

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 11:04 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: iStore - 909503 - 63196 - Eric Kristianson assign workstation

FYI

---

**From:** Piotrowicz, Eddie P FIN:EX  
**Sent:** Monday, November 5, 2018 11:03 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** iStore - 909503 - 63196 - Eric Kristianson assign workstation

Hi Eleanor,

iStore - 909503 - 63196 - Eric Kristianson assign workstation – submitted.

**From:** Eleanor.Mulloy@gov.bc.ca <Eleanor.Mulloy@gov.bc.ca>  
**Sent:** November 2, 2018 2:34 PM  
**To:** FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>  
**Subject:** PREM: Modify Asset

### Checkout Information

**On-Site Address:** 501 Bellville Street Room 272 West Annex  
**On-Site Contact Name:** Eleanor Mulloy  
**On-Site Contact Phone:** (250)356-2605  
**Account:** PREM-DEPUTY MINISTER'S OFFICE  
**Ministry Number:** 004  
**Responsibility Centre:** 36B10  
**Service Code:** 36205  
**Project Number:** 3600000  
**Expense Authority:** Jacqueline Hendry

### Service Requests

#### **Software - Other Software Related Request**

**First Name:** Eric  
**Last Name:** Kristianson  
**IDIR:** s.15  
**Requirements:** Please add s.15 as admin and remote on NC055228  
**Operating System:** Windows 10  
**Comments:** Please add s.15 as admin and remote on NC055228

*Requestor:* Mulloy, Eleanor PREM:EX  
*Email:* [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)  
*Time:* 2018-11-02 14:34:12

## **Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 10:29 AM  
**To:** PREM Tech  
**Subject:** iPad for Eric Kristianson, ADM, DMO/PO

Can you please let me know when Eric's cabinet iPad is being brought over to the DMO/PO. Thank you in advance.

Eleanor



## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 10:24 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Intro Meeting

Done for Thursday at 9 in the Rose Room

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, November 5, 2018 10:19 AM  
**To:** Spaven, Teri FIN:EX  
**Cc:** Wells, Katrina FIN:EX; Mulloy, Eleanor PREM:EX  
**Subject:** RE: Intro Meeting

Teri, would welcome a meeting – Eleanor can assist in setting up a time.

---

**From:** Spaven, Teri FIN:EX  
**Sent:** Monday, November 5, 2018 10:13 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Wells, Katrina FIN:EX  
**Subject:** Intro Meeting

Hi Shelley,

I've not had the opportunity to come over and meet with you since starting earlier in the year and hoping that over the next little while we could do that.

I can have Katrina work with your office to set up a convenient time for me to come by, if that works with you.

Thanks,

Teri

Teri Spaven CPA, CMA  
Assistant Deputy Minister | Executive Financial Officer  
Corporate Services Division | Ministry of Finance  
778.698.2446

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 10:24 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Parking Pass

I got one ☺ Alison knew where they were so we are all good!

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, November 5, 2018 10:23 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Parking Pass

I park there without putting my pass on the dash – would you like to give him my pass until we can get another?

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, November 2, 2018 3:15 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Parking Pass

I am just going to see if I can get another made up for Eric or go through Keira's desk and see if one is around there.

---

**From:** Christensen, Suzanne IRR:EX  
**Sent:** Friday, November 2, 2018 3:09 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Parking Pass

I feel like I could have walked off with computer equipment with less stress than this parking pass.

I don't know where it is right now Eleanor. It expires at the end of the year, so the problem will go away at that point. I will let you know when I find it.

Suzanne

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 2:50 PM  
**To:** Christensen, Suzanne IRR:EX <Suzanne.Christensen@gov.bc.ca>  
**Subject:** Parking Pass

Hi Suzanne, I left you a message on your voicemail about the parking pass you were given for the spots in the Q lot. Did you turn it into Alison/Keira? Alison could not remember s.22

If you still have it, do you mind popping into the Interoffice mail or I can come and get it from you on Monday!

Thank you in advance.

Eleanor

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 9:38 AM  
**To:** PREM Tech  
**Subject:** Laptop Set up for new ADM

Our new ADM is now in his office and has brought over a laptop/UC device so could I please have someone come over and set it up for him? Thank you in advance.

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 8:21 AM  
**To:** Andruz, Dean FIN:EX  
**Subject:** FW: Spare cables

Dean, please see below and thank you

---

**From:** Viaud, Chantille PREM:EX  
**Sent:** Monday, November 5, 2018 7:48 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Spare cables

I don't know actually-I don't think there were any but Dean from PremTek moved my stuff in there and set it up. He might have removed any excess cords or know what was there?

Cheers,  
Chantille

Sent from my iPhone

On Nov 2, 2018, at 3:03 PM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Did you find any spare cables in the office you are in now? Leila left all the cables for her surface there and we are having to deploy it now!

Thanks in advance.

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 3:52 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** Parking Pass to Q Lot

FYI - I have taken a Q lot parking pass out of the folder by your desk and given it to Eric as he starts working here on Monday, November 5<sup>th</sup>.

Thank you

Eleanor

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 3:50 PM  
**To:** Andruz, Dean FIN:EX  
**Cc:** PREM Tech  
**Subject:** RE: External Monitor for Eric

Thank you. If this is not going to work, I will arrange to have his laptop from GCPE brought over with Prem Tech until his new computer/asset transfer is done.

Thank you.

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**From:** Andruz, Dean FIN:EX  
**Sent:** Friday, November 2, 2018 3:43 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** PREM Tech  
**Subject:** External Monitor for Eric

Hello,

The Surface has been setup, unfortunately the monitor will not display anything, I've installed drivers, attempted firmware install, the Samsung software...None have worked, I suspect that it's the cable and adapter combo currently in use....I/we do not have a specific cable for this setup....the required cable is: HDMI to Mini-DisplayPort. I've cc'd our group for a possible decision on what to do next.

Regards,

**Dean Andruz**  
**Premier's Offices and Ministry of Finance Technology Support**  
**@:** [Prem.tech@gov.bc.ca](mailto:Prem.tech@gov.bc.ca)  
**@:** [FIN.tech@gov.bc.ca](mailto:FIN.tech@gov.bc.ca)  
**Tel:** 250-953-5151

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 3:47 PM  
**To:** Akam, Shelly L FIN:EX  
**Subject:** RE: Parking in Q Lot

Got it sorted, thanks!

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, November 2, 2018 3:17 PM  
**To:** Akam, Shelly L FIN:EX  
**Subject:** Parking in Q Lot  
**Importance:** High

Shelley, do you know who is charge of getting parking passes for the DMO/PO for the Q lot? We have lost one and I have a new ADM starting Monday who will be parking there!

Thank you in advance.

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

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## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 3:46 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: DMCPSC SharePoint Site

Please see below AND

I have your parking pass so have put it on your new desk.

Have a great weekend and see you Monday. I am working 8-4 right now.

Eleanor

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**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Friday, November 2, 2018 3:39 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** DMCPSC SharePoint Site

Hi Eleanor,

Yourself and Eric have been added to the SharePoint site for DMCPSC. Here's the link: [https://lbsadmo.gov.bc.ca/Procurement Transformation/DMCPSC/default.aspx](https://lbsadmo.gov.bc.ca/Procurement_Transformation/DMCPSC/default.aspx)

Thanks.

**Jennifer Molyneux**  
Senior Executive Assistant  
Deputy Minister's Office  
Ministry of Citizens' Services  
Email: [Jennifer.Molyneux@gov.bc.ca](mailto:Jennifer.Molyneux@gov.bc.ca)  
Phone: 250-387-0401

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 3:14 PM  
**To:** Christensen, Suzanne IRR:EX  
**Subject:** RE: Parking Pass

I will see if we could just get another made up or I will go through Keira's desk. Thanks Suzanne and have a great weekend!

Eleanor

---

**From:** Christensen, Suzanne IRR:EX  
**Sent:** Friday, November 2, 2018 3:09 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Parking Pass

I feel like I could have walked off with computer equipment with less stress than this parking pass.

I don't know where it is right now Eleanor. It expires at the end of the year, so the problem will go away at that point. I will let you know when I find it.

Suzanne

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 2:50 PM  
**To:** Christensen, Suzanne IRR:EX <Suzanne.Christensen@gov.bc.ca>  
**Subject:** Parking Pass

Hi Suzanne, I left you a message on your voicemail about the parking pass you were given for the spots in the Q lot. Did you turn it into Alison/Keira? Alison could not remember s.22

If you still have it, do you mind popping into the Interoffice mail or I can come and get it from you on Monday!

Thank you in advance.

Eleanor

## **Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 3:00 PM  
**To:** Kristianson, Eric PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** Weekly Grounds Report  
**Attachments:** 11 - 02 Weekly Report.pdf

FYI

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 2:30 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: DMCPSC

I am getting you and I added to the sharepoint site so you can receive meeting material.

Eleanor

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**From:** Kristianson, Eric PREM:EX  
**Sent:** Friday, November 2, 2018 2:22 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: DMCPSC

Yes, thanks

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, November 2, 2018 2:21 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** DMCPSC

Are you attending the DMCPSC meetings?

Thanks in advance

## **Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 2:04 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: WA Constables  
**Attachments:** WA Constables.docx

FYI

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**From:** Shortt, Amanda PREM:EX  
**Sent:** Thursday, November 1, 2018 12:26 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** WA Constables

FYI

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 1:21 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** I am back

From lunch so if there is anything I can help you with, please let me know!

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 1:16 PM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: 905947 - Eric Kristianson - Transfer In Oct 22nd

Thanks Lovely

---

**From:** Faust, Marnie L GCPE:EX  
**Sent:** Friday, November 2, 2018 10:02 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: 905947 - Eric Kristianson - Transfer In Oct 22nd  
**Importance:** High

FYI – HelpDesk is just following up. I will let you know when I know ☺

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**From:** Sturrock, James GCPE:EX  
**Sent:** Friday, November 2, 2018 10:01 AM  
**To:** Chiuten, Jerome FIN:EX; Donovan, Diviyay FIN:EX  
**Cc:** Faust, Marnie L GCPE:EX  
**Subject:** RE: 905947 - Eric Kristianson - Transfer In Oct 22nd  
**Importance:** High

Hi Jerome and Diviyay,

Just hoping to confirm that Eric's laptop was transferred into PREM (per the IMAT form). There was word that he might get a new device, but it now sounds like he will maintain the Lenovo laptop.

Thanks for confirming,

**James Sturrock**

GCPE Service Desk Lead

*GDX - Government Digital Experience Division*

*Government Communications & Public Engagement*

EMAIL – CALL – IM

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**From:** Sturrock, James GCPE:EX  
**Sent:** Friday, October 19, 2018 3:20 PM  
**To:** Chiuten, Jerome FIN:EX <Jerome.Chiuten@gov.bc.ca>  
**Cc:** Donovan, Diviyay FIN:EX <Diviyay.Donovan@gov.bc.ca>  
**Subject:** RE: 905947 - Eric Kristianson - Transfer In Oct 22nd

Hi Jerome,

Thanks to both you and Diviyay for your coordination on this.

I have submitted iStore 905966 to transfer Eric out of GCPE to the Office of the Premier – please note that UC and VPN were not cancelled on the order. Also, please note that H-Drive and Email were included in the transfer. Please find an email approving Eric's H-drive and Email attached.

The following instructions were included in my transfer out request:

“Please do not action this request prior to Sunday October 21st at 10pm. This individual is in a very sensitive role and this transfer requires precise timing. If the work is not completed prior to Monday at 8am, this order will be escalated to emergency status so that the transfer is completed ASAP. The transfer-out request for this user is 905497.”

The transfer out iStore has been approved/booked.

Please find the IMAT attached – this includes transfer of UC and Eric’s current laptop.

Coding for Eric’s UC and VPN is below:

Item Instance	Item	Asset Tag	Client	Rsp	Service	Project	TCA	Reporting TCA Account
4105967	PI-REMOTE- ACCESS- SERVICES	s.15	022	32348	34420	32N0142	221873	WTS-FIN- GCPE- STRATEGIC ISSUES DIVISION
4105000	PI- ACTIVESYNC- SERVICE		022	32348	34420	32N0142	221873	WTS-FIN- GCPE- STRATEGIC ISSUES DIVISION

Please let me know if anything else is required at this time.

Thank you,

**James Sturrock**

GCPE Service Desk Lead

*GDX - Government Digital Experience Division*

*Government Communications & Public Engagement*

EMAIL – CALL – IM

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**From:** Chiuten, Jerome FIN:EX

**Sent:** Friday, October 19, 2018 2:47 PM

**To:** Sturrock, James GCPE:EX <[James.Sturrock@gov.bc.ca](mailto:James.Sturrock@gov.bc.ca)>

**Subject:** 905947 - Eric Kristianson - Transfer In Oct 22nd

Hi James,

I have submitted Eric’s transfer in under iStore 905497.

Please submit a transfer out and do not cancel his VPN and MDMS access.

Please send the completed UC IMAT to my attention and I will get that completed.

Please provide the GCPE coding so I may get Eric’s VPN and MDMS changed in Install Base.

If you have any questions or concerns, please either contact Diviyay or myself.

Thanks kindly,

Jerome Chiuten



Senior Service Desk Analyst

FIN IMB Service Desk

Information Management Branch

Supporting the Ministry of Finance, Office of the Premier  
and various other Agencies, Boards & Commissions

☎: 250-387-8912

✉: FIN IMB Service Desk (78912) FIN:EX

🌐: <http://gww.fin.gov.bc.ca/>

This email, including any attachments, may include confidential information and may be protected by law. If you have received this communication in error, please notify me immediately and delete the message, including any attachments without disclosing or using it.

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 10:59 AM  
**To:** Wensink, Alison PREM:EX  
**Cc:** Canitz, Shelley L PREM:EX  
**Subject:** Phone Message

David Stevenson from the Moose hide Campaign called about an email he sent to Keira last week. They are looking to set up a meeting with Don and DMC and he can be reached at s.22

Eleanor

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 2, 2018 9:30 AM  
**To:** PREM Tech  
**Cc:** Massy, Michelle E PREM:EX  
**Subject:** Laptops in Chambers

Hello, just wanted to alert you that we are having some issues with the two laptops in Chambers. One is not accepting the password<sup>s.15</sup> and the other one will not recognize the encrypted flash drives so we had to log onto Summer to get documents on the desktop for DMC.

Thank you in advance for your attention to this matter.

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 4:50 PM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** Computer

Heya, let's chat tomorrow re: Eric's computer as I will have to arrange to have his brought over or order one in for him.

Thanks for all your help in getting him moved over. I got to meet him<sup>s.22</sup>

Sent from my iPhone

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 3:43 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** Surface Pro

As an FYI, Leila's old surface pro has now be refreshed so is as up to date as can be! Nothing further needs to be done to it.

Eleanor

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 2:52 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** PHONE MESSAGE

Rick Manwaring, Associate DM at FLNR phoned about the revised agenda for Don's trip to Prince George.

He was wanting to confirm that the new agenda worked for Don and his travel reflected the changes. He spoke to Kiera on it last week as well. He is in Toronto and can be reached on his cell at<sup>s.17</sup>

**Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 11:50 AM  
**To:** Shortt, Amanda PREM:EX  
**Cc:** Hendry, Jackie PREM:EX  
**Subject:** RE: Order please

Eric is happy with the speakers in the office so please delete this request.

Thank you!

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Thursday, November 1, 2018 10:51 AM  
**To:** Shortt, Amanda PREM:EX  
**Cc:** Hendry, Jackie PREM:EX  
**Subject:** Order please

When you do your next order, could you please order our new ADM a pair of speakers for his computer? I have attached an example of what might work and they are not too spendy.

[https://www.staples.ca/en/Logitech-Z150-Stereo-Speakers/product\\_300062\\_1-CA\\_1\\_20001](https://www.staples.ca/en/Logitech-Z150-Stereo-Speakers/product_300062_1-CA_1_20001)

Thank you in advance.

Eleanor

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 11:13 AM  
**To:** PREM Tech  
**Subject:** Monitor

Our new ADM requires another monitor for the office he is occupying so please let me know if there is another monitor around he can use (there is one in there, he requires two) or if I have to order one for him.

Thanks so much in advance!



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 11:09 AM  
**To:** Cleaver, Sheila C FIN:EX  
**Subject:** FW: Erik Kristianson BMO Travel card

Hi Sheila, as per below, could you please cancel the BMO travel card that Eric Kristianson has and we will not be getting him a new one as we do not use BMO travel cards here in the DMO/PO.

Thank you very much and if you have any questions, please do not hesitate to contact me.

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

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**From:** Hendry, Jackie PREM:EX  
**Sent:** Thursday, November 1, 2018 10:53 AM  
**To:** Canitz, Shelley L PREM:EX; Mulloy, Eleanor PREM:EX  
**Subject:** RE: Erik Kristianson BMO Travel card

That sounds good to me.

Thank you,  
Jackie

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 1, 2018 10:16 AM  
**To:** Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>  
**Subject:** RE: Erik Kristianson BMO Travel card

I think that would work – Jackie, do you have an opinion?

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Thursday, November 1, 2018 10:15 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Erik Kristianson BMO Travel card

They are wanting to set up Eric with a new travel card but we don't have them over here. Should I have them cancel his GCPE card and alert Eric that he is to use his own credit card and I will do reimbursement iStore orders as soon as he has traveled?

Thank you in advance.

---

**From:** Wensink, Alison PREM:EX  
**Sent:** Thursday, November 1, 2018 10:12 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Erik Kristianson BMO Travel card

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**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Thursday, November 1, 2018 10:11 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Erik Kristianson BMO Travel card

Hi Alison,

Please see Email below regarding Erik's Kristianson's BMO Travel card.

Has Erik completed this new form yet? I will keep his previous card open until he's received his new card so he is not without a card.

Thank You.

*Sheila Cleaver*

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

---

**From:** Faust, Marnie L GCPE:EX  
**Sent:** November 1, 2018 9:25 AM  
**To:** Cleaver, Sheila C FIN:EX  
**Subject:** RE: Erik Kristianson BMO Travel card

He is now with the Premier's Office – no idea who the contact is.

I'll need to cancel the previous card in his name at GCPE.

Marnie

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Thursday, November 1, 2018 9:24 AM  
**To:** Faust, Marnie L GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** FW: Erik Kristianson BMO Travel card

Hi Marnie,

Just following up on this one, we haven't seen this new application yet and do need to update the Branch Erik reports to.

Will your area be sending this in or should I be contacting someone else?

Thank You.

Sheila

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** October 17, 2018 7:56 AM  
**To:** Faust, Marnie L GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** RE: Changes in GCPE Executive/staff

Hi Marnie,

Please find attached the Form required to apply for a Bank Of Montreal (BMO) Travel Card. Please have the cardholder complete, have their Expense Authority (EA) sign and scan the form back to me. Cards take about 7-10 business days to arrive.

FIN643 - [BMO Travel card application form](#)

Cardholder to read Appendix 1 and 2 which will print with this form.

Please Complete the following sections:

- **Date of Request**
- **Type of Request**
- **Ministry Name**
- **Employee Information**
- **Statement Mailing Address**
- **Employee Account Authorization Controls** - There are 3 Limits on the Travel Cards, the standard Limits are as follows. These are just standard limits and should be adjusted accordingly to what the cardholder will require.
  - Maximum Single Transaction Limit - \$2,000.00
  - Monthly Transaction Limit - \$10,000.00
  - Daily Cash Advance Limit - \$200.00
- **Declaration** – To be signed by cardholder AND Expense Authority
- **Additional Account Set-Up Information** - I will complete this section

I will make a note on his old application to keep his current card open until he has received and activated this new card so he is not without a card, please let him know.

Thank You.

*Sheila Cleaver*

Corporate CardCoordinator-Purchase Card/Travel Card/BTA  
Min of Finance, Minister's Offices and the Office of the Premier  
3rd Fl. 617 Government St. Victoria, BC V8W 9V1  
**Phone#** (250) 208-8490

---

**From:** Faust, Marnie L GCPE:EX  
**Sent:** October 16, 2018 4:18 PM  
**To:** Cleaver, Sheila C FIN:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** FW: Changes in GCPE Executive/staff

Hi Sheila,

Eric Kristianson, ADM has been re-assigned to the Office of the Deputy Minister to the Premier – effective immediately,

Can we get a new Corporate Travel Card for him generated? Can we hold onto his current one until a new one arrives or do you just cancel the old and I cut it up?

Please advise next steps.

Thank you.

Marnie

---

**From:** Lloyd, Evan GCPE:EX  
**Sent:** Tuesday, October 16, 2018 3:27 PM  
**To:** GCPE All Staff  
**Subject:** Changes in GCPE Executive/staff

I'd like to advise all staff that Erik Kristianson, ADM is no longer working with GCPE. Effective immediately Erik will be joining the office of the deputy minister to the premier as ADM, Strategic Initiatives. Similarly, please note that Liam Iliffe, previously an issues manager in Erik's division has also left GCPE to assume new duties as senior ministerial assistant in the office of Minister Melanie Mark.

Please join me in thanking Erik and Liam for their tremendous contribution to GCPE and to wish them both all the best in their new endeavors.

**EVAN LLOYD**  
Deputy Minister,  
Government Communications and Public Engagement – GCPE  
[evan.lloyd@gov.bc.ca](mailto:evan.lloyd@gov.bc.ca)  
250 812 9153

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 11:07 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** Travel Cards

**Importance:** High

Hi Eric, just a heads up that we do not have government travel cards over here in the PO. Staff travel using their own credit cards and we do iStore orders to have them reimbursed for their travel expenses. I endeavour to get the iStore order done as soon as I receive the receipts so people are reimbursed in a timely manner.

I am arranging to have your GCPE travel card cancelled and will need your credit card details for any future travel I book for you. Harbour Air and Helijet are covered by our offices as we have accounts with them so you do not have to worry about that expense.

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

Eleanor

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 10:44 AM  
**To:** PREM Tech  
**Cc:** Canitz, Shelley L PREM:EX  
**Subject:** USB Hub for Surface Pro

**Importance:** High

As per my discussion with Brett, we are needing a temporary USB Hub for an ADM for a surface pro we have here and hoping that Prem Tech has one. Thank you in advance!

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 10:34 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** PHONE MESSAGE

Mark Feldinger, VP at CANFOR, called at 10:30am today. He would like to have a phone call with Don today if possible. His number is 604-661-5228.

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 1, 2018 9:54 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: moving

Excellent to hear and I am happy to help you move tomorrow, if you would like.

A couple of things:

1. Are you bringing your laptop over or are you happy with the Surface Pro? If you are bringing the laptop, I will have to alert Prem Tech and they will bring it over and set it up for you. We will also arrange the asset transfer and re-imaging of the laptop. I will also arrange for a docking station for your laptop and/or Surface Pro.
2. There is some art in the room that is from the Art Bank that was taken down as the room has been freshly painted. Do you want to have it hung or would you prefer to have your own art hung.? I have to arrange to have it picked up if you do not want it and there is an opportunity for you to go to the Art Bank and pick pieces for your office, if you would like
3. I will arrange to have your parking pass here for you. Do you know where the lot is that our spaces are? It is Q lot and we have 12 spaces there.
4. We can reconfigure your office if you would like. Please let me know and I will arrange to have Facilities come up and make any changes you would like.

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Thursday, November 1, 2018 9:04 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** moving

Eleanor,

I spoke to Don and Christine last night, and I plan to move into Suzanne's old office tomorrow or Saturday. I'll do it myself as I only have 3 boxes. All I need in terms of setup is the two monitors a pair of speakers and a docking port. Could you inquire as to whether I can have access to a parking spot (I presume in the deputies lot)?

Thanks



E

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 3:39 PM  
**To:** Piotrowicz, Eddie P FIN:EX  
**Subject:** RE: PREM: Asset Transfer - to EMBCIT@gov.bc.ca

I have forwarded to Jackie. Hopefully she will be able to get to it today as s.22

---

**From:** Piotrowicz, Eddie P FIN:EX  
**Sent:** Wednesday, November 7, 2018 3:37 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: PREM: Asset Transfer - to EMBCIT@gov.bc.ca

Hi Eleanor, this is the asset transfer form for Stephanie Papik's Surface Pro can you get Jacqueline Hendry to reply back "approved" please?

**From:** Eleanor.Mulloy@gov.bc.ca <Eleanor.Mulloy@gov.bc.ca>  
**Sent:** November 6, 2018 11:54 AM  
**To:** FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>  
**Subject:** PREM: Asset Transfer - to EMBCIT@gov.bc.ca

### Checkout Information

**On-Site Contact Name:** Eleanor Mulloy  
**On-Site Contact Phone:** (250)356-2605  
**Account:** PREM-DEPUTY MINISTER'S OFFICE  
**Ministry Number:** 004  
**Responsibility Centre:** 36B10  
**Service Code:** 36205  
**Project Number:** 3600000  
**Expense Authority:** Jacqueline Hendry

### Service Requests

#### **Hardware - Move Workstation**

**Move Date:** 06, NOV, 2018

**Current Address:** 095, West Annex, Legislature Building

**New Address:** 5th Floor, 910 Government Street

**Workstations To Move:** NC055221

**Requirements:** Stephanie Papik has taken this Surface Pro with her to her new offices with the ok of the DMO/PO. There is not physical move required, just an asset transfer.

**Comments:** Stephanie Papik has taken this Surface Pro with her to her new offices with the ok of the DMO/PO. There is not physical move required, just an asset transfer.

*Requestor:* Mulloy, Eleanor PREM:EX

*Email:* Eleanor.Mulloy@gov.bc.ca

*Time:* 2018-11-06 11:53:31

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 3:38 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** FW: PREM: Asset Transfer - to EMBCIT@gov.bc.ca  
**Attachments:** inter-ministry\_asset\_transfer\_form1papik.xlsx

**Importance:** High

Please see note below and thank you in advance.

Eleanor

---

**From:** Piotrowicz, Eddie P FIN:EX  
**Sent:** Wednesday, November 7, 2018 3:37 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: PREM: Asset Transfer - to EMBCIT@gov.bc.ca

Hi Eleanor, this is the asset transfer form for Stephanie Papik's Surface Pro can you get Jacqueline Hendry to reply back "approved" please?

**From:** Eleanor.Mulloy@gov.bc.ca <Eleanor.Mulloy@gov.bc.ca>  
**Sent:** November 6, 2018 11:54 AM  
**To:** FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>  
**Subject:** PREM: Asset Transfer - to EMBCIT@gov.bc.ca

### Checkout Information

**On-Site Contact Name:** Eleanor Mulloy  
**On-Site Contact Phone:** (250)356-2605  
**Account:** PREM-DEPUTY MINISTER'S OFFICE  
**Ministry Number:** 004  
**Responsibility Centre:** 36B10  
**Service Code:** 36205  
**Project Number:** 3600000  
**Expense Authority:** Jacqueline Hendry

### Service Requests

#### **Hardware - Move Workstation**

**Move Date:** 06, NOV, 2018  
**Current Address:** 095, West Annex, Legislature Building  
**New Address:** 5th Floor, 910 Government Street  
**Workstations To Move:** NC055221

**Requirements:** Stephanie Papik has taken this Surface Pro with her to her new offices with the ok of the DMO/PO. There is not physical move required, just an asset transfer.

**Comments:** Stephanie Papik has taken this Surface Pro with her to her new offices with the ok of the DMO/PO. There is not physical move required, just an asset transfer.

*Requestor:* Mulloy, Eleanor PREM:EX

*Email:* [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)

*Time:* 2018-11-06 11:53:31

## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 3:27 PM  
**To:** PREM Tech  
**Subject:** Cell Phone

It looks like we will be getting Stephanie Papik's cell phone back as they have ported her phone number over and bought her a new phone. Do you want the cell phone or do I need to do an asset disposal form for one phone? Do you deploy them out to other ministries? It does not have a SIM in it.

Thank you in advance.

Eleanor

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 2:52 PM  
**To:** Barnes, Renee A EMBC:EX  
**Subject:** RE: Teluse Account Number

Thanks Renee!

---

**From:** Barnes, Renee A EMBC:EX  
**Sent:** Wednesday, November 7, 2018 9:08 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Teluse Account Number

Hi Eleanor,

Yes will get that to you this morning – stay tuned ☺

**Renee Barnes** | A/Manager, Executive Operations  
Office of the Deputy Minister, Emergency Management BC  
Ministry of Public Safety and Solicitor General  
Suite 4B, 940 Blanshard St, Victoria BC V8W 9T5  
Mobile: 250-886-2944

*Acknowledging the Lekwungen People whose land I am grateful to work, live and grow on.*



Emergency  
ManagementBC

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---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Wednesday, November 7, 2018 09:07  
**To:** Barnes, Renee A EMBC:EX  
**Subject:** FW: Teluse Account Number

Just a reminder we are needing your Telus Account number! Thanks Renee!

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 6, 2018 12:03 PM  
**To:** Barnes, Renee A EMBC:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** Teluse Account Number

As per our phone call, we are just needing the DMO's Telus account number so we can complete the asset transfer of Stephanie Papik's phone to Emergency BC.

Thank you in advance and please let me know if you have any questions or concerns.

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 2:33 PM  
**To:** Trimble, Brett FIN:EX  
**Subject:** RE: MDMS iStore #910299 / SR2797266 is Resolved

Thanks Brett, as per my phone message, can we have the iPad here tomorrow and 11am would be the best time as he might be in chambers all afternoon. Just let me know what info I need for Lana to activate the SIM Card and I will contact her asap.

Eleanor

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

**From:** Trimble, Brett FIN:EX  
**Sent:** Wednesday, November 7, 2018 1:40 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: MDMS iStore #910299 / SR2797266 is Resolved

Sorry I forgot to mention, you will also need to order a SIM Card from Ralph's Radio (Lana) or if you need cellular capability right away, I can provide you with a SIM Card and all you'll need to do is have Lana activate it.  
Regards, Brett

Brett Trimble  
Systems Analyst  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

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

**From:** Trimble, Brett FIN:EX  
**Sent:** November 7, 2018 1:33 PM  
**To:** Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Cc:** Piotrowicz, Eddie P FIN:EX <Eddie.Piotrowicz@gov.bc.ca>  
**Subject:** RE: MDMS iStore #910299 / SR2797266 is Resolved

Thanks Eleanor,  
I have the iPad ready, would you be able to provide a few time options for me to come by to activate his email. I should be free after 3:30 today if that works and tomorrow is fairly open.  
Regards, Brett

Brett Trimble  
Systems Analyst  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

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

From: Mulloy, Eleanor PREM:EX  
Sent: November 7, 2018 1:00 PM  
To: PREM Tech <PREM.Tech@gov.bc.ca>  
Cc: Piotrowicz, Eddie P FIN:EX <Eddie.Piotrowicz@gov.bc.ca>  
Subject: FW: MDMS iStore #910299 / SR2797266 is Resolved

Please see below and thank you all for getting this fast tracked.

Eleanor

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

From: 77000@gov.bc.ca [mailto:77000@gov.bc.ca]  
Sent: Wednesday, November 7, 2018 12:58 PM  
To: Piotrowicz, Eddie P FIN:EX  
Cc: Mulloy, Eleanor PREM:EX  
Subject: MDMS iStore #910299 / SR2797266 is Resolved

Hello,  
Regarding iStore #910299 / SR2797266

We have modified the account of Kristianson, Eric PREM:EX (IDIR\<sup>s.15</sup>) as follows:

- the mobile device (iPad) has been activated for this user. The user has been sent setup instructions to their email.

Questions? Contact the 7-7000 Service Desk online, by e-mail at 77000@gov.bc.ca or call 250 387-7000, toll-free 1-866-660-0811.

Thank you,  
ISM Canada providing services to:  
OCIO Enterprise Solutions  
Identity and Access Management  
Service Desk Email: 77000@gov.bc.ca  
Service Desk Tel: (250) 387-7000  
WO1766286

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 2:27 PM  
**To:** Andruz, Dean FIN:EX  
**Subject:** RE: Eric's laptop

Thanks Dean, I have alerted Eric to it being a few more days and appreciate the update!

---

**From:** Andruz, Dean FIN:EX  
**Sent:** Wednesday, November 7, 2018 2:03 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Eric's laptop

Hi Eleanor,

I have Eric's laptop in our test lab, I have submitted a Service request to have the device upgraded to Win 10 and Office 2016...I believe the sla is approx. 5 days

Regards,

**Dean Andruz**

@: [Prem.tech@gov.bc.ca](mailto:Prem.tech@gov.bc.ca)

@: [FIN.tech@gov.bc.ca](mailto:FIN.tech@gov.bc.ca)

Tel: 250-893-5915

---

**From:** Tsang, Robin FIN:EX  
**Sent:** November 7, 2018 10:45 AM  
**To:** Andruz, Dean FIN:EX <[Dean.Andruz@gov.bc.ca](mailto:Dean.Andruz@gov.bc.ca)>  
**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** Eric's laptop

Hi Dean:

Eleanor is asking about Eric's laptop which you took couple days ago?

Thanks,  
Robin

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 2:27 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: Eric's laptop

FYI.

---

**From:** Andruz, Dean FIN:EX  
**Sent:** Wednesday, November 7, 2018 2:03 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Eric's laptop

Hi Eleanor,

I have Eric's laptop in our test lab, I have submitted a Service request to have the device upgraded to Win 10 and Office 2016...I believe the sla is approx. 5 days

Regards,

**Dean Andruz**

@: [Prem.tech@gov.bc.ca](mailto:Prem.tech@gov.bc.ca)

@: [FIN.tech@gov.bc.ca](mailto:FIN.tech@gov.bc.ca)

Tel: 250-893-5915

---

**From:** Tsang, Robin FIN:EX  
**Sent:** November 7, 2018 10:45 AM  
**To:** Andruz, Dean FIN:EX <[Dean.Andruz@gov.bc.ca](mailto:Dean.Andruz@gov.bc.ca)>  
**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** Eric's laptop

Hi Dean:

Eleanor is asking about Eric's laptop which you took couple days ago?

Thanks,  
Robin

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 11:34 AM  
**To:** Hendry, Jackie PREM:EX; Piotrowicz, Eddie P FIN:EX  
**Subject:** RE: iStore - 910299 - 63261 - Eric Kristianson MDMS/Active Sync - Add Device

Thank you both.

E

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Wednesday, November 7, 2018 11:27 AM  
**To:** Piotrowicz, Eddie P FIN:EX  
**Cc:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: iStore - 910299 - 63261 - Eric Kristianson MDMS/Active Sync - Add Device

Hi Eddie –

Done.

Thanks - Jackie

---

**From:** Piotrowicz, Eddie P FIN:EX  
**Sent:** Wednesday, November 7, 2018 11:19 AM  
**To:** Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** iStore - 910299 - 63261 - Eric Kristianson MDMS/Active Sync - Add Device

Hello Eleanor,

iStore - 910299 - 63261 - Eric Kristianson MDMS/Active Sync - Add Device – submitted as an Emergency.

Jackie please let me know when you have approved this request so I can call it in.

---

**From:** [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca) <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Sent:** November 6, 2018 3:08 PM  
**To:** FIN IMB Service Desk (78912) FIN:EX <[78912@gov.bc.ca](mailto:78912@gov.bc.ca)>; Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Subject:** PREM: MDMS with VIP Activation Assistance (David's Team)

### Checkout Information

**On-Site Contact Name:** Eleanor Mulloy  
**On-Site Contact Phone:** (250)356-2605  
**Account:** PREM-DEPUTY MINISTER'S OFFICE  
**Ministry Number:** 004  
**Responsibility Centre:** 36B10  
**Service Code:** 36205

**Project Number:** 3600000

**Expense Authority:** Jacqueline Hendry

**Service Requests**

**MDMS/Active Sync - New Or Add Device**

**First Name:** Eric

**Last Name:** Kristianson

**IDIR:**s.15

**Mobile:** iPad

**Activation Assistance:** Yes

**Comments:** Requires Airwatch for iPad he will be receiving. Cc PREM Tech

*Requestor:* Mulloy, Eleanor PREM:EX

*Email:* [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)

*Time:* 2018-11-06 15:08:20

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 10:44 AM  
**To:** Chandler, Alex FIN:EX  
**Subject:** RE: November 13 Treasury Board - Attendance Survey

Eric Kristianson will NOT be attending.

Eleanor

---

**From:** Chandler, Alex FIN:EX  
**Sent:** Wednesday, November 7, 2018 10:19 AM  
**To:** Bain, Don PREM:EX; Brown, Dawn A PREM:EX; Dixon, Olivia PREM:EX; Gibbs, Robb GCPE:EX; Giesbrecht, Mandy FIN:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Johnson, Lisa E AGRI:EX; Kang, Gurbrinder LASS:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Mitchell, Noah LASS:EX; Mulloy, Eleanor PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Spilker, Robyn FIN:EX; Taylor, Kathy J LASS:EX; White, Christine MAH:EX  
**Subject:** November 13 Treasury Board - Attendance Survey

The next Treasury Board meeting is scheduled for **November 13, 2018** and runs from 1:30 pm – 5:30 pm in Chambers (note: video conferencing available at VCO)

Please confirm your members attendance and location by end of day November 8, 2018.

Thank you,

*Alex Chandler*

Executive Director  
Treasury Board Staff  
Ministry of Finance  
Tel: 778-698-1542 | Fax: 250-356-7624  
E-mail: [alex.chandler@gov.bc.ca](mailto:alex.chandler@gov.bc.ca)

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 10:30 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: November 13 Treasury Board - Attendance Survey

Will you be attending the meeting below?

Thank you in advance.

Eleanor

---

**From:** Chandler, Alex FIN:EX  
**Sent:** Wednesday, November 7, 2018 10:19 AM  
**To:** Bain, Don PREM:EX; Brown, Dawn A PREM:EX; Dixon, Olivia PREM:EX; Gibbs, Robb GCPE:EX; Giesbrecht, Mandy FIN:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Johnson, Lisa E AGRI:EX; Kang, Gurbrinder LASS:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Mitchell, Noah LASS:EX; Mulloy, Eleanor PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Spilker, Robyn FIN:EX; Taylor, Kathy J LASS:EX; White, Christine MAH:EX  
**Subject:** November 13 Treasury Board - Attendance Survey

The next Treasury Board meeting is scheduled for **November 13, 2018** and runs from 1:30 pm – 5:30 pm in Chambers (note: video conferencing available at VCO)

Please confirm your members attendance and location by end of day November 8, 2018.

Thank you,

*Alex Chandler*

Executive Director  
Treasury Board Staff  
Ministry of Finance  
Tel: 778-698-1542 | Fax: 250-356-7624  
E-mail: [alex.chandler@gov.bc.ca](mailto:alex.chandler@gov.bc.ca)

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**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 10:09 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** PHONE CALL

Victoria from Grant Main's office called about a meeting Grant and Don have been texting about at 4:00 today in Don's office. She is wondering if there is any material being sent or a meeting request.

She can be reached on her cell at s.17

Eleanor

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 8:45 AM  
**To:** Henry, David A FIN:EX  
**Subject:** FW: iPad for Eric Kristianson, ADM, DMO/PO

Thanks for your help with Suzanne's old ipad. Please let me know what the next steps are!

Eleanor

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Tuesday, November 6, 2018 1:48 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: iPad for Eric Kristianson, ADM, DMO/PO

Thanks Eleanor

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 1:37 PM  
**To:** Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>  
**Subject:** FW: iPad for Eric Kristianson, ADM, DMO/PO

I just chatted with Robin and they are working on getting an iPad to you soon.

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Monday, November 5, 2018 10:29 AM  
**To:** PREM Tech  
**Subject:** iPad for Eric Kristianson, ADM, DMO/PO

Can you please let me know when Eric's cabinet iPad is being brought over to the DMO/PO. Thank you in advance.

Eleanor

## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 3:30 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** Calendar Access - Permissions

Eric has checked with both Christine and Don and they have given permission for him to have viewing access of their calendars.

Thank you in advance.

Eleanor

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 2:44 PM  
**To:** Massy, Michelle E PREM:EX  
**Subject:** iPad for Eric Kriestianson

Hi Michelle, I have asked Prem Tech for an iPad for Eric for the cabinet meeting s and I know there is some confusion on where Suzanne's old one ended up. I do not have it and my last memory of it was I was in the Rose Room with you and Robin and there was some debate on what to do with it. I seem to remember leaving it with either you or Robin so I am hoping there is one over in Cab Ops for Eric to use and we will be receiving it shortly.

Please let me know if this is not going to happen and I will check in with Shelley to see what next steps need to happen so Eric has one!

Thanks Michelle

Eleanor

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 2:25 PM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** When you next order

Could you please order Eric two monitor stands for his office. I have attached an example of what he had in mind.

[https://www.staples.ca/en/3M-Up-To-21-in-CRT-Adjustable-Monitor-Stand-Black-Silver-MS80B/product\\_460057\\_1-CA\\_1\\_20001](https://www.staples.ca/en/3M-Up-To-21-in-CRT-Adjustable-Monitor-Stand-Black-Silver-MS80B/product_460057_1-CA_1_20001)

Thank you in advance!

