

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 1, 2018 8:33 AM
To: LP PO Deputy Minister
Subject: FW: UPDATE: LP BCGov network down

Good Morning,

Please see below.

Thank you,
Jackie

From: Henry, David A FIN:EX
Sent: Wednesday, August 1, 2018 7:50 AM
To: Van Meer-Mass, Kate PREM:EX ; Hendry, Jackie PREM:EX ; Nash, Amber PREM:EX ; Wensink, Alison PREM:EX ; Higgins, Keira PREM:EX ; Privett, Don PREM:EX ; Parkinson, Elizabeth PREM:EX ; Brown, Evan PREM:EX
Cc: PREM Tech ; FIN IMB Service Desk (78912) FIN:EX
Subject: UPDATE: LP BCGov network down

UPDATE:

BCNGN in the West Annex looks to be online so WiFi access there to BC government network is functional there. Wired access (for desktop PCs) still an issue as well as rest of LP.

David

From: Henry, David A FIN:EX
Sent: August 1, 2018 7:33 AM
To: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; Brown, Evan PREM:EX <Evan.Brown@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>; FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>
Subject: LP BCGov network down
Importance: High

Good morning,

There was a power outage yesterday eve in James Bay which affected the LP, Museum and 617 Government St. (and more) was fixed around 7pm. Unfortunately, network at the LP looks to be down still for BCGov clients.

LASS network – OSWEGO | NIAGARA (and assume the LASS wired network) are online. So clients whom can access WiFi can try to use that for the interim.

Can a note be sent out to LP MO staff/contacts to advise them of this?

It is a high priority for the OCIO network crew to resolve.
Will advise as soon as we have any new info.

David Henry
Service Manager
Offices of the Premier | Ministry of Finance
Cell: 250-888-8803

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 1, 2018 10:02 AM
To: LP PO Deputy Minister
Subject: FW: LP BCGov network down

From: Trimble, Brett FIN:EX
Sent: Wednesday, August 1, 2018 9:42 AM
To: Henry, David A FIN:EX ; Van Meer-Mass, Kate PREM:EX ; Hendry, Jackie PREM:EX ; Nash, Amber PREM:EX ; Wensink, Alison PREM:EX ; Higgins, Keira PREM:EX ; Privett, Don PREM:EX ; Parkinson, Elizabeth PREM:EX ; Brown, Evan PREM:EX
Cc: PREM Tech ; FIN IMB Service Desk (78912) FIN:EX
Subject: Re: LP BCGov network down

Hello Everyone,

Update: All offices are up and working with the exception of EDUC, FIN & TAC.
The Network Analyst is here now and he hopes to have the remaining offices up shortly.

Regards, Brett

From: David.Henry@gov.bc.ca
Sent: August 1, 2018 7:33 AM
To: Kate.VanMeer-Mass@gov.bc.ca; Jackie.Hendry@gov.bc.ca; Amber.Nash@gov.bc.ca; Alison.Wensink@gov.bc.ca; Keira.Higgins@gov.bc.ca; Don.Privett@gov.bc.ca; Elizabeth.Parkinson@gov.bc.ca; Evan.Brown@gov.bc.ca
Cc: PREM.Tech@gov.bc.ca; 78912@gov.bc.ca
Subject: LP BCGov network down

Good morning,

There was a power outage yesterday eve in James Bay which affected the LP, Museum and 617 Government St. (and more) was fixed around 7pm. Unfortunately, network at the LP looks to be down still for BCGov clients.

LASS network – OSWEGO | NIAGARA (and assume the LASS wired network) are online. So clients whom can access WiFi can try to use that for the interim.

Can a note be sent out to LP MO staff/contacts to advise them of this?

It is a high priority for the OCIO network crew to resolve.
Will advise as soon as we have any new info.

David Henry
Service Manager
Offices of the Premier | Ministry of Finance
Cell: 250-888-8803

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 9:36 AM
To: Wensink, Alison PREM:EX
Subject: FW: newer GSA FW: new attachments - Donnie Wing Consulting
Attachments: Contracts; Donnie Wing Consulting DA Form LB July 27 2018.doc; Donnie Wing Consulting GSA APPENDICES.pdf; Donnie Wing Consulting Checklist LB Aug 1 2018.doc; Donnie Wing Consulting GSA July 27 2018 - May 31 2019 LB Aug 1 2018.docx

From: Banister, Lori FIN:EX
Sent: Wednesday, August 1, 2018 4:01 PM
To: Hendry, Jackie PREM:EX
Subject: newer GSA FW: new attachments - Donnie Wing Consulting

Hi, newer copy of Donnie Wing Consulting GSA attached, in which I've removed phone, fax and postage expenses from Schedule B – FEES & EXPENSES. The new file is dated LB Aug 1 2018 (just like the one sent below at 3:48pm).

From: Banister, Lori FIN:EX
Sent: Wednesday, August 1, 2018 3:48 PM
To: Hendry, Jackie PREM:EX
Subject: new attachments - Donnie Wing Consulting

Hi Jackie,

- New GSA attached, dated LB Aug 1 2018, in which I've cleared comments, except for one regarding his phone expense, and redline from this contract.
- New Checklist attached, dated LB Aug 1 2018, in which I've changed the Schedule E – Privacy tick box to N/A.
- Direct Award Form (DA Form) remains the same, dated LB July 28 2018.
- GSA Appendices remain the same – no harm in sending them all to him.

The one remaining comment in the GSA asks: do you want to cover Donnie Wings phone, fax and postage during this contract? I've left that paragraph in place for now, but can delete it (I would think we should delete it). It reads as follows in Schedule B – FEES & EXPENSES:

3. EXPENSES:

Expenses: must not exceed a maximum amount of \$5,000 for those expenses during the Term when the Contractor provides the Services.

- a. travel, accommodation and meal expenses for travel greater than 32 kilometers away from The British Columbia Parliament Buildings at 501 Belleville Street, Victoria BC V8V 1X4 on the same basis as the Province pays its Group II Contractors when they are on travel status; and
- b. the Contractor's actual long distance telephone, fax, postage and other identifiable communication expenses.[A1]

excluding goods and services tax ("GST") or other applicable tax paid or payable by the Contractor on expenses described in (a) to (b) above to the extent that the Contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities.

See the email below where I've answered your questions.

Lori

Lori Banister

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

From: Hendry, Jackie PREM:EX
Sent: Tuesday, July 31, 2018 12:43 PM
To: Banister, Lori FIN:EX
Subject: FW: GSA Appendices attached FW: Donnie Wing Consulting Contract, DA Form, Checklist

Hi Lori,

I have some answers for you, as well a couple of questions.

GSA:

- A1 - As you stated, Donnie Wing doesn't have a supplier number, he does have a GST number and is not incorporated. **Ok, I've requested a Supplier Number – will let you know when I receive it and we'll enter it to the coverage. Expect to have it in the next day or so, but if we don't have it by time of signature, we can enter it later anyway.**
- A3 – do we include the Public Service Act reference in the GSA? **I've hyperlinked [Public Service Act \[RSBC 1996\] Chapter 385 in Schedule A – Services of the GSA.](#)**
- A4 – Christine states she will be meeting in person minimum bi-weekly, or more often as needed. **OK, I've entered this under Schedule A – Services, Reporting Requirements in the GSA.**
- A5 – the separation of fees is fine. She will likely add more to the amount over time. **OK, we'll amend when more money or an extension to the term is needed.**
- A7 – this work will not include personal privacy. Can be marked N/A. **I've deleted the language under Schedule – Privacy and noted 'Not applicable' in its place.**
- A8 – The contractor states he has done the online Privacy Training for ICBC, but not the Province of BC training. Will that suffice? **If contractor will not be working with personal information as defined under FOIPPA, there's no need for him to do the Privacy Training. (though it is a very good introduction and applicable in many areas when working for government).**

Regarding insurance. You stated that Donnie likely has \$2 million in **CGL coverage** in place already. Do we need proof of that? Or just his confirmation? **Yes, please ask him for his CGL Certificate of Insurance, and keep it in the file.**

As always, thank you so much for all your help.

Jackie

From: Banister, Lori FIN:EX
Sent: Friday, July 27, 2018 12:52 PM

To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Subject: GSA Appendices attached FW: Donnie Wing Consulting Contract, DA Form, Checklist

To make this easier, I've scanned all the **APPENDICES** for this GSA (at Schedule A – Services) and attach them as one PDF.

Just print and scan them as the last pages of the GSA when you're at the point of collecting signatures.

L

From: Banister, Lori FIN:EX

Sent: Friday, July 27, 2018 12:43 PM

To: Hendry, Jackie PREM:EX

Subject: FW: Donnie Wing Consulting Contract, DA Form, Checklist

Hi Jackie, here we are: new copy of Donnie Wing Consulting GSA, Direct Award Form and Checklist attached, with **LB July 27 2018** in the title. Just a couple of comments and a bit of redline to Donnie Wing's GSA – made some other basic and format changes but have not id'ed those as redline changes.

Also attached new copy of the DA Form and Checklist. I've added 'commercially sensitive' to the Part 2 Rationale description.

With regards to Insurance, in the Checklist, I've ticked Shedule D – Insurance as a requirement because we are including it. Donnie Wing most likely has \$2 million in **CGL coverage** in place already, if not he should look into it and provide us with his Certificate of Insurance. Risk Management Branch recommends all contractors have CGL in place if they are working with government employees, materials or visiting government offices.

With regards to **Professional Liability Insurance** (also known as E&O (Errors and Omissions), I haven't included that language in this contract as we are not requiring Donnie to 'advise' us in his professional capacity. **If I've misunderstood**, just let me know and we'll insert a clause requiring proof of his Professional Liability coverage as well.

Just let me know of any questions.

Now, I'll get started on **Context Research** using Donnie's as a template (unless you have?) – we can change the Services and Fees as appropriate.

Best, Lori

From: Hendry, Jackie PREM:EX

Sent: Tuesday, July 24, 2018 5:02 PM

To: Banister, Lori FIN:EX

Subject: Donnie Wing Consulting Contract

Hi Lori,

I was using other contracts that we have done in the past as a guide.

Questions re – Donnie Wing Consulting Contract:

- Can we leave the term open to year end? **Yes, July 27 2018 – March 31 2019 is ok.**
- Christine wants to assign 20,000 with the possibility of adding to that moving forward. **Yes, that's ok as well. We'll set the contract maximum at \$20,000 now, and if there is a desire to increase the maximum we will amend the contract.**

- I wasn't sure of the break down of fees vs expenses. I can go back to Christine for that if need be. I've **apportioned as I think my be reasonable for someone living in Victoria – you can change as you wish.**
- I wasn't sure how to break down the fees, and add the contract total on the checklist. **As above, I've apportioned within the contract but you can adjust as you think is appropriate.**
- I got to Schedule B (page 14) on the GSA. **OK, thanks. I've run through all parts of the contract and have redlined changes and made a couple of comments as well.**

Context Research

- I haven't started anything for Context Research as yet.

Let me know what other information we may need from Christine. **We should provide for timely and consistent reporting, as at CPPM 6.3.6. c. 2. I've made a quick comment at Sch A – Services in the contract to ask if Christine might set out the frequency and method of reporting (for example, a biweekly phone call).**

Thank you for your help!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 9:42 AM
To: 'DONNIE WING'
Cc: Wensink, Alison PREM:EX
Subject: General Service Agreement for your signature
Attachments: Donnie Wing Consulting GSA July 27 2018 - May 31 2019 LB Aug 1 2018.docx

Hi Donnie,

Please see attached the General Service Agreement. Please sign on page 12 and return to me, with a cc to Alison Wensink.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 10:08 AM
To: Tran, Kent CITZ:EX
Subject: RE: DE19-293 PREM for Approval

Hi Kent,

Just left you a voice message as well.

I'm not sure why the previous administration sent previous 292/30, 292/40 and 292/45 files to off site storage as opposed to having them destroyed. With IAO being the OPR, I don't understand why we would want to cover the expense of having records stored when the retention doesn't dictate that requirement.

As stated in my message to you, I will discuss with IAO this morning during my conference call, but I'm quite certain they will direct me back to your office for your guidance and expertise.

I'll connect with you later today.

Thank you,
Jackie

From: Government Records Service Inquiries CITZ:EX
Sent: Wednesday, August 1, 2018 4:02 PM
To: Hendry, Jackie PREM:EX
Cc: Shortt, Amanda PREM:EX
Subject: DE19-293 PREM for Approval

Hello Jackie

I spotted some "discrepancy" for the way primary 292 is being handled. The last 2 accessions with primary 292 were being off-sited using the executive records schedule 102906 (see attached file list for 97-0098 and 97-0212). However, you're requesting to have them disposed this time around. I understand IAO is the OPR but I am curious to know if there's any discussion with IAO and as such i.e. is anything documented on how primary 292 should be scheduled by the executive office (DMO)?

Are you able to clarify this?

Kent Tran | Senior Records Analyst | Government Records Service | Ministry of Citizens Services
e: Kent.Tran@gov.bc.ca | P: 250-387-0824 m: PO Box 9569, Stn Prov Gov, Victoria BC V8W 9V1

From: Shortt, Amanda PREM:EX
Sent: Wednesday, July 25, 2018 4:48 PM
To: RCSHELP CITZ:EX
Subject: TRIM: FW: DE19-293 PREM

Hello,

Please find attached file list, RDA form and approval from Jackie Hendry. Please let us know if anything is missing.

Thank you,
-Amanda

From: Hendry, Jackie PREM:EX
Sent: Wednesday, July 25, 2018 4:43 PM
To: Shortt, Amanda PREM:EX
Subject: FW: DE19-293 PREM

Approved.

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Shortt, Amanda PREM:EX
Sent: Wednesday, July 25, 2018 12:21 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: DE19-293 PREM

Hello Jackie,

Here are the updates and edits that include the consults from July 2017.

-Amanda

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 10:31 AM
To: King, Peggy CITZ:EX
Subject: FW: OOP-2018-83747
Attachments: Possible Records.pdf

Hi Peggy,

Just a follow up with this file. Have you had a chance to look at these records for responsiveness? Let me know when you're free to discuss our next steps.

Thanks so much,
Jackie

From: Hendry, Jackie PREM:EX
Sent: Thursday, July 19, 2018 10:56 AM
To: King, Peggy CITZ:EX
Subject: OOP-2018-83747

Hi Peggy – as discussed, please see attached pertaining to OOP-2018-83747. s.13

s.13

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 11:42 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 11:50 AM
To: Dewar, Bob PREM:EX
Subject: RESPONSE DUE NOW Call for Records OOP-2018-84562

Importance: High

Hello Bob,

Please provide your response, or your responsive records for this request **AS SOON AS POSSIBLE**. The legislated due date for this request is **FAST APPROACHING**. The Office of the Premier is required to provide a response to the applicant by the due date as per the *Freedom of Information and Protection of Privacy Act*.

