

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 8:41 AM
To: Wright, Don J. PREM:EX
Subject: RE: meeting request

Will do - thanks.

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

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

From: Wright, Don J. PREM:EX
Sent: Sunday, December 2, 2018 3:33 PM
To: Higgins, Keira PREM:EX
Subject: FW: meeting request

Meeting in my office. Not lunch. Thanks.

On 2018-12-02, 3:32 PM, "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca> wrote:

Could you find a time that works for both David and me the week of Dec 17?

Thanks.

Don

On 2018-12-01, 2:17 PM, "David Zussman" <dzussman@uvic.ca> wrote:

Thanks for getting back to me.. The week of the 17th is good for me and I suspect you will be less busy at that time..

I am happy to drop by the office or we can meet for coffee or lunch.. whatever works for you.

Cheers

David

> On Dec 1, 2018, at 1:02 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:
>
> Hi David,
>
> Apologies for taking so long to get back to you. Just getting my nose above water now. ____
>
> Would you like to have a chat on the phone, or do you want to come into my office?
>
> My calendar won't really clear up until Dec 14, or the week of Dec 17-21. Anything in there convenient for you?

>
> Best wishes,
>
> Don
>
> On 2018-11-20, 10:50 AM, "David Zussman" <dzussman@uvic.ca> wrote:
>
> Hi Don,
>
> I am following up on our discussion before I left for s.22 to get together to discuss policy capacity
in government today.. I am working on a number of new initiatives that you might be interested in.
>
>
> Best regards
>
>
> David
>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 8:31 AM
To: Brown, Dawn A PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: RE: Binder updates

Hi Dawn,

After 9:00 is best as they have Agendas this morning and need their binders.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Monday, December 3, 2018 8:25 AM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Binder updates
Importance: High

J rrg# ruqj#dgIw/#

I#p #jrlqj#wqng#kh#lghu#ru#sgdw#sdvhl#
Iqhg#r#f#p elq#5#p hwlqj#v#r#w#ehw#kdw#j#h#kh#lghu#r#gr#kh#sgdw#p |vdi#
I# kch#khgh#yh#xw#ehir#k#I#

Wkdqnv/#

Gdz qD dngd#urz q#
Fdelqhw#shudwrgv|R iilfh#i#kh#Sup Iu#
Urrp #B66 #D4:#U ryhup hq#vwhw#Y lfwild/E IF I##X ;Z #Y 4##
Sk#:#;k:7183;5#Fho#:#;18;7134<:#

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 8:47 AM
To: Wright, Don J. PREM:EX
Subject: RE: Tuesday

Will do – thanks.

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

From: Wright, Don J. PREM:EX
Sent: Saturday, December 1, 2018 1:01 PM
To: Higgins, Keira PREM:EX
Subject: Tuesday

Hi Keira,

Don't worry about this until Monday, but it looks like PJH will be at VCO for the Tuesday afternoon briefing. If possible, could we rearrange my day so that I could fly over there in time for that. It may mean having to reschedule Doug Enns and Jackie.

Not the end of the world if this can't work.

Thanks.

Don

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:16 AM
To: 'doug.enns@managedupturn.com'
Subject: RE: Lunch with Don

Hi Doug,

My sincere apologies but Don has been called to Vancouver tomorrow and as such we will need to reschedule your lunch. Would either December 11th at noon or December 14th at noon work for your schedule?

Thanks,

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

From: doug.enns@managedupturn.com [mailto:doug.enns@managedupturn.com]
Sent: Tuesday, November 20, 2018 9:23 AM
To: Higgins, Keira PREM:EX
Subject: RE: Lunch with Don

Hello Keira,

I have reserved a table at the ^{s.15} for 12.15 in December 4th.

Thanks

Doug Enns

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: November 13, 2018 3:06 PM
To: 'Doug Enns' <doug.enns@managedupturn.com>
Subject: RE: Lunch with Don

Hi Doug,

Don is pretty easy-going about lunch spots but a place near the Legislative building is usually preferred so he can walk.

Thanks,

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

From: Doug Enns [mailto:doug.enns@managedupturn.com]
Sent: Tuesday, November 13, 2018 12:23 PM

To: Higgins, Keira PREM:EX
Subject: RE: Lunch with Don

Keira – the 4th would be great.

Do you have a place in mind?

Doug Enns

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: November 13, 2018 9:19 AM
To: 'doug.enns@managedupturn.com' <doug.enns@managedupturn.com>
Subject: RE: Lunch with Don

Hi Doug,

Don is available for a lunch in Victoria on December 3rd or 4th. Might one of those dates work for your schedule?