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 1:14 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** Christine's OIC

The OIC has been framed and I have picked it up. Shall I arrange to have it hung up or would you prefer to have that done when you are back?

Eleanor

Sent from my iPhone

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 11:24 AM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Phone Numbers

Thanks and don't worry about the landline as we are all getting Unified Communication devices in December so this list will be going through another update next month.

Eleanor

---

**From:** Basi, Selena PREM:EX  
**Sent:** Tuesday, November 6, 2018 11:21 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Phone Numbers

My cell is 250-208-7070 but not certain what land line is yet ...

Sent from my iPhone

On Nov 6, 2018, at 10:59 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Selina, can you please send me your phone numbers for the PO? I am updating a list for them

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 11:05 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: PO List editing

### Deputy Minister's Office

NAME	TITLE	TELEPHONE NUMBER	CELL PHONE NUMBER
Don Wright	Deputy Minister to the Premier	250-356-0992	
Okenge Yuma Morisho	Deputy Minister, Intergovernmental Relations	250-387-5830	250-886-2369
Christine Kennedy	Associate DM, Corporate Initiatives	250-387-7988	s.17
Eric Kristianson	ADM, Strategic Initiatives	778-698-8511	778-584-1248
Shelley Canitz	Executive Director, Corporate Initiatives	250-356-1499	s.17
Selina Basi	Executive Director, Policy and Coordination		250-208-7070
Allison Witter	Director, Wild Salmon Secretariat	250-387-0863	250-889-2325
Any Miller	Director, Economic Projects	778-698-1544	250-888-1619
Jackie Hendry	Director of Executive Operations	250-387-5894	s.17
Keira Higgins	Executive Administrative Coordinator	250-356-2206	
Alison Wensink	Executive Administrative Coordinator	250-387-2987	
Eleanor Mulloy	Executive Administrative Assistant	250-356-2605	
Amanda Short	Administrative Assistant	250-387-2934	

---

**From:** Wensink, Alison PREM:EX  
**Sent:** Tuesday, November 6, 2018 10:36 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: PO List editing

Changes that need to be made:  
Remove Suzanne, add Eric, change Christine to Associate DM, add Selena.

Thanks so much!

Alison

---

**From:** Privett, Don PREM:EX  
**Sent:** Tuesday, November 6, 2018 10:31 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** PO List editing



Hi Alison,  
Updating the PO List, can you have a quick look and advise, thx.

## Deputy Minister's Office – West Annex, 2<sup>nd</sup> Floor

NAME	TITLE	TELEPHONE NUMBER	CELL PHONE NUMBER
Don Wright	Deputy Minister to the Premier	250-356-0992	
Okenge Yuma Morisho	Deputy Minister, Intergovernmental Relations	250-387-5830	250-886-2369
Suzanne Christensen	ADM, Priorities and Accountabilities	250-387-3563	250-888-4301
Christine Kennedy	ADM, Corporate Initiatives	250-387-7988	s.17
Shelley Canitz	Executive Director, Corporate Initiatives	250-356-1499	
Allison Witter	Director of the Wild Salmon Secretariat	250-387-0863	250-889-2325
Jackie Hendry	Director of Executive Operations	250-387-5894	s.17
Amy Miller	Director, Economic Projects	778-698-1544	250-888-1619
Keira Higgins	Executive Administrative Coordinator	250-356-2206	
Alison Wensink	Executive Administrative Coordinator	250-387-2987	
Eleanor Mulloy	Executive Administrative Assistant to ADM Christensen	250-356-2605	
Amanda Short	Administrative Assistant	250-387-2934	

Don

---

**DON PRIVETT** | Administrative Assistant | Office of the Premier  
Phone: 250.387.1715 / 250.387.1716 | [don.privett@gov.bc.ca](mailto:don.privett@gov.bc.ca)  
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 10:52 AM  
**To:** Massy, Michelle E PREM:EX  
**Cc:** Miller, Amy PREM:EX  
**Subject:** CCWC This afternoon

Michelle, just an FYI that Amy Miller, DMP/PO, will be attending CCWC this afternoon for Christine Kennedy, Associate DM, DMO/PO.

Please let me know if there are any questions or concerns.

Thank you

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 10:06 AM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** DM Committees  
**Attachments:** Deputy Ministers Committees Sept 2018.docx

As per your request.

Eleanor

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 6, 2018 8:53 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Calendar Viewing Access

Thanks Kiera s.22

Eleanor

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Tuesday, November 6, 2018 8:51 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** Re: Calendar Viewing Access

He needs to ask them if they are okay with that.

Sent from my iPhone

On Nov 6, 2018, at 8:45 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Hello, Eric is hoping to have viewing access to both Don and Christine's calendar. Please let me know if this is possible.

Thank you in advance.

Eleanor

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 3:25 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

FYI and you will note I have booked you a flight back and waitlisted you on one as all the flights after 2:10pm on Friday, November 30<sup>th</sup> are full. I waitlisted for you for the 3 as that one has the greatest potential of actually clearing.

Please let me know your thoughts.

Eleanor

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Monday, November 5, 2018 2:48 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

Account

Customer #

s.22

Name

Eric Kristianson

Booking s.22

Wednesday, November 28, 2018

718

13:45 Victoria Harbour (Downtown)

14:20 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Eric Kristianson, Male

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
<b>Grand Total</b>	<b>\$325.00</b>

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

Booking s.22

Friday, November 30, 2018

719

14:10 Vancouver Harbour (Downtown)

14:45 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Eric Kristianson, Male

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
<b>Grand Total</b>	<b>\$325.00</b>

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Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

## Booking s.22

Friday, November 30, 2018

721

15:00 Vancouver Harbour (Downtown)

15:35 Victoria Harbour (Downtown)

35 minutes

Wait List w/Auto Clear -DUPE

1 Passengers - Full-Fare

Eric Kristianson, Male

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

+ GST	\$15.48
-------	---------

Billing	\$309.52
---------	----------

Taxes	\$15.48
-------	---------

<b>Grand Total</b>	<b>\$325.00</b>
--------------------	-----------------

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

## THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:  
R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

**Payment:**

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

**Passenger Check-in:**

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

**Changes/Cancellations & No Show Penalty:**

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

**Terminals:**

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

**Parking:**

Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

**Aircraft Type:**

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

**Travel Documentation:**

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

**Baggage Allowance:**

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.



**Accessibility:**

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

**Weather Conditions:.**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

**Login to your account at [helijet.com](http://helijet.com)**

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 2:53 PM  
**To:** Papik, Stephanie EMBC:EX  
**Subject:** RE: Computer Number

Thank you Stephanie! Hope all is well. I miss you guys!

---

**From:** Papik, Stephanie EMBC:EX  
**Sent:** Monday, November 5, 2018 2:45 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Computer Number

NC055221 ☺

Happy Monday!

Sending with gratitude and respect

Stephanie Papik, Hon. BSc.  
Pronouns: She/her/they  
Director, Indigenous Relations and Stakeholder Engagement  
Emergency Management Review  
Emergency Management BC  
250-213-1434

Tse tsa wahtl - We are all in this together

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

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 2:34 PM  
**To:** Chandler, Alex FIN:EX  
**Subject:** RE: Changes to Treasury Board Meeting Schedule

Alex, you still have Chambers booked for November 28<sup>th</sup> from 3-630pm!

---

**From:** Chandler, Alex FIN:EX  
**Sent:** Friday, November 2, 2018 2:30 PM  
**To:** Bain, Don PREM:EX; Brown, Dawn A PREM:EX; Dixon, Olivia PREM:EX; Gibbs, Robb GCPE:EX; Giesbrecht, Mandy FIN:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Johnson, Lisa E AGRI:EX; Kang, Gurbrinder LASS:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Mitchell, Noah LASS:EX; Mulloy, Eleanor PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Spilker, Robyn FIN:EX; Taylor, Kathy J LASS:EX; White, Christine MAH:EX  
**Cc:** Miller, Amy PREM:EX  
**Subject:** Changes to Treasury Board Meeting Schedule  
**Importance:** High

Good afternoon,

Please note the following changes to the November Treasury Board schedule:

1. The Treasury Board meeting scheduled for **November 7, 2018** from 3:00 p.m. to 6:30 p.m. is **CANCELLED**.
2. The Treasury Board meeting scheduled for **November 13, 2018** has been extended by an hour and will run from 1:30 p.m. – 5:30 p.m. in Chambers
3. Finally the Treasury Board meeting originally scheduled for **November 28, 2018** has been rescheduled to **November 27, 2018** and will run from 2:00 p.m. – 5:30 p.m. in the Oak Room.

Please ensure your Official's calendar is updated accordingly.

*Alex Chandler*

Executive Director  
Treasury Board Staff  
Ministry of Finance  
Tel: 778-698-1542 | Fax: 250-356-7624  
E-mail: [alex.chandler@gov.bc.ca](mailto:alex.chandler@gov.bc.ca)

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**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 2:23 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** PHONE MESSAGE

Nicole Damato from the Rick Hanson Foundation called about the potential meeting that Nadine Jarry sent you an email on sometime last week.

Nicole can be reached at 778-296-1520.

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 1:49 PM  
**To:** Chiuten, Jerome FIN:EX  
**Subject:** RE: 909620 - 63208 - New Monitor for NC055310

Thank you

---

**From:** Chiuten, Jerome FIN:EX  
**Sent:** Monday, November 5, 2018 1:48 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** 909620 - 63208 - New Monitor for NC055310

Hello Eleanor,

This request has been submitted under iStore ticket #909620.

I will advise you once it has been completed.

Cheers,

Jerome Chiuten  
Senior Service Desk Analyst

FIN IMB Service Desk  
Information Management Branch  
Supporting the Ministry of Finance, Office of the Premier  
and various other Agencies, Boards & Commissions  
☎: 250-387-8912  
✉: FIN IMB Service Desk (78912) FIN:EX  
🌐: <http://gww.fin.gov.bc.ca/>

This email, including any attachments, may include confidential information and may be protected by law. If you have received this communication in error, please notify me immediately and delete the message, including any attachments without disclosing or using it.

**From:** Eleanor.Mulloy@gov.bc.ca <Eleanor.Mulloy@gov.bc.ca>  
**Sent:** November 5, 2018 10:28 AM  
**To:** FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>  
**Subject:** PREM: Add Monitor

### Checkout Information

**On-Site Address:** Deputy Ministers Office Room 272 501 Bellville Street Victoria, BC V8W 9E1  
**On-Site Contact Name:** Eleanor Mulloy  
**On-Site Contact Phone:** (250)356-2605  
**Account:** PREM-DEPUTY MINISTER'S OFFICE  
**Ministry Number:** 004  
**Responsibility Centre:** 36B10  
**Service Code:** 36205  
**Project Number:** 3600000

**Expense Authority:** Jacqueline Hendry

**Service Requests**

**Hardware - Add Hardware**

**Workstation Number:** NC055310

**Additional Hardware:** 21 inch LCD monitor for NC055310

**Comments:** 21 inch LCD monitor for NC055310

*Requestor:* Mulloy, Eleanor PREM:EX

*Email:* [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)

*Time:* 2018-11-05 10:27:30

## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 1:17 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** Phone Message

David Stevenson from the Moosehide Campaign called at 1:16pm regarding a possible meeting with Don/DMC. Please call him back at<sup>s.22</sup>

Eleanor

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 11:42 AM  
**To:** Tsang, Robin FIN:EX  
**Subject:** RE: iPad for Eric Kristianson, ADM, DMO/PO

I gave it to you/Michelle in the Rose Room

---

**From:** Tsang, Robin FIN:EX  
**Sent:** Monday, November 5, 2018 11:40 AM  
**To:** Mulloy, Eleanor PREM:EX; PREM Tech  
**Subject:** RE: iPad for Eric Kristianson, ADM, DMO/PO

Hi Eleanor:

If Eric is using Suzanne's iPad, you have it. I wiped it last time and you kept it. Did someone take it from you?

Thanks,  
Robin

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 10:29 AM  
**To:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** iPad for Eric Kristianson, ADM, DMO/PO

Can you please let me know when Eric's cabinet iPad is being brought over to the DMO/PO. Thank you in advance.

Eleanor



**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 5, 2018 11:27 AM  
**To:** Basi, Selena PREM:EX  
**Subject:** iPad

Selina, are you ok with using your iPhone charger to charge up your cabinet iPad or would you prefer a separate charger?

Thank you in advance.

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 3:53 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** iExpense

I have figured out how to update your profile in iExpense so let me know when you are available to update your profile.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 1:42 PM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** RE: DMCNR - Nov 13

Thank you!

---

**From:** Kennedy, Christine PREM:EX  
**Sent:** Thursday, November 15, 2018 1:42 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: DMCNR - Nov 13

Keira had mentioned that you keep track of the ADM Committees. If you don't already have this it may be useful.

---

**From:** Eckardt, Dana R FLNR:EX  
**Sent:** Thursday, November 15, 2018 1:21 PM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** RE: DMCNR - Nov 13

Hi again,

I've attached both the ADMCNR committee list and their schedule for 2019.

I should note that their committee is structured with each Ministry having one core ADM who represents their respective Ministry. All other ADMs are invited to participate as their schedule allows or if there are topics of relevancy to their work.

If you need anything else, let me know.

Thanks!  
Dana

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 11:54 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** iExpense

Please note: you need to update your iExpense employee profile. In order to do this, please follow the instructions below.

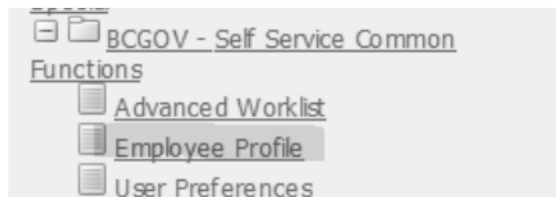
1) Log into the CAS Oracle system through this link:

<https://cassp.gov.bc.ca/SitePages/Home.aspx>

2) Click on EBS in the top right hand corner to log in:



3) Go to BCGOV - Self Service Common Functions responsibility to establish and update your Employee Profile.



You use the Employee Profile to establish the following information:

- Employee details
- Expense details (Travel Group, Client Number, Responsibility Centre, Service Line, Project Code, Primary Approver, and Work Location).

The defaults that you set in your Employee Profile affect iExpenses, iProcurement, and Purchasing.

Whether you are a Traveller, Delegate, Requester, Receiver, or an Approver (Expense Authority), you must complete your Employee Profile before you begin to process expense reports, requisitions, purchase orders, or receipts. Once you have completed your profile, you also must maintain the information

Let me know if you have any issues. Thanks

### **Laurel Williams**

Financial Systems & Management Analyst  
Corporate Services Division  
Ministry of Finance  
Phone: 250 208-4006

<mailto:Laurel.Williams@gov.bc.ca>

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## **Mulloy, Eleanor PREM:EX**

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 11:50 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Financial Codes

Thank you!

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 15, 2018 11:48 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Financial Codes

Is this what you are looking for?

Client number 004

Responsibility Centre 36B10

Service Line 36205

Project Code 3600000

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 11:21 AM  
**To:** Miller, Amy PREM:EX  
**Subject:** Calendars

Could I please have access to your calendar? Thank you in advance!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 11:09 AM  
**To:** Witter, Allison PREM:EX  
**Subject:** RE: Thank you for choosing to take off with Helijet!

I have access and thank you!

---

**From:** Witter, Allison PREM:EX  
**Sent:** Thursday, November 15, 2018 11:05 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Thank you for choosing to take off with Helijet!

Thanks Eleanor – you should have access now (let me know if not).

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 10:43 AM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** FW: Thank you for choosing to take off with Helijet!

FYI and could I please have access to view your calendar? Thank you.

Eleanor

**From:** [passengerservices@helijet.com](mailto:passengerservices@helijet.com) [<mailto:passengerservices@helijet.com>]  
**Sent:** Thursday, November 15, 2018 10:37 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #

s.22

Name

Eric Kristianson

**Booking #** s.22**Monday, November 19, 2018****706****08:20 Victoria Harbour (Downtown)****08:55 Vancouver Harbour (Downtown)****35 minutes****Confirmed****2 Passengers - Full-Fare**

- Allison Witter, Female
- Eric Kristianson, Male

[Add to Calendar](#)

Invoice # s.22

FARE-YWH-FULL\_Winter18-19 \$619.04

+ GST \$30.96

Billing \$619.04

Taxes \$30.96

**Grand Total \$650.00**

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

**Booking #** s.22**Monday, November 19, 2018****727****17:10 Vancouver Harbour (Downtown)****17:45 Victoria Harbour (Downtown)****35 minutes****Confirmed****2 Passengers - Full-Fare**

- Allison Witter, Female
- Eric Kristianson, Male

Invoice # s.22

FARE-YWH-FULL\_Winter18-19 \$619.04

+ GST \$30.96

Billing \$619.04

Taxes \$30.96

**Grand Total \$650.00**

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only



**Add to Calendar**

changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

**THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:  
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:  
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:  
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;  
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)  
Vancouver International Airport: 5911 Airport Road South, Richmond BC  
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:  
Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

**Aircraft Type:**

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

**Travel Documentation:**

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

**Baggage Allowance:**

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

**Login to your account at [helijet.com](http://helijet.com)**

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 10:34 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: Call

Will do

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

From: Kristianson, Eric PREM:EX  
Sent: Thursday, November 15, 2018 10:34 AM  
To: Mulloy, Eleanor PREM:EX  
Subject: Call

Can you set up a call this afternoon or tomorrow with Jennifer Davis in FLNRO RD to talk about Nechako sturgeon. I spoke to Andy Witt yesterday and I just want to get an update on the release plan.

Thanks.

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-584-1248

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 10:30 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** FNLG

Here is the website and it is at the Vancouver Convention Centre at 1055 Canada Place.

<https://firstnationsleadersgathering.gov.bc.ca/index.html>

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 10:29 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: Pacific Coastal Airlines would like to hear from you.

On it and glad you found where you needed to go for your meeting!

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Thursday, November 15, 2018 10:28 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Pacific Coastal Airlines would like to hear from you.

Can you look into getting me and Allison to Vancouver and back on Monday via helijet, Over at 8, back at 5 if possible?

Sent from my iPad

On Nov 15, 2018, at 8:47 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

fyi

---

**From:** Pacific Coastal Airlines [<mailto:feedback@pacificcoastal.com>]  
**Sent:** Thursday, November 15, 2018 8:45 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Pacific Coastal Airlines would like to hear from you.

We want to hear from you. Enter to win!

[View this email in your browser](#)

*Pacific Coastal*  
AIRLINES®



*Thank you for flying with us.*

Dear Valued Customer,

You are receiving this e-mail because you recently flew with us and we'd like to hear about your experience. This is not a subscription.

We place a great deal of importance in customer feedback and would like to know what we're doing right and where we can improve.

Please take a moment to complete this survey and you'll be entered in a monthly draw for a round-trip flight with Pacific Coastal Airlines! You're allowed one entry per flight.

### Customer Service Survey

Thanks, but please don't follow-up with me after each flight. We understand. If you ever want to share you experience with us, please visit [our website](#) or contact us at [feedback@pacificcoastal.com](mailto:feedback@pacificcoastal.com).

Thank you,  
Pacific Coastal Airlines

*Copyright © 2018 Pacific Coastal Airlines, All rights reserved.  
â€*

You are receiving this e-mail because you recently flew with Pacific Coastal Airlines and we'd like to hear what you have to say about your experience. This is not a subscription.

**Contact Us:**

Reservations: 1.800.663.2872

**Our mailing address is:**

Pacific Coastal Airlines  
4440 Cowley Crescent Unit 204  
Richmond, BC V7B 1B8  
Canada

[Add us to your address book](#)

[Unsubscribe from this list](#) or [Update subscription preferences](#)

Follow Pacific Coastal Airlines on social media:



Facebook



Twitter



Instagram



YouTube



LinkedIn

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 15, 2018 10:15 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: Register for IPAC Victoria's Economic Outlook: Is Canada's economy at a cross-roads?

Do you want to attend?



---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 15, 2018 9:06 AM  
**To:** Basi, Selena PREM:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Kristianson, Eric PREM:EX; Miller, Amy PREM:EX; Mulloy, Eleanor 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:** FW: Register for IPAC Victoria's Economic Outlook: Is Canada's economy at a cross-roads?

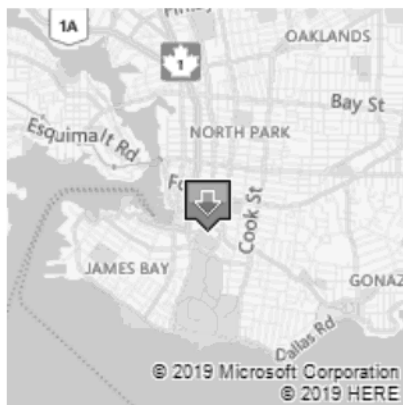
FYI

---

**From:** Institute of Public Administration of Canada Victoria Regional Group [mailto:ipac@ipac-victoria.ca]  
**Sent:** Thursday, November 15, 2018 9:03 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Register for IPAC Victoria's Economic Outlook: Is Canada's economy at a cross-roads?

		
<b>Economic Outlook: Is Canada's economy at a cross-roads?</b>		
<b>When</b> Wednesday, November 28, 2018 from 8:00 AM to 9:30 AM PST <a href="#">Add to Calendar</a>	<b>Dear Shelley,</b>  <b>Is a Canadian economic slowdown on your radar?</b>  On November 28th, Craig Alexander, Deloitte's Chief Economist and former Chief Economist of TD Bank and the Conference Board of Canada, will present Deloitte Canada's first Economic outlook, <a href="#">Singing the late-cycle blues</a> .	
<b>Where</b> <b>St. Annes Academy Auditorium</b> 835 Humboldt St Victoria, BC V8V 4W8		





Driving Directions

Craig will argue that, because the North American economy is in the late stage of the business cycle with low unemployment and a long US equity bull market, the Canadian economy is at a crossroads. Craig will also explore which factors will be key to either strong economic growth or a more moderate sustainable rate of expansion.

Craig has over 20 years of experience in the private sector as a senior executive and leading economist in applied economics and forecasting. He has previously held positions as Chief Economist at TD Bank Financial Group and Vice President Economic Analysis at C.D. Howe Institute where he performed macroeconomic research, regional and sector analysis, and fiscal market forecasting and modelling. Most recently, Craig served as Senior Vice-President and Chief Economist at The Conference Board of Canada, producing macroeconomic forecasts for the Canadian national economy as well as provinces, territories, cities and industries.

This is singular opportunity to engage and explore the economic issues that will inform, shape and impact the policy and program decisions each of you consider in your role as public servants.

***Please Note: Doors open at 8:00am and the session will start promptly at, 8:30am. The cost of the event also includes a light breakfast.***

## **Register Now!**

[I can't make it](#)

We look forward to seeing you on November 28th.

**Sincerely,**

Institute of Public Administration of Canada Victoria Regional Group

Institute of Public Administration of Canada Victoria Regional Group,  
Box 38037. 794 Fort Street, Victoria, British Columbia V8W1H0 Canada

[SafeUnsubscribe™ shelley.canitz@gov.bc.ca](#)

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Sent by [ipac@ipac-victoria.ca](mailto:ipac@ipac-victoria.ca) in collaboration with



## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 14, 2018 1:52 PM  
**To:** PREM Tech  
**Subject:** Eric Kristianson's computer

Can we have an ETA on when we will be getting Eric's laptop back? Thanks everyone!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 14, 2018 1:47 PM  
**To:** 'CardlockPC'  
**Subject:** RE: Selina Basi

Thanks!

---

**From:** CardlockPC [mailto:CardlockPC@leg.bc.ca]  
**Sent:** Wednesday, November 14, 2018 1:44 PM  
**To:** Ennis, Randall LASS:EX; Mulloy, Eleanor PREM:EX; Security, Legislative E LASS:EX  
**Subject:** RE: Selina Basi

Hi all... Selena has been in to see me and all is set for her.  
Kelly

**Kelly Dukeshire** Cardlock Operator | Investigator  
**Legislative Assembly Protective Services**  
T: 250.387.4377  
E: [cardlockpc@leg.bc.ca](mailto:cardlockpc@leg.bc.ca)

---

**From:** Ennis, Randall  
**Sent:** Wednesday, November 14, 2018 11:45 AM  
**To:** Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Security, Inquiries & Requests <Security@leg.bc.ca>; CardlockPC <CardlockPC@leg.bc.ca>  
**Subject:** RE: Selina Basi

Hi Kelly,

FYI

RE

---

**From:** Mulloy, Eleanor PREM:EX [mailto:Eleanor.Mulloy@gov.bc.ca]  
**Sent:** November-14-18 11:32 AM  
**To:** Security, Inquiries & Requests <Security@leg.bc.ca>  
**Subject:** RE: Selina Basi  
**Importance:** High

Further to the note below, the correct spelling is **SELENA BASI**

Thanks!

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Wednesday, November 14, 2018 11:04 AM  
**To:** Security, Legislative E LASS:EX

**Cc:** Kennedy, Christine PREM:EX; Basi, Selena PREM:EX

**Subject:** Selina Basi

Please provide Selina Basi, Executive Director, Premier's Office, with picture ID/pass for the West Annex and the Legislative Building. She will need the same access that has been given to Allison Witter and Amy Miller, Premier's Offices.

If there is any other information you require, please do not hesitate to contact me at the numbers listed below.

Eleanor Mulloy, Executive Administrative Assistant

Office of the Premier

Office Phone: 250-356-2605

Cell Phone: 250-208-6194

UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 14, 2018 1:38 PM  
**To:** Lenz, Allison EMBC:EX  
**Subject:** RE: DMCEM SharePoint Access

Thank you!

---

**From:** Lenz, Allison EMBC:EX  
**Sent:** Wednesday, November 14, 2018 1:36 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Rothe, Karen J EMBC:EX; Woodcock, Danielle EMBC:EX  
**Subject:** DMCEM SharePoint Access

Good morning, Eleanor.

I have given you and Eric access to [the DMCEM SharePoint site](#). Please let me know if you have any questions.

Take care,  
Allison

**Allison Lenz**  
*Senior Policy Analyst*  
Office of the Deputy Minister of Emergency Management  
Phone: 778.974.5192  
Cell: 250.818.6255

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 14, 2018 1:38 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: DMCEM SharePoint Access

FYI

---

**From:** Lenz, Allison EMBC:EX  
**Sent:** Wednesday, November 14, 2018 1:36 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Rothe, Karen J EMBC:EX; Woodcock, Danielle EMBC:EX  
**Subject:** DMCEM SharePoint Access

Good morning, Eleanor.

I have given you and Eric access to [the DMCEM SharePoint site](#). Please let me know if you have any questions.

Take care,  
Allison

**Allison Lenz**  
*Senior Policy Analyst*  
Office of the Deputy Minister of Emergency Management  
Phone: 778.974.5192  
Cell: 250.818.6255

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 14, 2018 1:19 PM  
**To:** Privett, Don PREM:EX  
**Subject:** phone list

Hi Don, could you please update the spelling of Selene Basi's name on the attached phone list? It is S E L E N A Basi and it is down as Selina (we had the wrong spelling up here! )

### Deputy Minister's Office

NAME	TITLE	TELEPHONE NUMBER	CELL PHONE NUMBER
Don Wright	Deputy Minister to the Premier	250-356-0992	
Okenge Yuma Morisho	Deputy Minister, Intergovernmental Relations	250-387-5830	250-886-2369
Christine Kennedy	Associate DM, Corporate Initiatives	250-387-7988	s.17
Eric Kristianson	ADM, Strategic Initiatives	778-698-8511	778-584-1248
Shelley Canitz	Executive Director, Corporate Initiatives	250-356-1499	s.17
Selina Basi SELENA	Executive Director, Policy and Coordination		250-208-7070
Allison Witter	Director, Wild Salmon Secretariat	250-387-0863	250-889-2325
Any Miller	Director, Economic Projects	778-698-1544	250-888-1619
Jackie Hendry	Director of Executive Operations	250-387-5894	s.17
Keira Higgins	Executive Administrative Coordinator	250-356-2206	
Alison Wensink	Executive Administrative Coordinator	250-387-2987	
Eleanor Mulloy	Executive Administrative Assistant	250-356-2605	
Amanda Short	Administrative Assistant	250-387-2934	

Thanks!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 14, 2018 11:46 AM  
**To:** Basi, Selena PREM:EX  
**Subject:** FW: Selina Basi

Please see below 😊

---

**From:** Ennis, Randall [mailto:Randall.Ennis@leg.bc.ca]  
**Sent:** Wednesday, November 14, 2018 11:45 AM  
**To:** Mulloy, Eleanor PREM:EX; Security, Legislative E LASS:EX; CardlockPC  
**Subject:** RE: Selina Basi

Hi Kelly,

FYI

RE

---

**From:** Mulloy, Eleanor PREM:EX [mailto:Eleanor.Mulloy@gov.bc.ca]  
**Sent:** November-14-18 11:32 AM  
**To:** Security, Inquiries & Requests <Security@leg.bc.ca>  
**Subject:** RE: Selina Basi  
**Importance:** High

Further to the note below, the correct spelling is **SELENA BASI**

Thanks!

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Wednesday, November 14, 2018 11:04 AM  
**To:** Security, Legislative E LASS:EX  
**Cc:** Kennedy, Christine PREM:EX; Basi, Selena PREM:EX  
**Subject:** Selina Basi

Please provide Selina Basi, Executive Director, Premier's Office, with picture ID/pass for the West Annex and the Legislative Building. She will need the same access that has been given to Allison Witter and Amy Miller, Premier's Offices.

If there is any other information you require, please do not hesitate to contact me at the numbers listed below.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 14, 2018 11:31 AM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Selina Basi

My apologies! I will ensure it is correct!

Eleanor

---

**From:** Basi, Selena PREM:EX  
**Sent:** Wednesday, November 14, 2018 11:30 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Selina Basi

Thx Eleanor - if it's going to be an issue ... maybe make sure they get the spelling Selena (2 es no i)

Sent from my iPhone

On Nov 14, 2018, at 11:03 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Please provide Selina Basi, Executive Director, Premier's Office, with picture ID/pass for the West Annex and the Legislative Building. She will need the same access that has been given to Allison Witter and Amy Miller, Premier's Offices.

If there is any other information you require, please do not hesitate to contact me at the numbers listed below.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 14, 2018 10:13 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: Attendance confirmation for AOC meeting November 20, 2018

Eric Kristianson will be attending this meeting.

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Wednesday, November 14, 2018 10:10 AM  
**To:** Aaron, Sage PREM:EX; Beresford, Charley FIN:EX; Brown, Dawn A PREM:EX; Dixon, Olivia PREM:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Loubert, Danny PREM:EX; Martin, Victoria FIN:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Olson, Lianna FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Virk, Rajmeet LASS:EX; Wade, Debbie PREM:EX; White, Emily MCF:EX  
**Subject:** Attendance confirmation for AOC meeting November 20, 2018  
**Importance:** High

J rrg#p nqkj/#  
#  
Sdvh#Erqilp #rxu# lqlw#R iilfdo#Nwhggd#f#Bwkh#r#r#z lqj#p hwlqj#e |#hvsrgqlj#r#k#l#p dld#VD S#  
#  
Li#htxhwqj#Bdyh#Sdvh#Erqdwf#D qj#h#J lkdq#/#qg#F #P lfkh#P dw|#qg#p |v#i#ru#kh#Bwhggd#f#xuyh|#  
#  
D R F #  
#  
Wxhwgd|/Q ryhp eh#53/534;#  
44=33#p 1#u#15=33#p 1#  
Fkd#p eh#  
#  
Wkdq#n#|rx/#  
#  
G dz q#D 1#Eurz q#  
F delq#R shudwqv| R iilfh#i#kh#Sup l#u#  
Urrp #B66 #B4:#J ryhup hq#v#whw#X lfwrld#E F 1##X ;Z #Y 4##  
Sk=#58316; :18886#2#F#h# : ;18;7134<: #

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 4:08 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: EMBC  
**Attachments:** DMC Meeting Material November 15.pdf

The meetings are now in your calendar and I am getting us onto the share point site. Please find attached the November 15<sup>th</sup> meeting materials combined into one document.

Eleanor

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Tuesday, November 13, 2018 3:32 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** EMBC

Eleanor, spoke to Christine, I'll be doing the EMBC DM committee going forward

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 4:02 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** Your Calendar

Eric, you might have already done this but can you give Kiera, Alison and Amanda viewing access to your calendar? Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 4:00 PM  
**To:** Woodcock, Danielle EMBC:EX  
**Cc:** Rothe, Karen J EMBC:EX  
**Subject:** RE: DMC Emergency Management Meeting November 15th

Thank you Danielle!

Karen, Eric Kristianson, ADM, Premier's Office, will be attending the DMC EMBC meeting on behalf of Christine Kennedy, Associate DM, Premier's Office. Could you please have Eric and I added to the share point site for future meeting materials.

Thank you in advance and please let me know if there is any other information that you require.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Woodcock, Danielle EMBC:EX  
**Sent:** Tuesday, November 13, 2018 3:53 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** DMC Emergency Management Meeting November 15th

Hi Eleanor

This is how the material is normally sent out I have attached a copy of the Agenda and Meeting Record so far that is all that has been distributed.

Please do let Karen know that you need access to the sharepoint.

Thank you.  
Danielle

---

**From:** Woodcock, Danielle EMBC:EX **On Behalf Of** Denlinger, Becky EMBC:EX  
**Sent:** November 13, 2018 02:34 PM  
**To:** Baker, Jelene ENV:EX <Jelene.Baker@gov.bc.ca>; Beadman, Krista FLNR:EX <Krista.Beadman@gov.bc.ca>; Bond, Allison MCF:EX <Allison.Bond@gov.bc.ca>; Brown, Stephen R HLTH:EX <Stephen.Brown@gov.bc.ca>; Caul, Doug D IRR:EX <Doug.Caul@gov.bc.ca>; Denlinger, Becky EMBC:EX <Becky.Denlinger@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>; Fraser, Agnes EMBC:EX <Agnes.Fraser@gov.bc.ca>; Galbraith, David J SDPR:EX <David.Galbraith@gov.bc.ca>; Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>; Hansen, Erin AGRI:EX <Erin.Hansen@gov.bc.ca>; Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>; John Lavery <John.Lavery@phsa.ca>; Karger, Kristina EMBC:EX <Kristina.Karger@gov.bc.ca>; Kelly, Alisha EMBC:EX <Alisha.Kelly@gov.bc.ca>; Kelly, Samantha

J HLTH:EX <Samantha.J.Kelly@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Lenz, Allison EMBC:EX <Allison.Lenz@gov.bc.ca>; Lloyd, Evan GCPE:EX <Evan.Lloyd@gov.bc.ca>; Main, Grant TRAN:EX <Grant.Main@gov.bc.ca>; Maley, Madeline L EMBC:EX <Madeline.Maley@gov.bc.ca>; Manwaring, Richard G FLNR:EX <Richard.Manwaring@gov.bc.ca>; Middleton, Cindy TRAN:EX <Cindy.Middleton@gov.bc.ca>; Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>; Plecas, Bobbi ENV:EX <Bobbi.Plecas@gov.bc.ca>; Quigley, Shanna SDPR:EX <Shanna.Quigley@gov.bc.ca>; Rothe, Karen J EMBC:EX <Karen.Rothe@gov.bc.ca>; Shoemaker, Wes AGRI:EX <Wes.Shoemaker@gov.bc.ca>; Sieben, Mark PSSG:EX <Mark.Sieben@gov.bc.ca>; Tanaka, Sandra EMBC:EX <Sandra.Tanaka@gov.bc.ca>; Tupper, Linsey PSSG:EX <Linsey.Tupper@gov.bc.ca>; Walker, Leah MCF:EX <Leah.Walker@gov.bc.ca>; Walsh, Sara M HLTH:EX <Sara.Walsh@gov.bc.ca>; Woodcock, Danielle EMBC:EX <Danielle.Woodcock@gov.bc.ca>; Zacharias, Mark ENV:EX <Mark.Zacharias@gov.bc.ca>

**Subject:** DMC Emergency Management Meeting November 15th

Good Afternoon Colleagues,

The materials for the November 15<sup>th</sup> meeting are now available on the DMCEM SharePoint site which is located here:

[https://sp.embc.gov.bc.ca/DMCEM/\\_layouts/15/start.aspx#/Lists/Agendas/AllItems.aspx](https://sp.embc.gov.bc.ca/DMCEM/_layouts/15/start.aspx#/Lists/Agendas/AllItems.aspx)

Please note that the meeting will be held in the Executive Boardroom 5<sup>th</sup> Floor at 940 Blanshard St.

If you have any questions, please contact the Secretariat (Karen Rothe or Allison Lenz).

Becky



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 3:41 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** FW: EMBC

FYI

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Tuesday, November 13, 2018 3:32 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** EMBC

Eleanor, spoke to Christine, I'll be doing the EMBC DM committee going forward

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 3:40 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: EMBC

Thank you for the heads up. I will put in your calendar and see if there is a share point site for meeting material.

Eleanor

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Tuesday, November 13, 2018 3:32 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** EMBC

Eleanor, spoke to Christine, I'll be doing the EMBC DM committee going forward

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 3:02 PM  
**To:** 'Nammi Poorooshasb'  
**Subject:** RE: Meeting request

Great, shall I send a meeting request to your email?

**From:** Nammi Poorooshasb [mailto:nammi@gastowngroup.ca]  
**Sent:** Tuesday, November 13, 2018 2:59 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Meeting request

Thanks Eleanor. That would be great.

I'm sure that time will be fine, but if for any reason it's not, I'll follow up very soon. Otherwise, I'm sure Diane is looking forward to it!

Cheers,

Nammi

On Tue, Nov 13, 2018 at 2:46 PM Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Hi Nammi, Eric is available from 2-230 on Wednesday, November 21<sup>st</sup> if this time works for Diane.

Eleanor

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Tuesday, November 13, 2018 2:41 PM  
**To:** Nammi Poorooshasb  
**Cc:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Meeting request

Nammi, happy to have a quick chat with Dianne

cheers

Eric Kristianson

ADM Strategic Initiatives

Office of the Premier,

Deputy Minister's Office

778-584-1248

**From:** Nammi Poorooshasb <[nammi@gastowngroup.ca](mailto:nammi@gastowngroup.ca)>

**Sent:** November 13, 2018 2:36 PM

**To:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>

**Subject:** Meeting request

Hi Eric,

I am writing to request a short meeting with you on behalf of the newest member of the BC Salmon Farmers Association Board of Directors, Diane Morrison. She is also the new Managing Director at Marine Harvest.

Diane will be in Victoria to meet with Don Wright on Wednesday November 21<sup>st</sup> at 2:30. She's hoping to also pop in to meet you for 15 minutes on that day to introduce herself.

She will be driving in from Campbell River and is pretty flexible between 11:00am and 5ish.

For background, Diane's a doctor of veterinary medicine and ran Marine Harvest's Fish Health and Food Safety department for two decades.

My very sincere apologies for the short notice, but would you be able to squeeze in a quick meeting with her on the 21<sup>st</sup>?

Thanks very much,

Nammi Poorooshasb

778-955-5685

--



## NAMMI POOROOSHASB

Partner | **Gastown Strategy Group**

#570 - 1285 West Pender Street, Vancouver, BC, V6E 4B1

(778) 955-5685

[nammi@gastowngroup.ca](mailto:nammi@gastowngroup.ca) | [www.gastowngroup.ca](http://www.gastowngroup.ca)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 11:20 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Leave Liability report

Further update:

Phillips, Dawn-Lynn PSA:EX 11:19 AM

ok, Eleanor, I have been advised that PeopleSoft for Stephanie should be updated this pay period, so perhaps connect with me next Tuesday afternoon (I am off on Friday and Monday) and I can check to see if it has been updated. Thank you.....dl

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 13, 2018 10:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Leave Liability report

Eleanor – would you please check this out? Stephanie is still showing up on some PREM reports – would you see if payroll has been updated?

Many thanks

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 13, 2018 10:19 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Leave Liability report

Hi,  
When I look in Chips, she is still under PREM. Has payroll been notified of the change? When she does move, the Leave Liability will also go over

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, 13 November 2018 10:10 AM  
**To:** Manak, Nicky FIN:EX <Nicky.Manak@gov.bc.ca>  
**Subject:** RE: Leave Liability report

Nicky – is Stephanie still on this list? Could she be moved to EMBC?

thanks

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 13, 2018 10:02 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Leave Liability report

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 11:15 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Leave Liability report

From Dawn-Lynn:

Phillips, Dawn-Lynn PSA:EX 11:08 AM

Stephanie is still showing in her old position. I will check to see if I can see if it is waiting for data entry to move her.

Mulloy, Eleanor PREM:EX 11:08 AM

Thank you

Phillips, Dawn-Lynn PSA:EX 11:09 AM

Yes, I see it - the move is effective 15OCT18. It was sent for data entry on service request 181029-000492 but is awaiting data entry.