Please contact me directly if you have any questions or concerns.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: OOP FOI PREM:EX
Sent: Thursday, August 2, 2018 11:29 AM
To: Hendry, Jackie PREM:EX
Subject: FW: Reminder: Call for Records OOP-2018-84562 Records Due July 18, 2018

From: OOP FOI PREM:EX
Sent: Tuesday, July 31, 2018 11:19 AM
To: Dewar, Bob PREM:EX
Subject: Reminder: Call for Records OOP-2018-84562 Records Due July 18, 2018

Hi Bob – reminder for this request.

Thank you,

Alison

From: OOP FOI PREM:EX
Sent: Wednesday, July 25, 2018 9:32 AM
To: Van Meer-Mass, Kate PREM:EX; Wade, Debbie PREM:EX; Dewar, Bob PREM:EX; Loubert, Danny PREM:EX; Kingston, Charlotte PREM:EX
Subject: FW: Call for Records OOP-2018-84562 Records Due July 18, 2018

Hi all,

Reminder for this request:

Kate, Bob, Charlotte – needing your responses
Danny – needing yours and Maria's searches
Debbie – needing Tamarra's search only

Thanks so much!

Alison

From: OOP FOI PREM:EX
Sent: Wednesday, July 11, 2018 12:34 PM
To: LP PO Executive Office; LP Premiers Vancouver Office
Subject: Call for Records OOP-2018-84562 Records Due July 18, 2018

Hello,

Please see the below request and please let me know by July 18th whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff

All emails between the Premier's Office and Roseanne.Moran@leg.bc.ca

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

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

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

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

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

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 12:39 PM
To: Nash, Amber PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - July 2018

Thanks so much! 😊

From: Nash, Amber PREM:EX
Sent: Thursday, August 2, 2018 12:13 PM
To: Hendry, Jackie PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - July 2018

😊

From: Hendry, Jackie PREM:EX
Sent: Wednesday, August 1, 2018 8:49 AM
To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Nash, Amber PREM:EX
Subject: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - July 2018

Good Morning,

Please provide July 2018 calendars to me by **August 8, 2018**.

Thank you!

Jackieke

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 12:43 PM
To: CITZ OPEN INFOGROUP CITZ:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - July 2018
Attachments: July 2018.pdf; Calendar Details Style - July 2018 - Don Wright.pdf; Okenge Yuma Morisho - July 2018 - Calendar Details Style.pdf

Hello,

Please see attached July 2018 calendars for the Premier, DM Don Wright, and DM Okenge Yuma Morisho.

Thank you,
Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Wednesday, August 1, 2018 8:46 AM
To: CITZ OI CALENDAR CFR
Cc: CITZ OPEN INFOGROUP CITZ:EX
Subject: RESPONSE REQUIRED: Proactive Disclosure - Request for Calendar Records - July 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 July 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 August 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
2. Conduct a harms assessment and provide those details

**Detailed instructions are below*

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

What Happens Next?

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

Distribution Lists:

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

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

Many thanks,
IAO Open Information Team

Ryan Schumm
Neil Frelick
Matthew Prodan, A/Manager

Link to [Open Information](#)

DETAILED INSTRUCTIONS AND REDACTION INFORMATION

1. Produce a PDF of the calendar records

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

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

2. Conduct a harms assessment and provide those details

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

3. Redaction Details:

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

Severing Verbiage	FOIPPA Section
Cabinet Confidences	12
Advice/Recommendations	13
Legal Communications	14

Security Concern	15
Intergovernmental Communications	16
Government Financial Information	17
Personal Security	19
Business Information	21
Personal Information	22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 12:46 PM
To: Hockin, Amber PREM:EX
Subject: RE: IM117 Training

s.22

From: Hockin, Amber PREM:EX
Sent: Thursday, August 2, 2018 12:16 PM
To: Hendry, Jackie PREM:EX
Subject: Re: IM117 Training

s.22

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Aug 2, 2018, at 10:53 AM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hi Amber,

Is there a date/ time that would work for you during August 14-17 for the IM117 training?

Thank you,
Jackie

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 8:59 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>; Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>
Subject: IM117 Training

Hi everyone,

Due to vacation schedules, unfortunately August 7 is no longer feasible to hold the IM117 training. It now appears that arranging a time over August 14-17 is better. Can you please let me know your availability for that time frame?

I hope to have this scheduled for all of you very soon.

Thank you so much!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 1:31 PM
To: Surplus, Surplus CITZ:EX
Subject: RE: Request for ADR approval-T20180801095437864
Attachments: Scan_20180802.pdf

Hi Olivia,
Please see attached.

Thank you,
Jackie

From: Surplus, Surplus CITZ:EX
Sent: Wednesday, August 1, 2018 11:10 AM
To: Hendry, Jackie PREM:EX
Subject: RE: Request for ADR approval-T20180801095437864

Hi Jackie

We probably have to add you to our database.

Please see the attached Expense Authority Request. Please complete the top portion and PDF it back to me. We will have the bottom signed off by a delegate for your Ministry, once approved you will be added to the EA Database.

Thank you,

Olivia Hulley | Business Support Clerk

Asset Investment Recovery | Shared Services BC
PO Box 9454, Stn Prov Govt, Victoria BC V8W 9V7
Ph: 250-952-4439 | e: Olivia.Hulley@gov.bc.ca |



ASSET INVESTMENT
RECOVERY
A BRANCH of SHARED SERVICES BC

From: Hendry, Jackie PREM:EX
Sent: Wednesday, August 1, 2018 10:39 AM
To: Surplus, Surplus CITZ:EX
Subject: FW: Request for ADR approval-T20180801095437864

Hello,

I'm trying to log on to approve this and it is not allowing me access. Please advise.

Jackie Hendry
Director, Executive Operations

Office of the Deputy Minister to the Premier

Desk: 250.387.5894

Cell: 250.893.7467

From: no-reply@gov.bc.ca [mailto:no-reply@gov.bc.ca]

Sent: Wednesday, August 1, 2018 10:35 AM

To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Subject: Request for ADR approval-T20180801095437864

Hi,

An asset disposal request has been submitted for your approval by Amanda Shortt on 8/1/2018.

To approve this ADR, click [here](#) for asset disposal details page.

Please note: You may need to login with your IDIR account prior to reviewing asset disposal information.

Comments: .

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 3:02 PM
To: Banister, Lori FIN:EX
Subject: FW: final RE: Context Research
Attachments: Context Research Ltd. GSA July 27 2018 - May 31 Final.docx; Context Research Ltd. GSA APPENDICES.pdf

Hi Lori – I just noticed a typo for the term of the contract. It is May 15, 2018 to October 31, **2018**. I can just make the change on my end, and forward to you.

Thank you again so much for all your help getting these contracts set up.

Have a wonderful long weekend.

Jackie

From: Banister, Lori FIN:EX
Sent: Thursday, August 2, 2018 2:50 PM
To: Hendry, Jackie PREM:EX
Subject: final RE: Context Research

Great, here's clean final copy, with the Appendices as one PDF.

I'm off tomorrow – enjoy your weekend! Lori

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

From: Hendry, Jackie PREM:EX
Sent: Thursday, August 2, 2018 10:21 AM
To: Banister, Lori FIN:EX
Subject: Context Research

Hi Lori,

The wording on the GSA is good... I answered your questions within the comments.

Thank you so much!

Jackie 😊

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 2, 2018 3:20 PM
To: 'kbax@contextresearch.ca'
Cc: Wensink, Alison PREM:EX
Subject: General Service Agreement for your signature
Attachments: Context Research Ltd. GSA July 27 2018 - May 31 Final.docx

Hi Krista,

Please see attached the General Service Agreement. Please sign on page 12 and return to me, with a cc to Alison Wensink.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 3, 2018 9:28 AM
To: Van Meer-Mass, Kate PREM:EX
Cc: Hockin, Amber PREM:EX
Subject: RE: Tracking Leaves from Cabinet Etc

Hi Kate,

From what Shelley and I understand, leave is reported to Michelle Massy at Cabinet Operations, and previously to Layne, which now would be Amber. DMO wasn't involved.

Thanks –
Jackie

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, August 2, 2018 4:58 PM
To: Hendry, Jackie PREM:EX
Cc: Hockin, Amber PREM:EX
Subject: Tracking Leaves from Cabinet Etc

Hi Jackie,

I'm wondering if you can help us out. We are trying to figure out who tracks cabinet members leaves from cabinet, P&A, etc. I assume folks upstairs do but want to know if that is the main and central location. If not can you point me in the right direction?

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 3, 2018 4:03 PM
To: Begley, Rhianna CITZ:EX
Subject: FW: IM117 administrative processes update

Hi Rhianna,

The week of August 14-17 would work for Allison Witter and Amy Miller. s.22
We could continue to try to find a time that would suit all three, or have a session for the two, and try to schedule Amber at another time?

s.22 Let's connect then.

Thanks
Jackie

From: Hendry, Jackie PREM:EX
Sent: Thursday, August 2, 2018 10:59 AM
To: Begley, Rhianna CITZ:EX
Subject: RE: IM117 administrative processes update

Hi Rhianna,

Update on scheduling the IM117 training:

I'm still trying to get a time to work for the three OOP staff we need to schedule for the IM117. Two have responded that at the moment, any time during the 14-17 would work. Still waiting to hear from one other staff. I am hoping to get this arranged asap before their schedules book up. I'll connect with you again tomorrow with, hopefully, more of an update!

Thank you,
Jackie

From: Begley, Rhianna CITZ:EX
Sent: Monday, July 30, 2018 11:52 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: IM117 administrative processes update

Hey Jackie,

Tuesday afternoon is free, but I can make most times work if needed.

Thanks,
Rhianna

From: Hendry, Jackie PREM:EX
Sent: Monday, July 30, 2018 8:58 AM

To: Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Arslan, Alan CITZ:EX <Alan.Arsan@gov.bc.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>
Subject: RE: IM117 administrative processes update

Hi Rhianna,

I'm just checking availability with our new OOP staff for that week. As well, I will look into a meeting room. I'll get back to you.

Jackie

From: Begley, Rhianna CITZ:EX
Sent: Friday, July 27, 2018 4:48 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Arslan, Alan CITZ:EX <Alan.Arsan@gov.bc.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>
Subject: Re: IM117 administrative processes update

I'm okay for aug 13-17. Jackie are you able to book a room s.22

Sent from my iPhone

On Jul 27, 2018, at 4:30 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Rhianna,

This is all very helpful.

The standing date for the in person sessions will work well.

For August a date later than August 7 would be better. We have a group of new staff starting that same day. Could we move to week of August 13-17?

s.22

Thank you,
Maura

On Jul 26, 2018, at 2:47 PM, Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca> wrote:

Hi Jackie and Maura,

There are a couple of emails/actions floating around, and Maura I'm sorry we didn't have the chance to connect today. I've attempted to respond to all in one email below:

1. Implementation of administrative process to onboard new OOP/MO staff
 - a. Jackie and Maura to submit at end of month (e.g. July 30th) a list of all employees who have been hired that month (e.g. July);
 - b. PCT will deliver standing training one time per month for all of those new hires. This date can be selected by Jackie/Maura, PCT recommends a standing date (e.g. first Tuesday of the month). PCT will remain

flexible to provide one-off training for executive, but hopefully this step will capture the majority of new hires;

- c. This way if the new employee has taken IM117, we won't 'miss' the opportunity to deliver in-person training because they show as complete in PSA's system.
2. The "refresher" course is not marked differently in our tracking system, however, Alan has confirmed that the PSA keeps a record of the multiple dates of training received.
3. Outstanding employee ID numbers continue to affect accuracy stats, I understand that Alan has communicated the outstanding employee IDs.
4. If the above recommendation is suitable, I believe we would be looking at delivering training for new OOP/MO hires on August 7th. If this date doesn't work, please feel free to let me know 😊 Once we have a date, we will need to discuss administration of room booking etc.

Thank you,

Rhianna Begley | A/Director, Strategic Privacy, Policy and Training

Privacy, Compliance and Training Branch (PCT) | Corporate Information and Records

Management Office (CIRMO)

Ministry of Citizens' Services

Mobile – (250) 507-5110

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 3, 2018 4:22 PM
To: Hockin, Amber PREM:EX; Witter, Allison PREM:EX; Miller, Amy PREM:EX
Subject: IM117 Training

Hi... I'm still trying to find a date that will work for the three of you to attend the IM117 training. Thank you all for your patience while I get this scheduled! 😊

What is your availability like the week of August 20th?

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 9:05 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: OIC - Paul Rasmussen

Good Morning, Shelley...

s.22 just checking in with you to see if this is still outstanding.

Jackie

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 7, 2018 11:32 AM
To: Hendry, Jackie PREM:EX
Subject: Fwd: OIC - Paul Rasmussen

Jackie - can you check with Don if he has been briefed on this?

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

Begin forwarded message:

From: "Alexander, Catherine AG:EX" <Catherine.Alexander@gov.bc.ca>
Date: August 7, 2018 at 11:25:30 AM PDT
To: "Mandur, Tracy PSA:EX" <Tracy.Mandur@gov.bc.ca>, "Owens, Anita PSA:EX" <Anita.Owens@gov.bc.ca>, "Redies, Janet PSA:EX" <Janet.Redies@gov.bc.ca>, "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>, "Valley, Nancy PSA:EX" <Nancy.Valley@gov.bc.ca>
Cc: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>, "Hendry, Jackie PREM:EX" <Jackie.Hendry@gov.bc.ca>, "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Subject: RE: OIC - Paul Rasmussen

Hello – Log 2535 Public Service 12 Rasmussen is now posted to all of you in ZZeem workspace *OIC – FIN –PSA.



Cat

Catherine Alexander | Paralegal | OIC Coordinator
Office of Legislative Counsel | Legal Services Branch
Ministry of Attorney General | P 250-356-5742 | C 250-893-4927

This communication (both the message and any attachments) is confidential and may be protected by solicitor-client privilege. It is intended only for the use of the person or persons to whom it is addressed. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

From: Mandur, Tracy PSA:EX
Sent: Tuesday, August 7, 2018 8:59 AM
To: AG LSB OIC Requests, AG:EX
Cc: Owens, Anita PSA:EX; Redies, Janet PSA:EX
Subject: RE: OIC - Paul Rasmussen

Apologies Cat – attached is the correct attachment for Paul’s OIC.

Same practice as before – salary not to be stated on OIC.

Thanks !

Tracy

From: AG LSB OIC Requests, AG:EX
Sent: Tuesday, August 7, 2018 8:28 AM
To: Mandur, Tracy PSA:EX; AG LSB OIC Requests, AG:EX
Cc: Owens, Anita PSA:EX; Redies, Janet PSA:EX
Subject: RE: OIC - Paul Rasmussen

Hello Tracy – is remuneration to appear on the face of the order? The Act indicates that it should, but it has been the practice of government not to include remuneration in section 12 appointment orders – counsel’s standard tag speaks to this issue. Do we have a new practice emerging to include remuneration in section 12 appointment orders...

