Sarah F MMHA:EX

Subject: Request for 30 minute meeting

Hi Sarah,

Deputy Minister Don Wright would like to please request a 30 minute meeting with Minister Darcy regarding Cabinet Working Groups. Would she have availability at one of the below dates/times?

Oct 5^{th} – between 2:30-4:00 – travelling for long weekend Oct 12^{th} – 1:30-2:00 – via tc from her New West CO office Oct 15^{th} – 1:00-1:30; 2:30-3:00 – 2:30-3:00 via TC in Vic or in person Oct 17^{th} – between 3:00-4:30 – Minister in House Duty but could try and arrange for a sub.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 1:34 PM

To: Chandler, Alex FIN:EX

Subject: RE: Attendance Survey for October 3 Treasury Board Meeting

Hi Alex,

Christine Kennedy will be in attendance.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: Chandler, Alex FIN:EX

Sent: Friday, September 28, 2018 12:52 PM

To: Bain, Don PREM:EX; Brown, Dawn A PREM:EX; Connor, Tamara LASS:EX; Duncan, Kate EMPR:EX; Gibbs, Robb GCPE:EX; Giesbrecht, Mandy FIN:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Kang, Gurbrinder LASS:EX; Massy, Michelle E PREM:EX; Mulloy, Eleanor PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Spilker, Robyn

FIN:EX; Taylor, Kathy J LASS:EX; White, Christine MAH:EX; Mitchell, Noah LASS:EX

Subject: Attendance Survey for October 3 Treasury Board Meeting

The next Treasury Board meeting is scheduled for October 3, 2018 in Chambers. Please confirm your Officials attendance by noon Monday October 1st.

Treasury Board

Wednesday, October 3, 2018 3:00 p.m. – 5:00 p.m. (note meeting formerly scheduled to end at 6:30)

Alex Chandler

Executive Director Treasury Board Staff Ministry of Finance

Tel: 778-698-1542 | Fax: 250-356-7624

E-mail: alex.chandler@gov.bc.ca

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From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 1:38 PM

To: Witter, Allison PREM:EX **Subject:** Your delivery has arrived

Keira Higgins, Executive Administrative Coordinator

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

From: Higgins, Keira PREM:EX

Sent: Friday, September 28, 2018 3:03 PM

To: Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX

Subject: s.22

Hi Ladies -s.22 I will see you on Monday.

Sent from my iPhone