Gay-lynn Cook submitted the request.

The data entry folks enter items in order of date received and priority due, I can check to see when this may be entered. I will let you know when I hear back. Thank you....dl

checking Eric now

eff 12OCT18 Eric is now in PREM - so I believe if you went to the Time and Pay Portal and clicked on the 'Forms' tab, then the green 'Proceed'.

You should be able to follow along and ensure he is updated on your payroll.

Please let me know if you have questions on that

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 13, 2018 10:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Leave Liability report

Eleanor – would you please check this out? Stephanie is still showing up on some PREM reports – would you see if payroll has been updated?

Many thanks

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 13, 2018 10:19 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Leave Liability report

Hi,

When I look in Chips, she is still under PREM. Has payroll been notified of the change? When she does move, the Leave Liability will also go over

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, 13 November 2018 10:10 AM  
**To:** Manak, Nicky FIN:EX <Nicky.Manak@gov.bc.ca>  
**Subject:** RE: Leave Liability report

Nicky – is Stephanie still on this list? Could she be moved to EMBC?

thanks

---

**From:** Manak, Nicky FIN:EX

**Sent:** Tuesday, November 13, 2018 10:02 AM

**To:** Canitz, Shelley L PREM:EX

**Subject:** Leave Liability report



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 11:00 AM  
**To:** Barnes, Renee A EMBC:EX  
**Subject:** RE: Phone

I chatted with Brett about it last week so he knows it will be coming his way for wiping/redeployment ☺ Thanks Renee and s.22

Eleanor

---

**From:** Barnes, Renee A EMBC:EX  
**Sent:** Tuesday, November 13, 2018 10:51 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Phone

Hi – no not yet – Danielle thought that Becky could drop it off. s.22 and will ask Danielle about this once she is out of meeting with Becky.

Brett Trimble will need to 'wipe' that phone as Stephanie has transferred off contacts and any other items but hasn't been wiped.

I need to provide Brett with her password to wipe.

I can send Brett and copy you if you like.

**Renee Barnes** | A/Manager, Executive Operations  
Office of the Deputy Minister, Emergency Management BC  
Ministry of Public Safety and Solicitor General  
Suite 4B, 940 Blanshard St, Victoria BC V8W 9T5  
Mobile: 250-886-2944

*Acknowledging the Lekwungen People whose land I am grateful to work, live and grow on.*



Emergency  
ManagementBC

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

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 13, 2018 10:50  
**To:** Barnes, Renee A EMBC:EX  
**Subject:** Phone

Heya, did you put the Steph's old phone in the interoffice mail as I have not seen it yet! Thanks ☺

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 10:58 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** FW: Leave Liability report

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 13, 2018 10:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Leave Liability report

Eleanor – would you please check this out? Stephanie is still showing up on some PREM reports – would you see if payroll has been updated?

Many thanks

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 13, 2018 10:19 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Leave Liability report

Hi,  
When I look in Chips, she is still under PREM. Has payroll been notified of the change? When she does move, the Leave Liability will also go over

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, 13 November 2018 10:10 AM  
**To:** Manak, Nicky FIN:EX <Nicky.Manak@gov.bc.ca>  
**Subject:** RE: Leave Liability report

Nicky – is Stephanie still on this list? Could she be moved to EMBC?

thanks

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 13, 2018 10:02 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Leave Liability report

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 10:21 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Leave Liability report

Will do and I will make sure Eric is showing up under us.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 13, 2018 10:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Leave Liability report

Eleanor – would you please check this out? Stephanie is still showing up on some PREM reports – would you see if payroll has been updated?

Many thanks

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 13, 2018 10:19 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Leave Liability report

Hi,  
When I look in Chips, she is still under PREM. Has payroll been notified of the change? When she does move, the Leave Liability will also go over

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, 13 November 2018 10:10 AM  
**To:** Manak, Nicky FIN:EX <Nicky.Manak@gov.bc.ca>  
**Subject:** RE: Leave Liability report

Nicky – is Stephanie still on this list? Could she be moved to EMBC?

thanks

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 13, 2018 10:02 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Leave Liability report

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 9:02 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: Travel Reminder - Reservation Number i<sup>s.22</sup>  
**Attachments:** Itin6QYTUZ\_1811131700421142.pdf

FYI

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

**From:** Pacific Coastal Reservations [mailto:reserve@pacificcoastal.com]  
**Sent:** Tuesday, November 13, 2018 9:01 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Travel Reminder - Reservation Number s<sup>.22</sup>

Hello,

You are receiving this email as a travel reminder for the upcoming reservation you have booked with Pacific Coastal Airlines. To make your travel experience as enjoyable as possible, we invite you to review important travel information at [www.pacificcoastal.com/upcomingtravel](http://www.pacificcoastal.com/upcomingtravel)

Best regards,

Pacific Coastal Airlines

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 9:00 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: Wild Salmon Policy Implementation Roundtable: Nov 14, 3-5 PM - Pan Pacific Hotel, Vancouver  
**Attachments:** Wild Salmon Policy Implementation Roundtable.pdf

For your meeting

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Friday, November 9, 2018 3:35 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Wild Salmon Policy Implementation Roundtable: Nov 14, 3-5 PM - Pan Pacific Hotel, Vancouver

Wednesday stuff

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

---

**From:** MacKenzie, Julia <Julia.MacKenzie@dfo-mpo.gc.ca>  
**Sent:** November 9, 2018 1:09 PM  
**Cc:** Reid, Rebecca <Rebecca.Reid@dfo-mpo.gc.ca>; Thomson, Andrew <Andrew.Thomson@dfo-mpo.gc.ca>; Lowe, Carmel <Carmel.Lowe@dfo-mpo.gc.ca>; Webb, Cheryl <Cheryl.Webb@dfo-mpo.gc.ca>; Murdoch, Sarah <Sarah.Murdoch@dfo-mpo.gc.ca>  
**Subject:** Wild Salmon Policy Implementation Roundtable: Nov 14, 3-5 PM - Pan Pacific Hotel, Vancouver

Dear Invited Guests,

Further to the message from Sarah Murdoch earlier this week, I am attaching a **draft agenda** for the WSP Implementation Roundtable next Wednesday, along with a list of expected guests. The meeting will be held on **Wednesday, November 14, 2018, in the Oceanview Suite 7 and 8 at the Pan Pacific Hotel in Vancouver (300-999 Canada Place) from 3-5pm**. Registration and coffee will be available from 2:45-3:00pm.

The purpose of this meeting is to identify partner perspectives and priorities for protecting and rebuilding wild salmon. As you know, we are expecting the Minister of Fisheries and Oceans and Canadian Coast Guard, the Honourable Jonathan Wilkinson to join us for the last half hour to hear about your key priorities for further action.

If you have any questions, please don't hesitate to contact myself or Sarah Murdoch at [sarah.murdoch@dfo-mpo.gc.ca](mailto:sarah.murdoch@dfo-mpo.gc.ca)

Julia

Julia MacKenzie  
Manager, Policy and Planning



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 13, 2018 8:40 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: Assistant Deputy Minister Housing Committee Agenda and Materials - November 14  
**Attachments:** ADMHC Nov 14 Agenda.docx; HousingHub\_PPT.pptx; HWG dates and agenda items overview v 181114 ADMHC.pdf; SH Map V3.0 Color Nov 6\_2018.pdf

For your discussion with Christine

---

**From:** Papadopoulos, Nikki OHCS:EX  
**Sent:** Friday, November 9, 2018 4:53 PM  
**To:** Brewster, Kevin AEST:EX; Brouwer, Shauna FIN:EX; Faganello, Tara MAH:EX; Grant, Nick MMHA:EX; Harrington, Molly SDPR:EX; Karen Hemmingson; Lennox, Brenda PREM:EX; Rotgans, Trudy OHCS:EX; Steves, Gregory OHCS:EX; Upton, Debi L SDPR:EX; Volk, Kevin MAH:EX; Brooks, Jessica MAH:EX; Elder, Kathy A OHCS:EX; Enemark, Gord OHCS:EX  
**Cc:** Arlene Donato; Ho, Sandy MMHA:EX; Kerr, Christie SDPR:EX; Kubisheski, Carlee MAH:EX; Miranda, Carrie FIN:EX; Moccia, Margaret SDPR:EX; Moran, Jennifer OHCS:EX; Mulloy, Eleanor PREM:EX; Street, Hilary AEST:EX; Viveiros, Natalia MAH:EX; Hannan, Tiffany OHCS:EX  
**Subject:** Assistant Deputy Minister Housing Committee Agenda and Materials - November 14

Good Afternoon,

The agenda and materials for the November 14, 2018 Assistant Deputy Minister Housing Committee can be found on the Housing Secretariat SharePoint site (please see link below). If you are unable to access the link, please see the materials attached (hard copies will not be provided).

- [ADMHC November 14](#)

When you arrive, please wait in the lobby and a staff member will guide you to the fourth floor meeting room. If you have any issues accessing the building please phone Catherine Woodley at (778) 679-9652 .

Participation in person is encouraged. If you are unable to attend in person, there is a dial in number included in the meeting invite.

***Please note: Meeting materials are confidential and should not be distributed further.***

Regards,

**Nikki Papadopoulos** | Project Coordinator  
Housing Secretariat  
Office of Housing and Construction Standards  
Ministry of Municipal Affairs and Housing  
Mobile: 250-886-7982  
Email: [Nikki.Papadopoulos@gov.bc.ca](mailto:Nikki.Papadopoulos@gov.bc.ca)



*Offering acknowledgement in respect of the Lekwungen People, traditional keepers of this land on which I live, work and play.*



## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 9, 2018 2:44 PM  
**To:** Kristianson, Eric PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** Weekly Grounds Report  
**Attachments:** 11 - 09 Weekly Report.pdf

FYI

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 9, 2018 2:06 PM  
**To:** Dhanota, Surjit LASS:EX  
**Subject:** Light bulbs

Not sure if someone has contacted your offices yet or not, but we are finding the lighting in the photocopier room very dim and are hoping to get some brighter bulbs put in.

Please let me know if this is possible.

Thank you

Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 9, 2018 11:18 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** PHONE MESSAGE

Karen Roth from EMBC called at 11:15am today. Please call her back at <sup>s.17</sup> when you have a moment.

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 9, 2018 11:04 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: Pacific Coastal Airlines - Reservation #s.22 Itinerary  
**Attachments:** Itin6QYTUZ\_1811091850471147.pdf

FYI and Danny has been alerted that you will be coming to VCO in the morning. He will ensure you have a workspace to use.

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

From: reserve@pacificcoastal.com [mailto:reserve@pacificcoastal.com]  
Sent: Friday, November 9, 2018 10:51 AM  
To: Mulloy, Eleanor PREM:EX  
Subject: Pacific Coastal Airlines - Reservation s.22 Itinerary

Thank you for choosing to fly with Pacific Coastal Airlines, your reservation confirmation is attached. We look forward to welcoming you onboard.

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 9, 2018 10:02 AM  
**To:** Shortt, Amanda PREM:EX; Higgins, Keira PREM:EX  
**Subject:** FW: Incident INC0019914 Has Been Created

---

**From:** OCIO IT Service Desk [mailto:MYSC@gov.bc.ca]  
**Sent:** Friday, November 9, 2018 9:52 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Incident INC0019914 Has Been Created

**Eleanor**, thank you for contacting the Customer Service Centre.

Incident **INC0019914** Low priority has been created: MPS4198 - Deputy Minister's Office - Yellow line when copying - PREM - Victoria

To view updates on your incident please visit the [Self-Serve Portal](#). Alternatively you can contact the Customer Service Centre at (250)387-7000 option 3 or via email at [cschelp@gov.bc.ca](mailto:cschelp@gov.bc.ca).

Please do not reply, this is an auto-generated message.

Ref:MSG0151420\_206o6GEgO9pJe4W0k7G0

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 3:15 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Cell Phone

---

**From:** Barnes, Renee A EMBC:EX  
**Sent:** Thursday, November 8, 2018 3:13 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Cell Phone

Hi Eleanor,

Thanks. No I haven't sent the info to Allison – didn't see that request sorry!

Our telus account here is: <sup>s.17</sup>

Thanks,

**Renee Barnes** | A/Manager, Executive Operations  
Office of the Deputy Minister, Emergency Management BC  
Ministry of Public Safety and Solicitor General  
Suite 4B, 940 Blanshard St, Victoria BC V8W 9T5  
Mobile: 250-886-2944

*Acknowledging the Lekwungen People whose land I am grateful to work, live and grow on.*



Emergency  
ManagementBC

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

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Thursday, November 8, 2018 08:20  
**To:** Barnes, Renee A EMBC:EX  
**Subject:** RE: Cell Phone

DMO/PO  
Room 272, West Annex  
Attention: Eleanor Mulloy

Thanks Renee and did you find send along the account info yet to Alison Wensink?

---

**From:** Barnes, Renee A EMBC:EX  
**Sent:** Thursday, November 8, 2018 8:15 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Cell Phone

You bet. Shall I address to you? What address should I use?

Sent from my iPhone

On Nov 8, 2018, at 8:13 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Heya, can you please send the phone over? We will deploy it somewhere ☺

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Wednesday, November 7, 2018 4:26 PM  
**To:** Mulloy, Eleanor PREM:EX; PREM Tech  
**Subject:** RE: Cell Phone

Hi Eleanor,  
We can take it and deploy to someone if or when required. Remind to about it tomorrow when I come by for Eric's iPad.  
Regards, Brett

**Brett Trimble**  
**Systems Analyst**  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 2:36 PM  
**To:** PREM Tech  
**Subject:** Keyboard/Mouse

Eric is having issues with the wireless keyboard and mouse so could I please have a wired mouse/keyboard until we can resolve this issue. If you do have a spare wireless keyboard/mouse to test, we would appreciate it.

Eleanor



**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 1:17 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** PHONE MESSAGE

Ricky Lee from ConocoPhillips phoned at 1:14pm today regarding the email request for a meeting between Don and Kirk Johnson, President.

She can be reached at s.22 .

Eleanor

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 8:55 AM  
**To:** 'Lana Garraway'  
**Subject:** RE: Activation of a SIM Card

Thanks Lana, I was trying to figure out what else I could tell you!

---

**From:** Lana Garraway [mailto:[lane@ralphs.ca](mailto:lane@ralphs.ca)]  
**Sent:** Thursday, November 8, 2018 8:47 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Trimble, Brett FIN:EX  
**Subject:** RE: Activation of a SIM Card

Disregard. I just saw Bretts email with the info I needed ☺

**Lana Garraway**  
**Ralph's Radio Ltd.**  
815 View St, Victoria BC V8W 1K1  
Cellular: (250)896-4866  
Office: 778-404-7232  
Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)



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Pricing

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---

**From:** Lana Garraway  
**Sent:** November 8, 2018 8:47 AM  
**To:** 'Mulloy, Eleanor PREM:EX' <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Cc:** Trimble, Brett FIN:EX <[Brett.Trimble@gov.bc.ca](mailto:Brett.Trimble@gov.bc.ca)>  
**Subject:** RE: Activation of a SIM Card

Hi Eleanor, username for the SIM card? I am assuming this is for a cell phone, not an iPad? Account s.17

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)



**Ask me about the Telus  
Employee Purchase Program  
for Government Employees**



- Save 30% in  
airtime
- Special Phone  
Pricing

 **TELUS** | authorized dealer\*

---

**From:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>

**Sent:** November 8, 2018 8:13 AM

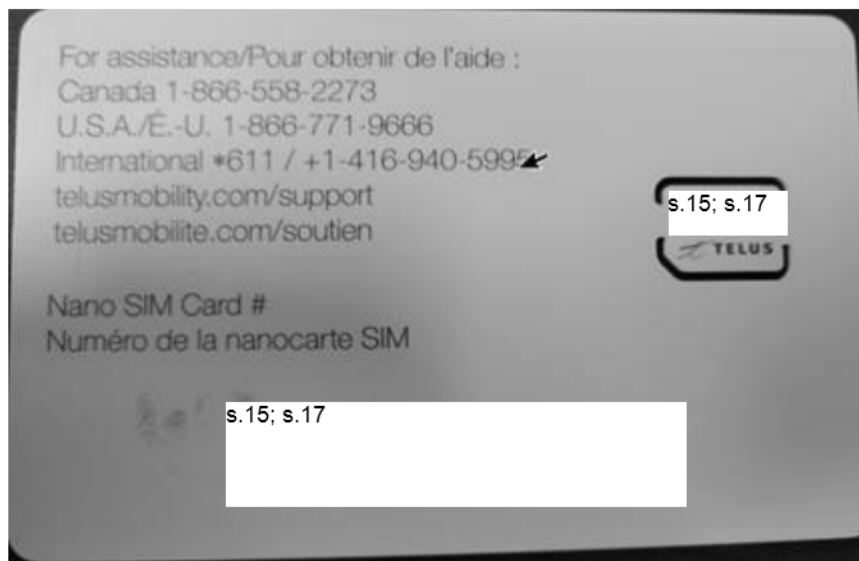
**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>

**Cc:** Trimble, Brett FIN:EX <[Brett.Trimble@gov.bc.ca](mailto:Brett.Trimble@gov.bc.ca)>

**Subject:** Activation of a SIM Card

**Importance:** High

Lana, could you please have this SIM Card that is shown below activated as quickly as possible? Thank you in advance and please call me if there are any issue.



Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605

Cell Phone: 250-208-6194

UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 8:48 AM  
**To:** 'Lana Garraway'  
**Cc:** Trimble, Brett FIN:EX  
**Subject:** RE: Activation of a SIM Card

It is for an iPad and the gentleman using it is Erck Kristianson. Please call me at 250-356-2605 if there is any other information you require.

---

**From:** Lana Garraway [mailto:[lane@ralphs.ca](mailto:lane@ralphs.ca)]  
**Sent:** Thursday, November 8, 2018 8:47 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Trimble, Brett FIN:EX  
**Subject:** RE: Activation of a SIM Card

Hi Eleanor, username for the SIM card? I am assuming this is for a cell phone, not an iPad? Account <sup>s.17</sup>

**Lana Garraway**  
**Ralph's Radio Ltd.**  
815 View St, Victoria BC V8W 1K1  
Cellular: (250)896-4866  
Office: 778-404-7232  
Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)



**Ask me about the Telus  
Employee Purchase Program  
for Government Employees**



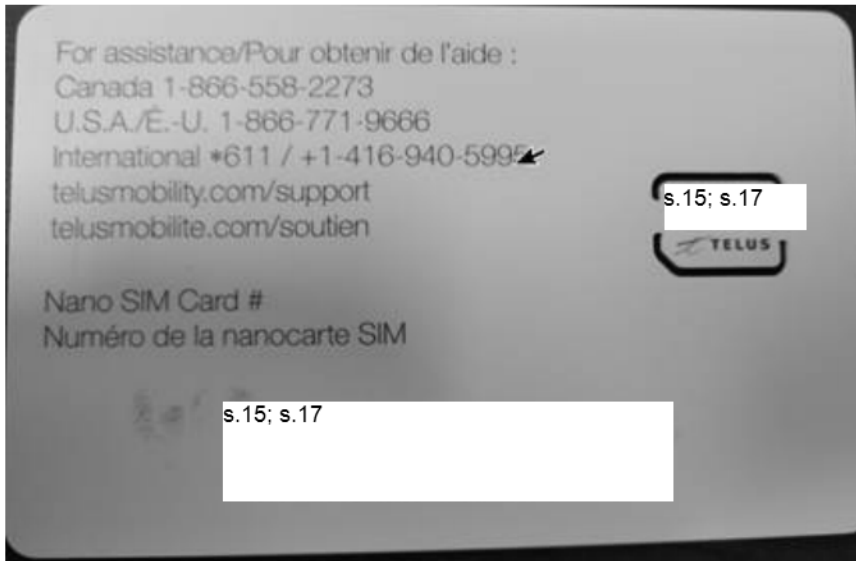
- Save 30% in  
airtime
- Special Phone  
Pricing

 **TELUS** | authorized dealer\*

---

**From:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Sent:** November 8, 2018 8:13 AM  
**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>  
**Cc:** Trimble, Brett FIN:EX <[Brett.Trimble@gov.bc.ca](mailto:Brett.Trimble@gov.bc.ca)>  
**Subject:** Activation of a SIM Card  
**Importance:** High

Lana, could you please have this SIM Card that is shown below activated as quickly as possible? Thank you in advance and please call me if there are any issue.



Eleanor Mulloy, Executive Administrative Coordinator  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 8:30 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: GBA+ Leads/Alternates  
**Attachments:** Executive Message from Don Wright: Gender Equity

As per our conversation of this morning.

---

**From:** Knowles, Jessica D FIN:EX  
**Sent:** Wednesday, November 7, 2018 4:08 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** GBA+ Leads/Alternates

Hey there,

There's good info in Don Wright's attached message in the "Who can I contact" section – that is essentially the role of the Lead/Alternate. They would take one of the GBA+ Orientation Sessions offered by the Gender Equity Office at the Learning Centre (link is in my sig block below) which is a one hour commitment, and participate in a monthly call.

Let me know if you need anything further...

Kind regards,

Jessica Knowles

*Pronouns: she/her/hers  
A/Executive Administrative Assistant  
Gender Equity Office  
Ministry of Finance  
(778) 698-7234*



GENDER-BASED ANALYSIS PLUS

Click here to take the [Learning Centre GBA+ Online Training](#)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 8:14 AM  
**To:** Trimble, Brett FIN:EX  
**Subject:** RE: Cell Phone

Thanks! I have messaged Steph's new office to send it over

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Wednesday, November 7, 2018 4:26 PM  
**To:** Mulloy, Eleanor PREM:EX; PREM Tech  
**Subject:** RE: Cell Phone

Hi Eleanor,  
We can take it and deploy to someone if or when required. Remind to about it tomorrow when I come by for Eric's iPad.  
Regards, Brett

**Brett Trimble**  
Systems Analyst  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 3:27 PM  
**To:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** Cell Phone

It looks like we will be getting Stephanie Papik's cell phone back as they have ported her phone number over and bought her a new phone. Do you want the cell phone or do I need to do an asset disposal form for one phone? Do you deploy them out to other ministries? It does not have a SIM in it.

Thank you in advance.

Eleanor



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 8:13 AM  
**To:** Trimble, Brett FIN:EX  
**Subject:** RE: MDMS iStore #910299 / SR2797266 is Resolved

Thanks and see you at 11

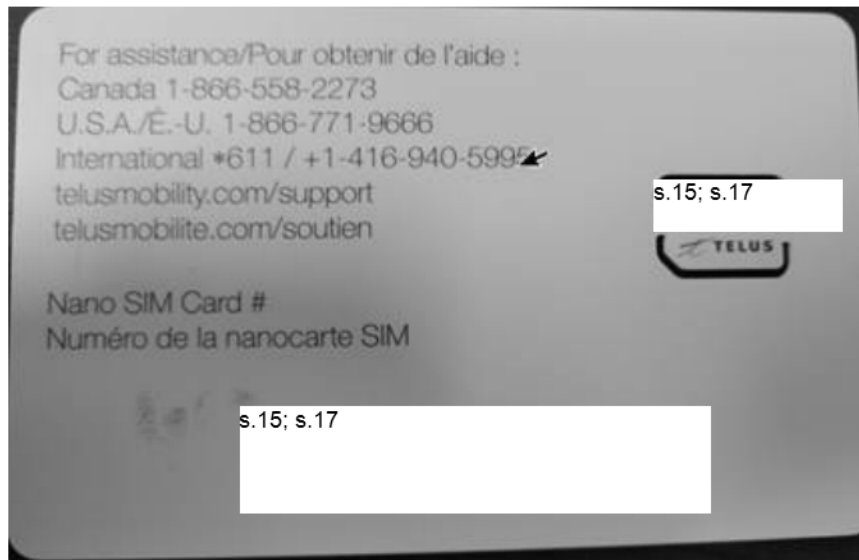
---

**From:** Trimble, Brett FIN:EX  
**Sent:** Wednesday, November 7, 2018 4:18 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: MDMS iStore #910299 / SR2797266 is Resolved

Thanks Eleanor,

For some reason my phone was on mute... 😞 sorry. 11 sounds good.

If you want to see if Lana can attach this SIM Card to Eric's account I'll bring it over at 11.



Regards, Brett

**Brett Trimble**  
**Systems Analyst**  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

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

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 7, 2018 2:33 PM  
**To:** Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca>  
**Subject:** RE: MDMS iStore #910299 / SR2797266 is Resolved

Thanks Brett, as per my phone message, can we have the iPad here tomorrow and 11am would be the best time as he might be in chambers all afternoon. Just let me know what info I need for Lana to activate the SIM Card and I will contact her asap.

Eleanor

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

From: Trimble, Brett FIN:EX

Sent: Wednesday, November 7, 2018 1:40 PM

To: Mulloy, Eleanor PREM:EX

Subject: RE: MDMS iStore #910299 / SR2797266 is Resolved

Sorry I forgot to mention, you will also need to order a SIM Card from Ralph's Radio (Lana) or if you need cellular capability right away, I can provide you with a SIM Card and all you'll need to do is have Lana activate it.

Regards, Brett

Brett Trimble

Systems Analyst

Ministry of Finance | Offices of the Premier

Tel: 250-634-4966

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

From: Trimble, Brett FIN:EX

Sent: November 7, 2018 1:33 PM

To: Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>; PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>

Cc: Piotrowicz, Eddie P FIN:EX <[Eddie.Piotrowicz@gov.bc.ca](mailto:Eddie.Piotrowicz@gov.bc.ca)>

Subject: RE: MDMS iStore #910299 / SR2797266 is Resolved

Thanks Eleanor,

I have the iPad ready, would you be able to provide a few time options for me to come by to activate his email. I should be free after 3:30 today if that works and tomorrow is fairly open.

Regards, Brett

Brett Trimble

Systems Analyst

Ministry of Finance | Offices of the Premier

Tel: 250-634-4966

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

From: Mulloy, Eleanor PREM:EX

Sent: November 7, 2018 1:00 PM

To: PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>

Cc: Piotrowicz, Eddie P FIN:EX <[Eddie.Piotrowicz@gov.bc.ca](mailto:Eddie.Piotrowicz@gov.bc.ca)>

Subject: FW: MDMS iStore #910299 / SR2797266 is Resolved

Please see below and thank you all for getting this fast tracked.

Eleanor

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

From: [77000@gov.bc.ca](mailto:77000@gov.bc.ca) [mailto:[77000@gov.bc.ca](mailto:77000@gov.bc.ca)]

Sent: Wednesday, November 7, 2018 12:58 PM

To: Piotrowicz, Eddie P FIN:EX

Cc: Mulloy, Eleanor PREM:EX

Subject: MDMS iStore #910299 / SR2797266 is Resolved

Hello,

Regarding iStore #910299 / SR2797266

We have modified the account of Kristianson, Eric PREM:EX (IDIR\<sup>s.15</sup> as follows:

- the mobile device (iPad) has been activated for this user. The user has been sent setup instructions to their email.

Questions? Contact the 7-7000 Service Desk online, by e-mail at [77000@gov.bc.ca](mailto:77000@gov.bc.ca) or call 250 387-7000, toll-free 1-866-660-0811.

Thank you,

ISM Canada providing services to:

OCIO Enterprise Solutions

Identity and Access Management

Service Desk Email: [77000@gov.bc.ca](mailto:77000@gov.bc.ca)

Service Desk Tel: (250) 387-7000

WO1766286

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 8, 2018 8:10 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Today

Heya! All good, no Don here and binder is now in his office .

E

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

**From:** Wensink, Alison PREM:EX  
**Sent:** Thursday, November 8, 2018 8:01 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Today

Hi I will be in at 9 today, Don shouldn't be in til 9:30 but call me if anything comes up! Also if Don's door happens to be open already when you get there, can you stick the binder that is in the box on my desk into his inbox by his door? But no worries if his door is closed, I'll give it to him when he comes in. Thanks!! :)

Alison

Sent from my iPhone

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 3:59 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Scan\_20181121.pdf

On it

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 21, 2018 3:51 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Scan\_20181121.pdf

Eleanor – would you please find a place to store this on the LAN?

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 3:26 PM  
**To:** Henry, David A FIN:EX  
**Subject:** RE: Printing Requirements for 617 Government - New Location

Woot woot 😊

---

**From:** Henry, David A FIN:EX  
**Sent:** Wednesday, November 21, 2018 3:26 PM  
**To:** Mulloy, Eleanor PREM:EX; Andruz, Dean FIN:EX  
**Subject:** RE: Printing Requirements for 617 Government - New Location

Hi Eleanor,

Dean is on his way over for another delivery but will drop by to discuss model the office would like.  
Need more than a photo.



Thanks,  
David

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** November 21, 2018 2:31 PM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** Printing Requirements for 617 Government - New Location

Good afternoon,

Please see the attached picture of the device type that is required in the 033 617 Government new space for the Deputy Premiers office. Can you please advise if you are able to assist in the initiation of getting a device for them?

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 2:29 PM  
**To:** Cockle, Kayla CITZ:EX <[Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)>  
**Cc:** Basi, Selena PREM:EX <[Selena.Basi@gov.bc.ca](mailto:Selena.Basi@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>; Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Kayla, can we get a mid-sized colour printer with scanning, copying and faxing capabilities. I have attached a photo of what would be appropriate for the work space/needs.

Thank you.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Wednesday, November 21, 2018 11:54 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Henry, David A FIN:EX; PREM Tech  
**Subject:** RE: Printing Requirements for 617 Government - New Location

Hi Eleanor,

Thank you for your quick response. I am working with David Henry's group ( CC'd below) to begin the process to provide a device with the appropriate printing and copying capabilities for your group. In order to complete this we need to know what features the staff need. David's group has asked the below questions. Can you please let me know what functions are required?

- What type of device are they looking for?
- Colour?
- Copy|scan|fax?
- Any other features?

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 11:37 AM  
**To:** Cockle, Kayla CITZ:EX <Kayla.Cockle@gov.bc.ca>  
**Cc:** Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>; Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>; Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hi Kayla, I will be helping with this so please let me know what I can do to facilitate this.

Thank you

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 21, 2018 10:24 AM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hello, all – what features do you want?

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Wednesday, November 21, 2018 10:16 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Henry, David A FIN:EX; PREM Tech  
**Subject:** Printing Requirements for 617 Government - New Location

Good morning Shelley,

My name is Kayla Cockle with Workplace Development Services and I am working on completing your new office space in 617 Government. Thank you for providing me the locations of your staff on the floor plan yesterday. I am working with David Henry and his team to assist you with providing a printing device for your new space. They have asked the following questions below. Are you able to assist us in understanding the requirements for your staff? I would greatly appreciate any information you are able to provide me.

- What type of device are they looking for?
- Colour?
- Copy|scan|fax?
- Any other features?



Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services

PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 2:31 PM  
**To:** Miller, Amy PREM:EX  
**Subject:** FW: iStore Order 913477 -63567-Monitor- Amy Miller

Amy, I should get your monitor in about 2 weeks and I have your new keyboard and mouse.

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

From: Lee, Tim FIN:EX  
Sent: Wednesday, November 21, 2018 12:19 PM  
To: Mulloy, Eleanor PREM:EX  
Subject: FW: iStore Order 913477 -63567-Monitor- Amy Miller

Hi Eleanor,

iStore Order 913477 -63567-21" Monitor- Amy Miller has now been issued.

Tim

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

From: Workflow Mailer <oracle@guinness.cas.gov.bc.ca>  
Sent: November 21, 2018 12:11 PM  
To: Lee, Tim FIN:EX <Tim.Lee@gov.bc.ca>  
Subject: FYI: iStore Order 913477 details

Oracle Workflow Notification (FYI)

PLEASE DO NOT REPLY TO THIS EMAIL.

---

iStore Order 913477 details

Order Number: 913477  
PO# / Ministry Ref#: 63567  
Order Amount:  
Order Status: Entered

Customer: FINANCE, CITZ, OFFICE OF THE PREMIER  
Reporting TCA: DEPUTY MINISTER'S OFFICE  
Order Date: 21-NOV-2018  
Preparer: TIMOTHY LEE  
Technical Reviewer:  
Preliminary Approver:  
Expense Authority: HENDRY, JACQUELINE<sup>s.22</sup>

Instructions 1: Additional Monitor for Amy Miller  
Ship Method:

#### Order Lines

Line:1  
Order Item: PI-STANDARD-MONITOR  
Service Delivery Unit: IBM  
Charge Account: 004.36B10.36205.6301.3600000.  
UOM: EA  
Quantity: 1  
Price: 221.49  
Recovery Frequency: ONE  
Term:  
Monthly Amortized Amount:  
Amount (12 Months): 221.49  
Total Amount (12 Months): 221.49

#### Order Information

Line:1  
Recipient: Amy Miller  
Contact Address (optional): Room 272 West Annex, Legislature Building, Victoria, BC, CA Ship to Contact: Mulloy,  
Eleanor Request Date: 21-NOV-2018

To view your order status, visit the iStore home page and click on the Orders link

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 1:46 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: very very important decision

I like the last one the best and the first one as a close runner up! Thank you for doing this 😊

---

**From:** Wensink, Alison PREM:EX  
**Sent:** Wednesday, November 21, 2018 1:44 PM  
**To:** Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX  
**Subject:** very very important decision

Please humour my over-the-top-ness by making 5 options... but please tell me which page you like best

*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*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 1:33 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** Ordered Items

Hi Selena, your cell phone case and universal folio have arrived. I have them at my desk and can bring over with me on Tuesday if you would like.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 1:28 PM  
**To:** Miller, Amy PREM:EX  
**Cc:** Basi, Selena PREM:EX; Witter, Allison PREM:EX  
**Subject:** Re: Printing Requirements for 617 Government - New Location

Here is the mid-sized one



Sent from my iPhone

On Nov 21, 2018, at 12:30 PM, Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)> wrote:

Hi Eleanor,

I think we need photocopy and scanning capabilities. That said, I believe there is a smaller MFD printer than the large one you have.

Amy

Sent from my iPhone

On Nov 21, 2018, at 12:28 PM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Hello, can you let me know what you will require in terms of a photocopier? I have attached pictures of the two devices we have over here. One is a small one (by Keira's desk) which does print jobs in colour and black/white but you cannot make copies/scan/fax. The other is the bigger unit that you can make copies on, scan documents to your email, colour and black/white print jobs and fax.

Please let me know which one will meet your office needs.

Thank you

Eleanor

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Wednesday, November 21, 2018 11:54 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Henry, David A FIN:EX; PREM Tech  
**Subject:** RE: Printing Requirements for 617 Government - New Location

Hi Eleanor,

Thank you for your quick response. I am working with David Henry's group ( CC'd below) to begin the process to provide a device with the appropriate printing and copying capabilities for your group. In order to complete this we need to know what features the staff need. David's group has asked the below questions. Can you please let me know what functions are required?

- What type of device are they looking for?
- Colour?
- Copy|scan|fax?
- Any other features?

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 11:37 AM  
**To:** Cockle, Kayla CITZ:EX <[Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)>  
**Cc:** Basi, Selena PREM:EX <[Selena.Basi@gov.bc.ca](mailto:Selena.Basi@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>; Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hi Kayla, I will be helping with this so please let me know what I can do to facilitate this.

Thank you

Eleanor Mulloy, Executive Administrative Assistant  
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Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 21, 2018 10:24 AM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hello, all – what features do you want?

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Wednesday, November 21, 2018 10:16 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Henry, David A FIN:EX; PREM Tech  
**Subject:** Printing Requirements for 617 Government - New Location

Good morning Shelley,

My name is Kayla Cockle with Workplace Development Services and I am working on completing your new office space in 617 Government. Thank you for providing me the locations of your staff on the floor plan yesterday. I am working with David Henry and his team to assist you with providing a printing device for your new space. They have asked the following questions below. Are you able to assist us in understanding the requirements for your staff? I would greatly appreciate any information you are able to provide me.

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<IMG\_0043.JPG>

<IMG\_0044.JPG>



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 12:32 PM  
**To:** Miller, Amy PREM:EX  
**Cc:** Basi, Selena PREM:EX; Witter, Allison PREM:EX  
**Subject:** RE: Printing Requirements for 617 Government - New Location

There is one down in Room 095 that is smaller that might be the perfect size!

---

**From:** Miller, Amy PREM:EX  
**Sent:** Wednesday, November 21, 2018 12:31 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Basi, Selena PREM:EX; Witter, Allison PREM:EX  
**Subject:** Re: Printing Requirements for 617 Government - New Location

Hi Eleanor,

I think we need photocopy and scanning capabilities. That said, I believe there is a smaller MFD printer than the large one you have.

Amy

Sent from my iPhone

On Nov 21, 2018, at 12:28 PM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Hello, can you let me know what you will require in terms of a photocopier? I have attached pictures of the two devices we have over here. One is a small one (by Keira's desk) which does print jobs in colour and black/white but you cannot make copies/scan/fax. The other is the bigger unit that you can make copies on, scan documents to your email, colour and black/white print jobs and fax.

Please let me know which one will meet your office needs.

Thank you

Eleanor

---

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**Sent:** Wednesday, November 21, 2018 11:54 AM  
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**Cc:** Henry, David A FIN:EX; PREM Tech  
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Hi Eleanor,

Thank you for your quick response. I am working with David Henry's group ( CC'd below) to begin the process to provide a device with the appropriate printing and copying capabilities for your group. In order to complete this we need to know what features the staff need. David's group has asked the below questions. Can you please let me know what functions are required?

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**To:** Cockle, Kayla CITZ:EX <[Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)>  
**Cc:** Basi, Selena PREM:EX <[Selena.Basi@gov.bc.ca](mailto:Selena.Basi@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>; Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hi Kayla, I will be helping with this so please let me know what I can do to facilitate this.

Thank you

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

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**Sent:** Wednesday, November 21, 2018 10:24 AM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hello, all – what features do you want?

---

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**Sent:** Wednesday, November 21, 2018 10:16 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Henry, David A FIN:EX; PREM Tech  
**Subject:** Printing Requirements for 617 Government - New Location

Good morning Shelley,

My name is Kayla Cockle with Workplace Development Services and I am working on completing your new office space in 617 Government. Thank you for providing me the locations of your staff on the floor plan yesterday. I am working with David Henry and his team to assist you with providing a printing device for your new space. They have asked the following questions below. Are you able to assist us in understanding the requirements for your staff? I would greatly appreciate any information you are able to provide me.

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- Copy|scan|fax?
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<IMG\_0043.JPG>

<IMG\_0044.JPG>

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 12:31 PM  
**To:** Lee, Tim FIN:EX  
**Subject:** RE: iStore Order 913477 -63567-Monitor- Amy Miller

Thank you!

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

From: Lee, Tim FIN:EX  
Sent: Wednesday, November 21, 2018 12:19 PM  
To: Mulloy, Eleanor PREM:EX  
Subject: FW: iStore Order 913477 -63567-Monitor- Amy Miller

Hi Eleanor,

iStore Order 913477 -63567-21" Monitor- Amy Miller has now been issued.

Tim

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

From: Workflow Mailer <oracle@guinness.cas.gov.bc.ca>  
Sent: November 21, 2018 12:11 PM  
To: Lee, Tim FIN:EX <Tim.Lee@gov.bc.ca>  
Subject: FYI: iStore Order 913477 details

Oracle Workflow Notification (FYI)

PLEASE DO NOT REPLY TO THIS EMAIL.

---

iStore Order 913477 details

Order Number: 913477  
PO# / Ministry Ref#: 63567  
Order Amount:  
Order Status: Entered

Customer: FINANCE, CITZ, OFFICE OF THE PREMIER  
Reporting TCA: DEPUTY MINISTER'S OFFICE  
Order Date: 21-NOV-2018  
Preparer: TIMOTHY LEE  
Technical Reviewer:  
Preliminary Approver:  
Expense Authority: HENDRY, JACQUELINE<sup>s.22</sup>

Instructions 1: Additional Monitor for Amy Miller  
Ship Method:

#### Order Lines

Line:1  
Order Item: PI-STANDARD-MONITOR  
Service Delivery Unit: IBM  
Charge Account: 004.36B10.36205.6301.3600000.  
UOM: EA  
Quantity: 1  
Price: 221.49  
Recovery Frequency: ONE  
Term:  
Monthly Amortized Amount:  
Amount (12 Months): 221.49  
Total Amount (12 Months): 221.49

#### Order Information

Line:1  
Recipient: Amy Miller  
Contact Address (optional): Room 272 West Annex, Legislature Building, Victoria, BC, CA Ship to Contact: Mulloy,  
Eleanor Request Date: 21-NOV-2018

To view your order status, visit the iStore home page and click on the Orders link

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 11:42 AM  
**To:** FIN IMB Service Desk (78912) FIN:EX  
**Subject:** RE: PREM: New Monitor

3 6 B 1 0

Is what I have been using...it is the one given to me by accounts....

B as in Ball

Does that help?