Thanks,



Cat

Catherine Alexander | Paralegal | OIC Coordinator
Office of Legislative Counsel | Legal Services Branch
Ministry of Attorney General | P 250-356-5742 | C 250-893-4927

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From: Mandur, Tracy PSA:EX
Sent: Thursday, August 2, 2018 5:00 PM
To: AG LSB OIC Requests, AG:EX
Cc: Owens, Anita PSA:EX; Redies, Janet PSA:EX
Subject: OIC - Paul Rasmussen

Hi Cat

Please prepare an OIC for Paul Rasmussen as outlined in the attached document. Thank you.

Regards,

Tracy

Tracy Mandur, Executive Advisor – Executive Recruitment
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 507-6245



Where ideas work

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 12:54 PM
To: CFFSHELP, FIN FIN:EX
Subject: FW: PCARD - Aug 18 - Keira Higgins
Attachments: Copy of HIGGINSK s.17 03AUG18.xlsx

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: Wednesday, August 8, 2018 12:26 PM
To: Hendry, Jackie PREM:EX
Subject: PCARD - Aug 18 - 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

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 1:17 PM
To: Gustafson, Charlynnne FIN:EX
Subject: RE: PREM UC/Workstation Integrated Refresh: Inventory August 10th

Hi Charlynnne – I'm sure that will be fine. I'll let them know that their inventory will happen on the 15th.

Thank you,
Jackie

From: Gustafson, Charlynnne FIN:EX
Sent: Wednesday, August 8, 2018 1:14 PM
To: Hendry, Jackie PREM:EX
Subject: RE: PREM UC/Workstation Integrated Refresh: Inventory August 10th

Hi Jackie,

Thanks for letting me know about these other locations. I've forwarded the information to the techs.

We will be conducting the inventory the Cabinet Operations office on August 15th. Would it be alright with you if we inventory the two new staff you mentioned at that time?

Thank you,

Charlynnne Gustafson

Communications Lead & Event Planner, MFIN Workstation Refresh
Mobile: (250) 661-2198

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 12:27 PM
To: Gustafson, Charlynnne FIN:EX <Charlynnne.Gustafson@gov.bc.ca>
Subject: RE: PREM UC/Workstation Integrated Refresh: Inventory August 10th

Hi Charlynnne –

I want to mention, in case this hasn't come up as yet, in addition to our DMO staff located in room 272 of the West Annex, we also have 3 staff in room 095 of the West Annex. As well, we have two new staff that are located at the Cabinet Operations office which is located at 049 617 Government Street.

Thank you,
Jackie

From: Gustafson, Charlynnne FIN:EX
Sent: Tuesday, August 7, 2018 8:22 AM
To: Chapotelle, Jacqueline TRAN:EX <Jacqueline.Chapotelle@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Cc: PREM Refresh PREM:EX <PREM.Refresh@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>

Subject: PREM UC/Workstation Integrated Refresh: Inventory August 10th

Hello,

You're receiving this email because your office informed the Refresh Team that this week would work best for our tech team to conduct inventory.

Thank you for the time you've taken to help organize the Workstation and Phone Line inventory with us.

Below are the details:

The team will be onsite starting at: 9:00am August 10th.

The team will be comprised of the following techs:

- Jay Prost
- Eric Seiferling

Please make sure there are as many workstations (and peripheral devices) on-site on the day as possible. Other than this, there are no requirements from your staff prior to conducting the inventory.

If you have any questions please contact me.

Thank you,
Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

The information transmitted herein is intended only for the named recipient(s) above, and may contain information that is privileged, confidential, or exempt from disclosure under applicable law. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender by replying to this email and delete this message from all computers. Thank you.

The PREM Integrated UC/Workstation Refresh project is in the process of refreshing your workstations and replacing your phone lines with UC. In order to accomplish this we will need to be on site to conduct an inventory.

Below is what you can expect from our on-site visit, with some communication back and forth for clarification throughout the process.

We will need:

- A window of time to conduct the inventory (preferably over the span of a week)
- As many workstations on site as possible
- Help from our contact to identify active phone lines, people and positions

NOTE: We will not need staff to be at their desk while we conduct the inventory

The inventory will take an average of 30 minutes per office and consist of a team on site verifying the following:

- PCs (W#)
- Printers (both network and personal)
- Peripheral devices (model types)
- Monitors (size and model)
- Active phone lines
- People and positions associated with the active phone lines

Please let me know if you have any questions.

Thank you,
Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 2:35 PM
To: Plant, Byron AG:EX; Dardengo, Doris AG:EX
Subject: ADM OIC on SharePoint

Hi –
I have added an ADM OIC to the SharePoint – ADM appointment for Paul Rasmussen. BN has been approved by Lori Halls and Don Wright and has been sent to PSA.

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 2:50 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: OIC - Paul Rasmussen

Hi Shelley – Sorry to bother you again about this! Keira got Don to sign the BN and has forwarded it on to the PSA. I have downloaded the OIC onto the SharePoint and have notified Byron and Doris. The BN states the appointment is effective the date the OIC is signed, no other date specified. Byron is asking me if this is now ready for the PM signature, and the LG. From my notes it appears it is ready? It just doesn't have a specific date stated? Do I say as soon as possible?

Thanks so much... I'll get this!

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, August 7, 2018 11:32 AM
To: Hendry, Jackie PREM:EX
Subject: Fwd: OIC - Paul Rasmussen

Jackie - can you check with Don if he has been briefed on this?

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

Begin forwarded message:

From: "Alexander, Catherine AG:EX" <Catherine.Alexander@gov.bc.ca>
Date: August 7, 2018 at 11:25:30 AM PDT
To: "Mandur, Tracy PSA:EX" <Tracy.Mandur@gov.bc.ca>, "Owens, Anita PSA:EX" <Anita.Owens@gov.bc.ca>, "Redies, Janet PSA:EX" <Janet.Redies@gov.bc.ca>, "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>, "Valley, Nancy PSA:EX" <Nancy.Valley@gov.bc.ca>
Cc: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>, "Hendry, Jackie PREM:EX" <Jackie.Hendry@gov.bc.ca>, "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Subject: RE: OIC - Paul Rasmussen

Hello – Log 2535 Public Service 12 Rasmussen is now posted to all of you in ZZeem workspace *OIC – FIN –PSA.



Cat

Catherine Alexander | Paralegal | OIC Coordinator
Office of Legislative Counsel | Legal Services Branch
Ministry of Attorney General | P 250-356-5742 | C 250-893-4927

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From: Mandur, Tracy PSA:EX
Sent: Tuesday, August 7, 2018 8:59 AM
To: AG LSB OIC Requests, AG:EX
Cc: Owens, Anita PSA:EX; Redies, Janet PSA:EX
Subject: RE: OIC - Paul Rasmussen

Apologies Cat – attached is the correct attachment for Paul’s OIC.

Same practice as before – salary not to be stated on OIC.

Thanks !

Tracy

From: AG LSB OIC Requests, AG:EX
Sent: Tuesday, August 7, 2018 8:28 AM
To: Mandur, Tracy PSA:EX; AG LSB OIC Requests, AG:EX
Cc: Owens, Anita PSA:EX; Redies, Janet PSA:EX
Subject: RE: OIC - Paul Rasmussen

Hello Tracy – is remuneration to appear on the face of the order? The Act indicates that it should, but it has been the practice of government not to include remuneration in section 12 appointment orders – counsel’s standard tag speaks to this issue. Do we have a new practice emerging to include remuneration in section 12 appointment orders...

Thanks,



Cat

Catherine Alexander | Paralegal | OIC Coordinator
Office of Legislative Counsel | Legal Services Branch
Ministry of Attorney General | P 250-356-5742 | C 250-893-4927

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From: Mandur, Tracy PSA:EX
Sent: Thursday, August 2, 2018 5:00 PM
To: AG LSB OIC Requests, AG:EX
Cc: Owens, Anita PSA:EX; Redies, Janet PSA:EX
Subject: OIC - Paul Rasmussen

Hi Cat

Please prepare an OIC for Paul Rasmussen as outlined in the attached document. Thank you.

Regards,

Tracy

Tracy Mandur, Executive Advisor – Executive Recruitment
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 507-6245



Where ideas work

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 3:20 PM
To: Parte, Maura PSA:EX
Subject: RE: Time to talk today?

Hi Maura –

Sorry I'm just connecting now! Busy day so far! I am here today until approximately 4:45... back in tomorrow, s.22
s.22. Give me a call when you're available.

Thanks!
Jackie

From: Parte, Maura PSA:EX
Sent: Tuesday, August 7, 2018 1:14 PM
To: Hendry, Jackie PREM:EX
Subject: Time to talk today?

Hi Jackie,

s.22 Please give me a call when you are back so we can catch up.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 3:46 PM
To: LP PO Deputy Minister
Subject: FW: Exterior window painitng

Hi Everyone,

FYI, please see below.

Thank you,
Jackie

From: Smith, Paul [mailto:Paul.Smith@leg.bc.ca]
Sent: Tuesday, August 7, 2018 3:32 PM
To: Bowen, Bev LASS:EX ; Hendry, Jackie PREM:EX
Cc: Dhanota, Surjit LASS:EX ; Ennis, Randall LASS:EX ; Huck, Ron LASS:EX
Subject: Exterior window painitng

Hello Bev and Jackie

Please be advised that commencing on Monday, August 13, we will be painting the exterior windows on the front of the main building.

We will be painting the windows along the west side of the main entrance first.

The painters will begin on the ground floor, and work their way up to the windows on the top level.

The windows will have to be prepared first, before they can be painted. This will involve some light scraping to remove the loose flakes of old paint.

Before they begin the window preparation, the painters will be accessing the offices from the inside, in order to tape up the windows to avoid anything from entering the building.

They will be working on windows associated with the following offices:

Ground Floor - 036, 037, 037A, 037B, 037C, and 037G.

First Floor - 136, 137, 137A, 138, 139, 140, 141, 143.

Second Floor - 229, 230, 232, 234, 235, 237A, 237B

Third Floor - 325, 326, 326A, 326B, 336, 337A, 337B,

Could you please notify the appropriate people in the offices that will be affected?

To avoid any discomfort to the building occupants, the final coats of paint (with the strongest odor) will be applied on the weekends.

Thank you in advance for your cooperation.

Please contact me if you have any questions or concerns.

Sincerely,

Paul Smith
Project Coordinator
Legislative Facility Services
250 952-8136

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 4:01 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Exterior window painitng



From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, August 8, 2018 3:52 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Exterior window painitng
Done!

From: Hendry, Jackie PREM:EX
Sent: Wednesday, August 8, 2018 3:45 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: FW: Exterior window painitng

Hi Kate,

Please pass on to the Minister's Offices and also pass on to your staff as an FYI.

Thank you,

Jackie

From: Smith, Paul [<mailto:Paul.Smith@leg.bc.ca>]

Sent: Tuesday, August 7, 2018 3:32 PM

To: Bowen, Bev LASS:EX <Bev.Bowen@leg.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Cc: Dhanota, Surjit LASS:EX <Surjit.Dhanota@leg.bc.ca>; Ennis, Randall LASS:EX <Randall.Ennis@leg.bc.ca>; Huck, Ron LASS:EX <Ron.Huck@leg.bc.ca>

Subject: Exterior window painitng

Hello Bev and Jackie

Please be advised that commencing on Monday, August 13, we will be painting the exterior windows on the front of the main building.

We will be painting the windows along the west side of the main entrance first.

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First Floor - 136, 137, 137A, 138, 139, 140, 141, 143.

Second Floor - 229, 230, 232, 234, 235, 237A, 237B

Third Floor - 325, 326, 326A, 326B, 336, 337A, 337B,

Could you please notify the appropriate people in the offices that will be affected?

To avoid any discomfort to the building occupants, the final coats of paint (with the strongest odor) will be applied on the weekends.

Thank you in advance for your cooperation.

Please contact me if you have any questions or concerns.

Sincerely,

Paul Smith

Project Coordinator

Legislative Facility Services

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 9, 2018 8:39 AM
To: Witter, Allison PREM:EX
Subject: RE: PREM UC/Workstation Integrated Refresh: Inventory August 10th

Yes, that is totally fine. You could leave a note on your desk to let them know about your lap top if you think about it. If you don't, not a problem.

Jackie

From: Witter, Allison PREM:EX
Sent: Wednesday, August 8, 2018 4:24 PM
To: Hendry, Jackie PREM:EX
Subject: RE: PREM UC/Workstation Integrated Refresh: Inventory August 10th

Thanks Jackie. s.22

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

From: Hendry, Jackie PREM:EX
Sent: August 8, 2018 1:20 PM
To: Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>; Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>
Subject: FW: PREM UC/Workstation Integrated Refresh: Inventory August 10th

Hi Ali and Amy,

Further to this. The team will be doing the Cabinet Operations inventory on August 15 and your devices will be captured at that time.

Thanks-
Jackie

From: Hendry, Jackie PREM:EX
Sent: Wednesday, August 8, 2018 12:34 PM
To: LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>
Subject: PREM UC/Workstation Integrated Refresh: Inventory August 10th

Hello Everyone,

The team will be onsite starting at: 9:00 am August 10th to conduct inventory.

The team will be comprised of the following techs:

- Jay Prost
- Eric Seiferling

Please make sure there are as many workstations (and peripheral devices) on-site on the day as possible. Other than this, there are no requirements from staff prior to conducting the inventory.

If you have any questions please contact me.

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 9, 2018 8:54 AM
To: Mandur, Tracy PSA:EX; Plant, Byron AG:EX
Subject: RE: ADM Rasmussen OIC

Thank you so much, Byron. And thank you both for your help!

Jackie

From: Mandur, Tracy PSA:EX
Sent: Thursday, August 9, 2018 8:39 AM
To: Plant, Byron AG:EX ; Hendry, Jackie PREM:EX
Subject: RE: ADM Rasmussen OIC

Ok thanks Byron. So not a 9-10am release instead 1pm – I'll let the ministry know.
Tracy

From: Plant, Byron AG:EX
Sent: Thursday, August 9, 2018 8:38 AM
To: Hendry, Jackie PREM:EX; Mandur, Tracy PSA:EX
Subject: ADM Rasmussen OIC

Good morning,

FYI this OIC has now been posted for signing today. We anticipate it will be distributed around 1pm this afternoon.

Byron

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

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 9, 2018 4:26 PM
To: Wright, Don J. PREM:EX
Subject: Accepted: Meeting: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 9, 2018 4:33 PM
To: Canitz, Shelley L PREM:EX
Subject: OICs
Attachments: BN OIC Appointments - Anderson / Boyle; Re: BN OIC Appointments - Anderson / Boyle; 2 New Document(s) from Alexander, Catherine: WS (*OIC – FIN – PSA); Log 2528 Boyle; Log 2531 Anderson

Hi Shelley,

As you know, s.22 I have a couple items:

- There are two OICs that Lori Halls has approved (Boyle and Anderson). Unfortunately, we weren't able to get Don's approval before the end of today for me to action them. I have attached the emails for you to follow up either tomorrow or Monday. **OR**, if this can wait, I can certainly take care of this on Tuesday.
- Erin Dicks asked if you were able to get Don to sign off on the Q1 forecast.