---

**From:** FIN IMB Service Desk (78912) FIN:EX  
**Sent:** Wednesday, November 21, 2018 11:40 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: PREM: New Monitor

Hi Eleanor,

Could you please check the coding as the Resp code comes up invalid.

Tim

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 4:16 PM  
**To:** Lee, Tim FIN:EX <Tim.Lee@gov.bc.ca>  
**Subject:** RE: PREM: New Monitor

Yes

**Not** twenty one, 1 inch monitors

Just

One monitor that measures 21 inches.....

Thanks ☺

---

**From:** Lee, Tim FIN:EX  
**Sent:** Tuesday, November 20, 2018 4:14 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: PREM: New Monitor

Hi Eleanor,

Just want to confirm that you are requesting just (1) 21" monitor for Amy Miller, correct?

Tim

**From:** [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)

**Sent:** November 20, 2018 2:59 PM

**To:** Mulloy, Eleanor PREM:EX ; FIN IMB Service Desk (78912) FIN:EX

**Subject:** PREM: New Monitor

**Checkout Information**

**On-Site Address:** Deputy Ministers Office Room 272 501 Bellville Street Victoria, BC V8W 9E1

**On-Site Contact Name:** Eleanor Mulloy

**On-Site Contact Phone:** (250)356-2605

**Account:** PREM-DEPUTY MINISTER'S OFFICE

**Ministry Number:** 004

**Responsibility Centre:** 36B10

**Service Code:** 36205

**Project Number:** 3600000

**Expense Authority:** Jacqueline Hendry

**Service Requests**

**Hardware - Add Hardware**

**Workstation Number:** ND050649

**Additional Hardware:** 21 inch LCD monitor for ND050649 (Amy Miller)

**Comments:** 21 inch LCD monitor for ND050649 (Amy Miller)

*Requestor:* Mulloy, Eleanor PREM:EX

*Email:* [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)

*Time:* 2018-11-20 14:58:51

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 11:34 AM  
**To:** Richards, Erin PREM:EX  
**Subject:** RE: New erg desk fors.22

Excellent!

---

**From:** Richards, Erin PREM:EX  
**Sent:** Wednesday, November 21, 2018 11:32 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Aaron, Sage PREM:EX  
**Subject:** RE: New erg desk fors.22

Thanks, Eleanor. This has now been approved by Vanessa and passed to Elizabeth for purchase.

Erin Richards  
250-896-6322

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 10:26 AM  
**To:** Richards, Erin PREM:EX  
**Subject:** New erg desk for s.22

Hi Erin, as per my phone call, please see attached the photos of the kind of stand up desk<sup>s.22</sup> is looking for <sup>s.22</sup> has it) and the email I received from the PSA which has the completed ergo assessment and doctor's note. From what I understand, Vanessa Geary needs to approve this expense and Elizabeth can do up the purchase.

I chatted with Surjit Dhanota from Leg Facility Services and he said they will help with the installation/moving any furniture in<sup>s.22</sup> office to accommodate this new desk.

Thanks Erin and if there is anything else I can do, please let me know!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*







Sent from my iPhone

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 11:29 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Printing Requirements for 617 Government - New Location

I will tackle this, thank you!

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 21, 2018 11:28 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Eleanor – which member of admin would assist in this? You or someone else – want to go to the right person

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 21, 2018 10:24 AM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hello, all – what features do you want?

---

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**Sent:** Wednesday, November 21, 2018 10:16 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Henry, David A FIN:EX; PREM Tech  
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- Colour?
- Copy|scan|fax?
- Any other features?

Sincerely,

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Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 10:00 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** New erg desk for s.22





Sent from my iPhone

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 9:03 AM  
**To:** CFFSHELP, FIN FIN:EX  
**Cc:** Mulloy, Eleanor PREM:EX  
**Subject:** Reimbursement Claim for purchased item  
**Attachments:** Scan\_20181121.pdf

Please let me know if there is anything else you require.

Thank you

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 8:46 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** FW: PREM Office 2016 Upgrade

**Importance:** High

FYI as you are Christine's Executive Administrative Coordinator

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Tuesday, November 20, 2018 10:53 PM  
**To:** Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX  
**Cc:** PREM Tech  
**Subject:** PREM Office 2016 Upgrade  
**Importance:** High

Please respond by end of day Friday November 23<sup>rd</sup>

Good morning Eleanor, Amanda & Alison,

The following staff in your office are scheduled to receive the new **Office 2016**.

NC053430	Christine.Kennedy	Microsoft Surface Pro 3
NC055221	Not Assigned	Microsoft Surface Pro 4
NC055228	Eric.Kristensen	Microsoft Surface Pro 4

To do this upgrade, the computer has to be in the office and on the network the evening of November 27<sup>th</sup>. Or over the weekend of December 1<sup>st</sup> and 2<sup>nd</sup>. Please advise which date your staff are wanting the upgrade to be performed.

- There is a program on your desktop that will backup your settings and data for a more seamless upgrade: **WTRP Migration tool**



**Please ensure to run the WTRP tool before you leave for the weekend!**

**November 27<sup>th</sup> or Dec 1<sup>st</sup> and 2<sup>nd</sup> : please ensure to leave the PC in the office, turned on and logged off.**

- On the following morning - **Wednesday Nov 28<sup>th</sup>** (or **Monday Dec 3<sup>rd</sup>**) PremTech team will be by in the morning to help configure mailboxes, calendars etc. and resolve any other issues. **If you are not in that day, please contact [prem.tech@gov.bc.ca](mailto:prem.tech@gov.bc.ca) to arrange a visit.**

**Any questions or concerns please contact us @: [prem.tech@gov.bc.ca](mailto:prem.tech@gov.bc.ca)**

---

**From:** Shortt, Amanda PREM:EX

**Sent:** November 5, 2018 4:53 PM

**To:** Cooling, Karen LBR:EX <[Karen.Cooling@gov.bc.ca](mailto:Karen.Cooling@gov.bc.ca)>; Gunn, Paula MCF:EX <[Paula.Gunn@gov.bc.ca](mailto:Paula.Gunn@gov.bc.ca)>; Snoddon, Michael AEST:EX <[Michael.Snoddon@gov.bc.ca](mailto:Michael.Snoddon@gov.bc.ca)>; Sanderson, Melissa EMPR:EX <[Melissa.Sanderson@gov.bc.ca](mailto:Melissa.Sanderson@gov.bc.ca)>; Lo, Reamick ENV:EX <[Reamick.Lo@gov.bc.ca](mailto:Reamick.Lo@gov.bc.ca)>; Xia, Eveline ENV:EX <[Eveline.Xia@gov.bc.ca](mailto:Eveline.Xia@gov.bc.ca)>; Squance, Leah SDPR:EX <[Leah.Squance@gov.bc.ca](mailto:Leah.Squance@gov.bc.ca)>; Milne, Gala AG:EX <[Gala.Milne@gov.bc.ca](mailto:Gala.Milne@gov.bc.ca)>; Cheevers, Michael LBR:EX <[Michael.Cheevers@gov.bc.ca](mailto:Michael.Cheevers@gov.bc.ca)>; Ranjan, Ramesh TAC:EX <[Ramesh.Ranjan@gov.bc.ca](mailto:Ramesh.Ranjan@gov.bc.ca)>; Perry, Alisma, MCF:EX <[Alisma.Perry@gov.bc.ca](mailto:Alisma.Perry@gov.bc.ca)>; Harder, Derrick AG:EX <[Derrick.Harder@gov.bc.ca](mailto:Derrick.Harder@gov.bc.ca)>; Chang, Stephanie JTT:EX <[Stephanie.Chang@gov.bc.ca](mailto:Stephanie.Chang@gov.bc.ca)>; Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Ashbourne, Craig MAH:EX <[Craig.Ashbourne@gov.bc.ca](mailto:Craig.Ashbourne@gov.bc.ca)>; McNish, James JTT:EX <[James.McNish@gov.bc.ca](mailto:James.McNish@gov.bc.ca)>; Lindsay-Baugh, Anna MMHA:EX <[Anna.LindsayBaugh@gov.bc.ca](mailto:Anna.LindsayBaugh@gov.bc.ca)>; Scott, Samantha AG:EX <[Samantha.Scott@gov.bc.ca](mailto:Samantha.Scott@gov.bc.ca)>; Maartman, William EDUC:EX <[William.Maartman@gov.bc.ca](mailto:William.Maartman@gov.bc.ca)>; Lawson, Liam PSSG:EX <[Liam.Lawson@gov.bc.ca](mailto:Liam.Lawson@gov.bc.ca)>; Newhook, Kelly TAC:EX <[Kelly.Newhook@gov.bc.ca](mailto:Kelly.Newhook@gov.bc.ca)>; Henry, Molly FIN:EX <[Molly.Henry@gov.bc.ca](mailto:Molly.Henry@gov.bc.ca)>; Sather, Kelly FIN:EX <[Kelly.Sather@gov.bc.ca](mailto:Kelly.Sather@gov.bc.ca)>; MacDonald, Alex MMHA:EX <[Alex.MacDonald@gov.bc.ca](mailto:Alex.MacDonald@gov.bc.ca)>; Zimmerman, Emily LBR:EX <[Emily.Zimmerman@gov.bc.ca](mailto:Emily.Zimmerman@gov.bc.ca)>; Takkar, Nimmi PSSG:EX <[Nimmi.Takkar@gov.bc.ca](mailto:Nimmi.Takkar@gov.bc.ca)>; Frampton, Caelie ENV:EX <[Caelie.Frampton@gov.bc.ca](mailto:Caelie.Frampton@gov.bc.ca)>; Robb, Amanda JTT:EX <[Amanda.Robb@gov.bc.ca](mailto:Amanda.Robb@gov.bc.ca)>; Infante, James SDPR:EX <[James.Infante@gov.bc.ca](mailto:James.Infante@gov.bc.ca)>

**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>; Hendry, Jackie PREM:EX <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)>

**Subject:** PREM Office 2016 Upgrade

Hello,

Your computer is required for an upgrade to Office 2016.

A PREM Tech team member will be visiting each of your offices in the following weeks to discuss performing the upgrade during a time that works for you.

If you have any questions please reach out to:

PREM Tech Support

Email: [Prem.tech@gov.bc.ca](mailto:Prem.tech@gov.bc.ca)

Contact #: 250-953-5151

Thank you,

**Jackie Hendry**

Director, Executive Operations

Office of the Deputy Minister to the Premier

Desk: 250.387.5894

Cell: 250.893.7467



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 8:46 AM  
**To:** Trimble, Brett FIN:EX  
**Subject:** RE: PREM Office 2016 Upgrade

Hi Brett, Eric's computer has already been refreshed. Dean had it done last week so thank you!

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Tuesday, November 20, 2018 10:53 PM  
**To:** Mulloy, Eleanor PREM:EX; Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX  
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**Importance:** High

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To do this upgrade, the computer has to be in the office and on the network the evening of November 27<sup>th</sup>. Or over the weekend of December 1<sup>st</sup> and 2<sup>nd</sup>. Please advise which date your staff are wanting the upgrade to be performed.

- There is a program on your desktop that will backup your settings and data for a more seamless upgrade: **WTRP Migration tool**



**Please ensure to run the WTRP tool before you leave for the weekend!**

**November 27<sup>th</sup> or Dec 1<sup>st</sup> and 2<sup>nd</sup> : please ensure to leave the PC in the office, turned on and logged off.**

- On the following morning - **Wednesday Nov 28<sup>th</sup>** (or **Monday Dec 3<sup>rd</sup>**) PremTech team will be by in the morning to help configure mailboxes, calendars etc. and resolve any other issues. **If you are not in that day, please contact [prem.tech@gov.bc.ca](mailto:prem.tech@gov.bc.ca) to arrange a visit.**

**Any questions or concerns please contact us @: [prem.tech@gov.bc.ca](mailto:prem.tech@gov.bc.ca)**

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**From:** Shortt, Amanda PREM:EX

**Sent:** November 5, 2018 4:53 PM

**To:** Cooling, Karen LBR:EX <[Karen.Cooling@gov.bc.ca](mailto:Karen.Cooling@gov.bc.ca)>; Gunn, Paula MCF:EX <[Paula.Gunn@gov.bc.ca](mailto:Paula.Gunn@gov.bc.ca)>; Snoddon, Michael AEST:EX <[Michael.Snoddon@gov.bc.ca](mailto:Michael.Snoddon@gov.bc.ca)>; Sanderson, Melissa EMPR:EX <[Melissa.Sanderson@gov.bc.ca](mailto:Melissa.Sanderson@gov.bc.ca)>; Lo, Reamick ENV:EX <[Reamick.Lo@gov.bc.ca](mailto:Reamick.Lo@gov.bc.ca)>; Xia, Eveline ENV:EX <[Eveline.Xia@gov.bc.ca](mailto:Eveline.Xia@gov.bc.ca)>; Squance, Leah SDPR:EX <[Leah.Squance@gov.bc.ca](mailto:Leah.Squance@gov.bc.ca)>; Milne, Gala AG:EX <[Gala.Milne@gov.bc.ca](mailto:Gala.Milne@gov.bc.ca)>; Cheevers, Michael LBR:EX <[Michael.Cheevers@gov.bc.ca](mailto:Michael.Cheevers@gov.bc.ca)>; Ranjan, Ramesh TAC:EX <[Ramesh.Ranjan@gov.bc.ca](mailto:Ramesh.Ranjan@gov.bc.ca)>; Perry, Alisma, MCF:EX <[Alisma.Perry@gov.bc.ca](mailto:Alisma.Perry@gov.bc.ca)>; Harder, Derrick AG:EX <[Derrick.Harder@gov.bc.ca](mailto:Derrick.Harder@gov.bc.ca)>; Chang, Stephanie JTT:EX <[Stephanie.Chang@gov.bc.ca](mailto:Stephanie.Chang@gov.bc.ca)>; Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Ashbourne, Craig MAH:EX <[Craig.Ashbourne@gov.bc.ca](mailto:Craig.Ashbourne@gov.bc.ca)>; McNish, James JTT:EX <[James.McNish@gov.bc.ca](mailto:James.McNish@gov.bc.ca)>; Lindsay-Baugh, Anna MMHA:EX <[Anna.LindsayBaugh@gov.bc.ca](mailto:Anna.LindsayBaugh@gov.bc.ca)>; Scott, Samantha AG:EX <[Samantha.Scott@gov.bc.ca](mailto:Samantha.Scott@gov.bc.ca)>; Maartman, William EDUC:EX <[William.Maartman@gov.bc.ca](mailto:William.Maartman@gov.bc.ca)>; Lawson, Liam PSSG:EX <[Liam.Lawson@gov.bc.ca](mailto:Liam.Lawson@gov.bc.ca)>; Newhook, Kelly TAC:EX <[Kelly.Newhook@gov.bc.ca](mailto:Kelly.Newhook@gov.bc.ca)>; Henry, Molly FIN:EX <[Molly.Henry@gov.bc.ca](mailto:Molly.Henry@gov.bc.ca)>; Sather, Kelly FIN:EX <[Kelly.Sather@gov.bc.ca](mailto:Kelly.Sather@gov.bc.ca)>; MacDonald, Alex MMHA:EX <[Alex.MacDonald@gov.bc.ca](mailto:Alex.MacDonald@gov.bc.ca)>; Zimmerman, Emily LBR:EX <[Emily.Zimmerman@gov.bc.ca](mailto:Emily.Zimmerman@gov.bc.ca)>; Takkar, Nimmi PSSG:EX <[Nimmi.Takkar@gov.bc.ca](mailto:Nimmi.Takkar@gov.bc.ca)>; Frampton, Caelie ENV:EX <[Caelie.Frampton@gov.bc.ca](mailto:Caelie.Frampton@gov.bc.ca)>; Robb, Amanda JTT:EX <[Amanda.Robb@gov.bc.ca](mailto:Amanda.Robb@gov.bc.ca)>; Infante, James SDPR:EX <[James.Infante@gov.bc.ca](mailto:James.Infante@gov.bc.ca)>

**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>; Hendry, Jackie PREM:EX <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)>

**Subject:** PREM Office 2016 Upgrade

Hello,

Your computer is required for an upgrade to Office 2016.

A PREM Tech team member will be visiting each of your offices in the following weeks to discuss performing the upgrade during a time that works for you.

If you have any questions please reach out to:

PREM Tech Support

Email: [Prem.tech@gov.bc.ca](mailto:Prem.tech@gov.bc.ca)

Contact #: 250-953-5151

Thank you,

**Jackie Hendry**

Director, Executive Operations

Office of the Deputy Minister to the Premier

Desk: 250.387.5894

Cell: 250.893.7467

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 3:31 PM  
**To:** Headen, Lorri FIN:EX  
**Subject:** 007\_Reimbursement\_Claim\_for\_Non-Payroll  
**Attachments:** 007\_Reimbursement\_Claim\_for\_Non-Payroll.docx

???

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 2:28 PM  
**To:** Canitz, Shelley L PREM:EX; Hendry, Jackie PREM:EX  
**Subject:** FW: monitor and key board

I have now received a keyboard and a mouse from Prem Tech so now ordering Amy a monitor as she is not part of the refresh program.

---

**From:** Miller, Amy PREM:EX  
**Sent:** Tuesday, November 20, 2018 9:38 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** monitor and key board

Hi Eleanor

Selena was mentioning that she's having a monitor set up. I am wondering if I will also need to meet with Prem Tech to have a monitor etc set up in the new space. The monitor, keyboard, and mouse I am currently using belongs to TBS so I won't be able to take them with me. Thanks.

Amy

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 2:25 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Office Equipment

FYI

---

**From:** Witter, Allison PREM:EX  
**Sent:** Tuesday, November 20, 2018 12:31 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Office Equipment

Hi Eleanor,  
As discussed, when I started in the PO back in June, the following were purchased for me: laptop, monitor, keyboard, mouse, standing desk, side table, and office chair.  
Let me know if you need anything further,  
Ali

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

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:04 PM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** Office Equipment

Allison, I am just coming up to speed on the equipment needs of you, Amy and Selena! I know you are moving into your new offices on Monday so I want to ensure you have a computer/monitor/keyboard and mouse.

Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:36 PM  
**To:** Henry, David A FIN:EX  
**Subject:** RE: Eric's UC

Wonderful, thank you!

---

**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, November 20, 2018 12:36 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Eric's UC

Hi Eleanor,  
Normally a network cable, I can bring one over if you like – as I am bringing the keyboard/mouse over when I come by for MHAWG support at 1pm..

David

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:08 PM  
**To:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** Eric's UC

I have Eric's UC here but there is no cable to connect it to his computer. What do I need to order so his phone will work?

Thank you!

Eleanor Mulloy, Executive Administrative Assistant  
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UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:32 PM  
**To:** Witter, Allison PREM:EX  
**Subject:** RE: Office Equipment

Thank you

---

**From:** Witter, Allison PREM:EX  
**Sent:** Tuesday, November 20, 2018 12:31 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Office Equipment

Hi Eleanor,  
As discussed, when I started in the PO back in June, the following were purchased for me: laptop, monitor, keyboard, mouse, standing desk, side table, and office chair.  
Let me know if you need anything further,  
Ali

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

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:04 PM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** Office Equipment

Allison, I am just coming up to speed on the equipment needs of you, Amy and Selena! I know you are moving into your new offices on Monday so I want to ensure you have a computer/monitor/keyboard and mouse.

Thank you in advance.

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:32 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Office Equipment

FYI

---

**From:** Witter, Allison PREM:EX  
**Sent:** Tuesday, November 20, 2018 12:31 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Office Equipment

Hi Eleanor,  
As discussed, when I started in the PO back in June, the following were purchased for me: laptop, monitor, keyboard, mouse, standing desk, side table, and office chair.  
Let me know if you need anything further,  
Ali

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

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:04 PM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** Office Equipment

Allison, I am just coming up to speed on the equipment needs of you, Amy and Selena! I know you are moving into your new offices on Monday so I want to ensure you have a computer/monitor/keyboard and mouse.

Thank you in advance.

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:31 PM  
**To:** Miller, Amy PREM:EX  
**Subject:** RE: monitor and key board

Hi Amy, can you please send me your computer number? I need it for your monitor order. Prem Tech has a new keyboard and mouse for you which is great!

Eleanor

---

**From:** Miller, Amy PREM:EX  
**Sent:** Tuesday, November 20, 2018 9:53 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: monitor and key board

Thanks, it's probably Paula Dunn.

Sent from my iPhone

On Nov 20, 2018, at 9:51 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Hi Amy!

I may have to order you a new monitor/keyboard/mouse so I will contact TBS to see if we can borrow those items until your new ones arrive! Do you know who in TBS you got them from?

Eleanor

---

**From:** Miller, Amy PREM:EX  
**Sent:** Tuesday, November 20, 2018 9:38 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** monitor and key board

Hi Eleanor

Selena was mentioning that she's having a monitor set up. I am wondering if I will also need to meet with Prem Tech to have a monitor etc set up in the new space. The monitor, keyboard, and mouse I am currently using belongs to TBS so I won't be able to take them with me. Thanks.

Amy

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 12:01 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Monitor/Keyboard/Mouse

Selena has everything now, I have arranged for the tech to set her up next Tuesday at 10:30 and I am going to touch base with Allison now to see what she does/does not have.

Eleanor

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 20, 2018 12:00 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Monitor/Keyboard/Mouse

What is the status for Selena and Allison – will they need equipment?

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 20, 2018 11:53 AM  
**To:** Henry, David A FIN:EX  
**Cc:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Monitor/Keyboard/Mouse

Thank you!

---

**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, November 20, 2018 11:29 AM  
**To:** Mulloy, Eleanor PREM:EX; PREM Tech  
**Subject:** Re: Monitor/Keyboard/Mouse

Hi Eleanor,  
We do have a new keyboard and mouse.  
Monitor you will need to purchase.

Thanks,  
David

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

From: "Mulloy, Eleanor PREM:EX" <Eleanor.Mulloy@gov.bc.ca>  
Date: 2018-11-20 10:54 AM (GMT-08:00)  
To: PREM Tech <PREM.Tech@gov.bc.ca>  
Subject: Monitor/Keyboard/Mouse

I just found out that Amy Miller requires the items mentioned in the subject line and, before I start ordering, want to confirm that Prem Tech does not have any of these items in surplus!

Thanks everyone

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 9:00 AM  
**To:** Kristianson, Eric PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** FW: Cabinet Planning Session 2019

**Importance:** High

Just wondering if you will be attending as I would like to book flights/hotels asap.

Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Tuesday, November 20, 2018 8:58 AM  
**To:** Aaron, Sage PREM:EX; Addo, Wolfgang AG:EX; Banh, Lindsay EDUC:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Chandler, Alex FIN:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duguay, Ilene JTT:EX; Duncan, Kate EMPR:EX; Richards, Erin PREM:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Garnier, Jack LBR:EX; Gervais, Dominique CITZ:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Grant, Lisa MAH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG:EX; Harrison, Veronica EDUC:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Hrenyk, Alyssa PSSG:EX; Hubley, Holly AEST:EX; Hunt, Charlotte PSSG:EX; Iliffe, Liam AEST:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Larson, Lori MMHA:EX; Leppard, Brianna AGRI:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Newhook, Kelly TAC:EX; Normand, Nicole AG:EX; O'Connor, Lara FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Russell, Shannon CITZ:EX; Saadati, Negin FIN:EX; Scambler, Teresa LASS:EX; Scott, Samantha AG:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Stone, Lynne TRAN:EX; Van Wensem, Casey SDPR:EX; Wade, Debbie PREM:EX; Walters, Hailey JTT:EX; Waters, Leah TRAN:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX  
**Subject:** Cabinet Planning Session 2019  
**Importance:** High

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## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 8:57 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** PHONE MESSAGE

Victoria from Grant Main's office called at 8:55am. Please call back at 250-387-3280 when you have a moment

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 20, 2018 8:26 AM  
**To:** Henry, David A FIN:EX; PREM Tech; Wynans, Tim ISMC:EX  
**Subject:** RE: Eric's Computer

Thanks Prem Tech/Tim! He is up and running and I appreciate your help getting this all done!

---

**From:** Henry, David A FIN:EX  
**Sent:** Monday, November 19, 2018 4:18 PM  
**To:** Mulloy, Eleanor PREM:EX; PREM Tech; Wynans, Tim ISMC:EX  
**Subject:** Re: Eric's Computer

Hi Eleanor,  
Tim will be in contact.

Thanks Tim!

David

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

From: "Mulloy, Eleanor PREM:EX" <Eleanor.Mulloy@gov.bc.ca>  
Date: 2018-11-19 3:54 PM (GMT-08:00)  
To: PREM Tech <PREM.Tech@gov.bc.ca>  
Subject: Eric's Computer

He cannot pull up Outlook on his new refreshed computer so could someone come and help get that setup?

Thank you

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
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Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 3:12 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: iExpense - Eric

Eric, you are now all set up in iExpense. I have gone in and checked to make sure your employee profile is correct (it is) and set myself up as a delegate to do your travel/misc expenses (done!)

Eleanor

---

**From:** Williams, Laurel FIN:EX  
**Sent:** Monday, November 19, 2018 3:05 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Poldrugovac, Saija FIN:EX  
**Subject:** iExpense - Eric

Hello,

Eric is all set up properly now in iExpense. You need to update his employee profile and set up his delegates.

If you need some tip sheets on this, please let me know.

Thanks, Laurel

**Laurel Williams**  
Financial Systems & Management Analyst  
Corporate Services Division  
Ministry of Finance  
Phone: 250 208-4006

**<mailto:Laurel.Williams@gov.bc.ca>**

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 1:42 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: MHAWG meeting February 05, 2019 - change of date and time

Will do!

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, November 19, 2018 12:34 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Fwd: MHAWG meeting February 05, 2019 - change of date and time

Would you please update this in my calendar ?

Begin forwarded message:

**From:** "Brown, Dawn A PREM:EX" <[Dawn.A.Brown@gov.bc.ca](mailto:Dawn.A.Brown@gov.bc.ca)>  
**Date:** November 19, 2018 at 12:28:46 PM PST  
**To:** "Brown, Dawn A PREM:EX" <[Dawn.A.Brown@gov.bc.ca](mailto:Dawn.A.Brown@gov.bc.ca)>, "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>, "Dixon, Olivia PREM:EX" <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>, "Faust, Marnie L GCPE:EX" <[Marnie.Faust@gov.bc.ca](mailto:Marnie.Faust@gov.bc.ca)>, "Giuliano, Angela LASS:EX" <[Angela.Giuliano@leg.bc.ca](mailto:Angela.Giuliano@leg.bc.ca)>, "Gotto, Sarah F MMHA:EX" <[Sarah.Gotto@gov.bc.ca](mailto:Sarah.Gotto@gov.bc.ca)>, "Hansen, Lucy HLTH:EX" <[Lucy.Hansen@gov.bc.ca](mailto:Lucy.Hansen@gov.bc.ca)>, "Hembree, Sara PSSG:EX" <[Sara.Hembree@gov.bc.ca](mailto:Sara.Hembree@gov.bc.ca)>, "Higgins, Keira PREM:EX" <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>, "Hockin, Amber PREM:EX" <[Amber.Hockin@gov.bc.ca](mailto:Amber.Hockin@gov.bc.ca)>, "Hrenyk, Alyssa PSSG:EX" <[Alyssa.Hrenyk@gov.bc.ca](mailto:Alyssa.Hrenyk@gov.bc.ca)>, "Kennedy, Christine PREM:EX" <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)>, "Larson, Lori MMHA:EX" <[Lori.Larson@gov.bc.ca](mailto:Lori.Larson@gov.bc.ca)>, "Lindsay-Baugh, Anna MMHA:EX" <[Anna.LindsayBaugh@gov.bc.ca](mailto:Anna.LindsayBaugh@gov.bc.ca)>, "Loubert, Danny PREM:EX" <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>, "Ma, Tiffany J FIN:EX" <[Tiffany.Ma@gov.bc.ca](mailto:Tiffany.Ma@gov.bc.ca)>, "Massy, Michelle E PREM:EX" <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>, "McKnight, Valerie SDPR:EX" <[Valerie.McKnight@gov.bc.ca](mailto:Valerie.McKnight@gov.bc.ca)>, "Mills, Daphna PREM:EX" <[Daphna.Mills@gov.bc.ca](mailto:Daphna.Mills@gov.bc.ca)>, "Moran, Roseanne LASS:EX" <[Roseanne.Moran@leg.bc.ca](mailto:Roseanne.Moran@leg.bc.ca)>, "Mulloy, Eleanor PREM:EX" <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>, "Nash, Amber PREM:EX" <[Amber.Nash@gov.bc.ca](mailto:Amber.Nash@gov.bc.ca)>, "Pommelet, Lisa EMPR:EX" <[Lisa.Pommelet@gov.bc.ca](mailto:Lisa.Pommelet@gov.bc.ca)>, "Scambler, Teresa LASS:EX" <[Teresa.Scambler@leg.bc.ca](mailto:Teresa.Scambler@leg.bc.ca)>, "Wade, Debbie PREM:EX" <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>, "White, Christine MAH:EX" <[Christine.White@gov.bc.ca](mailto:Christine.White@gov.bc.ca)>, "White, Emily MCF:EX" <[Emily.White@gov.bc.ca](mailto:Emily.White@gov.bc.ca)>  
**Subject:** MHAWG meeting February 05, 2019 - change of date and time

J rrg#bivurrg/  
#  
Sndvtrvwh#Edgj#trigv#Bg#p h#ru#k#r#cz lqj# h#w#j1  
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Sk-#.;k:7B3;5#Fho#.;18;7B4<:

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 12:08 PM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: Attendance confirmation for HWG meeting November 27, 2018

Eric Kristianson will be attending this meeting

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Monday, November 19, 2018 11:38 AM  
**To:** Andrade, Ana MAH:EX; Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Cooling, Karen LBR:EX; Dixon, Olivia PREM:EX; Duguay, Ilene JTT:EX; Garnier, Jack LBR:EX; Geary, Vanessa PREM:EX; Gedney, Vanessa R MAH:EX; Genzale, Morgan MAH:EX; Giuliano, Angela LASS:EX; Gotto, Sarah F MMHA:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Johnson, Tracey MAH:EX; Kennedy, Christine PREM:EX; Kesteven, Torey LASS:EX; Larson, Lori MMHA:EX; Lennox, Brenda PREM:EX; Loubert, Danny PREM:EX; MacLennan, Alex FIN:EX; Massy, Michelle E PREM:EX; McKnight, Valerie SDPR:EX; Moran, Jennifer OHCS:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Papadopoulos, James TRAN:EX; Pommelet, Lisa EMPR:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Virk, Rajmeet LASS:EX; Viveiros, Natalia MAH:EX; Wade, Debbie PREM:EX; Waters, Leah TRAN:EX; White, Christine MAH:EX  
**Subject:** Attendance confirmation for HWG meeting November 27, 2018  
**Importance:** High

J rrg#p rqlqj /##  
#  
Sndv#Frqilp #kh#lwhgqdfh#ri# rxu#p lq lwhuR iilf lde | #hvsrqglj#r#k#l#p dld VD S #  
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## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 11:32 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: Meeting

On it

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Monday, November 19, 2018 11:22 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Meeting

Can you ask Lorne to make the decision on Bobs participation.

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-584-1248

On Nov 19, 2018, at 10:59 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

She is free and clear in the AM so all good. I have not invited Bob to this meeting...is this Chief Bob Chamberlain? If so, I will forward the request to him as well and will arrange for a conference call to be struck up

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Monday, November 19, 2018 10:58 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Meeting

It's a pre brief about the Lorne and bob briefing of DFO DMs. Christine doesn't need to be there unless she has time. Wanted her to have the option.

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-584-1248

On Nov 19, 2018, at 10:15 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

I have booked this meeting just as a general discussion but can I have a subject so Keira can update Christine? Thanks!

---

**From:** L BROWNSEY [mailto:s.22] ]  
**Sent:** Monday, November 19, 2018 9:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Meeting

Eleanor, 9.30 works. s.22  
Thanks  
Lorne

---

**From:** "Mulloy, Eleanor PREM:EX" <Eleanor.Mulloy@gov.bc.ca>  
**To:** "s.22" >  
**Sent:** Monday, November 19, 2018 9:15:33 AM  
**Subject:** Meeting

Hello Lorne, I am looking to set up a call between you, Eric Kristianson and Christine Kennedy, Associate DM, for tomorrow for half an hour. The best time would be 930-10 so I am hoping that will work for you. If so, could I please have a number that they can call you at.

Thank you

Eleanor Mulloy, Executive Administrative Assistant

Office of the Premier

Office Phone: 250-356-2605

Cell Phone: 250-208-6194

UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 11:20 AM  
**To:** Akam, Shelly L FIN:EX  
**Cc:** Magee, Tracey FIN:EX  
**Subject:** FW: Standing desk for s.22  
**Attachments:** Scan\_20181011.pdf  
  
**Importance:** High

Please see attached and please let me what are the next steps on getting a standing desk for s.22  
s.22

Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Parte, Maura PSA:EX  
**Sent:** Monday, November 19, 2018 11:15 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Standing desk for s.22

Hi Eleanor,

Shelly C recommended I talk to you regarding ordering a standing desk for s.22

s.22

The final step is to order the desk itself so I am wanting to let them know who in the Ministry of Finance can assist them with this.

Thank you,  
Maura

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 11:17 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Standing desk for s.22

Thanks for the information Maura, I will get the ball rolling on getting a standing desk for s.22

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Parte, Maura PSA:EX  
**Sent:** Monday, November 19, 2018 11:15 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Standing desk for s.22

Hi Eleanor,

Shelly C recommended I talk to you regarding ordering a standing desk for s.22

s.22

The final step is to order the desk itself so I am wanting to let them know who in the Ministry of Finance can assist them with this.

Thank you,  
Maura

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 11:08 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: who orders stand up desks?

Ergo assessors we can access:

Norah Thornton  
David Chalupnik  
Susan Slemko  
Bev Howe  
Jennifer Stonnell

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, November 19, 2018 9:35 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** who orders stand up desks?

Eleanor – someone downstairs has started the process to get a stand up desk – who do they deal with at MoFinance? As well, do we have a copy of the policy?

Thanks  
Shelley



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 10:29 AM  
**To:** Miller, Amy PREM:EX  
**Subject:** Catering

Hi Amy, I chatted with Keira and we do not usually arrange for catering for meetings unless it has a bunch of Ministers/Deputy Ministers attending. If you are wanting coffee/muffins to still be ordered, I will be willing to speak with Christine for her approval then happily arrange for catering!

Let me know and thank you in advance.

Eleanor

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, November 16, 2018 3:41 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Miller, Amy PREM:EX  
**Subject:** FW: helijet

Hi Amy,

We are still a little up in the air about who is assisting whom in this office. I am sending this request to Eleanor as it is my understanding that the Directors will now be assisted by her. I will check in about this on Monday when Don is back.

Thanks,

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

---

**From:** Miller, Amy PREM:EX  
**Sent:** Friday, November 16, 2018 3:38 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** helijet

Hi Keira,

Feel free to tell me if this isn't you, but would you be able to book a helijet flight for Wednesday (Nov 21)? I need to arrive before 9:00 and leave after 12:30. Also wondering if you know who I would connect with to arrange for coffee and muffins for that meeting? Thanks.

Amy

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 19, 2018 9:11 AM  
**To:** Trimble, Brett FIN:EX  
**Subject:** RE: today

Here all day ☺

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Saturday, November 17, 2018 10:14 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: today

Hi Eleanor,  
Sorry, I was held up at Gov House and didn't get out of there until near 5:30. I'm glad that Dean was able to address Amanda's question, so then I'll come by at some point next week and grab the phone.  
Hope you have/had a good weekend. ☺  
Regards,. Brett

**Brett Trimble**  
Systems Analyst  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 11:09 AM  
**To:** Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca>  
**Subject:** RE: today

I have it at my desk ☺ and Dean has helped Amanda out on her question. THANKS

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Friday, November 16, 2018 10:44 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: today

Yes, for sure, does after lunch work for you?

Regards, Brett

Brett Trimble  
Systems Analyst  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

---

**From:** [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)  
**Sent:** November 16, 2018 10:15 AM  
**To:** [Brett.Trimble@gov.bc.ca](mailto:Brett.Trimble@gov.bc.ca)  
**Subject:** today

Heya, hoping you are going to be popping by to pick up the Steph's cell phone AND Amanda has a question for you when you stop by!

Thanks Brett

Eleanor Mulloy, Executive Administrative Assistant

Office of the Premier

Office Phone: [250-356-2605](tel:250-356-2605)

Cell Phone: [250-208-6194](tel:250-208-6194)

UC Phone: [778-698-8971](tel:778-698-8971)

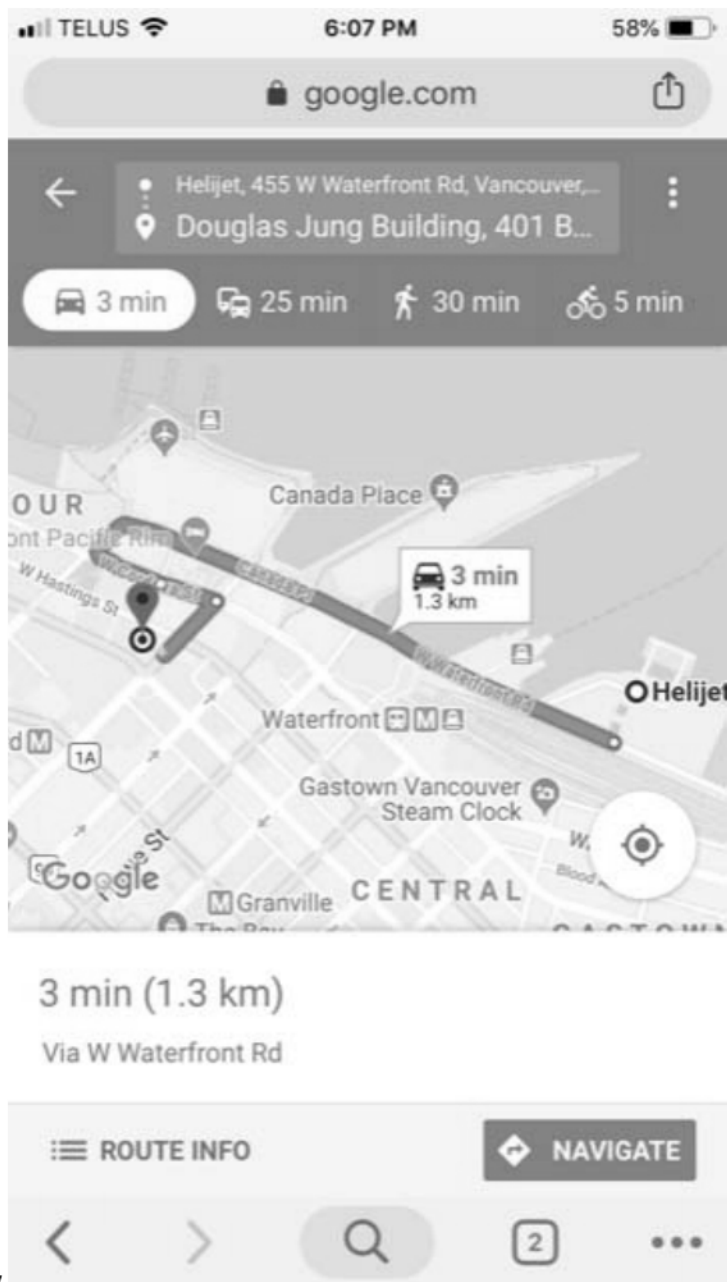
*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 18, 2018 6:11 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** Map to meeting location

Eric, the meeting is being held 1.3kms from Helijet so you might want to cab there. I have attached a map for your reference.



Sent from my

## Mulloy, Eleanor PREM:EX

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 4:12 PM  
**To:** Miller, Amy PREM:EX  
**Subject:** FW: Flight Itinerary. Thanks for choosing Harbour Air!

Your departure flight. I had to do a combo of harbour air and helijet as helijet had nothing available till after 930!