That's it! Hope your week is going ok in Vancouver.

See you Tuesday. 😊

Jackie

Page 048 of 127

Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 14, 2018 9:52 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 14, 2018 9:54 AM
To: Canitz, Shelley L PREM:EX
Subject: FW: invoice received? FW: Watson, Lucy - new version attached
Attachments: Watson Lucy SPREADSHEET July 23 2018 Doll Watson final LB CORRECTIONS July 25 2018.xlsx; Watson, Lucy ALL FLIGHT July 25 2018.pdf; Watson, Lucy ALL HOTEL July 25 2018.pdf; Watson, Lucy ALL AIRBnB July 25 2018.pdf; Watson, Lucy ALL TAXI and HARBOUR AIR July 25 2018.pdf

Hi Shelley – have we received a final invoice from Lucy Watson as yet?

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 14, 2018 9:28 AM
To: Hendry, Jackie PREM:EX
Subject: FW: invoice received? FW: Watson, Lucy - new version attached

Hi Jackie – just checking if Lucy sent you a final invoice?

Thanks,

Alison

From: Banister, Lori FIN:EX
Sent: Monday, August 13, 2018 4:29 PM
To: Wensink, Alison PREM:EX
Subject: invoice received? FW: Watson, Lucy - new version attached

Hi Alison,

I haven't heard from Lucy Watson since sending my last note below, so thought I would check with you before following up with her. She hasn't sent it a final, signed invoice for payment, has she?

Thanks. Lori

From: Banister, Lori FIN:EX
Sent: Thursday, July 26, 2018 11:24 AM
To: 'Mackenzie.Doll@parl.gc.ca'
Cc: Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX
Subject: Watson, Lucy - new version attached

Hi Mackenzie,

Please find **new version** of your spreadsheet attached, in which I've made corrections and highlighted them in **orange**. Let's work from this version only (I think you last returned your initial spreadsheet). I've now made *all* the corrections in the new version. Also attached are scans of the supporting receipts:

- ALL FLIGHT
- ALL HOTEL
- ALL AIRBnB

- ALL TAXI and HARBOUR AIR

As well, I've addressed your points in your email below (there are additional corrections in the new version).

Thanks. Lori

Lori Banister

Procurement Specialist, CFFS

BC Ministry of Finance

778 698 3049

Lori.Banister@gov.bc.ca

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]

Sent: Monday, July 23, 2018 10:06 AM

To: Banister, Lori FIN:EX

Cc: Canitz, Shelley L PREM:EX

Subject: RE: REVISED Invoice-L. Watson 2018/07/11

Hi Lori,

Please find attached the final update for Lucy Watson's expense claim. – new copy with corrections is attached.

s.22

The 'Tips' were removed from each taxi charge. – the tips were not removed in your copy so I've done so in the new copy attached.

s.15

July 19 2017 was corrected - \$233.15. - OK

The July 20th charge was corrected to be from s.15 (Receipt was initially sent on January 29th but is also attached again) - OK

s.22

July 10 2017 - thanks for the Change Fee attachment. I've included both the change fee and flight expense on the new version attached.

July 31 2017 - I've made a new entry for July 31 2017, to include Lucy's flight from Vancouver to Ottawa (YVR-YOW) @ \$388.95.

Please confirm the receipt of this email as soon as possible. Please advise when Lucy Watson should expect to receive the reimbursement.

Thank you,

Mackenzie

From: Banister, Lori FIN:EX [mailto:Lori.Banister@gov.bc.ca]
Sent: July 11, 2018 8:55 PM
To: Doll, Mackenzie
Cc: Canitz, Shelley L PREM:EX
Subject: FW: REVISED Invoice-L. Watson 2018/07/11

One last point, thank you as well for sending your hours of work. I've recalculated your fees according to the contract maximum of \$800 per day. Please note my new column far right with the daily fee amounts.

Lori

From: Banister, Lori FIN:EX
Sent: Wednesday, July 11, 2018 5:27 PM
To: 'Mackenzie.Doll@parl.gc.ca'
Cc: Canitz, Shelley L PREM:EX
Subject: FW: REVISED Invoice-L. Watson 2018/07/11

Thanks Mackenzie and Lucy,

I've made corrections and noted **missing receipts in green** within a new version of the attached spreadsheet (w NOTES LB July 11 2018).

Briefly, we're still in need of:

s.22

- Thanks for the receipt below on your July 10 2017 flight from VCR to VIC (\$203.00). I don't believe we have a 'change fee' receipt for \$226.00 (as noted below and in your spreadsheet).

Corrections to the spreadsheet:

- 'Tips' removed from each taxi charge.
- s.15 July 19 2017 rate correction - \$233.15 (not \$251.02).
- s.22

Also, I'm thinking this spreadsheet could serve as your invoice and I've therefore entered **INVOICE** and billing information to the top of the sheet. If you find this format acceptable, we'll finalize our amounts before you sign and submit for payment.

Kind regards, Lori

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

From: Mackenzie.Doll@parl.gc.ca [mailto:Mackenzie.Doll@parl.gc.ca]
Sent: Wednesday, July 11, 2018 9:16 AM
To: Banister, Lori FIN:EX
Subject: REVISED Invoice-L. Watson 2018/07/11

Lori and Shelley,

Please see attached for a final revised invoice. You will note that it includes all columns discussed in our call yesterday (including hours worked).

I have included below the receipt from Air Canada for the July 10, 2017 YVR-YYJ flight and attached the receipt for the change fee (for a personal flight I converted for transition purposes) in the amount of \$226.

Mackenzie forwarded the corresponding AirBnB receipts previously. If you cannot locate them, please contact her asap and she will re-send.

It has now been almost one year since I submitted my original claim and have, obviously, been out of pocket for the expenses.

I would appreciate immediate confirmation of receipt and acceptance of the attached and the expedited processing of my reimbursement. Please advise when I should expect to receive the reimbursement.

Mailing address:

Lucy

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

From: Air Canada <confirmation@aircanada.ca>
Date: Sat, Jul 8, 2017 at 8:08 PM

Subject: Air Canada - MS LUCY WATSON - 10-Jul/YVR-YYJ (booking ref s.22) - Itinerary-Receipt
To: s.22

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****



Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Booking Date: **Jul 08, 2017** Passengers **MS LUCY WATSON**

s.22



Purchase a travel option Relax in Air Canada's Maple Leaf lounges. Purchase On My Way travel assistance.

Booking Information

Booking Reference	s.22	Customer Care
Electronic Ticketing confirmed. This is your official itinerary/receipt.		Air Canada 1-888-247-2262*
Main Contact LUCY WATSON s.22		Flight Arrivals and Departures 1-888-422-7533
Online Services Select Seats get more seating options for my flight. Manage My Booking (change, cancel, upgrade). Alert me of flight status changes directly to my mobile phone or email. Flight Arrivals & Departures check online if my flight is on time. Check-in online and print my boarding pass.		*For use from phones in Canada, the continental USA, Hawaii and Alaska.
* Can my booking be changed online?		

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
 AC8061	Vancouver Intl (YVR) Mon 10-Jul 2017 10:10 - 1	Victoria (YYJ) Mon 10-Jul 2017 10:41	0	0hr31	DH4	Flex V
 Flight AC8061 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.						

Operated by ¹ Air Canada Express - Jazz

Passenger Information

1: MS LUCY WATSON : Adult (18+), Ticket Number: 0142180153104			
Frequent Flyer Pgm :	None	Meal Preference :	None
Payment Card :	XXXXXXXXXXXX	Special Needs :	None
Seat Selection :	AC 8061 (YVR-YYJ) -		

Purchase Summary

Fare Summary		\$22
Passenger Type	Adult	
Passenger reference	1	
Departing Flight - Flex	170.00	
Surcharges	12.00	
Sub Total	182.00	
Taxes, Fees and Charges		
Canada Airport Improvement Fee	5.00	
Air Travellers Security Charge (ATSC)	7.12	
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.71	
Total airfare and taxes (per passenger)	203.83	
Number Of Passengers	1	
Total	203.83	
Grand Total - Canadian Dollar (CAD)		

Payment Information

The following charges (tax inclusive) will appear on your Visa card XXXXXXXXXXXX statement:

- Air Canada: \$203.83 (Airfare per Adult ticket)

Ticket numbers 0142180153104

Fare Rules

Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex
<ul style="list-style-type: none">Changes:<ul style="list-style-type: none">Prior to day of departure - Change fee per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. Changes can be made up to 2 hours prior to departure.Airport same-day changes (subject to availability) are permitted at a flat fee of \$75 CAD per direction, per passenger. Same-day flights only.Same-day standby is available on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).Flights can only be used in sequence from the place of departure specified on the itinerary.Cancellations:<ul style="list-style-type: none">Tickets are non-refundable and non-transferable.Cancellations can be made up to 45 minutes prior to departure.

- Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Earn 100% Air Canada Status Miles for Air Canada-operated flights.
- Read complete fare rules applicable to this fare.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about [Carry-on Baggage](#) restrictions.

Checked Baggage Policy

Ensure your checked bags are [properly identified](#). Please do not [pack valuables](#) in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about [checked baggage](#).

* Standard Allowance	Maximum overall measurement Length+Width+Height	Max. weight per bag	
Economy Class 1 or 2 bags	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Premium Class 1 or 2 bags (Free)	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Business Class 1 or 2 bags (Free)	158cm 62"	32kg 70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as [checked baggage](#).
- If more than one [carrier](#) is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex		
Non-member or Air Canada Basic members or Star Alliance Silver members	1st bag: Complimentary ** Complimentary for Star Alliance Silver members Weight: up to 50lb/ 23kg Linear dimensions: up to 62in/ 158cm	2nd bag: \$36.75* CAD Weight: up to 50lb/ 23kg Linear dimensions: up to 62in/ 158cm

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag 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 the 2nd bag fee. 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 the 2nd bag fee. 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.

For **baggages exceeding your allowance** (in number, size and/or weight), please read our [additional checked baggage page](#).

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada [codeshare](#) partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's baggage policy](#) and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda'.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

Before you go: 'A 'To-Do' List'

Travel Documents

For **air travel within Canada**, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check [your flight status](#) online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.
- You must also be available for boarding at the boarding gate by the cut-off time shown below. Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

Check-in online... and get your boarding pass.

Itinerary	Check-in		Boarding
	When you should check in	Baggage drop-off ends	Gate closes
Within Canada	90 minutes	45 minutes	15 minutes
To/From the U.S.	120 minutes	60 minutes	15 minutes
International (including Mexico and the Caribbean)	120 minutes	60 minutes	15 minutes
From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)	180 minutes	60 minutes	30 minutes
Exception: 20 minutes for flights departing from Toronto City Airport (YTZ).			

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:45 am (i.e. 15 minutes before your flight).

Information and Services

Visit our [Information and Services](#) section at [aircanada.com](#) to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple Leaf™ Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at [aircanada.com](#).



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and Zerofootprint have partnered to allow you to make a difference for the environment.

[Offset now](#) | [Learn more](#)

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 14, 2018 10:31 AM
To: Banister, Lori FIN:EX
Cc: Canitz, Shelley L PREM:EX
Subject: RE: invoice received? FW: Watson, Lucy - new version attached

Hi Lori,

Yes, please do. Thanks so much.

Jackie

From: Banister, Lori FIN:EX
Sent: Tuesday, August 14, 2018 10:30 AM
To: Hendry, Jackie PREM:EX
Subject: FW: invoice received? FW: Watson, Lucy - new version attached

Hi Jackie,

Alison's confirmed that we have not received a final, signed invoice as yet from Lucy Watson, and I haven't heard from her since my email below on July 26/18.

Would you mind if I sent a quick note to her Administrator, Mackenzie Doll, as follow up?

Lori

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

From: Wensink, Alison PREM:EX
Sent: Tuesday, August 14, 2018 10:25 AM
To: Banister, Lori FIN:EX
Subject: RE: invoice received? FW: Watson, Lucy - new version attached

Hi Lori,

I've checked with Jackie and Shelley and we have not received any invoice from Lucy.

Thanks,

Alison

From: Banister, Lori FIN:EX
Sent: Monday, August 13, 2018 4:29 PM

To: Wensink, Alison PREM:EX
Subject: invoice received? FW: Watson, Lucy - new version attached

Hi Alison,

I haven't heard from Lucy Watson since sending my last note below, so thought I would check with you before following up with her. She hasn't sent it a final, signed invoice for payment, has she?

Thanks. Lori

From: Banister, Lori FIN:EX
Sent: Thursday, July 26, 2018 11:24 AM
To: 'Mackenzie.Doll@parl.gc.ca'
Cc: Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX
Subject: Watson, Lucy - new version attached

Hi Mackenzie,

Please find **new version** of your spreadsheet attached, in which I've made corrections and highlighted them in **orange**. Let's work from this version only (I think you last returned your initial spreadsheet). I've now made *all* the corrections in the new version. Also attached are scans of the supporting receipts:

- ALL FLIGHT
- ALL HOTEL
- ALL AIRBnB
- ALL TAXI and HARBOUR AIR

As well, I've addressed your points in your email below (there are additional corrections in the new version).

Thanks. Lori

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

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]
Sent: Monday, July 23, 2018 10:06 AM
To: Banister, Lori FIN:EX
Cc: Canitz, Shelley L PREM:EX
Subject: RE: REVISED Invoice-L. Watson 2018/07/11

Hi Lori,

Please find attached the final update for Lucy Watson's expense claim. – **new copy with corrections is attached.**

s.22

The **'Tips'** were removed from each taxi charge. – **the tips were not removed in your copy so I've done so in the new copy attached.**

s.15 July 19 2017 was corrected - \$233.15. - OK

The July 20th charge was corrected to be from s.15 (Receipt was initially sent on January 29th but is also attached again) - OK

s.22

July 10 2017 - thanks for the Change Fee attachment. I've included both the change fee and flight expense on the new version attached.

July 31 2017 - I've made a new entry for July 31 2017, to include Lucy's flight from Vancouver to Ottawa (YVR-YOW) @ \$388.95.

Please confirm the receipt of this email as soon as possible. Please advise when Lucy Watson should expect to receive the reimbursement.

Thank you,

Mackenzie

From: Banister, Lori FIN:EX [mailto:Lori.Banister@gov.bc.ca]
Sent: July 11, 2018 8:55 PM
To: Doll, Mackenzie
Cc: Canitz, Shelley L PREM:EX
Subject: FW: REVISED Invoice-L. Watson 2018/07/11

One last point, thank you as well for sending your hours of work. I've recalculated your fees according to the contract maximum of \$800 per day. Please note my new column far right with the daily fee amounts.