Eleanor

**From:** reservation@harbourair.com [mailto:reservation@harbourair.com]  
**Sent:** Friday, November 16, 2018 4:08 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

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

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

### Customer Information

#### Account


HAS #	s.17
Name	Amy Miller
Company	Office Of The Premier

Booking s.22

Wednesday, November 21, 2018

Flight #204

08:00 Victoria Harbour / Map 

08:35 Vancouver Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

· Amy Miller, Female

[Add to Calendar](#)

Invoice	s.22
Air Transportation Charges	
Sked 200/300 : (St) GO Flex	\$186.64
Taxes, Fees and Charges	
All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Billing	\$197.15
Taxes	\$0.00
<b>Grand Total</b>	<b>\$197.15</b>
Turbobucks	\$197.15

Date / Time	November 16, 2018 @ 4:07:16 PM
Summary	s.17
Service	Turbobucks
Ticket	s.17

**GoFlex Fare Conditions:**

Check in 25 minutes prior to departure time  
Refundable up to 15 minutes prior to Departure  
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)  
Select Seating \$10 (space permitting)  
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

**Baggage:**

**All routes (except routes listed below)**

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

**Between South Vancouver (YVR), Ganges & Maple Bay**

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

**Between South Vancouver (YVR), Victoria & Nanaimo**

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

**Scenic & Packaged Tours Cancellation:**

100% cancellation fee if cancelled within 24hrs of departure

## Booking Information

### Domestic Flights

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

### International Flights

- **Check in time is 60 minutes prior to flight time.** Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Passport book required for all passengers including infants** \*Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- **Cancellations:**
  - Please note that flights may experience delays or cancellations due to inclement weather.
  - Cancellations less than 24 hours result in a full forfeiture of the fare
  - Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**

- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

## Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

[www.harbourair.com](http://www.harbourair.com)

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 4:10 PM  
**To:** Miller, Amy PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

Your return flight!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Friday, November 16, 2018 4:07 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #

s.22

Name

Amy Miller

Booking s.22

Wednesday, November 21, 2018

719

14:10 Vancouver Harbour (Downtown)

14:45 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

· Amy Miller, Female

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL\_Winter18-19

\$309.52

+ GST

\$15.48

Billing

\$309.52

Taxes

\$15.48

**Grand Total**

**\$325.00**

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

## THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:

R102320165

Passenger Travel Information:

For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:

Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure

will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

**Terminals:**

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

**Parking:**

Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

**Aircraft Type:**

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

**Travel Documentation:**

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

**Baggage Allowance:**

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

Login to your account at [helijet.com](https://helijet.com)

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 3:57 PM  
**To:** Miller, Amy PREM:EX  
**Subject:** RE: helijet

Happy to book this travel and will arrange on Monday for coffee and muffins for the meeting.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Friday, November 16, 2018 3:41 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Miller, Amy PREM:EX  
**Subject:** FW: helijet

Hi Amy,

We are still a little up in the air about who is assisting whom in this office. I am sending this request to Eleanor as it is my understanding that the Directors will now be assisted by her. I will check in about this on Monday when Don is back.

Thanks,

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

---

**From:** Miller, Amy PREM:EX  
**Sent:** Friday, November 16, 2018 3:38 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** helijet

Hi Keira,

Feel free to tell me if this isn't you, but would you be able to book a helijet flight for Wednesday (Nov 21)? I need to arrive before 9:00 and leave after 12:30. Also wondering if you know who I would connect with to arrange for coffee and muffins for that meeting? Thanks.

Amy

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 3:23 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: schedling

Saw it come through! Kim was very nice and accommodating and I am happy to support you ☺

---

**From:** Basi, Selena PREM:EX  
**Sent:** Friday, November 16, 2018 3:22 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: schedling

Wonderful! In this case ,ADM Massey's office sent over an invite just a moment ago and they were able to make it work for this coming Tuesday.

But I am going to edit your access to the calendar so that you can set up future meetings. Thanks so much it's a huge help to have that support! \*SB

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, November 16, 2018 3:10 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: schedling

I am happy to do this for you anytime! I will need editor access to your calendar so if you can give me that, it would be appreciated.

I will set this meeting between ADM Massey and yourself hopefully before the 26<sup>th</sup> of November.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Basi, Selena PREM:EX  
**Sent:** Friday, November 16, 2018 2:31 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** schedling

Hi Eleanor, not sure if you were assisting Suzanne with scheduling and if it's something you may be able to assist me with from time to time?

I'm hoping to set up a short in person meeting (i.e. 45 minutes) with ADM Christine Massey. Before the 26<sup>th</sup> of Nov would be ideal, but from my scan she is pretty booked next week. I also don't see that she has an admin listed in the gal, but an exec coordinator. Let me know. I hope you're having a great Friday !

\*SB

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 3:22 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** PHONE MESSAGE

Francis phoned at 3:20 today about Okenge's calendar. Please call her back at 250-387-0744 when you have a chance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 11:47 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** s.22

s.22

Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 11:28 AM  
**To:** Andruz, Dean FIN:EX  
**Subject:** RE: Message

Heya, Eric's second monitor is here so I will put in Eric's office. I have ordered the docking station but am concerned I am missing ordering a video card...do I need to take care of that?

Thanks

Eleanor

---

**From:** Andruz, Dean FIN:EX  
**Sent:** Friday, November 16, 2018 11:13 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Message

Hi El,  
NC055310

Regards,

**Dean Andruz**  
@: Prem.tech@gov.bc.ca  
@: FIN.tech@gov.bc.ca  
Tel: 250-893-5915

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 11:08 AM  
**To:** Andruz, Dean FIN:EX <Dean.Andruz@gov.bc.ca>  
**Subject:** RE: Message

Dean, can you send me Eric's computer number? I need it for the docking station order. Thank you.

---

**From:** Andruz, Dean FIN:EX  
**Sent:** Friday, November 16, 2018 10:59 AM  
**To:** Mulloy, Eleanor PREM:EX; PREM Tech  
**Subject:** Re: Message

Hi Eleanor,  
As per my visit, Shelly's issue has been resolved.

Sent from my Samsung Galaxy smartphone.

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

From: "Mulloy, Eleanor PREM:EX" <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
Date: 2018-11-16 10:31 AM (GMT-08:00)  
To: PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
Subject: Message

Hello, this message keeps popping up on Shelley's computer and she does not have administrative rights to the computer to authorize this or know what program this actually is.

Can you help out?

Thanks in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

“One moment can change a day, one day can change a life and one life can change the world”

## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 11:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Service Request Form

[https://www.dcv.gov.bc.ca/Product/Listing/17472\\_Docking-Stations](https://www.dcv.gov.bc.ca/Product/Listing/17472_Docking-Stations)

**From:** Eleanor.Mulloy@gov.bc.ca [mailto:Eleanor.Mulloy@gov.bc.ca]  
**Sent:** Friday, November 16, 2018 11:19 AM  
**To:** Mulloy, Eleanor PREM:EX; FIN IMB Service Desk (78912) FIN:EX  
**Subject:** Service Request Form

### **Checkout Information**

**On-Site Address:** Eleanor Mulloy DMO 501 Bellville Street Victoria BC V8W 9E1  
**On-Site Contact Name:** Eleanor Mulloy  
**On-Site Contact Phone:** (250)356-2605  
**Account:** PREM-DEPUTY MINISTER'S OFFICE  
**Ministry Number:** 004  
**Responsibility Centre:** 36B10  
**Service Code:** 36205  
**Project Number:** 3600000  
**Expense Authority:** Jacqueline Hendry

### **Service Requests**

#### **Hardware - Add Hardware**

**Workstation Number:** NC055310  
**Additional Hardware:** THINKPAD USB 3.0 PRO DOCK (DUAL MONITOR) 40A70045US  
**Comments:** Please call Eleanor Mulloy at 250-356-2605 if you require more information

*Requestor:* Mulloy, Eleanor PREM:EX  
*Email:* Eleanor.Mulloy@gov.bc.ca  
*Time:* 2018-11-16 11:19:07

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 11:10 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: is Rose room free Tuesday at 4:30?

Sorry, Don has it booked for 4-5 that day.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 16, 2018 11:07 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** is Rose room free Tuesday at 4:30?

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 11:09 AM  
**To:** Trimble, Brett FIN:EX  
**Subject:** RE: today

I have it at my desk ☺ and Dean has helped Amanda out on her question. THANKS

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Friday, November 16, 2018 10:44 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: today

Yes, for sure, does after lunch work for you?

Regards, Brett

Brett Trimble  
Systems Analyst  
Ministry of Finance | Offices of the Premier  
Tel: 250-634-4966

---

**From:** Eleanor.Mulloy@gov.bc.ca  
**Sent:** November 16, 2018 10:15 AM  
**To:** Brett.Trimble@gov.bc.ca  
**Subject:** today

Heya, hoping you are going to be popping by to pick up the Steph's cell phone AND Amanda has a question for you when you stop by!

Thanks Brett

Eleanor Mulloy, Executive Administrative Assistant

Office of the Premier

Office Phone: 250-356-2605

Cell Phone: 250-208-6194

UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 10:35 AM  
**To:** Kristianson, Eric PREM:EX; Witter, Allison PREM:EX  
**Subject:** Agenda - Monday, November 19th  
**Attachments:** BC-DFONovember19\_1DayMtg\_SalmonAquacultureIssues\_FINALproposedAGENDA.pdf

Please see attached the Agenda for DFO meeting on Monday. It is also embedded in the calendar invite as a word doc.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 10:11 AM  
**To:** 'Robinson, Connor'  
**Subject:** RE: Follow up

Conner, I have gotten back to Dorothy saying the 1230pm PST will work on our end and she will be sending out a meeting request. I would like to forward the meeting request to Lorne Brownsey and Chief Bob Chamberlain (and you if I do not see you listed on it!)\_ so if you could please send me their email addresses, it would be much appreciated. Please let me know if there is anything else you require.

Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Robinson, Connor [mailto:Connor.Robinson@dfo-mpo.gc.ca]  
**Sent:** Friday, November 16, 2018 9:08 AM  
**To:** Kristianson, Eric PREM:EX; Mulloy, Eleanor PREM:EX  
**Cc:** Longtin, Jean; Wallace, Dorothy; Kahn, Zoe  
**Subject:** RE: Follow up

Thanks Eric,

It was good to connect with you this morning. I'm looping in Jean and Dorothy who manage our DMs' schedules. They can work with Eleanor to try to find a time slot that works on Wednesday or Thursday of next week.

Eric, do we think 30 minutes will be sufficient? If materials are provided in advance we'll hopefully be in a position to have a targeted conversation.

Thanks,  
Connor

---

**From:** Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>  
**Sent:** Friday, November 16, 2018 11:34 AM  
**To:** Robinson, Connor <Connor.Robinson@dfo-mpo.gc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>  
**Subject:** RE: Follow up

Connor,



As discussed, I was hoping that you could connect with Eleanor to help schedule the briefing with Lorne Brownsey and Chief Bob Chamberlain. Please let us know when you've got timing sorted and then we'll link everyone together and ensure that you have appropriate materials. I will likely be on the call as well.

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

---

**From:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>  
**Sent:** November 15, 2018 3:09 PM  
**To:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Subject:** RE: Follow up

How about 10:30 EST/7:30 PST? Can I call you at the number below?

---

**From:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Sent:** Thursday, November 15, 2018 6:01 PM  
**To:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>  
**Subject:** RE: Follow up

Sorry, Connor, misread the email stack on my phone. I'm good anytime after 7:00 PST if that works for you

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

---

**From:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>  
**Sent:** November 15, 2018 2:39 PM  
**To:** Kahn, Zoe <[Zoe.Kahn@dfo-mpo.gc.ca](mailto:Zoe.Kahn@dfo-mpo.gc.ca)>; Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Subject:** RE: Follow up

Thanks Zoe.

Eric, I'm happy to connect tomorrow morning. Let me know what works for you.

Connor  
613-990-0020

---

**From:** Kahn, Zoe  
**Sent:** Thursday, November 15, 2018 5:35 PM  
**To:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Cc:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>  
**Subject:** RE: Follow up

Hi Eric,

I am out of the office tomorrow but am connecting you with Connor Robinson, who is Kevin Stringer's Executive Assistant.

He is very well placed to have this conversation with you.

Big thanks!

Zoe

Zoe Kahn  
DMO/CSM  
(613) 993-9226

---

**From:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>

**Sent:** Thursday, November 15, 2018 5:28 PM

**To:** Kahn, Zoe <[Zoe.Kahn@dfo-mpo.gc.ca](mailto:Zoe.Kahn@dfo-mpo.gc.ca)>

**Subject:** Follow up

Zoe,

On our conference call with Don Wright, Catherine and Kevin this morning, we suggested 2 follow-up conversations that should occur early next week. Could you and I have a chat today or tomorrow morning on some of the details?

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 10:08 AM  
**To:** 'Wallace, Dorothy'  
**Subject:** RE: Follow up

Hi Dorothy, that time will work on our end and it would be great if you could send out a meeting request to Eric Kristianson. I will forward the meeting request to the other people who will be taking part in the call.

Thank you.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Wallace, Dorothy [mailto:Dorothy.Wallace@dfo-mpo.gc.ca]  
**Sent:** Friday, November 16, 2018 9:49 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Longtin, Jean; Kahn, Zoe; Kristianson, Eric PREM:EX; Robinson, Connor; Wallace, Dorothy  
**Subject:** RE: Follow up

Good day Eleanor,  
Looking at Catherine and Kevin's schedules, they would have availability on Wednesday, November 21<sup>st</sup> at 3:30 (EST) / 12:30 (Pacific) for a 30-minute call.

Would this work from your end? If so, will you send out the invitation or would you like me to?

Yours,

Dorothy Wallace  
Scheduling Coordinator | Coordonnatrice de l'agenda  
Office of the Deputy Minister | Bureau de la Sous-ministre  
Fisheries and Oceans Canada | Pêches et Océans Canada  
200 Kent St, 15S010 Ottawa, ON K1A 0E6  
[dorothy.wallace@dfo-mpo.gc.ca](mailto:dorothy.wallace@dfo-mpo.gc.ca)  
Telephone | Téléphone 613-991-4849  
Government of Canada | Gouvernement du Canada

---

**From:** Robinson, Connor  
**Sent:** November-16-18 12:08 PM  
**To:** Kristianson, Eric PREM:EX; Mulloy, Eleanor PREM:EX  
**Cc:** Longtin, Jean; Wallace, Dorothy; Kahn, Zoe  
**Subject:** RE: Follow up

Thanks Eric,

It was good to connect with you this morning. I'm looping in Jean and Dorothy who manage our DMs' schedules. They can work with Eleanor to try to find a time slot that works on Wednesday or Thursday of next week.

Eric, do we think 30 minutes will be sufficient? If materials are provided in advance we'll hopefully be in a position to have a targeted conversation.

Thanks,  
Connor

---

**From:** Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>  
**Sent:** Friday, November 16, 2018 11:34 AM  
**To:** Robinson, Connor <Connor.Robinson@dfo-mpo.gc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>  
**Subject:** RE: Follow up

Connor,

As discussed, I was hoping that you could connect with Eleanor to help schedule the briefing with Lorne Brownsey and Chief Bob Chamberlain. Please let us know when you've got timing sorted and then we'll link everyone together and ensure that you have appropriate materials. I will likely be on the call as well.

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

---

**From:** Robinson, Connor <Connor.Robinson@dfo-mpo.gc.ca>  
**Sent:** November 15, 2018 3:09 PM  
**To:** Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>  
**Subject:** RE: Follow up

How about 10:30 EST/7:30 PST? Can I call you at the number below?

---

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**Sent:** Thursday, November 15, 2018 6:01 PM  
**To:** Robinson, Connor <Connor.Robinson@dfo-mpo.gc.ca>  
**Subject:** RE: Follow up

Sorry, Connor, misread the email stack on my phone. I'm good anytime after 7:00 PST if that works for you

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

---

**From:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>  
**Sent:** November 15, 2018 2:39 PM  
**To:** Kahn, Zoe <[Zoe.Kahn@dfo-mpo.gc.ca](mailto:Zoe.Kahn@dfo-mpo.gc.ca)>; Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Subject:** RE: Follow up

Thanks Zoe.

Eric, I'm happy to connect tomorrow morning. Let me know what works for you.

Connor  
613-990-0020

---

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**Sent:** Thursday, November 15, 2018 5:35 PM  
**To:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Cc:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>  
**Subject:** RE: Follow up

Hi Eric,

I am out of the office tomorrow but am connecting you with Connor Robinson, who is Kevin Stringer's Executive Assistant.

He is very well placed to have this conversation with you.

Big thanks!

Zoe

Zoe Kahn  
DMO/CSM  
(613) 993-9226

---

**From:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Sent:** Thursday, November 15, 2018 5:28 PM  
**To:** Kahn, Zoe <[Zoe.Kahn@dfo-mpo.gc.ca](mailto:Zoe.Kahn@dfo-mpo.gc.ca)>  
**Subject:** Follow up

Zoe,

On our conference call with Don Wright, Catherine and Kevin this morning, we suggested 2 follow-up conversations that should occur early next week. Could you and I have a chat today or tomorrow morning on some of the details?

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 9:33 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: Eric Kristianson - iExpense

FYI and they are hoping to have all this done by end of day Tuesday.

---

**From:** Williams, Laurel FIN:EX  
**Sent:** Friday, November 16, 2018 9:29 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Poldrugovac, Saija FIN:EX  
**Subject:** Eric Kristianson - iExpense

Hello stranger 😊

Ok so Eric still has access set up from when GCPE transferred from Education to Finance. I have just gone in and requested to remove that access. Once this is done, I will get him set up properly for the Premier's office.

It is a 2 step process ( removing old access and then adding new access). I will let you know once it has been completed and then his employee profile will need to be updated before you add the delegate status. If you need help with any of these steps, I can help you.

Thanks, Laurel

**Laurel Williams**  
Financial Systems & Management Analyst  
Corporate Services Division  
Ministry of Finance  
Phone: 250 208-4006

**<mailto:Laurel.Williams@gov.bc.ca>**

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 16, 2018 8:43 AM  
**To:** Robinson, Connor  
**Subject:** RE: Follow up

Hello Conner, I am available today until 4pm then back on Monday. My hours are 815-415 and my numbers are listed below. I look forward to helping get this meeting sorted.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Friday, November 16, 2018 8:34 AM  
**To:** Robinson, Connor; Mulloy, Eleanor PREM:EX  
**Subject:** RE: Follow up

Connor,

As discussed, I was hoping that you could connect with Eleanor to help schedule the briefing with Lorne Brownsey and Chief Bob Chamberlain. Please let us know when you've got timing sorted and then we'll link everyone together and ensure that you have appropriate materials. I will likely be on the call as well.

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

---

**From:** Robinson, Connor <Connor.Robinson@dfo-mpo.gc.ca>  
**Sent:** November 15, 2018 3:09 PM  
**To:** Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>  
**Subject:** RE: Follow up

How about 10:30 EST/7:30 PST? Can I call you at the number below?

---

**From:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Sent:** Thursday, November 15, 2018 6:01 PM

**To:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>

**Subject:** RE: Follow up

Sorry, Connor, misread the email stack on my phone. I'm good anytime after 7:00 PST if that works for you

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

---

**From:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>

**Sent:** November 15, 2018 2:39 PM

**To:** Kahn, Zoe <[Zoe.Kahn@dfo-mpo.gc.ca](mailto:Zoe.Kahn@dfo-mpo.gc.ca)>; Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>

**Subject:** RE: Follow up

Thanks Zoe.

Eric, I'm happy to connect tomorrow morning. Let me know what works for you.

Connor  
613-990-0020

---

**From:** Kahn, Zoe

**Sent:** Thursday, November 15, 2018 5:35 PM

**To:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>

**Cc:** Robinson, Connor <[Connor.Robinson@dfo-mpo.gc.ca](mailto:Connor.Robinson@dfo-mpo.gc.ca)>

**Subject:** RE: Follow up

Hi Eric,

I am out of the office tomorrow but am connecting you with Connor Robinson, who is Kevin Stringer's Executive Assistant.

He is very well placed to have this conversation with you.

Big thanks!

Zoe

Zoe Kahn  
DMO/CSM  
(613) 993-9226

---

**From:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>

**Sent:** Thursday, November 15, 2018 5:28 PM

**To:** Kahn, Zoe <[Zoe.Kahn@dfo-mpo.gc.ca](mailto:Zoe.Kahn@dfo-mpo.gc.ca)>

**Subject:** Follow up

Zoe,



On our conference call with Don Wright, Catherine and Kevin this morning, we suggested 2 follow-up conversations that should occur early next week. Could you and I have a chat today or tomorrow morning on some of the details?

Thanks

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier,  
Deputy Minister's Office  
778-584-1248

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 4:09 PM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** FW: 617 Government Alarm System

FYI

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Friday, November 30, 2018 2:58 PM  
**To:** Massy, Michelle E PREM:EX; Mulloy, Eleanor PREM:EX  
**Cc:** St Hilair, Diane CITZ:EX; Masson, Michael CITZ:EX  
**Subject:** 617 Government Alarm System

Good afternoon,

I have received final confirmation of the issue that caused the alarms to have intermittent issues all day today. This was created from moving to unified communications and the TELUS connection to the safelink service. This has now been corrected and Paladin has tested the site in each of 049, 033, 032 to ensure that no further alarm issues will occur. I thank you for your patience and being willing to work with me today to rectify these issues. If there is anything else that you require please reach out to me and I would be happy to assist.

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 3:07 PM  
**To:** Leppard, Brianna AGRI:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Hi Brianna, Eric is available on both December 11<sup>th</sup> and 12<sup>th</sup> at the moment and will make anytime that is eventually settled on, work.

Eleanor

---

**From:** Copage, Caitlin GCPE:EX  
**Sent:** Friday, November 30, 2018 2:54 PM  
**To:** Mulloy, Eleanor PREM:EX; Leppard, Brianna AGRI:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX; Kristianson, Eric PREM:EX; Johnson, Lisa E AGRI:EX; Rendek, Judy LASS:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Hi all, apologies – we will need to reschedule this meeting for the week of December 10. I understand from Evan Pivnick that MLA Olsen may be available for a call on Dec 11 and will be in the legislature in person on Dec 12.

Eleanor and Brianna – if you could work together to find times that may work for AGRI and Eric, we can see if those will work for MLA Olsen.

Thanks again, apologies for the inconvenience!

Best,

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

---

**From:** Copage, Caitlin GCPE:EX  
**Sent:** Thursday, November 29, 2018 2:15 PM  
**To:** Mulloy, Eleanor PREM:EX; Leppard, Brianna AGRI:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX; Kristianson, Eric PREM:EX; Johnson, Lisa E AGRI:EX; Rendek, Judy LASS:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Hi everyone,

MLA Olsen's staff would like to book this meeting for 2:30 PM on Monday, December 3 by phone. I will add this timing to calendars; Ministry staff are in NL on this date, and I understand that it may be that only Eric K is able to join.

Please let me know if you have any questions or if I can help in any way.

Thanks!

Caitlin Copage

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Monday, November 26, 2018 11:26 AM  
**To:** Copage, Caitlin GCPE:EX; Rendek, Judy LASS:EX; Leppard, Brianna AGRI:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX; Kristianson, Eric PREM:EX; Johnson, Lisa E AGRI:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Eric is available any time after 2:30PST on December 3<sup>rd</sup>.

**Judy** – what would work best for MLA Olsen?

Eleanor

---

**From:** Copage, Caitlin GCPE:EX  
**Sent:** Monday, November 26, 2018 10:55 AM  
**To:** Rendek, Judy LASS:EX; Leppard, Brianna AGRI:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX; Kristianson, Eric PREM:EX; Johnson, Lisa E AGRI:EX; Mulloy, Eleanor PREM:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Thanks Judy – I understand that the Ministry staff would likely need to dial in by phone as well if they are able to attend, and I believe Eric Kristianson would be available in person, so not to worry if MLA Olsen ends up only being available by phone.

Eleanor – is there a convenient time for Eric after 2:30 PM PST? If we can nail that down, Brianna can then determine if AGRI can dial in.

Thank you,

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

---

**From:** Rendek, Judy [<mailto:Judy.Rendek@leg.bc.ca>]  
**Sent:** Monday, November 26, 2018 9:18 AM  
**To:** Copage, Caitlin GCPE:EX; Leppard, Brianna AGRI:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX; Kristianson, Eric PREM:EX; Johnson, Lisa E AGRI:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Hi  
Adam could be available on Dec 3 at or after 2:30. It may be by phone call as we are still determining his schedule that day.  
Regards,  
Judy Rendek

---

**From:** Copage, Caitlin GCPE:EX [mailto:Caitlin.Copage@gov.bc.ca]  
**Sent:** Friday, November 23, 2018 3:43 PM  
**To:** Rendek, Judy <Judy.Rendek@leg.bc.ca>; Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>  
**Cc:** Smith, Jessica C AGRI:EX <Jessica.C.Smith@gov.bc.ca>; Sanford, Donna L GCPE:EX <Donna.Sanford@gov.bc.ca>; Pivnick, Evan <Evan.Pivnick@leg.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>; Johnson, Lisa E AGRI:EX <Lisa.Johnson@gov.bc.ca>  
**Subject:** RESCHED: Mtg Hold Request: Aquaculture

Hi Brianna (for Lisa) and Judy,

Could I please ask your help to reschedule this hold, currently set for 5:15 on Nov 26? We'd like to aim for December 3, if possible. Judy, perhaps if Adam is available by phone or in person that day, you could let us know what times might work, and Lisa can help confirm for Jessica and the AGRI staff attending.

Eric Kristianson will also aim to attend, cc'd here.

Thanks all – please let me know if I can help in any way. (Brianna – please feel free to give me a call if you have any questions or need further background on this request while you fill in for Lisa.)

Best,

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

---

**From:** Johnson, Lisa E AGRI:EX  
**Sent:** Tuesday, November 13, 2018 3:59 PM  
**To:** Rendek, Judy LASS:EX; Copage, Caitlin GCPE:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX  
**Subject:** RE: Mtg Hold Request: Aquaculture

Hi Judy

5:15 works for staff.

Thank you  
Lisa

---

**From:** Rendek, Judy <Judy.Rendek@leg.bc.ca>  
**Sent:** November 13, 2018 1:36 PM  
**To:** Johnson, Lisa E AGRI:EX <Lisa.Johnson@gov.bc.ca>; Copage, Caitlin GCPE:EX <Caitlin.Copage@gov.bc.ca>  
**Cc:** Smith, Jessica C AGRI:EX <Jessica.C.Smith@gov.bc.ca>; Sanford, Donna L GCPE:EX <Donna.Sanford@gov.bc.ca>; Pivnick, Evan V LASS:EX <Evan.Pivnick@leg.bc.ca>  
**Subject:** RE: Mtg Hold Request: Aquaculture

Hello

Room 028 is available. Please note that Adam will be returning from a ministry meeting at 5:00. I would like to suggest a start time of 5:15. Would this create any difficulty. Otherwise perhaps start time of 5:05.

Regards,  
Judy

---

**From:** Johnson, Lisa E AGRI:EX [<mailto:Lisa.Johnson@gov.bc.ca>]  
**Sent:** Tuesday, November 13, 2018 1:25 PM  
**To:** Rendek, Judy <[Judy.Rendek@leg.bc.ca](mailto:Judy.Rendek@leg.bc.ca)>; Copage, Caitlin GCPE:EX <[Caitlin.Copage@gov.bc.ca](mailto:Caitlin.Copage@gov.bc.ca)>  
**Cc:** Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Sanford, Donna L GCPE:EX <[Donna.Sanford@gov.bc.ca](mailto:Donna.Sanford@gov.bc.ca)>; Pivnick, Evan <[Evan.Pivnick@leg.bc.ca](mailto:Evan.Pivnick@leg.bc.ca)>  
**Subject:** RE: Mtg Hold Request: Aquaculture

Hi Judy

Our DMO staff is available on November 26 at 5:00pm

Will the meeting take place in your office?

Thank you,  
Lisa

---

**From:** Rendek, Judy <[Judy.Rendek@leg.bc.ca](mailto:Judy.Rendek@leg.bc.ca)>  
**Sent:** November 9, 2018 11:09 AM  
**To:** Copage, Caitlin GCPE:EX <[Caitlin.Copage@gov.bc.ca](mailto:Caitlin.Copage@gov.bc.ca)>; Johnson, Lisa E AGRI:EX <[Lisa.Johnson@gov.bc.ca](mailto:Lisa.Johnson@gov.bc.ca)>  
**Cc:** Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Sanford, Donna L GCPE:EX <[Donna.Sanford@gov.bc.ca](mailto:Donna.Sanford@gov.bc.ca)>; Pivnick, Evan V LASS:EX <[Evan.Pivnick@leg.bc.ca](mailto:Evan.Pivnick@leg.bc.ca)>  
**Subject:** RE: Mtg Hold Request: Aquaculture

Hi  
Regarding the scheduling of this meeting for Nov 26, the only timeslots for Adam are 2:30-3:30 or after 5:00.  
Regards,  
Judy Rendek

---

**From:** Copage, Caitlin GCPE:EX [<mailto:Caitlin.Copage@gov.bc.ca>]  
**Sent:** Friday, November 9, 2018 10:42 AM  
**To:** Johnson, Lisa E AGRI:EX <[Lisa.Johnson@gov.bc.ca](mailto:Lisa.Johnson@gov.bc.ca)>; Rendek, Judy <[Judy.Rendek@leg.bc.ca](mailto:Judy.Rendek@leg.bc.ca)>  
**Cc:** Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Sanford, Donna L GCPE:EX <[Donna.Sanford@gov.bc.ca](mailto:Donna.Sanford@gov.bc.ca)>; Pivnick, Evan <[Evan.Pivnick@leg.bc.ca](mailto:Evan.Pivnick@leg.bc.ca)>  
**Subject:** Mtg Hold Request: Aquaculture

Hi Lisa and Judy,

AGRI has asked that we initiate scheduling for a tentative hold for a meeting with MLA Olsen on November 28 to discuss an aquaculture update on November 26 if possible.

Could I please ask your help to identify a time that would work for the following folks:

**Timing:**

- 45 minutes
- Nov 26

**Attendees:**

- AGRI MA, Minister Popham and/or AGRI staff (tbd per Jessica Smith)
- MLA Olsen, Claire Hume, and/or additional Green Caucus staff (tbd per Evan Pivnick)

- Donna Sanford and/or Caitlin Copage, CASA Secretariat

Thank you – please let me know if I can help with this request in any way.

Best,

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 2:24 PM  
**To:** Karger, Kristina EMBC:EX  
**Subject:** RE: ADMCEM - Agenda and meeting reminder December 4th

Thanks!

---

**From:** Karger, Kristina EMBC:EX  
**Sent:** Friday, November 30, 2018 1:29 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: ADMCEM - Agenda and meeting reminder December 4th

FYI...I've added you to our assistants distribution list for future emails.

**Kristie Karger** | Executive Coordinator  
Office of the Assistant Deputy Minister  
Emergency Management BC  
Ministry of Public Safety and Solicitor General

*Acknowledging the Wsanec and Lekwungen People whose land I am grateful to work, live and grow on.*

---

**From:** Tanaka, Sandra EMBC:EX  
**Sent:** November 30, 2018 9:48 AM  
**To:** Brazier, Heather M EMBC:EX <[Heather.Brazier@gov.bc.ca](mailto:Heather.Brazier@gov.bc.ca)>; Forge, Kathryn EMBC:EX <[Kathryn.Forge@gov.bc.ca](mailto:Kathryn.Forge@gov.bc.ca)>; Walker, Jennifer FLNR:EX <[Jennifer.7.Walker@gov.bc.ca](mailto:Jennifer.7.Walker@gov.bc.ca)>; Burleson, Ron FLNR:EX <[Ron.Burleson@gov.bc.ca](mailto:Ron.Burleson@gov.bc.ca)>; Delaney, Alex EMBC:EX <[Alex.Delaney@gov.bc.ca](mailto:Alex.Delaney@gov.bc.ca)>; McClintock, Carol EMBC:EX <[Carol.McClintock@gov.bc.ca](mailto:Carol.McClintock@gov.bc.ca)>; Rincon, Ivan CITZ:EX <[Ivan.Rincon@gov.bc.ca](mailto:Ivan.Rincon@gov.bc.ca)>; Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>; Faganello, Tara MAH:EX <[Tara.Faganello@gov.bc.ca](mailto:Tara.Faganello@gov.bc.ca)>; XT:Lavery, John HLTH:IN <[john.lavery@phsa.ca](mailto:john.lavery@phsa.ca)>; Karger, Kristina EMBC:EX <[Kristina.Karger@gov.bc.ca](mailto:Kristina.Karger@gov.bc.ca)>; Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>; Lalani, Arif AGRI:EX <[Arif.Lalani@gov.bc.ca](mailto:Arif.Lalani@gov.bc.ca)>; Lewis, Cameron F EMBC:EX <[Cameron.Lewis@gov.bc.ca](mailto:Cameron.Lewis@gov.bc.ca)>; Lowe, Mike GCPE:EX <[Mike.Lowe@gov.bc.ca](mailto:Mike.Lowe@gov.bc.ca)>; Maley, Madeline L EMBC:EX <[Madeline.Maley@gov.bc.ca](mailto:Madeline.Maley@gov.bc.ca)>; Morel, David P ENV:EX <[David.Morel@gov.bc.ca](mailto:David.Morel@gov.bc.ca)>; Nash, Laurel IRR:EX <[Laurel.Nash@gov.bc.ca](mailto:Laurel.Nash@gov.bc.ca)>; Richter, Kevin J TRAN:EX <[Kevin.Richter@gov.bc.ca](mailto:Kevin.Richter@gov.bc.ca)>; Stanford, Susan CITZ:EX <[Susan.Stanford@gov.bc.ca](mailto:Susan.Stanford@gov.bc.ca)>; Sutherland, Craig FLNR:EX <[Craig.Sutherland@gov.bc.ca](mailto:Craig.Sutherland@gov.bc.ca)>; Tanaka, Sandra EMBC:EX <[Sandra.Tanaka@gov.bc.ca](mailto:Sandra.Tanaka@gov.bc.ca)>; Trudeau, Claudia ENV:EX <[Claudia.Trudeau@gov.bc.ca](mailto:Claudia.Trudeau@gov.bc.ca)>; Twyford, Philip MCF:EX <[Philip.Twyford@gov.bc.ca](mailto:Philip.Twyford@gov.bc.ca)>; Upton, Debi L SDPR:EX <[Debi.Upton@gov.bc.ca](mailto:Debi.Upton@gov.bc.ca)>  
**Cc:** Andrade, Ana MAH:EX <[Ana.Andrade@gov.bc.ca](mailto:Ana.Andrade@gov.bc.ca)>; Beadman, Krista FLNR:EX <[Krista.Beadman@gov.bc.ca](mailto:Krista.Beadman@gov.bc.ca)>; Boyce, Melanie FLNR:EX <[Melanie.Boyce@gov.bc.ca](mailto:Melanie.Boyce@gov.bc.ca)>; Buttman, Ashley ENV:EX <[Ashley.Buttman@gov.bc.ca](mailto:Ashley.Buttman@gov.bc.ca)>; Cameron, Sandra AGRI:EX <[Sandra.Cameron@gov.bc.ca](mailto:Sandra.Cameron@gov.bc.ca)>; Ferguson, Wendy CITZ:EX <[Wendy.Ferguson@gov.bc.ca](mailto:Wendy.Ferguson@gov.bc.ca)>; Fraser, Agnes EMBC:EX <[Agnes.Fraser@gov.bc.ca](mailto:Agnes.Fraser@gov.bc.ca)>; Hold - 180523 - Thomson, Lia MAH:EX <[Lia.Thomson@gov.bc.ca](mailto:Lia.Thomson@gov.bc.ca)>; Hubbard, Jocelyn MCF:EX <[Jocelyn.Hubbard@gov.bc.ca](mailto:Jocelyn.Hubbard@gov.bc.ca)>; Kelly, Alisha EMBC:EX <[Alisha.Kelly@gov.bc.ca](mailto:Alisha.Kelly@gov.bc.ca)>; Kerr, Christie SDPR:EX <[Christie.Kerr@gov.bc.ca](mailto:Christie.Kerr@gov.bc.ca)>; Kubisheski, Carlee MAH:EX <[Carlee.Kubisheski@gov.bc.ca](mailto:Carlee.Kubisheski@gov.bc.ca)>; Leinweber, Rachelle R IRR:EX <[Rachelle.Leinweber@gov.bc.ca](mailto:Rachelle.Leinweber@gov.bc.ca)>; Lenz, Allison EMBC:EX <[Allison.Lenz@gov.bc.ca](mailto:Allison.Lenz@gov.bc.ca)>; Longtin, Lorraine CITZ:EX <[Lorraine.Longtin@gov.bc.ca](mailto:Lorraine.Longtin@gov.bc.ca)>; Ostropolski, Melissa TRAN:EX <[Melissa.Ostropolski@gov.bc.ca](mailto:Melissa.Ostropolski@gov.bc.ca)>; Phillips, Holly TRAN:EX <[Holly.Phillips@gov.bc.ca](mailto:Holly.Phillips@gov.bc.ca)>; Rothe, Karen J EMBC:EX <[Karen.Rothe@gov.bc.ca](mailto:Karen.Rothe@gov.bc.ca)>; Thibault, Emily E IRR:EX <[Emily.Thibault@gov.bc.ca](mailto:Emily.Thibault@gov.bc.ca)>; Weir, Shauna FLNR:EX <[Shauna.Weir@gov.bc.ca](mailto:Shauna.Weir@gov.bc.ca)>; Woodcock, Danielle EMBC:EX <[Danielle.Woodcock@gov.bc.ca](mailto:Danielle.Woodcock@gov.bc.ca)>  
**Subject:** ADMCEM - Agenda and meeting reminder December 4th



Hello ADMCEM members and presenters,

Just a reminder that the next ADMCEM meeting is scheduled for **Tuesday, December 4, 2018** from **1:30 to 3:00 pm** at **1001 Douglas street** (Sussex Building), **Boardroom 212**.

Please find attached the agenda for Tuesday's meeting and the meeting materials can be found on the sharepoint site. Presenters, please arrive a few minutes early in case we are ahead of schedule. Also please text when you arrive. 250 415 9625.

A gentle reminder: If you have a delegate attending in your absence, please ensure the meeting notice and materials are forwarded to them. Your EAs should all have access to the sharepoint site. If they do not, please let Kristie Karger know and she will get them access. [Kristina.Karger@gov.bc.ca](mailto:Kristina.Karger@gov.bc.ca)

Thank you.  
Sandra

**Sandra Tanaka** | Director of Corporate and Strategic Initiatives  
Office of the Assistant Deputy Minister  
Emergency Management BC  
Ministry of Public Safety and Solicitor General  
Tel: 250 952-5040

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 10:57 AM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: 2019 Value of Biogas West - Early Bird Closes Tomorrow!

You are all registered and I forgot to ask for your email "ok" from Christine to attend this conference. I have to include it with my CC bill! Thanks!

---

**From:** Basi, Selena PREM:EX  
**Sent:** Thursday, November 29, 2018 6:05 PM  
**To:** Wensink, Alison PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Hendry, Jackie PREM:EX  
**Subject:** Re: 2019 Value of Biogas West - Early Bird Closes Tomorrow!

Yes that would be great . 250-208-7070 anytime after 830 would be great

Sent from my iPhone

On Nov 29, 2018, at 4:15 PM, Wensink, Alison PREM:EX <[Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca)> wrote:

Hi Selena,

I tried to register you, but there are quite a few selections that need to be made on which sessions you want to attend and whether or not you will attend multiple breakfast/lunch events. Can I give you a call tomorrow morning to go through all of these?

Thanks,

Alison

---

**From:** Basi, Selena PREM:EX  
**Sent:** Thursday, November 29, 2018 3:14 PM  
**To:** Mulloy, Eleanor PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX  
**Subject:** Fwd: 2019 Value of Biogas West - Early Bird Closes Tomorrow!

Hi ladies - could someone register me for this event ? As per below

Sent from my iPhone

Begin forwarded message:

**From:** 2019 Value of Biogas West <[matt@hallbarconsulting.com](mailto:matt@hallbarconsulting.com)>  
**Date:** November 29, 2018 at 7:15:10 AM PST  
**To:** [selena.basi@gov.bc.ca](mailto:selena.basi@gov.bc.ca)  
**Subject:** 2019 Value of Biogas West - Early Bird Closes Tomorrow!  
**Reply-To:** [matt@hallbarconsulting.com](mailto:matt@hallbarconsulting.com)

# EARLY BIRD RATES END TOMORROW!

**A friendly reminder that the 2019 Value of Biogas West early bird rates end tomorrow!**

Before heading off for the weekend, click 'Register' below to **save yourself \$150!!!**

**REGISTER**



**FOR PROGRAM INFORMATION:  
CLICK HERE**

## **VENUE INFORMATION**

2019 Value of Biogas West Conference will be held at the **Coast Coal Harbour Hotel** (1180 West Hastings Street, Vancouver). For more information, [click here.](#)

Hallbar Consulting | 170 - 422 Richards Street, Vancouver, BC V6B 2Z4 Canada

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Sent by matt@hallbarconsulting.com in collaboration with



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 10:10 AM  
**To:** Lee, Tim FIN:EX  
**Subject:** RE: Regarding iStore# 913477 and SR2820481- Amy Miller

As always, you are awesome!

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

**From:** Lee, Tim FIN:EX  
**Sent:** Friday, November 30, 2018 10:03 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Regarding iStore# 913477 and SR2820481- Amy Miller

Yes that was my plan.