Lori

From: Banister, Lori FIN:EX
Sent: Wednesday, July 11, 2018 5:27 PM
To: 'Mackenzie.Doll@parl.gc.ca'
Cc: Canitz, Shelley L PREM:EX
Subject: FW: REVISED Invoice-L. Watson 2018/07/11

Thanks Mackenzie and Lucy,

I've made corrections and noted missing receipts in green within a new version of the attached spreadsheet (w NOTES LB July 11 2018).

Briefly, we're still in need of:

s.22

- Thanks for the receipt below on your July 10 2017 flight from VCR to VIC (\$203.00). I don't believe we have a 'change fee' receipt for \$226.00 (as noted below and in your spreadsheet).

Corrections to the spreadsheet:

- 'Tips' removed from each taxi charge.
- s.15 July 19 2017 rate correction - \$233.15 (not \$251.02).
- s.22

Also, I'm thinking this spreadsheet could serve as your invoice and I've therefore entered **INVOICE** and billing information to the top of the sheet. If you find this format acceptable, we'll finalize our amounts before you sign and submit for payment.

Kind regards, Lori

Lori Banister

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

From: Mackenzie.Doll@parl.gc.ca [mailto:Mackenzie.Doll@parl.gc.ca]

Sent: Wednesday, July 11, 2018 9:16 AM

To: Banister, Lori FIN:EX

Subject: REVISED Invoice-L. Watson 2018/07/11

Lori and Shelley,

Please see attached for a final revised invoice. You will note that it includes all columns discussed in our call yesterday (including hours worked).

I have included below the receipt from Air Canada for the July 10, 2017 YVR-YYJ flight and attached the receipt for the change fee (for a personal flight I converted for transition purposes) in the amount of \$226.

Mackenzie forwarded the corresponding AirBnB receipts previously. If you cannot locate them, please contact her asap and she will re-send.

It has now been almost one year since I submitted my original claim and have, obviously, been out of pocket for the expenses.

I would appreciate immediate confirmation of receipt and acceptance of the attached and the expedited processing of my reimbursement. Please advise when I should expect to receive the reimbursement.

Mailing address

Lucy

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

From: **Air Canada** <confirmation@aircanada.ca>

Date: Sat, Jul 8, 2017 at 8:08 PM

Subject: Air Canada - MS LUCY WATSON - 10-Jul/YVR-YYJ (booking ref - Itinerary-Receipt

To:

***** PLEASE DO NOT REPLY TO THIS E-MAIL *****

AIR CANADA 

Itinerary-Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

[Scan this barcode to check in at any Air Canada check in kiosk.](#)



Booking Date: **Jul 08, 2017** Passengers **MS LUCY WATSON**



Purchase a travel option Relax in Air Canada's Maple Leaf lounges. Purchase On My Way travel assistance.

Booking Information

Booking Reference

Customer Care

Air Canada
1-888-247-2262*

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact

LUCY WATSON

s.22

Online Services

Select Seats get more seating options for my flight.

Manage My Booking (change, cancel, upgrade).

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures check online if my flight is on time.

Check-in online and print my boarding pass.

Flight Arrivals and Departures

1-888-422-7533

*For use from phones in Canada, the continental USA, Hawaii and Alaska.

* Can my booking be changed online?

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type
 AC8061	Vancouver Intl (YVR) Mon 10-Jul 2017 10:10 - 1	Victoria (YYJ) Mon 10-Jul 2017 10:41	0	0hr31	DH4	<u>Flex</u> V
 Flight AC8061 is operated by Air Canada Express - Jazz. Please check in directly at the Air Canada Express - Jazz. Certain smaller carriers conduct airport operations through the ticketing counters of larger airlines.						

Operated by ¹ Air Canada Express - Jazz

Passenger Information

1: MS LUCY WATSON : Adult (18+), Ticket Number: 0142180153104

Frequent Flyer Pgm : None

Meal Preference : None

Payment Card : XXXXXXXXXXXX s.22

Special Needs : None

Seat Selection : AC 8061 (YVR-YYJ) s.15

s.22

Purchase Summary

Fare Summary

Passenger Type **Adult**

s.22

Passenger reference 1

Departing Flight - Flex **170.00**

Surcharges 12.00

Sub Total 182.00

Taxes, Fees and Charges

Canada Airport Improvement Fee 5.00

Air Travellers Security Charge (ATSC) 7.12

Canada Goods and Services Tax (GST/HST #10009-2287 RT0001) 9.71

Total airfare and taxes (per passenger) **203.83**

Number Of Passengers 1

Total 203.83

Grand Total - Canadian Dollar (CAD)

\$22

Payment Information

The following charges (tax inclusive) will appear on your Visa card XXXXXXXXXXXX \$22 statement:

- Air Canada: **\$203.83** (Airfare per Adult ticket)
- \$22

Ticket numbers 0142180153104, \$22

Fare Rules

Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex

- Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - Airport same-day changes** (subject to availability) are permitted at a flat fee of \$75 CAD per direction, per passenger. Same-day flights only.
 - Same-day standby** is available on flights between Toronto and Montreal or Ottawa, on flights between Calgary, Edmonton and Vancouver, as well as on flights between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) or Newark (EWR) airports (connecting flights excluded).
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to a change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
 - Complimentary advance standard seat selection** on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
 - Earn 100% Air Canada Status Miles for Air Canada-operated flights.
 - Read complete fare rules applicable to this fare.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

Baggage Allowance and Fees

Carry-On Baggage Policy

Oversized carry-on bags are not permitted on our aircraft, and may cause flight delays for all passengers. Please ensure your carry-on bags are inside the maximum allowed size as indicated below; **they are required to fit in the double-size verification device** at check-in or boarding time.

Items which fall within the 2-piece carry on allowance include: One (1) carry-on bag or suitcase (wheels and handles included in the size) and one (1) personal article like a briefcase, laptop computer, diaper bag, camera case, cartons or other similar item. Learn more about [Carry-on Baggage](#) restrictions.

Checked Baggage Policy

Ensure your checked bags are [properly identified](#). Please do not [pack valuables](#) in your checked baggage. The baggage allowance rules stated herein do not apply to passengers who have specifically declined the checked baggage option. Learn more about [checked baggage](#).

* Standard Allowance	Maximum overall measurement	Max. weight per bag
	Length+Width+Height	

Economy Class 1 or 2 bags	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Premium Class 1 or 2 bags (Free)	158cm 62"	23kg 50lbs	Bags weighing between 24kg - 32kg (51 lbs - 70 lbs) will be subject to excess fees payable at the airport.
Business Class 1 or 2 bags (Free)	158cm 62"	32kg 70lbs	

- Total weight of the three bags must not exceed 69kg (150lbs).
- Bags exceeding 32 kg (70 lbs) in weight, 292cm (115 in) in linear dimensions (length + width + height, wheels and handles included) or 203 cm (80 in) in length are not accepted as checked baggage.
- If more than one carrier is providing the transportation for your journey, each carrier may apply different rules on baggage.

Checked Baggage Allowance and Fee

Please see below your allowance for bags you plan on checking at the baggage counter.

Departing Flight Vancouver (YVR) To Victoria (YYJ) - Flex		
Non-member or Air Canada Basic members or Star Alliance Silver members	1st bag: Complimentary ** Complimentary for Star Alliance Silver members Weight: up to 50lb/ 23kg Linear dimensions: up to 62in/ 158cm	2nd bag: \$36.75* CAD Weight: up to 50lb/ 23kg Linear dimensions: up to 62in/ 158cm

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to 1st and 2nd bag 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 the 2nd bag fee. 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 the 2nd bag fee. 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.

For **baggages exceeding your allowance** (in number, size and/or weight), please read our [additional checked baggage page](#).

Codeshare Flights and Other Airlines

Passengers who purchase travel on a codeshare flight or that includes a flight with another airline may be subject to the baggage policy, fees and other rules of the airline operating the first flight in their itinerary, which may be different from Air Canada's baggage policy, fees and other rules. For specific terms and conditions of any Air Canada [codeshare](#) partner or other airline, please, visit the operating carrier's website directly.

Embargoes

Certain restrictions apply for travel to Mexico City (Mexico) as well as Kingston and Montego Bay (Jamaica). For details, please visit [Air Canada's baggage policy](#) and refer to the section 'Between Canada and Mexico / Costa Rica / the Caribbean / Bermuda'.

Important Information

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt of this itinerary/receipt.

Before you go: 'A 'To-Do' List'

Travel Documents

For **air travel within Canada**, Air Canada is required by federal government regulations to check identification at the departure gate for all passengers who appear to be 18 years of age or older. The name on the identification must match the name used on the Itinerary/receipt. The passenger must present: one (1) piece of government-issued ID with photo or two (2) pieces of government-issued ID without photo. For **air travel between Canada and the United States**, all passengers including Canadian and U.S. citizens, are required to present a valid passport or other valid travel document. In addition, passengers must present this Itinerary/receipt to immigration authorities upon request. For **air travel to a foreign country**, passengers must ensure that they have all necessary travel documents such as a passport or visa, as directed by embassies and consulates. All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

Flight Confirmation

Although reconfirmation of flights is not required, we strongly recommend that you check [your flight status](#) online at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

Schedule Change

If a schedule change occurs more than 48 hours prior to departure, the main contact will be notified by email. If a schedule change occurs within 48 hours of departure, the main contact will be notified by phone.

Travel Insurance

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance offered by Air Canada and underwritten by RBC Travel Insurance Company by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected. Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Travel insurance is offered and administered solely and directly by RBC Insurance. Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Normal check-in and boarding gate deadlines

- You must obtain your boarding pass and check in any baggage by the check-in cut-off time shown below. We recommend allowing plenty of time at the airport for check-in, especially if you have baggage and for security checks.
- You must also be available for boarding at the boarding gate by the cut-off time shown below. Failure to meet the boarding gate cut-off time may result in the loss of your assigned seat, the cancellation of your reservation, and your ineligibility for denied boarding compensation.

[Check-in online...](#) and get your boarding pass.

Itinerary	Check-in		Boarding
	When you should check in	Baggage drop-off ends	Gate closes
Within Canada	90 minutes	45 minutes	15 minutes
To/From the U.S.	120 minutes	60 minutes	15 minutes
International (including Mexico and the Caribbean)	120 minutes	60 minutes	15 minutes
From Algiers (Algeria), Casablanca (Morocco) and Tel Aviv (Israel)	180 minutes	60 minutes	30 minutes
Exception: 20 minutes for flights departing from Toronto City Airport (YTZ).			

Recommended check-in time

To ensure you have plenty of time to check in, drop off your checked baggage and pass through security, use the table above to determine how much in advance of your flight's departure time you should check

in. E.g. if your flight from Paris leaves at 4 pm, we recommend that you check in at 2:00 pm (120 minutes before your flight).

Check-in and baggage drop-off deadline

You must have checked in, obtained your boarding pass and deposited all checked baggage at the baggage drop-off counter before the check-in deadline for your flight. E.g. if your flight to or from a U.S. city leaves at 7 am, you are required to have checked in and deposited your checked baggage by 6 am (60 minutes before your flight).

Boarding gate deadline

You must be available for boarding at the boarding gate by the boarding gate deadline. E.g. if your flight from Toronto to Ottawa leaves at 11 am, you must be at the boarding gate no later than 10:45 am (i.e. 15 minutes before your flight).

Information and Services

Visit our [Information and Services](#) section at [aircanada.com](#) to find all the information you will need to plan your trip. Learn more about travel documents, baggage information, health tips, Maple Leaf™ Lounges and a preview of onboard meals and entertainment.

Carriage of pets

Please read important information regarding carriage of pets in the Travelling with your Pet section at [aircanada.com](#).



Reduce your carbon footprint!

You can now take the initiative to directly offset the carbon emissions of your flight. Air Canada and Zerofootprint have partnered to allow you to make a difference for the environment.

[Offset now](#) | [Learn more](#)

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 9:06 AM
To: Henry, David A FIN:EX
Subject: RE: Request: Access to Kathie Currie's E-mails

Hi David,

Yes, please provide access to Stephanie.

My understanding is that the only approval that I am involved in is when DMO is requesting access to the previous administration archived outlook and LAN folders for the purposes of FOI searches or possibly litigation. Requesting access to a previous employee outlook and LAN folders employed during our current administration wouldn't require my approval.

Thank you,
Jackie

From: Henry, David A FIN:EX
Sent: Thursday, August 16, 2018 7:36 AM
To: Hendry, Jackie PREM:EX
Cc: PREM Tech
Subject: Request: Access to Kathie Currie's E-mails

Good morning Jackie,

Does Stephanie have approval for access?

Question: do we ask for this for MOs to access for archived MO staff or just clients requesting outside.. i.e. DMO etc requesting access to their respective MO?

Thanks,
David

From: Chang, Stephanie JTT:EX
Sent: August 15, 2018 10:20 PM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Access to Kathie Currie's E-mails

Hello,

For the purpose of records gathering in response to a FOI request, I will need to access Kathie Currie's sent e-mails from 10/01/2017 – 10/31/2017. Could you let me know how I can do that?

Thanks,

Stephanie Chang
Ministerial Assistant to the Honourable George Chow, Minister of State for Trade
Ministry of Jobs, Trade, and Technology
British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8
Stephanie.Chang@gov.bc.ca | Office: 250-387-9142 | Cell: 250-886-5442

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 9:22 AM
To: Wensink, Alison PREM:EX
Subject: FW: OOP - Harms Questions - July Calendars - Horgan, Yuma Morisho
Attachments: Okenge Yuma Morisho - July 2018 - Calendar Details Style.pdf

Hi Alison,

Would you be able to determine if this entry in OYM's calendar is business or personal? This is found on page 3 of the attached.

Yuma Morisho

s.22

Thanks!

Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 10:15 AM
To: CITZ OPEN INFOGROUP CITZ:EX
Subject: RE: OOP - Harms Questions - July Calendars - Horgan, Yuma Morisho

Hello,

I have received confirmation that both appointments are personal.

Thank you,
Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Wednesday, August 15, 2018 3:15 PM
To: Hendry, Jackie PREM:EX
Cc: CITZ OPEN INFOGROUP CITZ:EX
Subject: OOP - Harms Questions - July Calendars - Horgan, Yuma Morisho

Hello,

Please see my questions below.

Horgan

s.22

Yuma Morisho

s.22

Thank you,

Ryan Schumm, B.A., CIAPP-C | Jr. FOI Analyst | Information Access Operations | **p:** (778) 698-3285 | **e:** ryan.schumm@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 10:14 AM
To: Nash, Amber PREM:EX
Subject: RE: OOP - Harms Questions - July Calendars - Horgan

I think it's best to deem this a personal appointment then.

Thanks so much!

Jackie

From: Nash, Amber PREM:EX
Sent: Thursday, August 16, 2018 9:24 AM
To: Hendry, Jackie PREM:EX
Subject: RE: OOP - Harms Questions - July Calendars - Horgan

I'd categorize as both actually. No set agenda. Chance to connect.

From: Hendry, Jackie PREM:EX
Sent: Thursday, August 16, 2018 9:20 AM
To: Nash, Amber PREM:EX
Subject: FW: OOP - Harms Questions - July Calendars - Horgan

Hi Amber,

Please see a question below regarding an entry in the Premier's calendar. This is found on page 2 of the attached. If you could please respond asap that would be very appreciated!

Horgan

s.22

Thanks so much,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 11:00 AM
To: Wensink, Alison PREM:EX; Canitz, Shelley L PREM:EX; Christensen, Suzanne PREM:EX; Farmer, Leila PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Miller, Amy PREM:EX; Mulloy, Eleanor PREM:EX; Papik, Stephanie PREM:EX; Robinson, Jon PREM:EX; Shortt, Amanda PREM:EX; Witter, Allison PREM:EX; Wright, Don J. PREM:EX; Yuma Morisho, Okenge PREM:EX
Subject: RE: Friday Snack Day

Wonderful idea! 😊

From: Wensink, Alison PREM:EX
Sent: Thursday, August 16, 2018 10:30 AM
To: Canitz, Shelley L PREM:EX ; Christensen, Suzanne PREM:EX ; Farmer, Leila PREM:EX ; Hendry, Jackie PREM:EX ; Higgins, Keira PREM:EX ; Kennedy, Christine PREM:EX ; Miller, Amy PREM:EX ; Mulloy, Eleanor PREM:EX ; Papik, Stephanie PREM:EX ; Robinson, Jon PREM:EX ; Shortt, Amanda PREM:EX ; Wensink, Alison PREM:EX ; Witter, Allison PREM:EX ; Wright, Don J. PREM:EX ; Yuma Morisho, Okenge PREM:EX
Subject: Friday Snack Day

Hi everyone,

Some of us thought it would be fun to start a Friday Snack Day, where each week someone brings in a little snack to share with everyone. This is completely voluntary and for anyone who would like to participate I have put a sign-up sheet in the kitchen. Leila has kindly offered to start off and will be bringing a snack tomorrow 😊

Also please let me know if anyone has any food allergies!

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

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 11:25 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 11:27 AM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 11:33 AM
To: Trimble, Brett FIN:EX
Subject: RE: PSSG MO Archive Request

The request is specific to former Minister Rich Coleman covering the period 01/01/2008 To 12/31/2009.

From: Trimble, Brett FIN:EX
Sent: Thursday, August 16, 2018 11:05 AM
To: Hendry, Jackie PREM:EX ; PREM Tech
Subject: RE: PSSG MO Archive Request

Hi Jackie,
For clarification, are you looking for records for Rich Coleman or PSSG? The reason I ask is that I don't recall former Minister Coleman having the portfolio for PSSG his latter portfolio's were MEM & MNGD. If you are looking for records for former Minister Coleman, his information is in the MEM Archive
If you are looking for PSSG records then that archive folder contains the information former Minister Mike Morris and staff.

Regards, Brett

Brett Trimble
Systems Analyst
Premier's Office Technology Support
@: prem.tech@gov.bc.ca
Tel: 250-953-5151
Cel: 250-634-4966

From: Hendry, Jackie PREM:EX
Sent: August 16, 2018 9:16 AM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: FW: PSSG MO Archive Request
Importance: High

Hello,

Please provide access to Camas Ussery **IDIR: CUSSERY** in order to search for records pertaining to former Minister Rich Coleman to respond to an FOI request.

Thank you,
Jackie

From: MO Archive PREM:EX
Sent: Thursday, August 16, 2018 9:09 AM

To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Subject: FW: PSSG MO Archive Request

From: Ussery, Camas AG:EX

Sent: Tuesday, August 14, 2018 2:05 PM

To: MO Archive PREM:EX

Subject: RE: PSSG MO Archive Request

Hi Jackie,

Thank you for getting back to me! Yes, just me requiring access. My IDIR is CUSSERY.

Camas

From: MO Archive PREM:EX

Sent: Tuesday, August 14, 2018 2:01 PM

To: Ussery, Camas AG:EX

Subject: FW: PSSG MO Archive Request

I will need your IDIR and the IDIR and names of anyone else requiring access.

Thanks!

Jackie

From: MO Archive PREM:EX

Sent: Tuesday, August 14, 2018 1:59 PM

To: Ussery, Camas AG:EX

Subject: RE: PSSG MO Archive Request

Hi Camas,

Sorry for the delay in responding. Would it be just you requiring the access?

Thanks –

Jackie Hendry

From: Ussery, Camas AG:EX

Sent: Wednesday, August 1, 2018 1:49 PM

To: MO Archive PREM:EX

Subject: RE: PSSG MO Archive Request

Good afternoon,

Just following up on this request – please let me know if I need to provide any further information.

Thank you!

Camas Ussery

FOI Coordinator

Deputy Attorney General's Office

Tel: 778 698 8033

From: Ussery, Camas AG:EX
Sent: Wednesday, July 25, 2018 2:40 PM
To: MO Archive PREM:EX
Subject: PSSG MO Archive Request

Good afternoon,

PSSG is in receipt of the following FOI request: All letters, memos or other communication from the RCMP to former Minister Rich Coleman or his office regarding the Illegal Gaming Enforcement Team. (Date Range for Record Search: From 01/01/2008 To 12/31/2009)

Would you be able to provide access to the relevant archive material? Please let me know if you require any more specific information. Clayton Pecknold's approval as A/DSG is attached.

Many thanks,

Camas Ussery
FOI Coordinator
Deputy Attorney General's Office
Tel: 778 698 8033

From: [Hendry, Jackie](#) PREM:EX
To: [Wolsey, Ashley](#) AEST:EX
Subject: RE: DM Committees List April 2018
Date: August 16, 2018 3:56:00 PM
Attachments: [Deputy Ministers Committees June 2018.docx](#)

Hi Ashley,
Please see attached.
Thanks –
Jackie

From: Wolsey, Ashley AEST:EX
Sent: Thursday, August 16, 2018 3:34 PM
To: Hendry, Jackie PREM:EX
Subject: RE: DM Committees List April 2018
Yes please.
Thanks!

From: Hendry, Jackie PREM:EX
Sent: Thursday, August 16, 2018 3:08 PM
To: Wolsey, Ashley AEST:EX
Subject: RE: DM Committees List April 2018
Hi Ashley,
I have found a DM Committee list, last updated June 2018. I don't see a list for ADM committees. I will inquire further and get back to you.
Would you like to see the DM list?
Thanks –
Jackie

From: Wolsey, Ashley AEST:EX
Sent: Thursday, August 16, 2018 2:59 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: DM Committees List April 2018
Hi Jackie,

s.22 and I am wondering if you could help me. Do you know if a corporate list exists for ADM committees?

Thanks,
Ashley

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, April 17, 2018 12:24 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: DM Committees List April 2018

Hello, all – as you know, I was attempting to get a list of all DM Committees – so here is my effort to date. Thank you to those offices who have DMs who chair committees – I appreciate your efforts in helping me get a list compiled. Even with your assistance, I may have erred so please send back any corrections.
As you can see, in some cases, DMs sent a membership list that included non-DMs (I used whatever list the DM's office sent) so there may be variety between committees.

Any questions? Please let me know

Thanks

Shelley

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 23, 2018 11:58 AM
To: Appleton, Natalie CITZ:EX
Subject: Accepted: Conference call re: OOP-2018-83886

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 23, 2018 12:16 PM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 23, 2018 2:07 PM
To: LP PO Deputy Minister
Subject: FW: Line Painting MLA parking lot

Hello Everyone,

I don't believe this will impact anyone in our office, but sending for your information.

Thank you,
Jackie

From: Smith, Paul [mailto:Paul.Smith@leg.bc.ca]
Sent: Thursday, August 23, 2018 2:01 PM
To: Aitken, Karen LASS:EX ; Rodger, Nicolas LASS:EX ; Boutin, Dominique LASS:EX ; Urquhart, Brian LASS:EX ; Sutherland, Robert LASS:EX ; Turner, Shawna LASS:EX ; Norton, Darrell LASS:EX ; Schneider, Ellice LASS:EX ; Van Leeuwen, Kelli LASS:EX ; Brown, Graeme W LASS:EX ; Gourlay, Peter LASS:EX ; Clark, Gail L LASS:EX ; Spraggett, Randy LASS:EX ; James, Craig H LASS:EX ; Ryan-Lloyd, Kate LASS:EX ; Ennis, Randall LASS:EX ; Huck, Ron LASS:EX ; Bowen, Bev LASS:EX ; Armstrong, Karen LASS:EX ; Hendry, Jackie PREM:EX ; Lenz, Gary LASS:EX ; Horvath, Jennifer LASS:EX ; Staffanson, Rebecca LASS:EX ; Woodward, Hilary LASS:EX ; Chaggar, Sam LASS:EX ; s.22
Subject: Line Painting MLA parking lot

Hello Everyone

We have arranged for line painting of the MLA parking lot, plus miscellaneous other lines and markings in the back lot behind the Library, including the Speaker's and Clerk's courtyards.

The line painting is scheduled to be completed on the evening of Wednesday August 29. The setup will begin at 5:00 pm.

Please ensure that your vehicle is removed from the lot by 5:00 pm. on the evening of August 29.

We are sorry for any inconvenience.

Thank you in advance for your cooperation.

Regards

Paul Smith
Project Coordinator
Legislative Facility Services
250 952-8136

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 23, 2018 2:08 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: FW: Line Painting MLA parking lot

Hi Kate,

For your information and to share as you feel is required.

Thank you,
Jackie

From: Smith, Paul [mailto:Paul.Smith@leg.bc.ca]
Sent: Thursday, August 23, 2018 2:01 PM
To: Aitken, Karen LASS:EX ; Rodger, Nicolas LASS:EX ; Boutin, Dominique LASS:EX ; Urquhart, Brian LASS:EX ; Sutherland, Robert LASS:EX ; Turner, Shawna LASS:EX ; Norton, Darrell LASS:EX ; Schneider, Ellice LASS:EX ; Van Leeuwen, Kelli LASS:EX ; Brown, Graeme W LASS:EX ; Gourlay, Peter LASS:EX ; Clark, Gail L LASS:EX ; Spraggett, Randy LASS:EX ; James, Craig H LASS:EX ; Ryan-Lloyd, Kate LASS:EX ; Ennis, Randall LASS:EX ; Huck, Ron LASS:EX ; Bowen, Bev LASS:EX ; Armstrong, Karen LASS:EX ; Hendry, Jackie PREM:EX ; Lenz, Gary LASS:EX ; Horvath, Jennifer LASS:EX ; Staffanson, Rebecca LASS:EX ; Woodward, Hilary LASS:EX ; Chaggar, Sam LASS:EX ; s.22
Subject: Line Painting MLA parking lot

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Thank you in advance for your cooperation.

Regards

Paul Smith
Project Coordinator
Legislative Facility Services
250 952-8136

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 24, 2018 9:05 AM
To: Shortt, Amanda PREM:EX
Subject: RE: Sign Off OOP-2018-83741 - Additional severing requested

Hi Amanda –

I think we chatted about this one at the end of the day yesterday, but to confirm, yes, this is the most recent revised redline.

Thanks –
Jackie

From: Shortt, Amanda PREM:EX
Sent: Thursday, August 23, 2018 4:21 PM
To: Hendry, Jackie PREM:EX
Subject: FW: Sign Off OOP-2018-83741 - Additional severing requested

Hi Jackie – this is the most recent redline we have in the oop folder. Did they send you the most recent one this am to your personal inbox?

From: IAO CentralTeam CITZ:EX
Sent: Wednesday, August 22, 2018 3:10 PM
To: OOP FOI PREM:EX
Subject: RE: Sign Off OOP-2018-83741 - Additional severing requested

Hi Jackie,

Here is a revised redline.

Thank you.

Sarah

From: OOP FOI PREM:EX
Sent: Wednesday, August 22, 2018 3:00 PM
To: Chan, Sarah CITZ:EX
Subject: FW: Sign Off OOP-2018-83741 - Additional severing requested

Hello Sarah,

s.13

Thank you,

Jackie

From: Courcy, Danny [<mailto:IAOCentralTeam@gov.bc.ca>]
Sent: Monday, August 13, 2018 8:28 AM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: Sign Off OOP-2018-83741

Good Morning,

Please see attached sign off package for public body approval.

Sign off due: September 24, 2018

Legislated due date of file: September 25, 2018

Thank you,

Sarah Chan, FOI Analyst
Team Name
Information Access Operations

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 24, 2018 9:22 AM
To: Parte, Maura PSA:EX; Arslan, Alan CITZ:EX
Subject: RE: IM117 training for new staff

Good Morning, Maura and Alan,

Thank you for continuing to keep me in the loop regarding the upcoming training sessions 😊

I do still have three new staff within Office of the Premier who require the IM117 training. They are the Deputy Chief of Staff, and two new Directors who are part of the DMO. It has been a challenge to find a time for training that will work for all three. I will continue to coordinate a suitable date, however, before I do, I wanted to check in with the two of you to confirm dates of upcoming sessions, and which session(s) could possibly work for these staff to attend.

Thank you both,

Jackie

From: Parte, Maura PSA:EX
Sent: Tuesday, August 21, 2018 11:32 AM
To: Arslan, Alan CITZ:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: IM117 training for new staff

I will check and get back to you. Thx

From: Arslan, Alan CITZ:EX
Sent: Tuesday, August 21, 2018 11:30 AM
To: Parte, Maura PSA:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: IM117 training for new staff

Hello again,

Wednesday the 19th doesn't work for us. How about Thursday the 20th from 3-4?

Thanks,

Alan Arslan CIPP/C

Privacy Advisor | desk 778-698-5839; cell 250-588-3524

Privacy, Compliance & Training Branch

Corporate Information & Records Management Office

Ministry of Citizens' Services

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From: Parte, Maura PSA:EX
Sent: August 21, 2018 11:07 AM

To: Arslan, Alan CITZ:EX <Alan.Arslan@gov.bc.ca>
Cc: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: IM117 training for new staff

Hi Alan,

We are now looking at the week of September 17-21 for this workshop.

The previous week is UBCM so a lot of our employee group will be away and I understand Matt s.22
s.22

Wednesday afternoon that week would work the best but I can explore other options too.

We have an additional 5 new staff starting September 4 so I expect 10-12 participants from our group at this point.

Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

From: Arslan, Alan CITZ:EX
Sent: Thursday, August 16, 2018 11:46 AM
To: Parte, Maura PSA:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: IM117 training for new staff

Hey Maura,

So I checked with Matt and those dates don't work 😞 s.22 The week of September 10th works, what days could work for your people?