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

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 9:57 AM  
**To:** Lee, Tim FIN:EX <Tim.Lee@gov.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>; Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>  
**Subject:** RE: Regarding iStore# 913477 and SR2820481- Amy Miller

Thank you Tim for organizing this. Could you please give to Prem Tech as they will be installing it for Amy. Thank you

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

**From:** Lee, Tim FIN:EX  
**Sent:** Thursday, November 29, 2018 9:21 AM  
**To:** Shaw, Barry ISMC:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Miller, Amy PREM:EX  
**Subject:** RE: Regarding iStore# 913477 and SR2820481- Amy Miller

Hi Barry,

Please have the monitor shipped to the 3rd floor at 617 Government to my attention, Amy is currently out of the office, I will drop it off to her when she is back.

Ship to:  
Ministry of Finance  
Attn: Tim Lee  
3rd Fl. 617 Government Street  
Victoria, BC  
Tele: 250 213-7273

Thanks,

Tim Lee  
IT Procurement & Asset Management Coordinator Information Management Branch Ministry of Finance Office of the  
Premier and various agencies, boards and commissions 3rd Fl. 617 Government Street Victoria BC V8W 9V1

Tel: 778-698-3069  
Cell: 250-213-7273

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

From: 77000@gov.bc.ca <77000@gov.bc.ca>  
Sent: November 28, 2018 10:27 PM  
To: Lee, Tim FIN:EX <Tim.Lee@gov.bc.ca>  
Subject: Regarding iStore# 913477 and SR2820481

With regards to iStore# 913477, at this time we have put your order On Hold as additional information is required before we are able to proceed.

Just need clarification on the address to ship to for this monitor

The site contact (which is the normal ship to person/address) is Eleanor Mulloy at:

Room 272 West Annex, Parliament Bldgs

but Amy Miller and the Workstation are listed at  
617 Government

Please advise which location the monitor gets shipped to.

Once the undersigned IMAC Agent has received your response with the required additional information, your order will be taken Off Hold and assigned to an IMAC Coordinator to fulfill.

Thank you for your understanding.

Barry Shaw  
IMAC Analyst  
OCIO

Barry.Shaw@gov.bc.ca

WO1779260

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 10:01 AM  
**To:** Cockle, Kayla CITZ:EX  
**Subject:** RE: Thank You

No worries! I got there and Amy had let them in and they were busily setting off alarms and working with Dawn on getting it all corrected.

Have a great weekend!

Eleanor

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Friday, November 30, 2018 9:57 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Thank You

Good morning Eleanor,

I would just like to say thank you for letting Paladin into the suite to trouble shoot the programming issue. They continue to work on a resolution now and I will follow up with an update when they have corrected the error. I really appreciate you going above and beyond to allow Paladin into the space to complete this work.

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 9:59 AM  
**To:** Miller, Amy PREM:EX  
**Subject:** Time on Line

I do believe we have it figured out your TOL. Can you let me know who the supervisor is that is showing up as approver as I will work with her offices to get her off her list. You are showing up on Jackie's so all is well there.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*



**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 9:58 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** Aquaculture

Caitlin Copage from CASA is wondering if Monday still works for you for the aquaculture meeting? It is at 230 and I have accepted it into your calendar.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 9:44 AM  
**To:** Seiferling, Eric CITZ:EX  
**Subject:** RE: Ringer volume//Savi 440

Worked like a charm, thanks Eric!

---



**From:** Seiferling, Eric CITZ:EX  
**Sent:** Friday, November 30, 2018 7:17 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Ringer volume//Savi 440

Hi Eleanor –

I promised I would get back to you about this.

There is a way to adjust the ringer volume on your new headset. It is done through the skype/lync app.

If you'd like to try now, I'll give you some brief instructions. Since you are getting a new PC soon, you'll have to do it again when that happens.

1. In the Lync/Skype main window, click on the settings cog . In the next window, choose "audio device" in the left-hand pane.
2. There are 3 slider bars here, the third being "Ringer". You should be able to adjust volume here, and press the  button to test.

I hope this helps! Let me know if you have any more questions.

**Eric Seiferling**  
UC Consultant  
Network Communications and Collaboration Services  
OCIO Enterprise Services, Office of the Government Chief Information Officer  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Phone: 778-698-2667  
[Eric.seiferling@gov.bc.ca](mailto:Eric.seiferling@gov.bc.ca)



Page 245 of 365

Withheld pursuant to/removed as

s.22

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 30, 2018 8:37 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: Earlier flight

On it

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

From: Kristianson, Eric PREM:EX  
Sent: Friday, November 30, 2018 7:23 AM  
To: Mulloy, Eleanor PREM:EX  
Subject: Earlier flight

Morning Eleanor,

Could

You look into getting me an earlier flight back to Victoria ? Any time after 1?

Thanks.

Eric Kristianson  
ADM Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-584-1248

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 29, 2018 4:20 PM  
**To:** Massy, Michelle E PREM:EX  
**Cc:** Canitz, Shelley L PREM:EX  
**Subject:** Re: 032 up and running?

Yes they are but we do not have a photocopier as of yet so is it possible for them to use the one in Room 033 till theirs is delivered and running?

Eleanor

Sent from my iPhone

On Nov 29, 2018, at 2:13 PM, Massy, Michelle E PREM:EX <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)> wrote:

Hi Eleanor,

Are Amy, Selena and Allison all up and running in 032? We are just updating and ensuring the access to our rooms is up to date so if they have everything they need in 032 now we will update the access to 033.

Thanks!  
Michelle

**Michelle Massy**  
Manager | Cabinet Operations  
Room 049 | 617 Government St. | Victoria, BC  
[778-974-5079](tel:778-974-5079) | cell: 250-516-0685

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

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 29, 2018 4:18 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** Re: 2019 Value of Biogas West - Early Bird Closes Tomorrow!

I will be in tomorrow so happy to take this on but will leave it up to you :). Thanks for being a rock star!!!

Eleanor

Sent from my iPhone

On Nov 29, 2018, at 4:15 PM, Wensink, Alison PREM:EX <[Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca)> wrote:

Hi Selena,

I tried to register you, but there are quite a few selections that need to be made on which sessions you want to attend and whether or not you will attend multiple breakfast/lunch events. Can I give you a call tomorrow morning to go through all of these?

Thanks,

Alison

---

**From:** Basi, Selena PREM:EX  
**Sent:** Thursday, November 29, 2018 3:14 PM  
**To:** Mulloy, Eleanor PREM:EX; Wensink, Alison PREM:EX; Hendry, Jackie PREM:EX  
**Subject:** Fwd: 2019 Value of Biogas West - Early Bird Closes Tomorrow!

Hi ladies - could someone register me for this event ? As per below

Sent from my iPhone

Begin forwarded message:

**From:** 2019 Value of Biogas West <[matt@hallbarconsulting.com](mailto:matt@hallbarconsulting.com)>  
**Date:** November 29, 2018 at 7:15:10 AM PST  
**To:** [selena.basi@gov.bc.ca](mailto:selena.basi@gov.bc.ca)  
**Subject:** 2019 Value of Biogas West - Early Bird Closes Tomorrow!  
**Reply-To:** [matt@hallbarconsulting.com](mailto:matt@hallbarconsulting.com)

**EARLY BIRD RATES END  
TOMORROW!**

**A friendly reminder that the 2019 Value of Biogas West early bird rates end tomorrow!**

Before heading off for the weekend, click 'Register' below to **save yourself \$150!!!**

**REGISTER**



**FOR PROGRAM INFORMATION:  
CLICK HERE**

**VENUE INFORMATION**

2019 Value of Biogas West Conference will be held at the **Coast Coal Harbour Hotel** (1180 West Hastings Street, Vancouver). For more information, [click here.](#)

Hallbar Consulting | 170 - 422 Richards Street, Vancouver, BC V6B 2Z4 Canada

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 29, 2018 7:32 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** Re: Call for Records OOP-2018-87581 Records Due December 12, 2018

I will tackle this when back tomorrow,

Eleanor

Sent from my iPhone

On Nov 29, 2018, at 6:43 AM, Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)> wrote:

I think Eleanor has all my records for this request

Eric Kristianson  
ADM, Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-698-8511 (office)  
778-584-1248 (cel)

---

**From:** OOP FOI PREM:EX  
**Sent:** November 28, 2018 1:32 PM  
**To:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Cc:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Subject:** Call for Records OOP-2018-87581 Records Due December 12, 2018

Hi Eric,

*Please see the request below and please let me know by December 12<sup>th</sup> whether or not you have any records. Please PDF records into this folder:*

J:\ADMINISTRATION - 100-499\292 FOI\292-30 FOI Requests General\2018\Sept - Dec 2018\OOP-2018-87581 - Eric Kristianson all sent May to July 2018\Records

*Please let us know if you need any help with PDF'ing these records.*

**To PDF records:**

- Shift and up arrow to select emails (batches of about 100-150 emails at a time)
- File, Print, change printer to Adobe PDF
- Save in LAN folder

---

**Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from Eric Kristianson.**

**(Date Range for Record Search: From 05/01/2018 To 07/31/2018) Date Format is MM/DD/YYYY**

---



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

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 4:08 PM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** Thursday

s.22                      will be back in the offices on Friday. I have your leave reports tucked away and will get them to you on Friday or the next time you are in the offices.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 4:01 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** Dean's Number

Dean Andruz at 250-893-5915

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 3:51 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: room needed for Dec 6 9 to noon

I can see if I can get a room in the Leg Bldg. Who is attending?

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 28, 2018 3:41 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** room needed for Dec 6 9 to noon

Though I don't think it will go that long

If you see on my calendar, we need a room for a morning meeting for about 12 – any ideas where we could go?

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 3:23 PM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** Order please

Could you please order a wireless mouse ([https://www.staples.ca/en/Logitech-M325-Wireless-Mouse-Black/product\\_1929256\\_1-CA\\_1\\_20001](https://www.staples.ca/en/Logitech-M325-Wireless-Mouse-Black/product_1929256_1-CA_1_20001)), wireless keyboard ([https://www.staples.ca/en/Microsoft-850-Wireless-Keybaord/product\\_SS5018951\\_1-CA\\_1\\_20001](https://www.staples.ca/en/Microsoft-850-Wireless-Keybaord/product_SS5018951_1-CA_1_20001)) for Selena Basi and a package of blank white business card stock ([https://www.staples.ca/en/Avery-Perforated-Laser-Business-Cards-3-1-2-x-2-White-250-Pack-05371/product\\_18473\\_1-CA\\_1\\_20001](https://www.staples.ca/en/Avery-Perforated-Laser-Business-Cards-3-1-2-x-2-White-250-Pack-05371/product_18473_1-CA_1_20001)) for me.

I included links as example but if there are cheaper options, that would be great. There is no rush on these items as we have borrowed a mouse from Prem Tech.

Thank you

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 3:17 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Mouse

Doing a wireless keyboard as well ☺

---

**From:** Basi, Selena PREM:EX  
**Sent:** Wednesday, November 28, 2018 1:22 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Mouse

Sure, wireless works

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 11:59 AM  
**To:** Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>  
**Subject:** Mouse

Which style of mouse do you prefer? Wireless?

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 3:03 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Cc:** Canitz, Shelley L PREM:EX; Parte, Maura PSA:EX  
**Subject:** RE: For Review - Employee Attendance Reports

Hello Dawn-Lynn, I have consulted with Shelley and if we could please have<sup>s.22</sup> removed from our reports as she is no longer an advisor for our offices.

Thank you very much for your assistance with this matter.

Eleanor

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 28, 2018 2:18 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Fwd: For Review - Employee Attendance Reports

Eleanor - can you see what we need to do to have<sup>s.22</sup> taken off our active employee list?

Begin forwarded message:

**From:** "Critchley, Pauline FIN:EX" <[Pauline.Critchley@gov.bc.ca](mailto:Pauline.Critchley@gov.bc.ca)>  
**Date:** November 28, 2018 at 1:06:10 PM PST  
**To:** "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>, "Geary, Vanessa PREM:EX" <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: For Review - Employee Attendance Reports

Hi Shelley,

Sorry but I am unable to remove her. I checked CHIPS and she is still showing as an "active" employee which is why she is still showing on any reports we run. (I ran the reports on active employees)

In this case, my hands are tied but recommend you contact MYHR.

Pauline

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** November 28, 2018 12:18 PM  
**To:** Critchley, Pauline FIN:EX <[Pauline.Critchley@gov.bc.ca](mailto:Pauline.Critchley@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: For Review - Employee Attendance Reports

Pauline -<sup>s.22</sup> report is on page 8 of the 2<sup>nd</sup> attachment – she hasn't been on staff since summer 2017 – she is on a severance package. Are you able to remove her from the list?

Thanks

**From:** Critchley, Pauline FIN:EX  
**Sent:** Wednesday, November 28, 2018 11:49 AM  
**To:** Geary, Vanessa PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** For Review - Employee Attendance Reports

Good morning,

Attached are the Employee Attendance Reports (EAR) for your Division, Branch or Department for the **period January 1 – December 8, 2018**. The report shows all accumulated and used leave for each staff member. This includes vacation, sick leave (STIP), and special leave.

The report allows you to identify any leave not taken in order to better manage your Department's leave liability. Inaccuracies in leave reporting can cause increased leave liability costs and may result in overpayments to employees.

**We are requesting** employees and supervisors take the time to review each EAR report to ensure all leaves are recorded correctly in the system.

**Please print and distribute** this to staff for their review and approval.

- It's recommended **each employee sign and date the document** and return it to you for secure retention once they agree with the balances.
- **Retain approved forms** on file for one calendar year, then you may destroy securely.

#### **Leave Corrections**

The EARs are for your records and not returned to payroll unless there is an error or omission.

If an error is identified:

- These can be entered into the Time and Leave system by an employee up to two pay periods after the leave period has ended.
- A Leave Approver can enter missed leave on behalf of an employee in Time and Leave up to four pay periods after the leave period has ended.
- If you need to go **back further than four pay periods**, you need to submit the electronic leave form or a manual leave form.

**Note: Any vacation entitlement that is not taken by the end of the calendar year will become a leave liability which will result in a charge to the ministry.**

- Please discuss with staff who have **significant unused vacation** to ensure they have plans to use this time before the calendar year end.

If you have any questions or concerns, please feel free to contact me.

Thank you for doing your part to ensure the accuracy of financial information and in helping to reduce the leave liability costs to the ministry.

Pauline Critchley



Senior Budget Analyst

Financial Planning and Budgets • Ministry of Finance

Phone: (250) 893-3429 • Fax: (250) 356-7326 • 3rd Fl – 617 Government St, Victoria BC V8W 9V1

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 2:59 PM  
**To:** Cockle, Kayla CITZ:EX  
**Subject:** RE: Voice Mail (40 seconds)

Thanks Kayla, I will run over and get them as things can wander.

Eleanor

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Wednesday, November 28, 2018 2:51 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Voice Mail (40 seconds)

Hi Eleanor,

Apologies I am out of the office today. In regards to the CAT5 cables and surge protectors I had left extra for the staff in case they were needed. If they are not required I am happy to come and pick them up. Please let me know what you prefer.

Sincerely,

Kayla Cockle

Sent from my iPhone

On Nov 28, 2018, at 11:24 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

**You received a voice mail from Mulloy, Eleanor PREM:EX at [eleanor.mulloy@gov.bc.ca](mailto:eleanor.mulloy@gov.bc.ca).**

Caller-Id: [eleanor.mulloy@gov.bc.ca](mailto:eleanor.mulloy@gov.bc.ca)  
Job Title: Executive Administrative Assistant  
Company: Office of the Premier  
Work: [250 356-2605](tel:250-356-2605)  
Mobile: [250 208-6194](tel:250-208-6194)  
Email: [Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)

<[eleanor.mulloy@gov.bc.ca](mailto:eleanor.mulloy@gov.bc.ca) (40 seconds) Voice Mail.mp3>

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 2:24 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: For Review - Employee Attendance Reports

Will do.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 28, 2018 2:18 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Fwd: For Review - Employee Attendance Reports

Eleanor - can you see what we need to do to have<sup>s.22</sup> taken off our active employee list?

Begin forwarded message:

**From:** "Critchley, Pauline FIN:EX" <[Pauline.Critchley@gov.bc.ca](mailto:Pauline.Critchley@gov.bc.ca)>  
**Date:** November 28, 2018 at 1:06:10 PM PST  
**To:** "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>, "Geary, Vanessa PREM:EX" <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: For Review - Employee Attendance Reports

Hi Shelley,

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In this case, my hands are tied but recommend you contact MYHR.

Pauline

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** November 28, 2018 12:18 PM  
**To:** Critchley, Pauline FIN:EX <[Pauline.Critchley@gov.bc.ca](mailto:Pauline.Critchley@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: For Review - Employee Attendance Reports

Pauline –<sup>s.22</sup> report is on page 8 of the 2<sup>nd</sup> attachment – she hasn't been on staff since summer 2017 – she is on a severance package. Are you able to remove her from the list?

Thanks  
Shelley

---

**From:** Critchley, Pauline FIN:EX  
**Sent:** Wednesday, November 28, 2018 11:49 AM  
**To:** Geary, Vanessa PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** For Review - Employee Attendance Reports

Good morning,

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- It's recommended **each employee sign and date the document** and return it to you for secure retention once they agree with the balances.
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The EARs are for your records and not returned to payroll unless there is an error or omission.

If an error is identified:

- These can be entered into the Time and Leave system by an employee up to two pay periods after the leave period has ended.
- A Leave Approver can enter missed leave on behalf of an employee in Time and Leave up to four pay periods after the leave period has ended.
- If you need to go **back further than four pay periods**, you need to submit the electronic leave form or a manual leave form.

**Note: Any vacation entitlement that is not taken by the end of the calendar year will become a leave liability which will result in a charge to the ministry.**

- Please discuss with staff who have **significant unused vacation** to ensure they have plans to use this time before the calendar year end.

If you have any questions or concerns, please feel free to contact me.

Thank you for doing your part to ensure the accuracy of financial information and in helping to reduce the leave liability costs to the ministry.

Pauline Critchley  
Senior Budget Analyst  
Financial Planning and Budgets • Ministry of Finance  
Phone: (250) 893-3429 • Fax: (250) 356-7326 • 3rd Fl – 617 Government St, Victoria BC V8W 9V1

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 2:05 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Coordination

Meeting done and in calendars ☺ Are you on holiday next week?

---

**From:** Basi, Selena PREM:EX  
**Sent:** Wednesday, November 28, 2018 1:22 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Coordination

Hi Eleanor, can you please arrange a meeting between Keith Evans, James Harvey, me and Nisha Bathe for Monday. They are expecting the invite.

Let's do it at 10am for 45 minutes and you can use the dial in information below

s.15; s.17

Moderator (Selena) s.15; s.17

Participant s.15; s.17

Thanks so much

---

**From:** Parrott, Brianna AG:EX  
**Sent:** November 28, 2018 12:00 PM  
**To:** Bathe, Nisha AG:EX <Nisha.Bathe@gov.bc.ca>; Evans, Keith AG:EX <Keith.Evans@gov.bc.ca>  
**Cc:** Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>; Harvey, James AG:EX <James.Harvey@gov.bc.ca>  
**Subject:** RE: Coordination

Hi all - James is unavailable to attend tomorrow as he is at a conference in Vancouver. Monday would work for James.

Thank you,

*Brianna Parrott*

Acting Executive Administrative Assistant  
Office of the Assistant Deputy Attorney General  
B.C. Ministry of Attorney General | Legal Services Branch

Phone: 250-387-4404 | Fax: 250-356-5111



Where ideas work

Please consider the environment before printing

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---

**From:** Bathe, Nisha AG:EX  
**Sent:** Wednesday, November 28, 2018 10:49 AM  
**To:** Evans, Keith AG:EX  
**Cc:** Basi, Selena PREM:EX; Harvey, James AG:EX  
**Subject:** Re: Coordination

Would Monday be possible?<sup>s.22</sup>  
Nisha

Sent from my iPhone

On Nov 28, 2018, at 10:20 AM, Evans, Keith AG:EX <[Keith.Evans@gov.bc.ca](mailto:Keith.Evans@gov.bc.ca)> wrote:

I have a hearing all day tomorrow, but have time today or Friday.

Keith

---

**From:** Basi, Selena PREM:EX  
**Sent:** Wednesday, November 28, 2018 10:19 AM  
**To:** Harvey, James AG:EX  
**Cc:** Evans, Keith AG:EX; Bathe, Nisha AG:EX  
**Subject:** Re: Coordination

Thanks for the quick reply James. Would you three be available for a phone discussion tomorrow at 9:15am? I would suggest an hour.

Sent from my iPhone

On Nov 28, 2018, at 10:07 AM, Harvey, James AG:EX <[James.Harvey@gov.bc.ca](mailto:James.Harvey@gov.bc.ca)> wrote:

Hi Selena – contacts for LSB should be Keith Evans and Nisha Bathe (copied) and I.  
Thanks.  
James.

---

**From:** Wright, Don J. PREM:EX  
**Sent:** Wednesday, November 28, 2018 9:59 AM  
**To:** Main, Grant TRAN:EX; Baskerville, Shannon AEST:EX; Harvey, James AG:EX; Hockin, Amber PREM:EX; Hughes, Trevor LBR:EX; Mihlar, Fazil JTT:EX  
**Cc:** Basi, Selena PREM:EX; Kennedy, Christine PREM:EX; Higgins, Keira PREM:EX  
**Subject:** Coordination

Hi All,

I had a chance to talk to a number of you on Friday about the need to be coordinate on our approach to apprenticeship.

A (partial?) list of what is in play:

- i. Community Benefits Agreements for large public projects (e.g. Pattulo) – MOTI lead;
- ii. Responding to the ICBA lawsuit on CBAs – MAG lead

- iii. Required apprenticeship ratios for all publicly-funded projects in excess of \$15 million – AVED lead;
- iv. A possible conference on CBAs in January – who is the lead for this?
- v. JTT work on targets for large private sector projects (e.g. LNG)
- vi. Discussions about designating compulsory trades – are there discussions going on about this? If so, who has the lead?
- vii. Is there anything else that people are aware of?

To pull this together I would like to take the following steps:

- i. I am asking Selina Basi in my office to pull together a summary of all the initiatives and each initiative's status. Could you please connect Selena with the best contact in your shops so that she can put this together?
- ii. After Selina has pulled this together, I would like to get everybody together for a meeting where we can agree on what changes are needed to ensure we have a fully coherent approach to building stronger pathways for more British Columbians to skilled trades credentials.

To put a timeline on this, I will schedule the meeting for Dec 13 from 1-3. Please let me know who from your Ministry/Office would be attending that meeting?

Thanks.

Don

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 12:38 PM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX  
**Subject:** Business Cards

Pls see attached draft of your temporary business cards and let me know if there are any changes required.



**Amy Miller**

Director  
Economic Projects

Telephone: **778 698-1544**  
e-mail: Amy.Miller@gov.bc.ca

**Office of the  
Premier**

Deputy Minister's Office

Mailing Address:  
PO Box 9041 Stn Prov Govt  
Victoria BC V8W 9E1



**Selena Basi**

Executive Director  
Policy and Coordination

Cellular: **250 208-7070**  
e-mail: Selena.Basi@gov.bc.ca

**Office of the  
Premier**

Deputy Minister's Office

Mailing Address:  
PO Box 9041 Stn Prov Govt  
Victoria BC V8W 9E1

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 11:52 AM  
**To:** Witter, Allison PREM:EX  
**Subject:** RE: Temp Business Card

Excellent. I will not be here but I will give to Kiera for your pick up.

---

**From:** Witter, Allison PREM:EX  
**Sent:** Wednesday, November 28, 2018 11:46 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Temp Business Card

Thanks! I'm out of the office today but can pick up tomorrow morning :)

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 11:46 AM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** RE: Temp Business Card

I have your cards ready. Let me know when you will be in your office and I will pop by this afternoon ☺

Eleanor

---

**From:** Witter, Allison PREM:EX  
**Sent:** Wednesday, November 28, 2018 9:45 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Temp Business Card

Hi Eleanor – Thanks for this. Alison (or maybe Keira) should have the business card template that was already used to print me off some cards. Is it possible to use that one? It has my cell phone number, etc on it.

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 9:43 AM  
**To:** Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Subject:** Temp Business Card



**Allison Witter**  
Director, Wild Salmon Secretariat

Telephone: 250 387-0863  
e-mail: [Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)

### Office of the Premier

Wild Salmon Secretariat

Mailing Address:  
PO Box 9041, Stn Prov Govt  
Victoria, BC V8W 9E1

Ok?

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## **Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 10:39 AM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Two things

I have set up a call between yourself and DM Hughes for 415 today. I have put in his office phone and, just in case, his cell phone number.

Eleanor Mulloy, Executive Administrative Assistant Office of the Premier Office Phone: 250-356-2605 Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

“One moment can change a day, one day can change a life and one life can change the world”

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

From: Basi, Selena PREM:EX  
Sent: Wednesday, November 28, 2018 10:07 AM  
To: Mulloy, Eleanor PREM:EX  
Subject: Two things

One - my computer is not adding outlook - if you have time this AM could you come by and call Tech on it ?

Two - can you check with Kayla Birnie to see if DM Hughes is available to meet today at either 1pm or 4:15  
If not today then I'll reach out in search of another time  
Sent from my iPhone

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 10:20 AM  
**To:** PREM Tech  
**Subject:** FW: Two things

**Importance:** High

Please see request below and thank you! Selena is in room 032 and I am hoping you have access by now.

E

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

From: Basi, Selena PREM:EX  
Sent: Wednesday, November 28, 2018 10:07 AM  
To: Mulloy, Eleanor PREM:EX  
Subject: Two things

One - my computer is not adding outlook - if you have time this AM could you come by and call Tech on it ?

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 9:45 AM  
**To:** Witter, Allison PREM:EX  
**Subject:** Temp Card 2



**Allison Witter**

Director, Wild Salmon Secretariat

Telephone: 250 387-0863

e-mail: [WildSalmonSecretariat@gov.bc.ca](mailto:WildSalmonSecretariat@gov.bc.ca)

**Office of the Premier**

Wild Salmon Secretariat      Mailing Address:  
PO Box 9041, Stn Prov Govt  
Victoria, BC V8W 9E1

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 8:48 AM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** FW: Incident IM427522 Opened.

FYI

---

**From:** Henry, David A FIN:EX  
**Sent:** Wednesday, November 28, 2018 8:16 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** PREM Tech  
**Subject:** FW: Incident IM427522 Opened.

Eleanor,  
FYI.. the request for a new MFP for 032 is in.  
Cheers,  
David

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

From: ITIMS-Prod <donotreply@gov.bc.ca>  
Sent: November 28, 2018 8:11 AM  
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>  
Subject: Incident IM427522 Opened.

Description: MPS Service Request: New device required 617 Government St, Victoria

CALL780037 reported on 11/28/2018 08:07:13 has been sent to Second Level Support. This problem is being tracked under Incident IM427522.

To obtain additional information or updates on the status of this incident you may contact the 7-7000 Service Desk at (250) 387-7000 (option 3). Non-Provnet customers can contact us toll free at 1-866-660-0811 or via e-mail at CSCHELP@GOV.BC.CA. PLEASE DO NOT REPLY TO THIS MESSAGE. IT IS AUTO-GENERATED

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 8:47 AM  
**To:** Henry, David A FIN:EX; Hendry, Jackie PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Printer in 063

Hi David, I popped downstairs and chatted with Tim Howlett, Executive Director, Issues Management, GCPE and looked at the printer situation down in Room 063 and Room 067. From what I understand, his staff and Jen Holmwood (Deputy Director of Communications, Office of the Premier) have been using the Caucus staff printer (E154MB10620) as they need a printer with a feed function to print off the QP binders and the only other printer down in that area (Room 067 – MPS5549) does not have that function, it is a printer only. They also use the printer in Room 095 (MPS4199) as a stop gap measure.

From what I understand, Jen Holmwood has put in a request for a printer for that area that she and the Issues Management Staff would use.

I hope this helps.

---

**From:** Henry, David A FIN:EX  
**Sent:** Wednesday, November 28, 2018 8:09 AM  
**To:** Hendry, Jackie PREM:EX; Mulloy, Eleanor PREM:EX  
**Cc:** PREM Tech  
**Subject:** ??: Printer in 063

Hi Jackie and Eleanor,

Are there OOP clients in the basement in rooms next to 063? Looks like they have been using a LASS copier. Do we need another MFP down there or...? I recall some moved back to the West Annex?

Thanks,  
David

---

**From:** Henry, David A FIN:EX  
**Sent:** November 5, 2018 12:52 PM  
**To:** Brown, Graeme W LASS:EX <Graeme.Brown@leg.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>; Bowen, Bev LASS:EX <Bev.Bowen@leg.bc.ca>; Hanson, Derrick LASS:EX <Derrick.Hanson@leg.bc.ca>; Johansen, Ken LASS:EX <Ken.Johansen@leg.bc.ca>  
**Subject:** RE: Printer in 063

Thanks for the head's up Graeme. Will look into getting the BC Gov clients a device.

David

---

**From:** Brown, Graeme <Graeme.Brown@leg.bc.ca>  
**Sent:** October 30, 2018 3:14 PM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>; Bowen, Bev LASS:EX <Bev.Bowen@leg.bc.ca>; Hanson, Derrick LASS:EX

<[Derrick.Hanson@leg.bc.ca](mailto:Derrick.Hanson@leg.bc.ca)>; Johansen, Ken LASS:EX <[Ken.Johansen@leg.bc.ca](mailto:Ken.Johansen@leg.bc.ca)>

**Subject:** Printer in 063

Hi David.

It has come to our attention that a Legislative Assembly Ricoh copier is in Room 063 and being used by government staff. I wanted to let you know that we will be making arrangements to have the copier removed from that room. As soon as I have a timescale for the move I'll let you know.

Regards

Graeme



**Graeme Brown**, Director | Information Technology Branch | [Legislative Assembly of British Columbia](#) | Victoria, BC  
V8V 1X4 | Tel: 250.356.1712 | Cell: 250.661.5169 | Follow us on [Facebook](#) and [Twitter](#)



## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 28, 2018 8:32 AM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: FNLG on-site meeting request process

FYI

---

**From:** Howie, Matthew IRR:EX  
**Sent:** Tuesday, November 27, 2018 5:27 PM  
**To:** Flesh, Cindy AEST:EX; Johnson, Lisa E AGRI:EX; Normand, Nicole AG:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Fleurant, Kathleen CITZ:EX; Hahn, Andra EDUC:EX; Duncan, Kate EMPR:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Silverio, Lisa FLNR:EX; Hansen, Lucy HLTH:EX; Robb, Amanda JTT:EX; Duguay, Ilene JTT:EX; Hembree, Sara PSSG:EX; McKnight, Valerie SDPR:EX; Waters, Leah TRAN:EX; Roberts, Connie A IRR:EX; Campbell, Sue LBR:EX; Gotto, Sarah F MMHA:EX; White, Christine MAH:EX; Holding, Marina TAC:EX; van Baarsen, Amanda AEST:EX; Godfrey, Sam AGRI:EX; Milne, Gala AG:EX; Gunn, Paula MCF:EX; Arora, Jasleen MCF:EX; Russell, Shannon CITZ:EX; Harrison, Veronica EDUC:EX; Sanderson, Melissa EMPR:EX; Frampton, Caelie ENV:EX; Gillezeau, Rob FIN:EX; Takkar, Nimmi PSSG:EX; McLaren, Kenn FLNR:EX; Singh, Jasmyn HLTH:EX; McNish, James JTT:EX; Chang, Stephanie JTT:EX; Cooling, Karen LBR:EX; MacDonald, Alex MMHA:EX; Ashbourne, Craig MAH:EX; Squance, Leah SDPR:EX; Newhook, Kelly TAC:EX; Beale, William TRAN:EX  
**Cc:** Berkes, Andrea TAC:EX; Birnie, Kayla LBR:EX; Bridges, Kelsey PSEC:EX; Cain, Krista A MCF:EX; Cameron, Tara D ENV:EX; Casanova, Tamara MMHA:EX; Chandler, Breanna HLTH:EX; Coccola, Carley ENV:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Csicsai, Peter EMPR:EX; Currie, Tami AG:EX; Detlefsen, Kirsten PSA:EX; Drummond, Dawn B TRAN:EX; Eckardt, Dana R FLNR:EX; Fenton, Chrystal EAO:EX; Forrest, Cris J AG:EX; French, Shawna IRR:EX; Gabitous, Jason MAH:EX; Gedney, Vanessa R MAH:EX; Hansen, Erin AGRI:EX; Hill, Diane M AG:EX; Hourston, Sveah JTT:EX; Howard, Sara ENV:EX; Howie, Lisa PSSG:EX; Howie, Matthew IRR:EX; Hull, Deborah AEST:EX; Irvine, Michele EDUC:EX; Jang, Monica JTT:EX; Jerowsky, Danielle MMHA:EX; Karger, Kristina EMBC:EX; Keene, Jeff IRR:EX; Keil, Andrea S FIN:EX; Kennedy, Karla ENV:EX; Kinch, Matthew AG:EX; Lewthwaite, Jennifer TRAN:EX; Loiacono, Sabrina EAO:EX; Lukac, Steven AG:EX; Lyttle, Shawna AGRI:EX; MacMillan, Karen SDPR:EX; Manson, Justice GCPE:EX; Marsland, Maggie TRAN:EX; McDonald, Seanna FLNR:EX; Meseyton, Robert PSSG:EX; Michell, Jennifer FIN:EX; Niessen, Elizabeth AG:EX; Olsen, Melody CITZ:EX; Paquin, Lisa C ENV:EX; Paton, Susan MAH:EX; Patrucco, Ian MAH:EX; Perrins, Greg MMHA:EX; Price, Kristin AG:EX; Purdy, Sheila EDUC:EX; Quigley, Shanna SDPR:EX; Ramsay Cline, Karen HLTH:EX; Restall, Analise EMPR:EX; Rhodes, Angie AGRI:EX; Richter, Connie AG:EX; Shang, Cindy TAC:EX; Tackaberry, Emily FLNR:EX; Tanaka, Sandra EMBC:EX; Torres Bonet, Adriana SDPR:EX; Turner, Julie AEST:EX; Weir, Shauna FLNR:EX; Williams, Karen IRR:EX; Wolsey, Ashley AEST:EX; Woodcock, Danielle EMBC:EX; Wyllie, Sandra TAC:EX; Zhu, Jamie MCF:EX; BCPSA Agency DMC Admin & Operational Support; McNeill, Carly IRR:EX; Youell, Brandie IRR:EX; Keene, Jeff IRR:EX; Williams, Karen IRR:EX; French, Shawna IRR:EX  
**Subject:** FNLG on-site meeting request process

Hi everyone,

Tomorrow at 2:00 PM, we'll open the one-on-one meeting desk at FNLG and begin accepting on-site meeting requests for Ministers and ministry executives. Below is a summary of the process.

I'll be available online and in-person at the one-on-one meeting desk throughout the entire duration of FNLG. You can also reach me by cell at 250-886-7214. Please let me know if you have any questions or concerns. Thank you.

## Minister Meetings

- For fully-booked Ministers, the meeting desk will record the Nation's meeting request. Shortly after FNLG concludes, MIRR's DMO will distribute the post-FNLG meeting requests to the applicable MOs and DMOs for their consideration.
- For Ministers *with* availability at FNLG, the meeting desk will schedule the meeting.
- Once the meeting is scheduled, the meeting desk will:
  - (a.) Email the MA, AC, scribe, and ministry FNLG lead contact to notify them of the new scheduled meeting. The AC can update the Minister's outlook calendar and the ministry FNLG leads can begin preparing meeting materials, if the MO wants any.
  - (b.) Send a follow-up text to the MA and scribe to ensure they're aware of the new meeting, and flag anything else we feel they should know.
  - (c.) Bring an updated hard copy of that minister's meeting room schedule—with the new/changed meeting highlighted in yellow—to the meeting room's timekeeper for him/her to inform the MA and scribe in person.
- If the meeting topic(s) isn't suitable for your Minister/ministry, you can advise the meeting desk that the meeting needs to be redirected to another Minister/ministry, and we'll contact the other ministry to confirm if they'll accept the meeting. We'll notify the Nation of any changes to the meeting.
- Note that MIRR will have several senior staff in attendance at FNLG and may be able to offer your Minister support in a meeting, should you feel a MIRR presence is warranted (and if schedules line up).

## **DM/ADM Meetings**

- For DMs/ADMs with availability, the meeting desk will schedule the meeting.
- Once the meeting is scheduled, the meeting desk will follow the same steps as above but omit the MA and AC and, instead, include the DM's/ADM's SEA/EAA to update his/her executive's calendar.
- If the meeting topic(s) isn't suitable for your executive/ministry, you can advise the meeting desk that the meeting needs to be redirected to another Minister/ministry, and we'll contact the other ministry to confirm if they'll accept the meeting. We'll notify the Nation of any changes to the meeting.
- Note that MIRR will have several senior staff in attendance at FNLG and may be able to offer your executive support in a meeting, should you feel a MIRR presence is warranted (and if schedules line up).

Matthew Howie  
 First Nations Leaders' Gathering Meeting Coordinator  
 Ministry of Indigenous Relations & Reconciliation  
 Phone: 778-974-2080

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 2:56 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Meeting with Jackie

If you have a meeting with Jackie regarding Amy/Allison/Selena there are a couple of things that they have mentioned to me that I do believe fall under your and her approval/thoughts!

1. Shred it bin for their office or access to one in 617 Government
2. Office Supplies – do we want to set up a cupboard there or do they get their own from the supplies here.

As we discussed, they are going to work in the space for a bit then will let me know where they want stuff hung up, office furniture shifted or any other items/concerns that may pop up.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 2:46 PM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: Attendance confirmation for AOC meeting December 04, 2018

Eric Kristianson will be attending in Chambers for the DMO/PO

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Tuesday, November 27, 2018 12:17 PM  
**To:** Aaron, Sage PREM:EX; Beresford, Charley FIN:EX; Brown, Dawn A PREM:EX; Dixon, Olivia PREM:EX; Duguay, Ilene JTT:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Loubert, Danny PREM:EX; Martin, Victoria FIN:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Olson, Lianna FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Virk, Rajmeet LASS:EX; Wade, Debbie PREM:EX; White, Emily MCF:EX  
**Subject:** Attendance confirmation for AOC meeting December 04, 2018  
**Importance:** High

J rrg#dvhqrrg/#  
#  
#  
Sdvh#Frqilp #rxu# lqlwhuR iilfldw#dwhqgqfn#dwh#rorz lqj# hhwqj# |#hvsrgqlj#r#k#p dld# VD S#  
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Sk#.;k:7B3;5#F ho#.;B;7B4<:#

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 2:19 PM  
**To:** Robinson, Jon PREM:EX  
**Subject:** confernce call number

Jon, did you get a new conference call number when you switched over to Geoff's office?

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 2:08 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Door Sign for 617

I chatted with Amanda and you are on the list as picking a UC device and you will be getting a number. This is standard now across govt. 😊

---

**From:** Basi, Selena PREM:EX  
**Sent:** Tuesday, November 27, 2018 2:02 PM  
**To:** Miller, Amy PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Witter, Allison PREM:EX  
**Subject:** Re: Door Sign for 617

I only have cell 250-208-7070

Sent from my iPhone

On Nov 27, 2018, at 1:08 PM, Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)> wrote:

Mine are good to go, I am already set up on UC.

Amy

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 11:51 AM  
**To:** Basi, Selena PREM:EX <[Selena.Basi@gov.bc.ca](mailto:Selena.Basi@gov.bc.ca)>; Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>  
**Subject:** Door Sign for 617

I am going to put up a sign up outside by the elevators with your phone numbers on it for when you have guests arriving. As we are switching over to the UC soon, am I safe in putting those numbers on the sign? Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 2:00 PM  
**To:** Magee, Tracey FIN:EX  
**Cc:** PREM Tech  
**Subject:** FW: Access to Room 32 617 Government

Tracey, could you please give the Prem Tech team access to Room 032. Thank you in advance.

Eleanor

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 27, 2018 1:58 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Access to Room 32 617 Government

approved

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 27, 2018 1:57 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Access to Room 32 617 Government

Can you approve this?

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:33 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Access to Room 32 617 Government

Yes, this needs to be approved.

Thanks!  
Jackie

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:26 AM  
**To:** Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>  
**Subject:** FW: Access to Room 32 617 Government

Ok? I am assuming so!

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Tuesday, November 27, 2018 10:49 AM  
**To:** Mulloy, Eleanor PREM:EX; Magee, Tracey FIN:EX  
**Cc:** PREM Tech  
**Subject:** Access to Room 32 617 Government

Hi Eleanor,

Would you be able to approve our team's door access to room 32 617 Government St.

Regards, Brett

**Brett Trimble**  
**Systems Analyst**  
**Ministry of Finance | Offices of the Premier**  
Tel: 778-698-3782  
Cel: 250-634-4966



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 1:57 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: office space & supplies

Did not need your password and all is set up. Prem Tech was wondering you would like to keep one of the arms so please let me know your preference. They might have removed both of them by the time you get to work tomorrow but are putting them in the little room next to you and are happy to attach one back for you.

Eleanor

---

**From:** Basi, Selena PREM:EX  
**Sent:** Tuesday, November 27, 2018 6:24 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: office space & supplies

Hi - for today

s.15

s.15; s.22

Hopefully they don't freak out about you having the info ?

Sent from my iPhone

On Nov 23, 2018, at 12:04 PM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Hi Amy, as per our conversation, after you all have been in the office for about a week or two, lets meet up and you can let me know what you would like changed, added or updated.

Regarding office supplies, if you could each give me a list of "need right now" items, I will gather them up and bring over on Monday morning. For future items, I will chat with Jackie Hendry on Tuesday (give her day to get up to speed<sup>s.22</sup>) on how we will ensure you have the supplies you need from now on.

Does that sound good?

Eleanor

---

**From:** Miller, Amy PREM:EX  
**Sent:** Friday, November 23, 2018 11:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** office space & supplies

Hi Eleanor

Neither of these things are urgent but wanted to send an email while I was thinking about it.

- Would it be possible to get a large cork board installed in my office so that I'm not having to pin things to the new walls?
- Would we also be able to order or 'raid' the office supplies in the west annex so that we have some extra pens, paper, notepads, whole punch, staplers etc in the new space

Thanks!

Amy

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 12:24 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** FW: Attendance confirmation for AOC meeting December 04, 2018

**Importance:** High

Eric, I will confirm your attendance and am I safe in assuming you will be attending in Chambers?

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Tuesday, November 27, 2018 12:17 PM  
**To:** Aaron, Sage PREM:EX; Beresford, Charley FIN:EX; Brown, Dawn A PREM:EX; Dixon, Olivia PREM:EX; Duguay, Ilene JTT:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Kennedy, Christine PREM:EX; Loubert, Danny PREM:EX; Martin, Victoria FIN:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Olson, Lianna FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Virk, Rajmeet LASS:EX; Wade, Debbie PREM:EX; White, Emily MCF:EX  
**Subject:** Attendance confirmation for AOC meeting December 04, 2018  
**Importance:** High

J rrg#lhwrrq/#  
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Sndvh#Frqilp #|rxu#P lqlwhuR iilfldwNdwggdgh#Bwh#rroz lqj# hwlqj#e|#hvsrgglqj#r#kL#p dld# VD S#  
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Sk#:# ;k:7B3;5#Fha#:# ;B;7B4<:#

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 12:07 PM  
**To:** Basi, Selena PREM:EX; Witter, Allison PREM:EX; Miller, Amy PREM:EX  
**Subject:** iExpenses  
**Attachments:** iExpense.JPG

Just in case you have not as of yet, please update your Employee Profile in iExpense. If you require any help, let me know and I have attached a snip of the information for your reference.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

Page 287 of 365

Withheld pursuant to/removed as

s.22

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 12:01 PM  
**To:** Miller, Amy PREM:EX; Witter, Allison PREM:EX; Basi, Selena PREM:EX  
**Subject:** FW: Leave Approver

Please see Jackie's note below regarding your leave.

Amy, I have alerted Jackie that an old supervisor is still showing up and it should be resolved shortly. Rest assured your leave is noted.

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:55 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Leave Approver

Hi – Yes, I have Amy, Selena and Allison on my Time and Leave as their approval. I see that Allison and Amy both have leave entered.

Thanks –  
Jackie

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:44 AM  
**To:** Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>  
**Subject:** Leave Approver

Jackie, will you be approving the leave of Amy Miller, Selena Basi and Allison Witter?

Thank you in advance and welcome back ☺

Eleanor Mulloy, Executive Administrative Assistant  
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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 11:59 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** FW: Leave Approver

Please see Jackie's question below regarding staff leave. Thanks

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:55 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Leave Approver

Hi – Yes, I have Amy, Selena and Allison on my Time and Leave as their approval. I see that Allison and Amy both have leave entered.

I don't need an email from Christine – what I assume is that once it is entered into Time and Leave, Allison, Amy and Selena have already reviewed with Christine and have received her approval. This is the approach I took with Suzanne and her team which was fine with Suzanne.

Can you let Christine know that is my approach to make sure she is comfortable with that? This does cut down on additional work for Christine.

Thanks –  
Jackie

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:44 AM  
**To:** Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>  
**Subject:** Leave Approver

Jackie, will you be approving the leave of Amy Miller, Selena Basi and Allison Witter? If so, what do you require for your approval? An email from Christine saying it is ok?

Thank you in advance and welcome back ☺

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
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*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 11:58 AM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: Leave Approver

I will check with Christine and I will alert Amy that you can see her leave as she has an old supervisor showing up as leave approver! I am trying to remember how to update that!

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:55 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Leave Approver

Hi – Yes, I have Amy, Selena and Allison on my Time and Leave as their approval. I see that Allison and Amy both have leave entered.

I don't need an email from Christine – what I assume is that once it is entered into Time and Leave, Allison, Amy and Selena have already reviewed with Christine and have received her approval. This is the approach I took with Suzanne and her team which was fine with Suzanne.

Can you let Christine know that is my approach to make sure she is comfortable with that? This does cut down on additional work for Christine.

Thanks –  
Jackie

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:44 AM  
**To:** Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>  
**Subject:** Leave Approver

Jackie, will you be approving the leave of Amy Miller, Selena Basi and Allison Witter? If so, what do you require for your approval? An email from Christine saying it is ok?

Thank you in advance and welcome back ☺

Eleanor Mulloy, Executive Administrative Assistant  
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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 11:28 AM  
**To:** Cockle, Kayla CITZ:EX  
**Cc:** Magee, Tracey FIN:EX  
**Subject:** RE: 617 Government : Doors and Items

Thanks Kayla! So far so good but Jon Burbee had a question about the electrical for the fridge/microwave down there so Tracey Magee is looking into it.

Eleanor

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Tuesday, November 27, 2018 10:54 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** 617 Government : Doors and Items

Good morning Eleanor,

I have rectified the door issue that was raised to my attention. The security system is fully functional with no issues as per this mornings tests. In regards to the rest of the office my understanding is that the only outlying issue is the MFD which you are working with David Henry in order to procure the correct device. Can you please let me know if there are any other issues and we would be happy to address them.

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 9:44 AM  
**To:** Magee, Tracey FIN:EX  
**Subject:** RE: Office door

Thanks Tracey, I know how swamped you are!

---

**From:** Magee, Tracey FIN:EX  
**Sent:** Tuesday, November 27, 2018 9:43 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Office door

I am seeing other emails that indicate what needs to be done, the card reader needs to be entered onto our system.

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 9:40 AM  
**To:** Magee, Tracey FIN:EX <Tracey.Magee@gov.bc.ca>  
**Subject:** RE: Office door

So what I think she is saying is that their door does not lock/require a swipe to get in and they would like that. ☺

---

**From:** Magee, Tracey FIN:EX  
**Sent:** Tuesday, November 27, 2018 9:26 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Office door

I'm confused as to what has gone on, I just got back this morning from being away. The note below says the door is unlocked and doesn't require card access. I have to look on the system to see what was done.

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 8:36 AM  
**To:** Magee, Tracey FIN:EX <[Tracey.Magee@gov.bc.ca](mailto:Tracey.Magee@gov.bc.ca)>  
**Subject:** FW: Office door

Tracey, please see note below and what do you require from me so that I can get an access pass so I can get into Room 032 and into 617? Thanks in advance!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Witter, Allison PREM:EX  
**Sent:** Monday, November 26, 2018 4:26 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Office door

Hi Eleanor,

We've noticed that the door to our office space (032) is unlocked and does not require keycard access. Just flagging this so it can get fixed (or let me know if there's something I can do to remedy).

Thanks,  
Ali

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

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 8:53 AM  
**To:** Henry, David A FIN:EX  
**Subject:** RE: PREM Clients in room 32 617 Government St.

Merci! I will be over there 1030 to meet up with a dude from ISM who is setting up Selena's new laptop and monitor

---

**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, November 27, 2018 8:52 AM  
**To:** Mulloy, Eleanor PREM:EX; Trimble, Brett FIN:EX  
**Cc:** PREM Tech  
**Subject:** RE: PREM Clients in room 32 617 Government St.

I will see if we can get the wrench for that Eleanor.

David

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 8:52 AM  
**To:** Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: PREM Clients in room 32 617 Government St.

So far so good but I do need some monitor arms removed but I don't think that is your bailiwick.

Eleanor

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Monday, November 26, 2018 6:11 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** PREM Tech  
**Subject:** PREM Clients in room 32 617 Government St.

Hi Eleanor,

Just wanted to follow-up on the staff moving to 617, as I didn't hear back from you today. Please let us know when you would like assistance and we will be there.

Regards, Brett

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

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 8:51 AM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: office space & supplies

It will be fine and I recommend that you change your password this afternoon.

Eleanor

---

**From:** Basi, Selena PREM:EX  
**Sent:** Tuesday, November 27, 2018 6:24 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: office space & supplies

Hi - for today

s.15

s.15; s.22

Hopefully they don't freak out about you having the info ?

Sent from my iPhone

On Nov 23, 2018, at 12:04 PM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Hi Amy, as per our conversation, after you all have been in the office for about a week or two, lets meet up and you can let me know what you would like changed, added or updated.

Regarding office supplies, if you could each give me a list of "need right now" items, I will gather them up and bring over on Monday morning. For future items, I will chat with Jackie Hendry on Tuesday (give her day to get up to speed <sup>s.22</sup> on how we will ensure you have the supplies you need from now on.

Does that sound good?

Eleanor

---

**From:** Miller, Amy PREM:EX  
**Sent:** Friday, November 23, 2018 11:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** office space & supplies

Hi Eleanor

Neither of these things are urgent but wanted to send an email while I was thinking about it.

- Would it be possible to get a large cork board installed in my office so that I'm not having to pin things to the new walls?
- Would we also be able to order or 'raid' the office supplies in the west annex so that we have some extra pens, paper, notepads, whole punch, staplers etc in the new space

Thanks!

Amy

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 27, 2018 8:50 AM  
**To:** Witter, Allison PREM:EX  
**Subject:** RE: Office door

I have alerted Facilities for that building and we will get it locked down. Thank you for bringing this to my attention!

Eleanor

---

**From:** Witter, Allison PREM:EX  
**Sent:** Monday, November 26, 2018 4:26 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Office door

Hi Eleanor,

We've noticed that the door to our office space (032) is unlocked and does not require keycard access. Just flagging this so it can get fixed (or let me know if there's something I can do to remedy).

Thanks,  
Ali

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

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 4:17 PM  
**To:** Witter, Allison PREM:EX  
**Subject:** RE: Business cards

What I can do is do some up for you with template I have from my old job and get some ready for you for Thursday!

---

**From:** Witter, Allison PREM:EX  
**Sent:** Monday, November 26, 2018 4:15 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Business cards

Ok – I will just need a few extra for my meeting on Thursday. Is it possible to print a few or do they only print in large batches?

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 4:14 PM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** RE: Business cards

Yes, I will be getting new cards for everyone there but we are waiting till the Unified Communications launch has been done. I will keep you all posted!

---

**From:** Witter, Allison PREM:EX  
**Sent:** Monday, November 26, 2018 4:12 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Business cards

Hi Eleanor,

Are you able to assist with printing out a new batch of business cards for me?

Thanks,  
Ali

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



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 3:21 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Advice needed - fridge/microwave or no fridge/microwave

Please see below and I will check tomorrow to make sure that there is no problem with the electrical.

E

---

**From:** Basi, Selena PREM:EX  
**Sent:** Monday, November 26, 2018 3:17 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Miller, Amy PREM:EX  
**Subject:** Re: Advice needed - fridge/microwave or no fridge/microwave

Hi Eleanor, two quick things

1 - I have decided to take the office next to Amy's and will leave something with my name written on the desk so that it's known for the setup tomorrow.

2- we like the fridge and micro in here if you can let Shelley know that we will be keeping it!

\*SB

Sent from my iPad

On Nov 23, 2018, at 2:15 PM, Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)> wrote:

Same here – no strong preference either way.

Feel free to have it removed now or to leave it for us to try out for a little while.

---

**From:** Basi, Selena PREM:EX  
**Sent:** November 23, 2018 2:14 PM  
**To:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>; Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>  
**Subject:** RE: Advice needed - fridge/microwave or no fridge/microwave

I am completely either or. Could we keep it for now and then if we find it's annoying, occupying too much space or smells ask to have it removed?

A or A have a preference? \*SB

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, November 23, 2018 2:13 PM  
**To:** Basi, Selena PREM:EX; Witter, Allison PREM:EX; Miller, Amy PREM:EX  
**Subject:** FW: Advice needed - fridge/microwave or no fridge/microwave

Further to Shelley's note, if you could please let me know your thoughts so I can pass them along to Facilities. I guess they are wanting to move stuff while the offices are not occupied. Thanks everyone! The move is almost complete!

---

**From:** Canitz, Shelley L PREM:EX

**Sent:** Friday, November 23, 2018 10:38 AM

**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX

**Subject:** Advice needed - fridge/microwave or no fridge/microwave

Hello, pals – I need your thoughts. As there is a common break room near your office with a range of appliances (plus water, a sink and recycling), we decided not to ask for a fridge. When Eleanor was by today, she took this photo.

Would you like the fridge and microwave to remain? If so, please let me know and I will have it stay. If not, I will have it removed or see if they need extra in the break room.

(here is my two cents – ignore it if you wish – I think the hard part about having things like microwaves in work spaces is that they are far from the cleaning area should spills arise, etc – plus that tuna casserole may not be everyone's cup of tea.....)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 3:19 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Advice needed - fridge/microwave or no fridge/microwave

Thanks Selena! There may be an issue with the electrical down there but I will know more tomorrow.

E

---

**From:** Basi, Selena PREM:EX  
**Sent:** Monday, November 26, 2018 3:17 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Miller, Amy PREM:EX  
**Subject:** Re: Advice needed - fridge/microwave or no fridge/microwave

Hi Eleanor, two quick things

1 - I have decided to take the office next to Amy's and will leave something with my name written on the desk so that it's known for the setup tomorrow.

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On Nov 23, 2018, at 2:15 PM, Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)> wrote:

Same here – no strong preference either way.

Feel free to have it removed now or to leave it for us to try out for a little while.

---

**From:** Basi, Selena PREM:EX  
**Sent:** November 23, 2018 2:14 PM  
**To:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>; Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>  
**Subject:** RE: Advice needed - fridge/microwave or no fridge/microwave

I am completely either or. Could we keep it for now and then if we find it's annoying, occupying too much space or smells ask to have it removed?  
A or A have a preference? \*SB

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, November 23, 2018 2:13 PM  
**To:** Basi, Selena PREM:EX; Witter, Allison PREM:EX; Miller, Amy PREM:EX  
**Subject:** FW: Advice needed - fridge/microwave or no fridge/microwave

Further to Shelley's note, if you could please let me know your thoughts so I can pass them along to Facilities. I guess they are wanting to move stuff while the offices are not occupied. Thanks everyone! The move is almost complete!

---

**From:** Canitz, Shelley L PREM:EX

**Sent:** Friday, November 23, 2018 10:38 AM

**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX

**Subject:** Advice needed - fridge/microwave or no fridge/microwave

Hello, pals – I need your thoughts. As there is a common break room near your office with a range of appliances (plus water, a sink and recycling), we decided not to ask for a fridge. When Eleanor was by today, she took this photo.

Would you like the fridge and microwave to remain? If so, please let me know and I will have it stay. If not, I will have it removed or see if they need extra in the break room.

(here is my two cents – ignore it if you wish – I think the hard part about having things like microwaves in work spaces is that they are far from the cleaning area should spills arise, etc – plus that tuna casserole may not be everyone's cup of tea.....)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 1:52 PM  
**To:** Witter, Allison PREM:EX  
**Subject:** RE: package for Allison

I have 150 copies of the documents for Thursday done and packaged up for you at my desk. Shall I bring over tomorrow when I come over with Selena's computer?

---

**From:** Witter, Allison PREM:EX  
**Sent:** Friday, November 23, 2018 3:54 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: package for Allison

Looks great – thanks Eleanor. For my contact information, perhaps you could change it to my office line (250-387-0863) and the Secretariat email (WildSalmonSecretariat@gov.bc.ca)?

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 3:24 PM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** RE: package for Allison

I was able to flag down Eric and he thought the news release first and requested I take out the GCPE folks and put in you, which I have done. I have attached it so you can see how it appears. If you want any changes, let me know. I am going to print off everything on Monday.

Eleanor

---

**From:** Witter, Allison PREM:EX  
**Sent:** Friday, November 23, 2018 3:21 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: package for Allison

How about the summary doc first? 😊

Thanks,

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

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 2:48 PM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** RE: package for Allison

Quick question, what order would you like the handout? News release first or the Summary document on top? Thanks!

---

**From:** Witter, Allison PREM:EX  
**Sent:** Friday, November 23, 2018 2:33 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Kristianson, Eric PREM:EX  
**Subject:** RE: package for Allison

Hi Eleanor,

Here is the link to the IB: <https://news.gov.bc.ca/releases/2018PREM0084-002264> and the summary document is attached.

Thanks,  
Ali

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

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** November 22, 2018 4:39 PM  
**To:** Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Cc:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Subject:** RE: package for Allison

Thanks Alli, actually can you send the new version and the final IB tomorrow. I think for the purposes of the meeting they give enough detail and direct those who are interested to the correct website and contact information.

Eric Kristianson  
ADM, Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-698-8511 (office)  
778-584-1248 (cel)

---

**From:** Witter, Allison PREM:EX  
**Sent:** November 22, 2018 4:37 PM  
**To:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Cc:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Subject:** Re: package for Allison

Thanks Eric.

Eleanor, that was an older version of the summary doc and I will send you the latest version when I'm back at my computer. Please hold off printing until then.

Sent from my iPhone

On Nov 22, 2018, at 4:02 PM, Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)> wrote:

Eleanor,

Next week, Allison is going to take a package of WSAC summaries and Information Bulletins to the FLNG panel on salmon.

I'll get you the IB tomorrow, and could you print and collate (the 2-sided summary document with a copy of the IB attached) 150 copies?

Thanks

Eric Kristianson  
ADM, Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-698-8511 (office)  
778-584-1248 (cel)

<6395 Wild Salmon Strategy Summary D.1.pdf>

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 1:39 PM  
**To:** CFFSHELP, FIN FIN:EX  
**Subject:** RE: Reimbursement Claim for purchased item

I have received confirmation that the supplier number below is correct.

---

**From:** CFFSHELP, FIN FIN:EX  
**Sent:** Monday, November 26, 2018 11:09 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Reimbursement Claim for purchased item

Hi Eleanor,

Please confirm with Eric that he has a middle name starting with 'J' and that his employee number ends in s.22 If so, his supplier number is s.22

For future reference – here's a handy link with invoice naming conventions ☺

[http://gww.fin.gov.bc.ca/gws/camss/fsa/financial\\_operations/Invoice\\_Processing/Assigning\\_Invoice\\_numbers.stm](http://gww.fin.gov.bc.ca/gws/camss/fsa/financial_operations/Invoice_Processing/Assigning_Invoice_numbers.stm)

Thanks,  
Melissa

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 9:03 AM  
**To:** CFFSHELP, FIN FIN:EX  
**Cc:** Mulloy, Eleanor PREM:EX  
**Subject:** Reimbursement Claim for purchased item

Please let me know if there is anything else you require.

Thank you

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*



## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 11:54 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Your IDIR password will expire in 6 days

FYI

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Monday, November 26, 2018 11:33 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Your IDIR password will expire in 6 days

Good morning Eleanor

A reminder that your Shelley's IDIR password will soon expire. We are letting you know to ensure that the client does not get locked out on the iPad/iPhone/Android/Blackberry and PC.

If logged on to a standard workstation on the BC Government network (or VPN), please change password through the usual process:

- Tap **Ctrl, Alt** and the **Delete key (Del)**. Select: **Change a Password**. Put in current password. Then new password twice and tap the arrow.
- If using a device other than a standard workstation (i.e. home PC), go to <https://www.pwchange.gov.bc.ca/> to change your IDIR password.

Now updated, you will need to change it on your mobile devices: (iPhone/iPad/Android/Blackberry). There are normally a few locations the IDIR password needs to be changed:

- **AIRWATCH ActiveSync (iPhone/iPad/Android/Blackberry)**: this is for email/calendar/contacts/tasks. **See below.**
- **WiFi (iPhone/iPad/Android/Blackberry)**: if connected to Government WiFi (**BCNGN**). **See below.**
- **Microsoft Lync (Skype for Business - iPhone/Android)**: if used

If any issues or questions please Contact:

Tech Support:

TEL #: 250-953-5151

Email: [prem.tech@gov.bc.ca](mailto:prem.tech@gov.bc.ca)

\*\*\*\*\*

## Updating IDIR Password on iPad/iPhone

1. On the iPad/iPhone Screen, Tap **Settings**



2. Tap on Wi-Fi on the Top Left. If you are inside a Government building, look to see if BCNGN is ticked. Tap on it and it should prompt you for a Username and Password. Enter with new IDIR password.

3. You should now have the active fan for WiFi in the top left corner of the iPad.



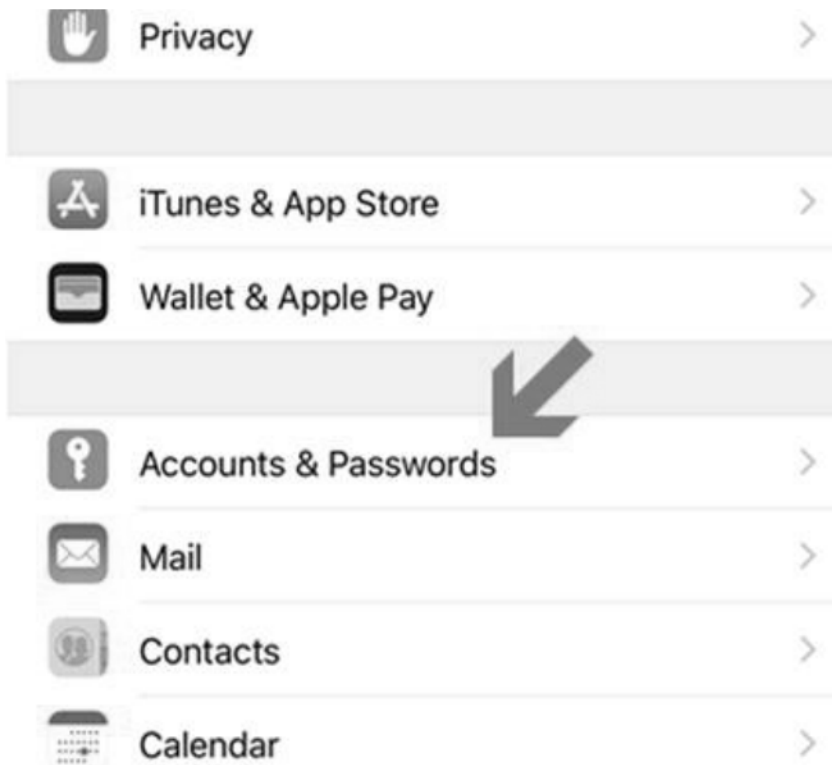
Now go to **Step 5**.

4. If the Wireless does **not** prompt you for a Username and/or Password then you will need to Forget Network and reconnect.

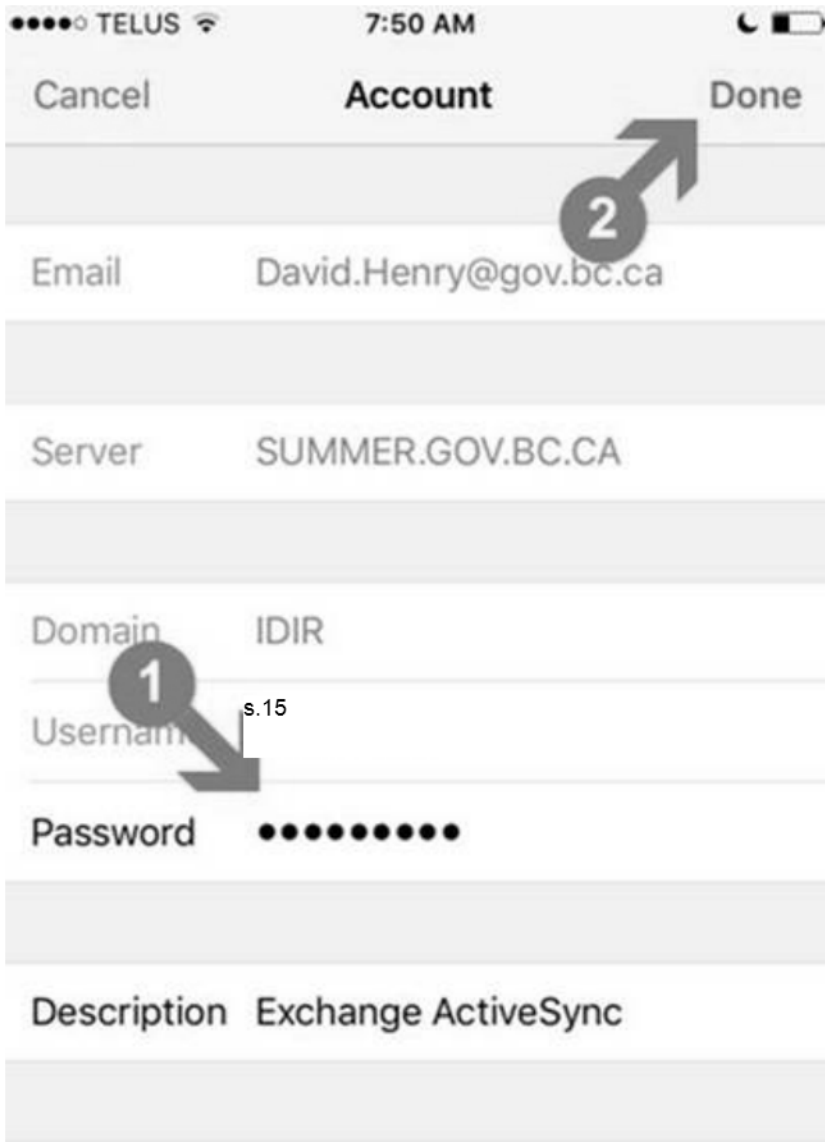


Tap on the Blue i in the circle. Choose “Forget Network” at the top. Close the window and then tap on the BCNGN to reconnect entering: **IDIR\username** and Password. If BCNGN is not available, then go to **step 5**.

1. In **Settings** tap **Accounts & Passwords** then tap on your government account under **Accounts** -> (*i.e. Exchange ActiveSync*) **THEN** tap on your email address.



Update your password and tap on **Done**.



Tap Home button to exit.

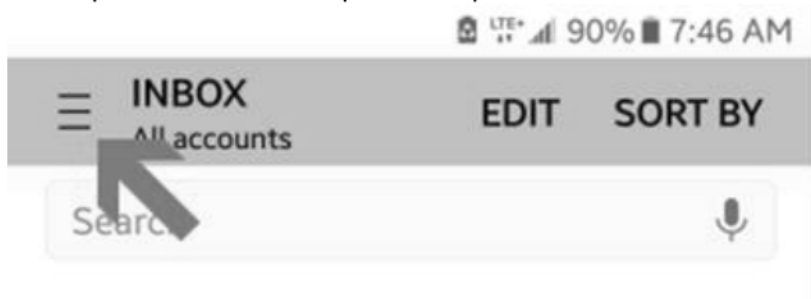
\*\*\*\*\*

\*\*\*

## Updating IDIR Password on Android

**\*\* Information may be different depending on your Android device\*\***

1. Go to your government email.
2. Tap 3 lines on LEFT top. Then tap on Gear.





3. Tap on your government email account (i.e. BC Gov Exchange or 2<sup>nd</sup> mailbox etc.)
4. Scroll down to **Exchange Server Settings**.
5. Type in new password. Tap **DONE**
6. Go back to your email view and do a sync.

\*\*\*\*\*

## Updating IDIR Password on BlackBerry 10

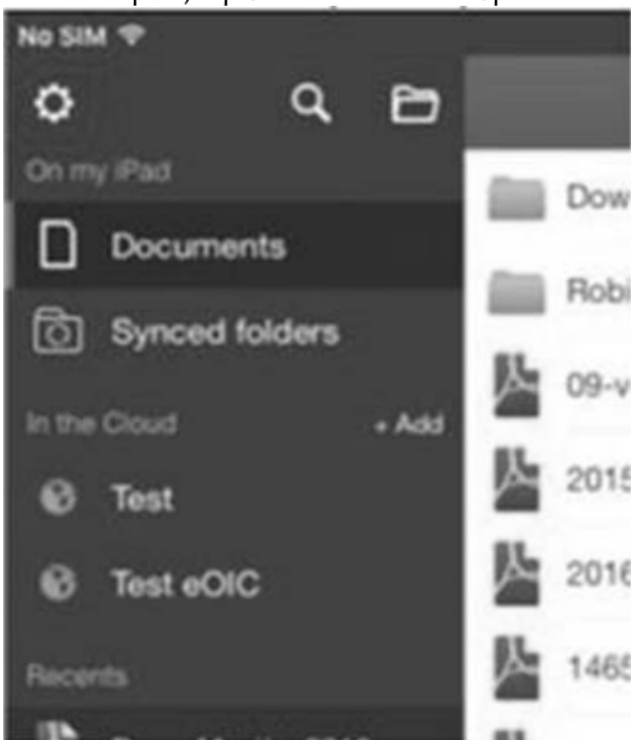
1. Swipe down from the top of the screen and choose **'Settings'**.
2. Select **'Accounts'**.
3. Select your **'Government'** account.
4. Type your new password in the **'Update Password'** field.

\*\*\*\*\*

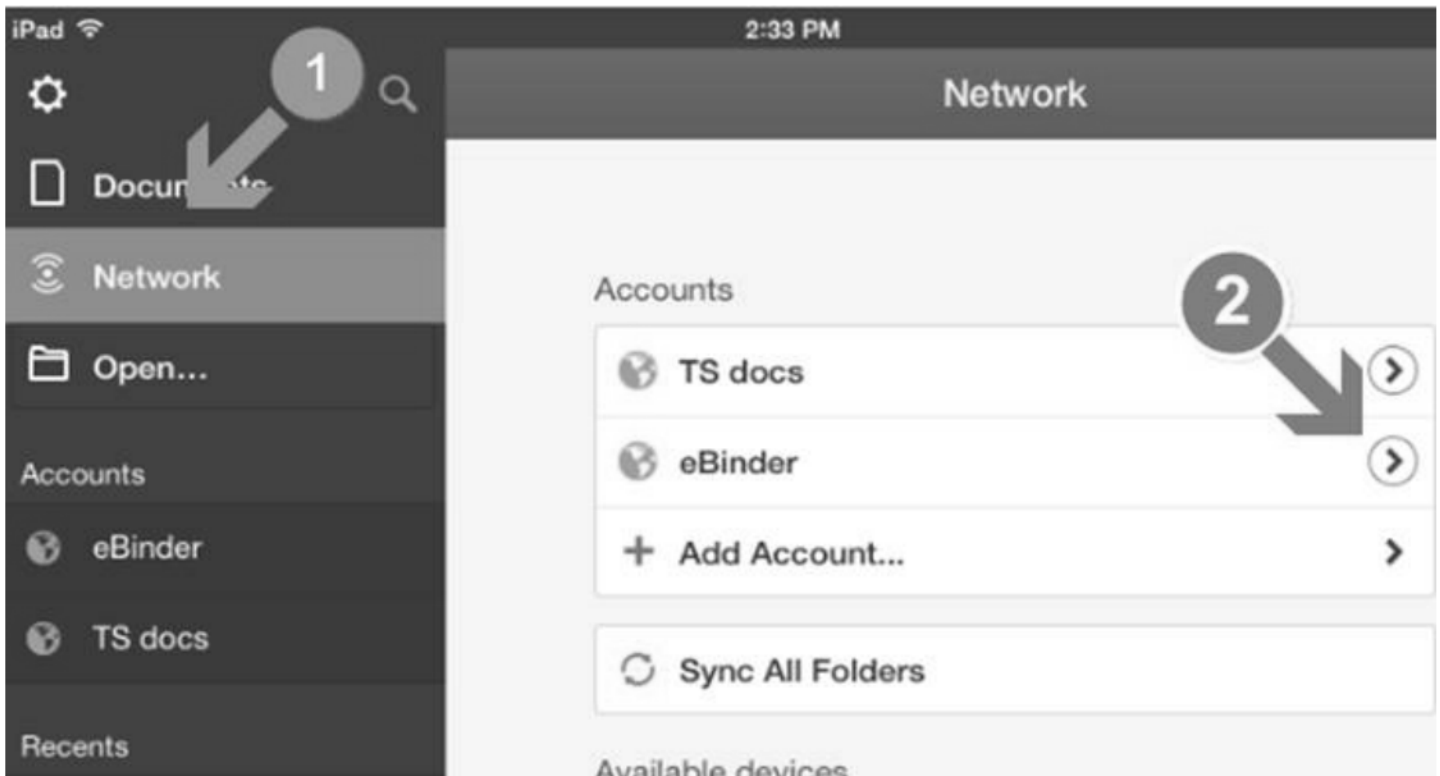
## UPDATE password in PDF Expert

There may be one or more locations IDIR password needs resetting in PDF Expert – if used. See below on how to make this change.

In PDF Expert, tap on **"GEAR"** in the top Left.



1. Then tap on NETWORK on left side. Tap on the Arrow/circle to right of the documents library.



2. Tap on the **little arrow** to right of **the account name** account. (i.e. eBinder or eOIC)
3. Change the password to your new IDIR password.
4. Then, tap on the **“Save”** button in top right.
5. Do this for each entry under accounts.

**\*\* NEVER go to your folders or files under 'In the Cloud' OR 'Documents or syncing will not work! \*\***

**\*\* Tap *Synched folders* in top left and sync/access your files and folders there \*\***

\*\*\*\*\*

## **iPad/iPhone TIPS**

If you are have an Exchange Password pop-up that you can't get out of see below to close all the apps. Then Hold down power button at top of iPad for 5 seconds until the prompt to Power Off appears. Power off wait for a few seconds and press and hold on-off button again to restart. On your iPad tap the Home button 2 times quickly to show all the running applications. Then swipe up from bottom of app screen to close each app.

**From:** NoReply@gov.bc.ca <NoReply@gov.bc.ca>  
**Sent:** November 26, 2018 5:02 AM  
**To:** Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** Your IDIR password will expire in 6 days

Your IDIR password will expire in 6 days.

If you are logged on to a standard workstation, please change your password through the usual process.

If you are using a device other than a standard workstation, click [here](#) to change your password.

For additional password information, click [here](#).

\*\*\* This notification is generated automatically - please do not reply \*\*\*

## Mulloy, Eleanor PREM:EX

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 11:54 AM  
**To:** Witter, Allison PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

FYI

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Monday, November 26, 2018 11:38 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #	s.22
Name	Allison Witter

### Booking s.22

Thursday, November 29, 2018

718

13:45 Victoria Harbour (Downtown)

14:20 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

+ GST	\$15.48
-------	---------

Billing	\$309.52
---------	----------

Taxes	\$15.48
-------	---------

<b>Grand Total</b>	<b>\$325.00</b>
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**1 Passengers - Full-Fare**  
• Allison Witter, Female

**Add to Calendar**

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

### **THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:  
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:  
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:  
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;  
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)  
Vancouver International Airport: 5911 Airport Road South, Richmond BC  
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

**Parking:**

Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

**Aircraft Type:**

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

**Travel Documentation:**

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

**Baggage Allowance:**

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

**Login to your account at [helijet.com](http://helijet.com)**

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 11:00 AM  
**To:** Copage, Caitlin GCPE:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Will do!

---

**From:** Copage, Caitlin GCPE:EX  
**Sent:** Monday, November 26, 2018 10:59 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Meeting will be in Victoria. ☺

Could you please reply-all with same timing proposal on the note below, and perhaps ask Judy what's most convenient for MLA Olsen? Reply-all seems to be the best way to keep all 3 offices on the same chain.

Thank you!

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Monday, November 26, 2018 10:57 AM  
**To:** Copage, Caitlin GCPE:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Caitlin, anytime after 230 is fine. Is the meeting here in Victoria or Vancouver?

---

**From:** Copage, Caitlin GCPE:EX  
**Sent:** Monday, November 26, 2018 10:55 AM  
**To:** Rendek, Judy LASS:EX; Leppard, Brianna AGRI:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX; Kristianson, Eric PREM:EX; Johnson, Lisa E AGRI:EX; Mulloy, Eleanor PREM:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Thanks Judy – I understand that the Ministry staff would likely need to dial in by phone as well if they are able to attend, and I believe Eric Kristianson would be available in person, so not to worry if MLA Olsen ends up only being available by phone.

Eleanor – is there a convenient time for Eric after 2:30 PM PST? If we can nail that down, Brianna can then determine if AGRI can dial in.

Thank you,

Caitlin Copage  
Senior Analyst, Policy and Consultation

---

**From:** Rendek, Judy [mailto:Judy.Rendek@leg.bc.ca]  
**Sent:** Monday, November 26, 2018 9:18 AM  
**To:** Copage, Caitlin GCPE:EX; Leppard, Brianna AGRI:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX; Kristianson, Eric PREM:EX; Johnson, Lisa E AGRI:EX  
**Subject:** RE: RESCHED: Mtg Hold Request: Aquaculture

Hi  
Adam could be available on Dec 3 at or after 2:30. It may be by phone call as we are still determining his schedule that day.  
Regards,  
Judy Rendek

---

**From:** Copage, Caitlin GCPE:EX [mailto:Caitlin.Copage@gov.bc.ca]  
**Sent:** Friday, November 23, 2018 3:43 PM  
**To:** Rendek, Judy <Judy.Rendek@leg.bc.ca>; Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>  
**Cc:** Smith, Jessica C AGRI:EX <Jessica.C.Smith@gov.bc.ca>; Sanford, Donna L GCPE:EX <Donna.Sanford@gov.bc.ca>; Pivnick, Evan <Evan.Pivnick@leg.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>; Johnson, Lisa E AGRI:EX <Lisa.Johnson@gov.bc.ca>  
**Subject:** RESCHED: Mtg Hold Request: Aquaculture

Hi Brianna (for Lisa) and Judy,

Could I please ask your help to reschedule this hold, currently set for 5:15 on Nov 26? We'd like to aim for December 3, if possible. Judy, perhaps if Adam is available by phone or in person that day, you could let us know what times might work, and Lisa can help confirm for Jessica and the AGRI staff attending.

Eric Kristianson will also aim to attend, cc'd here.

Thanks all – please let me know if I can help in any way. (Brianna – please feel free to give me a call if you have any questions or need further background on this request while you fill in for Lisa.)

Best,

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

---

**From:** Johnson, Lisa E AGRI:EX  
**Sent:** Tuesday, November 13, 2018 3:59 PM  
**To:** Rendek, Judy LASS:EX; Copage, Caitlin GCPE:EX  
**Cc:** Smith, Jessica C AGRI:EX; Sanford, Donna L GCPE:EX; Pivnick, Evan V LASS:EX  
**Subject:** RE: Mtg Hold Request: Aquaculture

Hi Judy

5:15 works for staff.

Thank you  
Lisa

---

**From:** Rendek, Judy <[Judy.Rendek@leg.bc.ca](mailto:Judy.Rendek@leg.bc.ca)>  
**Sent:** November 13, 2018 1:36 PM  
**To:** Johnson, Lisa E AGRI:EX <[Lisa.Johnson@gov.bc.ca](mailto:Lisa.Johnson@gov.bc.ca)>; Copage, Caitlin GCPE:EX <[Caitlin.Copage@gov.bc.ca](mailto:Caitlin.Copage@gov.bc.ca)>  
**Cc:** Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Sanford, Donna L GCPE:EX <[Donna.Sanford@gov.bc.ca](mailto:Donna.Sanford@gov.bc.ca)>;  
Pivnick, Evan V LASS:EX <[Evan.Pivnick@leg.bc.ca](mailto:Evan.Pivnick@leg.bc.ca)>  
**Subject:** RE: Mtg Hold Request: Aquaculture

Hello  
Room 028 is available. Please note that Adam will be returning from a ministry meeting at 5:00. I would like to suggest a start time of 5:15. Would this create any difficulty. Otherwise perhaps start time of 5:05.  
Regards,  
Judy

---

**From:** Johnson, Lisa E AGRI:EX [<mailto:Lisa.Johnson@gov.bc.ca>]  
**Sent:** Tuesday, November 13, 2018 1:25 PM  
**To:** Rendek, Judy <[Judy.Rendek@leg.bc.ca](mailto:Judy.Rendek@leg.bc.ca)>; Copage, Caitlin GCPE:EX <[Caitlin.Copage@gov.bc.ca](mailto:Caitlin.Copage@gov.bc.ca)>  
**Cc:** Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Sanford, Donna L GCPE:EX <[Donna.Sanford@gov.bc.ca](mailto:Donna.Sanford@gov.bc.ca)>;  
Pivnick, Evan <[Evan.Pivnick@leg.bc.ca](mailto:Evan.Pivnick@leg.bc.ca)>  
**Subject:** RE: Mtg Hold Request: Aquaculture

Hi Judy

Our DMO staff is available on November 26 at 5:00pm

Will the meeting take place in your office?