Alan Arslan CIPP/C
Privacy Advisor | desk 778-698-5839; cell 250-588-3524
Privacy, Compliance & Training Branch
Corporate Information & Records Management Office
Ministry of Citizens' Services
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From: Parte, Maura PSA:EX
Sent: August 16, 2018 10:19 AM
To: Arslan, Alan CITZ:EX <Alan.Arslan@gov.bc.ca>
Cc: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca>
Subject: Re: IM117 training for new staff

Hi Alan,

I appreciate the need for consistency but I am also focussed on ensuring participation.

I proposed that week because we have new employees starting that week and other employees travelling with their ministers the previous week.

We will strive for a regular time each month but it will be driven by availability of employees.

Thanks,

Maura

From: Arslan, Alan CITZ:EX
Sent: August-16-18 10:13 AM
To: Parte, Maura PSA:EX
Cc: Hendry, Jackie PREM:EX; Begley, Rhianna CITZ:EX
Subject: RE: IM117 training for new staff

Hi Maura,

I'll chime in for Rhianna 5.22

I will check Matt's availability for this Tuesday coming up. What times were you proposing?

Also, in line with the process Rhianna had set up, would it be possible to keep training on the **2nd Tuesday** of September (11th) instead of the 4th. Not to be humdrum, but I think being consistent in this process will help keep things organized for us especially in the beginning.

Thanks for all your help,

Alan Arslan CIPP/C
Privacy Advisor | desk 778-698-5839; cell 250-588-3524
Privacy, Compliance & Training Branch
Corporate Information & Records Management Office
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From: Parte, Maura PSA:EX
Sent: August 16, 2018 9:59 AM
To: Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca>
Cc: Arslan, Alan CITZ:EX <Alan.Arsalan@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: IM117 training for new staff

Hi Rhianna,

We only have a small group of new staff that has started in the past while.

We have 3 new political staff who need to take the training:

- Scott Andrews (may have taken it previously as GCPE staff)
- Stephanie Chang
- Michael Snoddon

We have new administrative staff too:

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We will also have three new administrative staff starting in early September and new political staff based outside of Victoria that could possibly come to Victoria for training.

Staff would be available next week for a session on Tuesday if that's not too late for scheduling.

Otherwise I would propose we capture a bigger group the week after the Labour Day Weekend: Tuesday, September, 4 to Friday, September 7.

We are working with vacation schedules this month and new staff coming onboard, hence the delay.

Please let me know what dates work best and I will coordinate attendance and book a room.

Thank you,

Maura

Maura Parte

BC Public Service Agency

250-213-6377

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 24, 2018 9:43 AM
To: Arslan, Alan CITZ:EX; Parte, Maura PSA:EX
Subject: RE: IM117 training for new staff

Hi –

I will check with the staff and get back to you.

Thank you,
Jackie

From: Arslan, Alan CITZ:EX
Sent: Friday, August 24, 2018 9:42 AM
To: Parte, Maura PSA:EX
Cc: Hendry, Jackie PREM:EX
Subject: RE: IM117 training for new staff

Good morning,

I do not show us training Amber Hockin.

Matt can train on **Tuesday September 18 from 11-12**, does that work?

Sincerely,

Alan Arslan CIPP/C

Privacy Advisor | desk 778-698-5839; cell 250-588-3524
Privacy, Compliance & Training Branch
Corporate Information & Records Management Office
Ministry of Citizens' Services

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From: Parte, Maura PSA:EX
Sent: August 24, 2018 9:32 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Arslan, Alan CITZ:EX <Alan.Arslan@gov.bc.ca>
Subject: RE: IM117 training for new staff

Hi Jackie – I believe the Deputy Chief of Staff had a one on one session with Matt Reed in July.
Alan – can you please confirm that Amber Hockin has taken IM117. Thank you

From: Hendry, Jackie PREM:EX
Sent: Friday, August 24, 2018 9:22 AM
To: Parte, Maura PSA:EX; Arslan, Alan CITZ:EX
Subject: RE: IM117 training for new staff

Good Morning, Maura and Alan,

Thank you for continuing to keep me in the loop regarding the upcoming training sessions 😊

I do still have three new staff within Office of the Premier who require the IM117 training. They are the Deputy Chief of Staff, and two new Directors who are part of the DMO. It has been a challenge to find a time for training that will work for all three. I will continue to coordinate a suitable date, however, before I do, I wanted to check in with the two of you to confirm dates of upcoming sessions, and which session(s) could possibly work for these staff to attend.

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Maura Parte
BC Public Service Agency
250-213-6377

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Privacy Advisor | desk 778-698-5839; cell 250-588-3524
Privacy, Compliance & Training Branch
Corporate Information & Records Management Office
Ministry of Citizens' Services
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Subject: IM117 training for new staff

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Please let me know what dates work best and I will coordinate attendance and book a room.

Thank you,

Maura

Maura Parte

BC Public Service Agency

250-213-6377

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 24, 2018 10:15 AM
To: Hockin, Amber PREM:EX
Subject: FW: IM117 Training

Hi Amber,

It appears this date and time will work for Amy and Allison. Can you please let me know if this will work for you as soon as possible? It would be very nice to get this scheduled for you three!

Thanks so much,

Jackie

From: Hendry, Jackie PREM:EX
Sent: Friday, August 24, 2018 9:46 AM
To: Hockin, Amber PREM:EX ; Witter, Allison PREM:EX ; Miller, Amy PREM:EX
Subject: IM117 Training

Good Morning,

What is everyone's availability like on September 18th from 11:00 – 12:00 for the IM117 training? Please let me know as soon as possible.

Thank you,
Jackie

Page 098 of 127

Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 24, 2018 11:56 AM
To: CFFSHELP, FIN FIN:EX
Subject: FW: August 3, 2018 PCard
Attachments: August 3 PCard Receipts.pdf; WENSINKA s.17 03AUG18.xlsx

Approved.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

From: Wensink, Alison PREM:EX
Sent: Friday, August 24, 2018 11:53 AM
To: Hendry, Jackie PREM:EX
Subject: August 3, 2018 PCard

Hi Jackie – August 3rd, 2018 PCard attached for your approval to CFFS.

Thanks!

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

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 24, 2018 1:33 PM
To: CITZ OPEN INFOGROUP CITZ:EX
Cc: OOP FOI PREM:EX
Subject: RE: OOP - Approval needed by August 29 - July Calendar - Horgan, Wright, Yuma Morisho

Hello,

August 2018 calendars for the Premier, DM Wright and DM Yuma Morisho are approved for publication.

Thank you,
Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Wednesday, August 22, 2018 4:50 PM
To: Hendry, Jackie PREM:EX
Cc: CITZ OPEN INFOGROUP CITZ:EX
Subject: OOP - Approval needed by August 29 - July Calendar - Horgan, Wright, Yuma Morisho

Thank you for sending your calendar(s) to Open Information for the month of July 2018. Your calendar(s) has been reviewed by an Open Information analyst and any information that required redaction has been removed.

Please review and approve the attached redline version of your calendar(s).

Please reply to this email to CITZ OPEN INFOGROUP (Open.InfoGroup@gov.bc.ca) by August 29, 2018 indicating your approval for publication. If you identify any redaction revisions, please indicate this in your email.

For your convenience, the attached approval form is available to you. Alternatively, you may indicate your approval by replying directly to this email.

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

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 28, 2018 9:46 AM
To: Valley, Nancy PSA:EX; Canitz, Shelley L PREM:EX
Cc: Parte, Maura PSA:EX
Subject: RE: OIC for signing

Good Morning, Nancy,

I don't see log 2568 on Zzeem, and I haven't received notification from Zzeem to inform me there is a new document waiting. My apologies, but I'm pretty new to this process so I certainly could be missing something! Please let me know.

Thanks so much,
Jackie

From: Valley, Nancy PSA:EX
Sent: Monday, August 27, 2018 10:27 AM
To: Canitz, Shelley L PREM:EX ; Hendry, Jackie PREM:EX
Cc: Parte, Maura PSA:EX
Subject: OIC for signing

Hello Jackie,

Log 2568 is up in Zzeem and looks good. Do you need any further action from me to ensure it gets signed by August 31, 2018?

Thanks!

Nancy Valley, Project Assistant

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



Where ideas work

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 28, 2018 2:18 PM
To: McCartney, Angela PREM:EX
Subject: OIC on SharePoint

Hi Angela –

There is an OIC (Log 2568) on SharePoint for processing.

Thank you,
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 28, 2018 4:43 PM
To: Hendry, Jackie PREM:EX
Subject: FW: MCR Reports - July 2018 - Office of the Premier
Attachments: Office of the Premier - MCR Summary Report - July 2018.pdf; Office of the Premier - MCR WO Details - July 2018.xlsx

From: Charlene Thackray [mailto:Charlene.Thackray@bgis.com]

Sent: Friday, August 24, 2018 3:08 PM

To: Hendry, Jackie PREM:EX

Subject: MCR Reports - July 2018 - Office of the Premier

Attached please find your MCR reports for the period of **July 2018**.

NOTE – MCR is billed on actuals; and budgets are managed by the client. Please contact me directly if a supplemental RFS is required.

Please review the attached MCR details and advise of any discrepancies ASAP.

The MCR Summary July 18.pdf is an overview of your MCR costs YTD. The report includes:

- MCR Reference number
- Branch name (if provided)
- Beginning Balance YTD Actual is the total for all work orders paid – April 2018 – June 2018.
- Current Balance Actual is the total for all costs processed in July 2018. This is the total period amount RPD will invoice for MCR, along with any current adjustments.
- Current Adjustments is the total for work orders identified for review to correct the customer or MCR Reference Number. Adjustments may result in a transfer of costs from one customer to another or from one MCR Reference number to another for the same customer.
- Ending Balance YTD Actuals is the total for all actuals (beginning, current & adjustments).
- Current Estimate is for all work orders which have been completed but no vendor invoice has been received. The estimate value represents a market based estimate at the time the work is dispatched. Although a very accurate representation of future costs this value is subject to change based on the total value of the vendors invoice.
- Total identifies the total MCR dollars (actual & estimates) for each MCR reference number.

The MCR WO Detail July 18.xls is a detailed work order extract in excel format for actuals and adjustments and those work orders with estimates. The file has been sorted by MCR reference number, work order number, and building number.

If you have any concerns regarding MCR, please do not hesitate to contact me.

Thanks...

Charlene Thackray
Senior Regional Accountant
BGIS WSI

#23 - 3318 Oak Street

Victoria, BC V8X 1R1

t: 250.952.3857 | f: 250.952.3868

charlene.thackray@bgis.com

www.bgis.com

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INNOVATION
Workplace Solutions Inc.

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 29, 2018 9:52 AM
To: Higgins, Keira PREM:EX
Subject: FW: FOR ATTENTION | IBN #240549: Proposed Highest and Best Use (HBU) Change for Flavelle Sawmill

Hi Keira –

Just checking to see if you have passed this on to Don.

Thanks –
Jackie

From: Gedney, Vanessa R MAH:EX
Sent: Monday, August 27, 2018 1:05 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Cc: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Genzale, Morgan MAH:EX <Morgan.Genzale@gov.bc.ca>
Subject: FOR ATTENTION | IBN #240549: Proposed Highest and Best Use (HBU) Change for Flavelle Sawmill

Good afternoon, please find attached, the above-noted briefing note for Don Wright's attention (Don is aware and has been emailing back and forth with Jacquie Dawes on this issue).



Do not hesitate to contact me should you require further information.

VANESSA R. GEDNEY

Director, Executive Operations

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



OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 29, 2018 9:56 AM
To: Klus, Arianna PREM:EX
Subject: RE: Project Work?

Hi Arianna –

I'll discuss this with Shelley [§.22] to see if she knows of anything coming up within DMO and/ or Exec. I'll get back to you later next week.

Thanks –
Jackie

From: Klus, Arianna PREM:EX
Sent: Monday, August 27, 2018 9:38 AM
To: Hendry, Jackie PREM:EX
Subject: Project Work?

Hi Jackie,

I don't know if this is a strange ask or not, but I was wondering if there were any special projects in the West Annex I could help out with? [§.22] If you can think of anything, or know of any projects elsewhere that might need a plucky assistant, please let me know. ☺

Best,

Arianna Klus

*Cabinet Committee Assistant
Cabinet Operations, Office of the Premier
T: (250) 356-6187 C: (250) 213-8216*

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 29, 2018 12:02 PM
To: McCartney, Angela PREM:EX
Subject: RE: s. 12 review

Thanks so much.

Jackie

From: McCartney, Angela PREM:EX
Sent: Wednesday, August 29, 2018 11:56 AM
To: Hendry, Jackie PREM:EX
Subject: FW: s. 12 review

Here you go

From: Powell, Charlotte PREM:EX
Sent: Wednesday, August 29, 2018 11:52 AM
To: McCartney, Angela PREM:EX
Subject: RE: s. 12 review

s.13

Thanks.

From: McCartney, Angela PREM:EX
Sent: Wednesday, August 29, 2018 11:29 AM
To: Powell, Charlotte PREM:EX
Subject: FW: s. 12 review

Hi Charlotte – can you fit in a couple minutes to have a look at this calendar entry for the Premier? The question is whether s12 applies to the July 11th, 5pm entry.

s.13

From: Hendry, Jackie PREM:EX
Sent: Wednesday, August 29, 2018 11:09 AM
To: McCartney, Angela PREM:EX
Subject: s. 12 review

It is the July 11 5:00 PM meeting that is in question.

Thank you!
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 29, 2018 12:03 PM
To: CITZ OPEN INFOGROUP CITZ:EX
Subject: RE: OOP - Harms Question - July Calendar - Horgan

Importance: High

Hello,

s.13

s.1
2 Thank you very much for bringing this to our attention.

Jackie

From: CITZ OPEN INFOGROUP CITZ:EX
Sent: Wednesday, August 29, 2018 8:51 AM
To: Hendry, Jackie PREM:EX
Cc: CITZ OPEN INFOGROUP CITZ:EX
Subject: OOP - Harms Question - July Calendar - Horgan
Importance: High

Hi Jackie,

We have been advised by the Ministry of Finance that a meeting which also occurred in the Premier's calendar may contain confidential cabinet information.

The meeting in question is s.12

There is no direct link to cabinet so there may be no harm since nothing in the entry identifies it as being before cabinet, but FIN is asking about the entry since they had flagged it in Minister James' calendar.

Could you please advise if this should be severed as "Cabinet Confidences"?

To be clear, although it has been approved for publication, this calendar has **not** been published yet so, either way, there has been no breach of confidential information.