Thank you,  
Lisa

---

**From:** Rendek, Judy <[Judy.Rendek@leg.bc.ca](mailto:Judy.Rendek@leg.bc.ca)>  
**Sent:** November 9, 2018 11:09 AM  
**To:** Copage, Caitlin GCPE:EX <[Caitlin.Copage@gov.bc.ca](mailto:Caitlin.Copage@gov.bc.ca)>; Johnson, Lisa E AGRI:EX <[Lisa.Johnson@gov.bc.ca](mailto:Lisa.Johnson@gov.bc.ca)>  
**Cc:** Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Sanford, Donna L GCPE:EX <[Donna.Sanford@gov.bc.ca](mailto:Donna.Sanford@gov.bc.ca)>;  
Pivnick, Evan V LASS:EX <[Evan.Pivnick@leg.bc.ca](mailto:Evan.Pivnick@leg.bc.ca)>  
**Subject:** RE: Mtg Hold Request: Aquaculture

Hi  
Regarding the scheduling of this meeting for Nov 26, the only timeslots for Adam are 2:30-3:30 or after 5:00.  
Regards,  
Judy Rendek

---

**From:** Copage, Caitlin GCPE:EX [<mailto:Caitlin.Copage@gov.bc.ca>]  
**Sent:** Friday, November 9, 2018 10:42 AM  
**To:** Johnson, Lisa E AGRI:EX <[Lisa.Johnson@gov.bc.ca](mailto:Lisa.Johnson@gov.bc.ca)>; Rendek, Judy <[Judy.Rendek@leg.bc.ca](mailto:Judy.Rendek@leg.bc.ca)>  
**Cc:** Smith, Jessica C AGRI:EX <[Jessica.C.Smith@gov.bc.ca](mailto:Jessica.C.Smith@gov.bc.ca)>; Sanford, Donna L GCPE:EX <[Donna.Sanford@gov.bc.ca](mailto:Donna.Sanford@gov.bc.ca)>;  
Pivnick, Evan <[Evan.Pivnick@leg.bc.ca](mailto:Evan.Pivnick@leg.bc.ca)>  
**Subject:** Mtg Hold Request: Aquaculture

Hi Lisa and Judy,

AGRI has asked that we initiate scheduling for a tentative hold for a meeting with MLA Olsen on November 28 to discuss an aquaculture update on November 26 if possible.

Could I please ask your help to identify a time that would work for the following folks:

**Timing:**

- 45 minutes
- Nov 26

**Attendees:**

- AGRI MA, Minister Popham and/or AGRI staff (tbd per Jessica Smith)
- MLA Olsen, Claire Hume, and/or additional Green Caucus staff (tbd per Evan Pivnick)
- Donna Sanford and/or Caitlin Copage, CASA Secretariat

Thank you – please let me know if I can help with this request in any way.

Best,

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 10:37 AM  
**To:** Copage, Caitlin GCPE:EX  
**Subject:** Eric Kristianson

Heya, I have landed as support for Eric so if you can keep me in the loop re: the potential Dec. 3<sup>rd</sup> Aquaculture meeting, I will ensure he can make it!

Thanks Caitlin

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 10:33 AM  
**To:** Witter, Allison PREM:EX  
**Subject:** Travel

As per our conversation, please send me your CC information and how your name appears on your Driver's License and I will book your flight back from Vancouver 😊 Thanks!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*



## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 9:25 AM  
**To:** Miller, Amy PREM:EX  
**Subject:** RE: Your computers



---

**From:** Miller, Amy PREM:EX  
**Sent:** Monday, November 26, 2018 9:23 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Your computers

Yes, of course. I am going to get a coffee.

Sent from my iPhone

On Nov 26, 2018, at 9:20 AM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

s.22  
can you give me a second???

---

**From:** Miller, Amy PREM:EX  
**Sent:** Monday, November 26, 2018 9:18 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Your computers

Hi Eleanor,

I am already set up, just need the mouse and keyboard. Thanks.

Amy

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 9:05 AM  
**To:** Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>  
**Subject:** Your computers

When you are ready to have them set up, please call Brett at 250-634-4966 and he will come and assist you. I also have to bring over the keyboard and mouse for Amy so please let me know when you are over there!!!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

Page 325 of 365 to/à Page 326 of 365

Withheld pursuant to/removed as

s.22

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 26, 2018 8:35 AM  
**To:** Henry, David A FIN:EX  
**Subject:** RE: Printing Requirements for 617 Government - New Location

Dean came over last week and I showed him the MFD we were looking for and I think he took pictures or noted the information. I will scamp down when I get a chance and get it to you.

---

**From:** Henry, David A FIN:EX  
**Sent:** Sunday, November 25, 2018 8:32 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Printing Requirements for 617 Government - New Location

Good evening Eleanor, do you have a model and make and asset tag for the printer type you would like for the office over at 032?

Thanks!  
David

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** November 21, 2018 2:31 PM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>; PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** Printing Requirements for 617 Government - New Location

Good afternoon,

Please see the attached picture of the device type that is required in the 033 617 Government new space for the Deputy Premiers office. Can you please advise if you are able to assist in the initiation of getting a device for them?

### Kayla Cockle, Project Lead

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 2:29 PM  
**To:** Cockle, Kayla CITZ:EX <[Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)>  
**Cc:** Basi, Selena PREM:EX <[Selena.Basi@gov.bc.ca](mailto:Selena.Basi@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>; Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Kayla, can we get a mid-sized colour printer with scanning, copying and faxing capabilities. I have attached a photo of what would be appropriate for the work space/needs.

Thank you.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Wednesday, November 21, 2018 11:54 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Henry, David A FIN:EX; PREM Tech  
**Subject:** RE: Printing Requirements for 617 Government - New Location

Hi Eleanor,

Thank you for your quick response. I am working with David Henry's group ( CC'd below) to begin the process to provide a device with the appropriate printing and copying capabilities for your group. In order to complete this we need to know what features the staff need. David's group has asked the below questions. Can you please let me know what functions are required?

- What type of device are they looking for?
- Colour?
- Copy|scan|fax?
- Any other features?

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 21, 2018 11:37 AM  
**To:** Cockle, Kayla CITZ:EX <[Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)>  
**Cc:** Basi, Selena PREM:EX <[Selena.Basi@gov.bc.ca](mailto:Selena.Basi@gov.bc.ca)>; Miller, Amy PREM:EX <[Amy.Miller@gov.bc.ca](mailto:Amy.Miller@gov.bc.ca)>; Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hi Kayla, I will be helping with this so please let me know what I can do to facilitate this.

Thank you

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 21, 2018 10:24 AM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** FW: Printing Requirements for 617 Government - New Location

Hello, all – what features do you want?

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Wednesday, November 21, 2018 10:16 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Henry, David A FIN:EX; PREM Tech  
**Subject:** Printing Requirements for 617 Government - New Location

Good morning Shelley,

My name is Kayla Cockle with Workplace Development Services and I am working on completing your new office space in 617 Government. Thank you for providing me the locations of your staff on the floor plan yesterday. I am working with David Henry and his team to assist you with providing a printing device for your new space. They have asked the following questions below. Are you able to assist us in understanding the requirements for your staff? I would greatly appreciate any information you are able to provide me.

- What type of device are they looking for?
- Colour?
- Copy|scan|fax?
- Any other features?

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

## Mulloy, Eleanor PREM:EX

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 4:16 PM  
**To:** Witter, Allison PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

FYI

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Friday, November 23, 2018 4:06 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #	s.22
Name	Allison Witter

### Booking s.22

Thursday, November 29, 2018

714

11:00 Victoria Harbour (Downtown)

11:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

+ GST	\$15.48
-------	---------

Billing	\$309.52
---------	----------

Taxes	\$15.48
-------	---------

Grand Total	\$325.00
-------------	----------

**1 Passengers - Full-Fare**  
• Allison Witter, Female

**Add to Calendar**

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

### **THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY**

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://helijet.com) or call Helijet Reservations 1.800.665.4354

Payment:  
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:  
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:  
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.  
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:  
Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;  
Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (\*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)  
Vancouver International Airport: 5911 Airport Road South, Richmond BC  
Victoria Harbour Heliport: 79 Dallas Road, Victoria BC  
Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC



**Parking:**

Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

**Aircraft Type:**

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

**Travel Documentation:**

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

**Baggage Allowance:**

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

**Baggage Liability:**

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

**Transportation upon arrival:**

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

**Accessibility:**

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

**Pets on Helijet:**

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

**Weather Conditions:**

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

**Reservations:**

Reservations are required for all flights and may be booked online at [www.helijet.com](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

**Login to your account at [helijet.com](http://helijet.com)**

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 4:16 PM  
**To:** Witter, Allison PREM:EX  
**Subject:** RE: Flights

I was able to get you over on helijet but not coming back on it. The waitlists are huge as well. I can book you back via the airport but will require your credit card to make the booking. I can get you on a flight on Pacific Coastal at 650pm (South Terminal) or on Air Canada at 6:55pm or 9:55 (eek). Westjet has only one option and that is at 9pm.

I am leaving soon<sup>s.22</sup> so will book your preference on Monday morning.

Eleanor

---

**From:** Witter, Allison PREM:EX  
**Sent:** Friday, November 23, 2018 4:04 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Flights

Thanks! I should note that my meeting finishes at 5pm but I may not get out of there until 5:30 – so it would need to be a late-ish flight back.

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 4:02 PM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** RE: Flights

On it ☺

---

**From:** Witter, Allison PREM:EX  
**Sent:** Friday, November 23, 2018 4:01 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Flights

Hi Eleanor,

Are you able to assist me with booking helijet to and from Vancouver for next Thurs, Nov 29? I'm hoping to go over around lunch and return on their last flight back (although it looks like this may be booked up – so may have to waitlist it or fly back from YVR).

Thanks,  
Ali

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

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 3:59 PM  
**To:** Witter, Allison PREM:EX  
**Subject:** RE: package for Allison

Will do!

---

**From:** Witter, Allison PREM:EX  
**Sent:** Friday, November 23, 2018 3:54 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: package for Allison

Looks great – thanks Eleanor. For my contact information, perhaps you could change it to my office line (250-387-0863) and the Secretariat email (WildSalmonSecretariat@gov.bc.ca)?

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 3:24 PM  
**To:** Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
**Subject:** RE: package for Allison

I was able to flag down Eric and he thought the news release first and requested I take out the GCPE folks and put in you, which I have done. I have attached it so you can see how it appears. If you want any changes, let me know. I am going to print off everything on Monday.

Eleanor

---

**From:** Witter, Allison PREM:EX  
**Sent:** Friday, November 23, 2018 3:21 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: package for Allison

How about the summary doc first? 😊

Thanks,

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

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 2:48 PM  
**To:** Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Subject:** RE: package for Allison

Quick question, what order would you like the handout? News release first or the Summary document on top? Thanks!

---

**From:** Witter, Allison PREM:EX  
**Sent:** Friday, November 23, 2018 2:33 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Kristianson, Eric PREM:EX  
**Subject:** RE: package for Allison

Hi Eleanor,

Here is the link to the IB: <https://news.gov.bc.ca/releases/2018PREM0084-002264> and the summary document is attached.

Thanks,  
Ali

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

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** November 22, 2018 4:39 PM  
**To:** Witter, Allison PREM:EX <[Allison.Witter@gov.bc.ca](mailto:Allison.Witter@gov.bc.ca)>  
**Cc:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Subject:** RE: package for Allison

Thanks Alli, actually can you send the new version and the final IB tomorrow. I think for the purposes of the meeting they give enough detail and direct those who are interested to the correct website and contact information.

Eric Kristianson  
ADM, Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-698-8511 (office)  
778-584-1248 (cel)

---

**From:** Witter, Allison PREM:EX  
**Sent:** November 22, 2018 4:37 PM  
**To:** Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>  
**Cc:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Subject:** Re: package for Allison

Thanks Eric.

Eleanor, that was an older version of the summary doc and I will send you the latest version when I'm back at my computer. Please hold off printing until then.

Sent from my iPhone

On Nov 22, 2018, at 4:02 PM, Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)> wrote:

Eleanor,

Next week, Allison is going to take a package of WSAC summaries and Information Bulletins to the FLNG panel on salmon.

I'll get you the IB tomorrow, and could you print and collate (the 2-sided summary document with a copy of the IB attached) 150 copies?

Thanks

Eric Kristianson  
ADM, Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-698-8511 (office)  
778-584-1248 (cel)

<6395 Wild Salmon Strategy Summary D.1.pdf>

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 3:57 PM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** Order Please

Could you please order a package of Post-it Self-stick Easel Pads? I do believe they come 3 to a flat. If we can have them here by Tuesday, it would be appreciated.

[https://www.staples.ca/en/Post-it-Self-Stick-Easel-Pad-25-x-30-1-2-White/product\\_22908\\_1-CA\\_1\\_20001](https://www.staples.ca/en/Post-it-Self-Stick-Easel-Pad-25-x-30-1-2-White/product_22908_1-CA_1_20001)

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 2:46 PM  
**To:** Burbee, Jon CITZ:EX  
**Subject:** RE: Advice needed - fridge/microwave or no fridge/microwave

Hi Jon, thank you for your response. The fridge and microwave have already been placed in the room and we are just waiting for the MFD printer to be put in there. I will chat with Shelly in Facilities about the electrical in the room so she is aware of what has been put in there.

Thank you for all your help with this move!

Eleanor

---

**From:** Burbee, Jon CITZ:EX  
**Sent:** Friday, November 23, 2018 2:33 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Advice needed - fridge/microwave or no fridge/microwave

Hello Eleanor.

My preference is that this equipment not be moved to Room 033 due to the potential electrical safety hazards from these high draw loads as there are alternatives nearby.

If staff still would prefer to have the equipment in the suite, would you mind sending your note to the main point of contact in the Facility Management Unit [Shelly.Akam@gov.bc.ca](mailto:Shelly.Akam@gov.bc.ca)? She will put the request into the right hands of the technicians with WSI to assess the electrical capacity.

**Jon Burbee** | Executive Director | Asset Management Branch  
Real Property Division | Ministry of Citizens' Services  
**Ph:** 250 213-7439 | **e:** [Jon.Burbee@gov.bc.ca](mailto:Jon.Burbee@gov.bc.ca) | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1 | **wp** W311C,  
4000 Seymour Pl, Saanich BC



Real Property  
Division

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, November 23, 2018 2:28 PM  
**To:** Burbee, Jon CITZ:EX  
**Subject:** FW: Advice needed - fridge/microwave or no fridge/microwave

Hello, I have followed up with the staff who will be relocating to Room 033 and they wondering if they could have the fridge and microwave there for a couple of weeks to assess if they need it or not.

Please let me know if this request can be accommodated.

Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 2:12 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Advice needed - fridge/microwave or no fridge/microwave

Eleanor – can you follow up with them on what they want and then let Jon Burbee know?

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 11:10 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Advice needed - fridge/microwave or no fridge/microwave

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 10:38 AM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** Advice needed - fridge/microwave or no fridge/microwave

Hello, pals – I need your thoughts. As there is a common break room near your office with a range of appliances (plus water, a sink and recycling), we decided not to ask for a fridge. When Eleanor was by today, she took this photo.

Would you like the fridge and microwave to remain? If so, please let me know and I will have it stay. If not, I will have it removed or see if they need extra in the break room.

(here is my two cents – ignore it if you wish – I think the hard part about having things like microwaves in work spaces is that they are far from the cleaning area should spills arise, etc – plus that tuna casserole may not be everyone's cup of tea.....)



## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 2:21 PM  
**To:** Miller, Amy PREM:EX  
**Subject:** RE: office space & supplies

I will pop a three hole punch over Monday am (along with anything else folks ask for)

---

**From:** Miller, Amy PREM:EX  
**Sent:** Friday, November 23, 2018 2:15 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: office space & supplies

I think the only immediate need for me is a hole punch, I can probably rely on my existing TBS supplies for the short term.

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 12:04 PM  
**To:** Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>  
**Cc:** Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>; Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>  
**Subject:** RE: office space & supplies

Hi Amy, as per our conversation, after you all have been in the office for about a week or two, lets meet up and you can let me know what you would like changed, added or updated.

Regarding office supplies, if you could each give me a list of "need right now" items, I will gather them up and bring over on Monday morning. For future items, I will chat with Jackie Hendry on Tuesday (give her day to get up to speed s.22 on how we will ensure you have the supplies you need from now on.

Does that sound good?

Eleanor

---

**From:** Miller, Amy PREM:EX  
**Sent:** Friday, November 23, 2018 11:20 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** office space & supplies

Hi Eleanor

Neither of these things are urgent but wanted to send an email while I was thinking about it.

- Would it be possible to get a large cork board installed in my office so that I'm not having to pin things to the new walls?
- Would we also be able to order or 'raid' the office supplies in the west annex so that we have some extra pens, paper, notepads, whole punch, staplers etc in the new space

Thanks!

Amy

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 2:12 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Advice needed - fridge/microwave or no fridge/microwave

Gladly

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 2:12 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Advice needed - fridge/microwave or no fridge/microwave

Eleanor – can you follow up with them on what they want and then let Jon Burbee know?

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 11:10 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Advice needed - fridge/microwave or no fridge/microwave

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 10:38 AM  
**To:** Basi, Selena PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** Advice needed - fridge/microwave or no fridge/microwave

Hello, pals – I need your thoughts. As there is a common break room near your office with a range of appliances (plus water, a sink and recycling), we decided not to ask for a fridge. When Eleanor was by today, she took this photo.

Would you like the fridge and microwave to remain? If so, please let me know and I will have it stay. If not, I will have it removed or see if they need extra in the break room.

(here is my two cents – ignore it if you wish – I think the hard part about having things like microwaves in work spaces is that they are far from the cleaning area should spills arise, etc – plus that tuna casserole may not be everyone's cup of tea.....)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 10:18 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: As per your request  
**Attachments:** 035.JPG

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 10:18 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: As per your request

Can you send me the one with the fridge in it?

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, November 23, 2018 10:12 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** As per your request

Please see attached photos of the three office that have been set up for the 2 Directors and Executive Director in Room 032, 617 Government Street. Also attached is a photo of the key box that is there. As discussed, there is not MFD as of yet and a fridge and microwave are in the offices as well.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

**Mulloy, Eleanor PREM:EX**

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 10:14 AM  
**To:** Basi, Selena PREM:EX; Witter, Allison PREM:EX; Miller, Amy PREM:EX  
**Cc:** Canitz, Shelley L PREM:EX  
**Subject:** Keys for your Office Doors

I popped over and looked at your office space today and noted that there are now keys in your office doors. You have each received two keys and I am wondering if you would like to have the spare kept here at the DMO. It would be labeled and kept by Keira's desk for easy access. Let me know and I will get that done today.

Thanks everyone and the space looks great!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 10:07 AM  
**To:** Kennedy, Christine PREM:EX; Higgins, Keira PREM:EX; Kristianson, Eric PREM:EX  
**Subject:** FW: Security Alarm Code: 617 Government

FYI

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Friday, November 23, 2018 9:35 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Miller, Amy PREM:EX; Basi, Selena PREM:EX; Witter, Allison PREM:EX  
**Subject:** Security Alarm Code: 617 Government

Good morning,

Please be advised that security alarm pad internal to your new suite (032) requires the code <sup>s.15</sup> to disarm the suite. The first staff member to enter the space in the morning will be responsible for punching in this code in order to disarm the system. Please keep this number for your files and if you have any questions on the operating procedures do not hesitate to contact me.

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 8:47 AM  
**To:** Miller, Amy PREM:EX  
**Subject:** RE: Access 617 Government New Suite

I have arranged it already! I will be picking up the card today as I am over there dropping off some items

---

**From:** Miller, Amy PREM:EX  
**Sent:** Friday, November 23, 2018 8:46 AM  
**To:** Cockle, Kayla CITZ:EX; Mulloy, Eleanor PREM:EX  
**Cc:** Witter, Allison PREM:EX; Basi, Selena PREM:EX  
**Subject:** RE: Access 617 Government New Suite

Thanks Kayla, appreciate the update and the effort to get this space built out so quickly.

Eleanor – Given I am already over here, I will arrange to pick up Christine's card from Shelly.

Amy

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** November 23, 2018 8:19 AM  
**To:** Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>  
**Cc:** Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>; Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>; Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>  
**Subject:** Access 617 Government New Suite

Good morning,

Please be advised that we have secured the new suite at 617 Government with program specific access. This includes access for your staff and the janitorial day porter. The staff you had indicated now have access to the suite for the morning of Monday, November 26<sup>th</sup>. In addition, a new access card has been created for ADM Christine Kennedy which is available for pick up from the Facilities Management Unit at 617 Government. In order to pick up the card please contact the Director of Facilities, Shelly Akam at 250-588-3614.

Please let me know if there are any questions or concerns and I would be happy to assist.

Sincerely,

**Kayla Cockle, Project Lead**

Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 778.698.3397 | Cell 778.677.8470 | [Kayla.Cockle@gov.bc.ca](mailto:Kayla.Cockle@gov.bc.ca)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 8:36 AM  
**To:** Cockle, Kayla CITZ:EX  
**Cc:** Magee, Tracey FIN:EX; Akam, Shelly L FIN:EX  
**Subject:** RE: Access 617 Government New Suite

Kayla, I am hoping that I have access as well as I am admin support for Amy, Allison and Selena!

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Friday, November 23, 2018 8:19 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Miller, Amy PREM:EX; Witter, Allison PREM:EX; Basi, Selena PREM:EX  
**Subject:** Access 617 Government New Suite

Good morning,

Please be advised that we have secured the new suite at 617 Government with program specific access. This includes access for your staff and the janitorial day porter. The staff you had indicated now have access to the suite for the morning of Monday, November 26<sup>th</sup>. In addition, a new access card has been created for ADM Christine Kennedy which is available for pick up from the Facilities Management Unit at 617 Government. In order to pick up the card please contact the Director of Facilities, Shelly Akam at 250-588-3614.

Please let me know if there are any questions or concerns and I would be happy to assist.

Sincerely,

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Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 23, 2018 8:35 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** FW: Access 617 Government New Suite

FYI re: Christine's access card for 617 government

---

**From:** Cockle, Kayla CITZ:EX  
**Sent:** Friday, November 23, 2018 8:19 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Miller, Amy PREM:EX; Witter, Allison PREM:EX; Basi, Selena PREM:EX  
**Subject:** Access 617 Government New Suite

Good morning,

Please be advised that we have secured the new suite at 617 Government with program specific access. This includes access for your staff and the janitorial day porter. The staff you had indicated now have access to the suite for the morning of Monday, November 26<sup>th</sup>. In addition, a new access card has been created for ADM Christine Kennedy which is available for pick up from the Facilities Management Unit at 617 Government. In order to pick up the card please contact the Director of Facilities, Shelly Akam at 250-588-3614.

Please let me know if there are any questions or concerns and I would be happy to assist.

Sincerely,

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## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 4:19 PM  
**To:** Miller, Amy PREM:EX; Witter, Allison PREM:EX  
**Subject:** Conference Call Number

FYI – this is a conference call number for staff to use in the DMO/PO.

Conference Reference: s.15; s.17

Number of participants: 30 (including Moderator)

Access codes:

- Moderator Conference ID: s.15; s.17
- Participant Conference ID:

Dial-in Phone Numbers:

- s.15; s.17 Toll Free - North America
- s.15; s.17 Vancouver local

Thanks,

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 4:18 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Conference Report - BASI, SELENA

I have touched base with Kayla and they will work on getting the number reassigned. We do have a Conference Call Number that is used by staff here in the DMO/PO. Please see the information below which I will also share with Amy and Allison.

Conference Reference: s.15; s.17

Number of participants: 30 (including Moderator)

Access codes:

- Moderator Conference ID: s.15; s.17
- Participant Conference ID:

Dial-in Phone Numbers:

- s.15; s.17 Toll Free - North America
- s.15; s.17 Vancouver local

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*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Basi, Selena PREM:EX  
**Sent:** Thursday, November 22, 2018 2:46 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Conference Report - BASI, SELENA

Hi Eleanor - I keep getting these notifications which I think is linked to my I'd from at LBR  
Can you maybe check w Kayla Birnie if this is still in use as if so it should be reassigned.  
I don't have a conference line in this office so maybe I could either get a new ID or this one reassigned and they get another - not sure the best route

Sent from my iPad

On Nov 22, 2018, at 2:26 PM, "[conference@conf-centre.com](mailto:conference@conf-centre.com)" <[conference@conf-centre.com](mailto:conference@conf-centre.com)> wrote:



# Office of the Chief Information Officer

Français

Attention: BASI, SELENA <sup>s.15; s.17</sup>

Date : 22/11/2018

Time : 3:26pm MT

Email Address : [SELENA.BASI@GOV.BC.CA](mailto:SELENA.BASI@GOV.BC.CA)

## Post Call Completion Report

Subject: 1226243

Conference: BASI, SELENA

Attendees: 2

### Conference Summary:

The conference 'BASI, SELENA' reference 1226243, took place on 22/11/2018 at 12:00pm MT.

There were 2 connections. The details are as follows:

Participant	Caller Line	Date	Start time	End time	Duration (HH:MM:SS)
GovBC Toll Free	s.15; s.17	22/11/2018	12:00pm	12:45pm	0:44:43
GovBC Toll Free		22/11/2018	12:00pm	12:45pm	0:44:13

Total time of all connections: 1:28:56 (HH:MM:SS)

1-866-971-2655 / [conference@conf-centre.com](mailto:conference@conf-centre.com)

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# Office of the Chief Information Officer

English

À l'attention de : BASI, SELENA s.15; s.17

Date : 22/11/2018

Heure : 3:26pm HNR

Courriel : [SELENA.BASI@GOV.BC.CA](mailto:SELENA.BASI@GOV.BC.CA)

## Rapport de conférence

Objet : 1226243

Conférence : BASI, SELENA

Participants : 2

Sommaire de la conférence:

La conférence BASI, SELENA numéro de référence 1226243, a eu lieu le 22/11/2018 à 12:00pm HNR.

Il y a eu 2 connections. Les détails sont comme suit:

Participant	Ligne de l'appelant	Date	Date de début	Date de fin	Durée (HH:MM:SS)
GovBC Toll Free	s.15; s.17	22/11/2018	12:00pm	12:45pm	0:44:43
GovBC Toll Free		22/11/2018	12:00pm	12:45pm	0:44:13

Durée totale de toutes les connexions: 1:28:56 (HH:MM:SS)

1-866-971-2655 / [conference@conf-centre.com](mailto:conference@conf-centre.com)

Ce courriel peut être privilégié ou confidentiel. Toute utilisation du présent courriel par un destinataire non intentionné est interdite. Veuillez aviser immédiatement l'expéditeur si vous avez reçu ce courriel par erreur afin qu'il puisse s'occuper de son transfert.

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 4:04 PM  
**To:** Kristianson, Eric PREM:EX  
**Subject:** RE: package for Allison

Will do!

---

**From:** Kristianson, Eric PREM:EX  
**Sent:** Thursday, November 22, 2018 4:03 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Witter, Allison PREM:EX  
**Subject:** package for Allison

Eleanor,

Next week, Allison is going to take a package of WSAC summaries and Information Bulletins to the FLNG panel on salmon.

I'll get you the IB tomorrow, and could you print and collate (the 2-sided summary document with a copy of the IB attached) 150 copies?

Thanks

Eric Kristianson  
ADM, Strategic Initiatives  
Office of the Premier, Deputy Minister's Office  
778-698-8511 (office)  
778-584-1248 (cel)

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 3:01 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** PHONE CALL

Mira Oreck from VCO called for Okenge today at 2:59pm. If he could call her back at 604-839-1967, it would be appreciated.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 2:49 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Conference Report - BASI, SELENA

I will connect with Kayla and with the UC system being rolled out with all of us in Mid-December, the need for conference call lines will, in theory, not be needed anymore BUT we are waiting to see what is what when we are officially up and running.

Eleanor

---

**From:** Basi, Selena PREM:EX  
**Sent:** Thursday, November 22, 2018 2:46 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Conference Report - BASI, SELENA

Hi Eleanor - I keep getting these notifications which I think is linked to my I'd from at LBR  
Can you maybe check w Kayla Birnie if this is still in use as if so it should be reassigned.  
I don't have a conference line in this office so maybe I could either get a new ID or this one reassigned and they get another - not sure the best route

Sent from my iPad

On Nov 22, 2018, at 2:26 PM, "[conference@conf-centre.com](mailto:conference@conf-centre.com)" <[conference@conf-centre.com](mailto:conference@conf-centre.com)> wrote:



Office of the Chief  
Information Officer

---

Français

Attention: BASI, SELENA (s.15; s.17)

Date : 22/11/2018

Time : 3:26pm MT

Email Address : [SELENA.BASI@GOV.BC.CA](mailto:SELENA.BASI@GOV.BC.CA)

Post Call Completion Report



Subject: 1226243  
Conference: BASI, SELENA  
Attendees: 2

Conference Summary:

The conference 'BASI, SELENA' reference 1226243, took place on 22/11/2018 at 12:00pm MT.

There were 2 connections. The details are as follows:

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GovBC Toll Free		22/11/2018	12:00pm	12:45pm	0:44:13

Total time of all connections: 1:28:56 (HH:MM:SS)

1-866-971-2655 / [conference@conf-centre.com](mailto:conference@conf-centre.com)

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Office of the Chief  
Information Officer

English

À l'attention de : BASI, SELENA (s.15; s.17)

Date : 22/11/2018

Heure : 3:26pm HNR

Courriel : [SELENA.BASI@GOV.BC.CA](mailto:SELENA.BASI@GOV.BC.CA)

Rapport de conférence

1. The following information is for your information only.

## Mulloy, Eleanor PREM:EX

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 2:47 PM  
**To:** Karger, Kristina EMBC:EX; Tanaka, Sandra EMBC:EX  
**Subject:** RE: DMC EM

Got it! Thank you! Got lost in a sea of computer/furniture moves emails.

Eleanor

---

**From:** Karger, Kristina EMBC:EX  
**Sent:** Thursday, November 22, 2018 2:46 PM  
**To:** Tanaka, Sandra EMBC:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Kristianson, Eric PREM:EX  
**Subject:** RE: DMC EM

Hi Sandra,

Eleanor and Eric were given access to the site on Tuesday. They should have received an email with the link.

Please let me know if there are issues accessing the site.

**Kristie Karger** | Executive Coordinator  
Office of the Assistant Deputy Minister  
Emergency Management BC  
Ministry of Public Safety and Solicitor General

*Acknowledging the Wsanec and Lekwungen People whose land I am grateful to work, live and grow on.*

---

**From:** Tanaka, Sandra EMBC:EX  
**Sent:** November 22, 2018 1:41 PM  
**To:** Karger, Kristina EMBC:EX <Kristina.Karger@gov.bc.ca>  
**Cc:** Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>  
**Subject:** FW: DMC EM

Hi Kristie,

Please add Eleanor Mulloy to the ADMCEM sharepoint site. Eleanor will be supporting the new ADM from the PO attending ADMCEM. The ADM from the PO is not yet known but Eleanor will provide support to who it will be.

Thanks,  
Sandra

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 11:37 AM  
**To:** Tanaka, Sandra EMBC:EX <Sandra.Tanaka@gov.bc.ca>  
**Cc:** Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>  
**Subject:** RE: DMC EM

As per our conversation, if you could please have me added to the Sharepoint Site for the ADMC EM, it would be appreciated. I will be the EA responsible for printing off meeting material and ensuring that the person/delegate attending the meetings has the required meeting materials and it is in their calendars.

Thank you for your assistance this morning.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Tanaka, Sandra EMBC:EX  
**Sent:** Thursday, November 15, 2018 1:29 PM  
**To:** Higgins, Keira PREM:EX; Woodcock, Danielle EMBC:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Rothe, Karen J EMBC:EX; Lenz, Allison EMBC:EX; Karger, Kristina EMBC:EX  
**Subject:** RE: DMC EM

Hi Keira,

As requested, see below for the list of ADMCEM members. ADMCEM meetings occur on the first Tuesday of the month from 1:30 to 3:00pm.

Once the Director has been identified we can add them to the ADMCEM sharepoint site.

Best,  
Sandra

#### **Assistant Deputy Ministers' Committee on Emergency Management**

##### Chair:

Madeline Maley            ADM, Emergency Management BC, Ministry of Public Safety

##### Members:

Arif Lalani	ADM, Ministry of Agriculture
Claudia Trudeau	Executive Director, Climate Risk & Investment
Craig Sutherland	ADM, Ministry of Forests, Lands, Natural Resource Operations & Rural Development
David Morel	ADM, Ministry of Environment & Climate
Debi Upton	ADM, Ministry of Social Development
Kevin Richter	ADM, Ministry of Transportation and Infrastructure
Laurel Nash	ADM, Ministry of Indigenous Relations
Mike Lowe	ADM, Government Communications & Public
Philip Twyford	ADM, Ministry of Children & Family Development
Sunny Dhaliwal	ADM, Ministry of Citizens' Services – Real Property
Susan Stanford	ADM, Ministry of Citizens' Services – Transformation Planning
Tara Faganello	ADM, Ministry of Municipal Affairs & Housing
TBD	ADM, Ministry of Health
Cameron Lewis	Executive Lead of Emergency Management, PSSG-EMBC and FLNRORD

ADMCEM Secretariat:

Sandra Tanaka Director, Corporate and Strategic Initiatives, Assistant Deputy Minister's Office, EMBC  
Kristie Karger Executive Coordinator, Assistant Deputy Minister's Office, EMBC

DMCEM Secretariat:

Karen Rothe DMCEM Secretariat -- Deputy Minister's Office

**Sandra Tanaka** | Director of Corporate and Strategic Initiatives  
Office of the Assistant Deputy Minister  
Emergency Management BC  
Ministry of Public Safety and Solicitor General  
Tel: 250 952-5040

---

**From:** Higgins, Keira PREM:EX  
**Sent:** November 15, 2018 11:19 AM  
**To:** Woodcock, Danielle EMBC:EX <[Danielle.Woodcock@gov.bc.ca](mailto:Danielle.Woodcock@gov.bc.ca)>  
**Cc:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>; Rothe, Karen J EMBC:EX <[Karen.Rothe@gov.bc.ca](mailto:Karen.Rothe@gov.bc.ca)>; Lenz, Allison EMBC:EX <[Allison.Lenz@gov.bc.ca](mailto:Allison.Lenz@gov.bc.ca)>; Tanaka, Sandra EMBC:EX <[Sandra.Tanaka@gov.bc.ca](mailto:Sandra.Tanaka@gov.bc.ca)>; Karger, Kristina EMBC:EX <[Kristina.Karger@gov.bc.ca](mailto:Kristina.Karger@gov.bc.ca)>  
**Subject:** RE: DMC EM

Many thanks!

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

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**From:** Woodcock, Danielle EMBC:EX  
**Sent:** Thursday, November 15, 2018 11:16 AM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Rothe, Karen J EMBC:EX; Lenz, Allison EMBC:EX; Tanaka, Sandra EMBC:EX; Karger, Kristina EMBC:EX  
**Subject:** RE: DMC EM

Good Morning Keira,

Just for your awareness the Secretariat for DMC EM is Karen Rothe and Allison Lenz, I have included them both on this email, I think that they have already connected with Eleanor.

I have also included Sandra Tanaka and Kristina Karger on this email, as they are the Secretariat for ADMC EM, they will provide the Committee List and Meeting Schedule to Eleanor.

Thank you.

**Danielle Woodcock, Manager Executive Operations**  
Office of the Deputy Minister, Emergency Management BC  
Ministry of Public Safety and Solicitor General  
Suite 4B - 940 Blanshard Street  
Victoria BC V8W 3C8  
Office: 778-974-5193 Mobile: 250-818-1297

Email: [Danielle.Woodcock@gov.bc.ca](mailto:Danielle.Woodcock@gov.bc.ca)

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**From:** Higgins, Keira PREM:EX  
**Sent:** November 15, 2018 10:56 AM  
**To:** Woodcock, Danielle EMBC:EX <[Danielle.Woodcock@gov.bc.ca](mailto:Danielle.Woodcock@gov.bc.ca)>  
**Cc:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Subject:** DMC EM

Hi Danielle,

Could you please replace Christine Kennedy with Eric Kristianson on all DMC EM Meetings and update the distribution/SharePoint lists to include Eric and his assistant, Eleanor Mulloy?

Also, could you please send the attendee list and meeting schedule for the ADMs EM Meeting to Eleanor? She will follow up with your office shortly as to which Director will attend from our office.

Thanks,

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

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 10:59 AM  
**To:** Tanaka, Sandra EMBC:EX; Karger, Kristina EMBC:EX  
**Subject:** FW: DMC EM

Hello, as per Danielle's note below, could I please get a copy of the Committee List and Meeting Schedule?

Thank you in advance.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, November 15, 2018 11:19  
**To:** Woodcock, Danielle EMBC:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Rothe, Karen J EMBC:EX; Lenz, Allison EMBC:EX; Tanaka, Sandra EMBC:EX; Karger, Kristina EMBC:EX  
**Subject:** RE: DMC EM

Many thanks!

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

---

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**Sent:** Thursday, November 15, 2018 11:16 AM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Rothe, Karen J EMBC:EX; Lenz, Allison EMBC:EX; Tanaka, Sandra EMBC:EX; Karger, Kristina EMBC:EX  
**Subject:** RE: DMC EM

Good Morning Keira,

Just for your awareness the Secretariat for DMC EM is Karen Rothe and Allison Lenz, I have included them both on this email, I think that they have already connected with Eleanor.

I have also included Sandra Tanaka and Kristina Karger on this email, as they are the Secretariat for ADMC EM, they will provide the Committee List and Meeting Schedule to Eleanor.

Thank you.

**Danielle Woodcock, Manager Executive Operations**

Office of the Deputy Minister, Emergency Management BC  
Ministry of Public Safety and Solicitor General  
Suite 4B - 940 Blanshard Street  
Victoria BC V8W 3C8  
Office: 778-974-5193 Mobile: 250-818-1297  
Email: [Danielle.Woodcock@gov.bc.ca](mailto:Danielle.Woodcock@gov.bc.ca)

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<image001.jpg>

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---

**From:** Higgins, Keira PREM:EX  
**Sent:** November 15, 2018 10:56 AM  
**To:** Woodcock, Danielle EMBC:EX <[Danielle.Woodcock@gov.bc.ca](mailto:Danielle.Woodcock@gov.bc.ca)>  
**Cc:** Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>  
**Subject:** DMC EM

Hi Danielle,

Could you please replace Christine Kennedy with Eric Kristianson on all DMC EM Meetings and update the distribution/SharePoint lists to include Eric and his assistant, Eleanor Mulloy?

Also, could you please send the attendee list and meeting schedule for the ADMs EM Meeting to Eleanor? She will follow up with your office shortly as to which Director will attend from our office.

Thanks,

**Keira Higgins, Executive Administrative Coordinator**

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



## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 8:55 AM  
**To:** Andruz, Dean FIN:EX  
**Subject:** RE: Microsoft Lync

Worked perfectly, thank you!

---

**From:** Andruz, Dean FIN:EX  
**Sent:** Thursday, November 22, 2018 8:35 AM  
**To:** Mulloy, Eleanor PREM:EX; PREM Tech  
**Subject:** RE: Microsoft Lync

Hi Eleanor,  
Calling you now.

Regards,

**Dean Andruz**  
@: Prem.tech@gov.bc.ca  
@: FIN.tech@gov.bc.ca  
Tel: 250-893-5915

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 8:34 AM  
**To:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** Microsoft Lync

Eric is unable to pull up Lync on his computer since it has been refreshed. Is this an easy fix I can do? Thanks everyone!

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

## Mulloy, Eleanor PREM:EX

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** November 22, 2018 8:31 AM  
**To:** Basi, Selena PREM:EX  
**Subject:** RE: Ordered Items

Sounds good 😊

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**From:** Basi, Selena PREM:EX  
**Sent:** Wednesday, November 21, 2018 9:11 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Re: Ordered Items

Hi I will get from you on Friday / will likely use Jackie's office again a good part of that day to sit and write in quiet quarters

Sent from my iPad

On Nov 21, 2018, at 1:32 PM, Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)> wrote:

Hi Selena, your cell phone case and universal folio have arrived. I have them at my desk and can bring over with me on Tuesday if you would like.

Eleanor Mulloy, Executive Administrative Assistant  
Office of the Premier  
Office Phone: 250-356-2605  
Cell Phone: 250-208-6194  
UC Phone: 778-698-8971

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