Thank you,

Ryan Schumm, B.A., CIAPP-C | Jr. FOI Analyst | Information Access Operations | **p:** (778) 698-3285 | **e:** ryan.schumm@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 29, 2018 2:34 PM
To: 'Sevigny, Laurent (CA - British Columbia)'
Subject: Accepted: FOI Review - Process & Data Gathering Exploratory Session

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 29, 2018 4:00 PM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Don and Jackie - FOI

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 29, 2018 4:00 PM
To: OOP FOI PREM:EX
Subject: RE: Consultation TAC-2018-84215 Due: September 11

Hi Amanda –

s.13

Thank you,
Jackie

From: OOP FOI PREM:EX
Sent: Wednesday, August 29, 2018 3:55 PM
To: Hendry, Jackie PREM:EX ; Oreck, Mira PREM:EX ; McConnell, Sheena PREM:EX ; Meggs, Geoff PREM:EX ; Nash, Amber PREM:EX ; Holmwood, Jen PREM:EX ; Aaron, Sage PREM:EX ; Van Meer-Mass, Kate PREM:EX ; Wright, Don J. PREM:EX
Subject: Consultation TAC-2018-84215 Due: September 11

Hello,

The Ministry of Tourism, Arts and Culture received this FOI request from a/an Political Party:
Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages– excluding attachments – sent from the Minister’s Senior Ministerial Assistant(s) - where such a position existed and was staffed during the period (Date Range of search: 10/01/2017 - 10/31/2017)

They identified the attached document(s) as responsive records and wish to get your views concerning disclosure on emails you authored as follows:

Jackie Hendry – Pg 4
Mira Oreck – Pg 6
Sheena McConnell – Pg 10, 11
Geoff Meggs – Page 12, 18
Amber Nash – Pg 16, 18, 22
Jen Holmwood – Pg 17, 23
Sage Aaron – Pg 18
Kate van Meer-Mass – Pg 18
Don Privett – Pg 19

Please let Jackie Hendry know if you have any further questions.

Thank you,
-Amanda

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 30, 2018 1:04 PM
To: Tsang, Robin FIN:EX
Cc: Henry, David A FIN:EX
Subject: RE: Request: JTT Litigation Search - JTT Minister's Office - Former MA Kathie Currie - her .pst email box

Hello Robin,

This is approved.

Thank you,
Jackie

From: Tsang, Robin FIN:EX
Sent: Thursday, August 30, 2018 11:56 AM
To: Hendry, Jackie PREM:EX
Cc: Henry, David A FIN:EX
Subject: FW: Request: JTT Litigation Search - JTT Minister's Office - Former MA Kathie Currie - her .pst email box

Hi Jackie:

We need your approval for this request. Please let us know.

Thanks!
Robin

From: Leduc, Danine MAH:EX
Sent: August 30, 2018 11:41 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: Campbell, Tracy MAH:EX <Tracy.Campbell@gov.bc.ca>; Padgett, David MAH:EX <David.Padgett@gov.bc.ca>
Subject: Request: JTT Litigation Search - JTT Minister's Office - Former MA Kathie Currie - her .pst email box

Hi Robin and David,

I hope all is well with you! We are nearing completion of a litigation records search for Ministry of Jobs, Trade Technology and need to re-do one search for JTT's former MA Kathie Currie.

Previously, we obtained access via former MA Jacqueline Louie's laptop, which had been loaded with the .pst file of former JTT MA Kathie Currie's email.

Upon review of our search results, we are not confident that the search results for Kathie Currie's email are complete and we will be required to re-do the search of her email.

Would you be able to assist us in having Kathie Currie's email temporarily attached to David Padgett's outlook email, so we can complete this litigation search? David Padgett is our A/Director,

Information Management and Strategic Initiatives within Tracy Campbell's Management Services Division. Tracy is ADM responsible for this litigation search.

Please don't hesitate to contact me if you have questions. My cell, anytime: 250-208-2850.

Thank you,
Danine

Danine Leduc
Executive Lead
778-698-3563 (Tel)

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 30, 2018 2:50 PM
To: Banister, Lori FIN:EX
Subject: RE: Watson, Lucy GSA July 14-21 2017 - signed invoice to come

Hi Lori,

You can send it to Alison, with a cc to me and Shelley. s.22

s.22

Thank you so much for all your work, and patience on this!

Jackie

From: Banister, Lori FIN:EX
Sent: Thursday, August 30, 2018 2:46 PM
To: Hendry, Jackie PREM:EX
Subject: Watson, Lucy GSA July 14-21 2017 - signed invoice to come

Hi Jackie,

I'm just awaiting Lucy Watson's sig to her invoice for work under the Transition Team contract. I haven't received it as yet today s.22 Should I send the signed invoice over to Alison, you or Shelley when it does arrive? It will require 'approval' before payment, followed by entry to iPro (I already have a Supplier No. for her).

My last note on Aug 29 2018 to Mackenzie Doll, Lucy's admin, is below. The final invoice is attached.

Lori

Lori Banister | Procurement Specialist | Corporate Services Division | Ministry of Finance
Ph: 778-698-3049 | *e:* Lori.Banister@gov.bc.ca | *m:* 3rd Floor – 617 Government St., Victoria BC V8W 9V1

From: Banister, Lori FIN:EX
Sent: August 29, 2018 9:58 AM
To: 'Mackenzie.Doll@parl.gc.ca' <Mackenzie.Doll@parl.gc.ca>
Subject: Signature please FW: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017

Hi Mackenzie,

Please collect Lucy's signature to the 1st page of the attached PDF (Watson, Lucy GSA July 4-21 2017 INVOICE FINAL for signature Aug 29 2018). Once received, I'll pass the signed invoice to the Premier's Office for approval.

Thanks. Lori

Lori Banister | Procurement Specialist | Corporate Services Division | Ministry of Finance

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]

Sent: August 29, 2018 8:03 AM

To: Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>

Subject: RE: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017

Hi Lori,

To confirm, will this now be sent to the premier's office or does Lucy need to sign again?

Thanks again,

Mackenzie

From: Banister, Lori FIN:EX [<mailto:Lori.Banister@gov.bc.ca>]

Sent: August 28, 2018 8:04 PM

To: Doll, Mackenzie

Subject: FW: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017

Hi Mackenzie,

Thanks for sending signed copy of Lucy Watson's invoice. One last adjustment! A new PDF of the signed invoice is attached (Watson, Lucy GSA July 4-21 2017 INVOICE FINAL Watson signature), in which I've replaced 2 pages in the new attachment:

1. The last page of the spreadsheet, where I've removed the colour shading from the very last row because the numbers in that row were unreadable; and
2. The last page of the receipts, where I've lightened, rescanned and made notes to the Harbour Air receipt because it was also unreadable.

I'll now send the invoice to the Premier's office for their review and approval, and their office will send it through to Accounts for payment. I'm not certain of precisely when it will be paid, but would estimate it would take approximately 3 weeks before the cheque is issued.

Please don't hesitate to let me know of any concerns.

Kind regards, Lori

Lori Banister | Procurement Specialist | Corporate Services Division | Ministry of Finance

Ph: 778-698-3049 | e: Lori.Banister@gov.bc.ca | m: 3rd Floor – 617 Government St., Victoria BC V8W 9V1

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]

Sent: August 24, 2018 9:21 AM

To: Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>

Subject: RE: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017

Hi Lori,

Please find attached the final invoice dated and signed.

Please confirm the receipt of this email and when Lucy Watson can expect reimbursement.

Many thanks,

Mackenzie

From: Banister, Lori FIN:EX [<mailto:Lori.Banister@gov.bc.ca>]
Sent: August 23, 2018 4:43 PM
To: Doll, Mackenzie
Subject: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017

Hi, thanks. I see some of the pages in your scan are 'upside down' – could you please rescan all pages and resend. The invoice and receipts must be legible.

Thanks. Lori

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]
Sent: August 23, 2018 12:46 PM
To: Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>
Cc: Lucy.Watson@parl.gc.ca; s.22
Subject: RE: signature please: Watson, Lucy GSA July 14-21 2017

Hi again,

Please find attached the final invoice that was sent by you today. It is signed and dated.

Please confirm the receipt of this email and when Lucy Watson can expect reimbursement.

Many thanks,

Mackenzie

From: Banister, Lori FIN:EX [<mailto:Lori.Banister@gov.bc.ca>]
Sent: August 23, 2018 3:37 PM
To: Doll, Mackenzie
Subject: signature please: Watson, Lucy GSA July 14-21 2017

Hi Mackenzie,

Please find attached 'clean' version of Lucy Watson's invoice for work under the GSA July 4-21 2017, with receipts. Please collect signature to the attached and return it to me.

Lori

Lori Banister | Procurement Specialist | Corporate Services Division | Ministry of Finance
Ph: 778-698-3049 | *e:* Lori.Banister@gov.bc.ca | *m:* 3rd Floor – 617 Government St., Victoria BC V8W 9V1

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]
Sent: August 23, 2018 6:38 AM

To: Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>

Subject: RE: Watson, Lucy GSA: see spreadsheet attached re July 14-16 2017

Hi Lori,

Okay great, can you please send over the official sheet that Lucy needs to sign and I will get it back to you today.

Many thanks,

Mackenzie

From: Banister, Lori FIN:EX [<mailto:Lori.Banister@gov.bc.ca>]

Sent: August 21, 2018 3:56 PM

To: Doll, Mackenzie; Doll, Mackenzie

Subject: RE: Watson, Lucy GSA: see spreadsheet attached re July 14-16 2017

Thanks, I've added it to the total in the spreadsheet.

If all is good now, I'll clear notes from the spreadsheet so Lucy Watson can sign and submit it as her invoice for work under the attached contract.

Lori

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]

Sent: August 21, 2018 12:45 PM

To: Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>

Subject: RE: Watson, Lucy GSA: see spreadsheet attached re July 14-16 2017

Hi Lori,

Thank you. Please see attached iPhone photos taken of the receipt just now. It is a bit faded but the amount and date are visible.

Thank you,

Mackenzie

From: Banister, Lori FIN:EX [<mailto:Lori.Banister@gov.bc.ca>]

Sent: August 21, 2018 3:31 PM

To: Doll, Mackenzie

Subject: Watson, Lucy GSA: see spreadsheet attached re July 14-16 2017

Hi Mackenzie,

s.22

Please see the attached spreadsheet with notes (CORRECTIONS Aug 21 2018). You'll see there is one receipt noted on the spreadsheet which I've highlighted in red – there was an Ottawa taxi receipt sent earlier which is not readable. If you could rescan that receipt, we'll most likely be able to include it as a reimbursable expense.

Lori

s.22

Page 119 of 127 to/à Page 121 of 127

Withheld pursuant to/removed as

s.22

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 30, 2018 4:20 PM
To: Valley, Nancy PSA:EX
Subject: OIC

Hi Nancy –

I heard from Angela at Cabinet Operations that the OIC is going to the LG overnight for signature and will be released tomorrow morning.

Thanks!
Jackie

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 31, 2018 9:29 AM
To: PREM Refresh PREM:EX
Subject: RE: PREM Integrated Project: UC/Workstation Demo Questions

Hi Charlynnne,
Sounds good. See you next Thursday. Enjoy your long weekend. 😊
Jackie

From: PREM Refresh PREM:EX
Sent: Friday, August 31, 2018 9:26 AM
To: Hendry, Jackie PREM:EX
Cc: PREM Refresh PREM:EX
Subject: RE: PREM Integrated Project: UC/Workstation Demo Questions

Hi Jackie,
Next Thursday afternoon would work perfectly. I'll send you a calendar invite.
Kate did give me contacts for each of the MO offices, I'm just not sure if it makes sense to engage each office individually for communications and deployment details or to have a more central point of contact. I will be reaching out to Kate in the next few business days to inquire into her recommended approach.
Thanks for confirming that the demo presentation will be open to the West Annex and the Minister's Offices. That's what I had in my notes but wanted to make sure it was still correct after my misinterpretation during the inventory. 3 days should be enough for the device demos and UC/Workstation presentation, but it won't include any training sessions. I'll add this as a topic to review in next week's meeting so we can discuss in a little more detail to make sure it meets your needs.
Thank you,
Charlynnne Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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From: Hendry, Jackie PREM:EX
Sent: August 30, 2018 2:25 PM
To: PREM Refresh PREM:EX <PREM.Refresh@gov.bc.ca>
Cc: Gustafson, Charlynnne FIN:EX <Charlynnne.Gustafson@gov.bc.ca>
Subject: RE: PREM Integrated Project: UC/Workstation Demo Questions

Hi Charlynnne,
My understanding from our first meeting was that the viewing and training sessions would be open to staff within the West Annex as well as Minister's Offices. I gave you Kate Van Meer- Mass' name as the original point of contact for MO. I'm not sure if she has provided another contact for you. If not, I can follow up with her.
As well, my understanding from our first meeting was that three days was adequate for the viewing of devices and potential "training" sessions. If you feel more time would be required, I can look into booking the additional time. I am available to meet next Thursday afternoon (6th) or, the following Monday, Tuesday or Wednesday (10th, 11th or 12th) are quite open at this point.
Thank you,
Jackie

From: PREM Refresh PREM:EX
Sent: Wednesday, August 29, 2018 3:45 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Cc: Gustafson, Charlynn FIN:EX <Charlynn.Gustafson@gov.bc.ca>

Subject: PREM Integrated Project: UC/Workstation Demo Questions

Hi Jackie,

Could you help clarify a couple of details for me please?

- Sept 25 and Sept 27 are booked for the Workstation and UC devices viewing and presentations.
 - Could you please clarify for me if this is open to all LP staff or only staff in the West Annex?
 - Are you still interested in having the workstations and UC devices available for viewing in the Birch Room the entire week, Sept 24-28?

Also, we're getting closer to your deployment date and usually start discussing available training sessions, communications package, and deployment details at this point. When would you be available to meet?

Thank you,

Charlynn Gustafson

PREM UC/Workstation Refresh Team

PREM.Refresh@gov.bc.ca

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OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 31, 2018 9:33 AM
To: McCartney, Angela PREM:EX
Subject: RE: OIC

Thanks so much, Angela – Doris sent it to me as well. 😊

From: McCartney, Angela PREM:EX
Sent: Friday, August 31, 2018 9:31 AM
To: Hendry, Jackie PREM:EX
Subject: FW: OIC

Hi Jackie – here's the completed OIC

From: Dardengo, Doris AG:EX
Sent: Friday, August 31, 2018 9:27 AM
To: Colins, Tracey L PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX
Subject: OIC

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 31, 2018 9:34 AM
To: Gustafson, Charlynn FIN:EX
Subject: Accepted: PREM Integrated UC/Workstation Refresh Introduction

OOP FOI PREM:EX

From: Hendry, Jackie PREM:EX
Sent: August 31, 2018 9:36 AM
To: Valley, Nancy PSA:EX
Subject: FW: OIC
Attachments: 466-2018.pdf

Good Morning Nancy,

Please see the OIC attached.

Thank you,
Jackie

From: Dardengo, Doris AG:EX
Sent: Friday, August 31, 2018 9:30 AM
To: Hendry, Jackie PREM:EX
Subject: OIC