Thanks,

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

From: doug.enns@managedupturn.com [<mailto:doug.enns@managedupturn.com>]
Sent: Monday, November 12, 2018 10:07 AM
To: Higgins, Keira PREM:EX
Subject: FW: Lunch with Don

Hello Keira,

I ran into Don recently on a Helijet flight. We agreed we would meet for lunch.

Do you know what dates he might have available?

Thanks

Doug Enns

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:19 AM
To: Nash, Amber PREM:EX
Subject: 2:30 meeting tomorrow

Hi Amber,

Don will now be in Vancouver for the 2:30 meeting tomorrow.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:25 AM
To: Shang, Cindy TAC:EX
Subject: RE: Call with Sandy and Don

Hi Cindy,

Apologies but there are no other options today or tomorrow but he could do a call on Wednesday between 1:00-2:00.

Thanks,

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

From: Shang, Cindy TAC:EX
Sent: Monday, December 3, 2018 9:24 AM
To: Higgins, Keira PREM:EX
Subject: RE: Call with Sandy and Don

Hi Keira,

Sorry Sandy has an appointment tomorrow afternoon from 3 – 5. Are there any other options?

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:22 AM
To: Shang, Cindy TAC:EX <Cindy.Shang@gov.bc.ca>
Subject: RE: Call with Sandy and Don

Hi Cindy,

Tomorrow at 4:15 works for Don.

Thanks,

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

From: Shang, Cindy TAC:EX
Sent: Monday, December 3, 2018 9:21 AM
To: Higgins, Keira PREM:EX
Subject: Call with Sandy and Don

Hi Keira,

Sandy would like to schedule a 10-15 minute call with Don either today or tomorrow to discuss the world junior hockey.

Thanks,
Cindy

Cindy Shang

Senior Executive Assistant

Office of the Deputy Minister

Ministry of Tourism, Arts and Culture

Ministry Responsible for Sport and Multiculturalism

NEW Phone: (778) 698-0450 Fax: (250) 356-1195

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:28 AM
To: Shang, Cindy TAC:EX
Subject: RE: Call with Sandy and Don

Okay how about Wednesday at 12:45?

Thanks,

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

From: Shang, Cindy TAC:EX
Sent: Monday, December 3, 2018 9:28 AM
To: Higgins, Keira PREM:EX
Subject: RE: Call with Sandy and Don

Hi Keira,

Sandy will be at a TB meeting on Wednesday from 1:00 – 5:00. I'm not sure exactly when our item is going up.

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:25 AM
To: Shang, Cindy TAC:EX <Cindy.Shang@gov.bc.ca>
Subject: RE: Call with Sandy and Don

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Thanks,

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From: Higgins, Keira PREM:EX
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Subject: Call with Sandy and Don

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Cindy

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:46 AM
To: 'doug.enns@managedupturn.com'
Subject: RE: Lunch with Don

Hi Doug,

Okay, no problem. Let's go with December 11th at 12:45.

Thanks,

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

From: doug.enns@managedupturn.com [mailto:doug.enns@managedupturn.com]
Sent: Monday, December 3, 2018 9:31 AM
To: Higgins, Keira PREM:EX
Subject: RE: Lunch with Don

Keira,

I could meet with Don on either date, but it would have to be a bit later than noon – say 12.45?

Doug

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: December 3, 2018 9:16 AM
To: 'doug.enns@managedupturn.com' <doug.enns@managedupturn.com>
Subject: RE: Lunch with Don

Hi Doug,

My sincere apologies but Don has been called to Vancouver tomorrow and as such we will need to reschedule your lunch. Would either December 11th at noon or December 14th at noon work for your schedule?

Thanks,

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Ph: (250) 356-2206

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To: Higgins, Keira PREM:EX
Subject: RE: Lunch with Don

Hello Keira,

I have reserved a table at the ^{s.15} for 12.15 in December 4th.

Thanks

Doug Enns

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Sent: November 13, 2018 3:06 PM
To: 'Doug Enns' <doug.enns@managedupturn.com>
Subject: RE: Lunch with Don

Hi Doug,

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Thanks,

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

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Subject: RE: Lunch with Don

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Do you have a place in mind?

Doug Enns

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Don is available for a lunch in Victoria on December 3rd or 4th. Might one of those dates work for your schedule?

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Subject: FW: Lunch with Don

Hello Keira,

I ran into Don recently on a Helijet flight. We agreed we would meet for lunch.

Do you know what dates he might have available?

Thanks

Doug Enns

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:49 AM
To: 'David Zussman'
Subject: RE: meeting request

Hi David,

Sounds good. I will send you a calendar invitation.

Thanks,

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

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

From: David Zussman [mailto:dzussman@uvic.ca]
Sent: Monday, December 3, 2018 9:33 AM
To: Higgins, Keira PREM:EX
Subject: Re: meeting request

let's try 2pm on December 17th.

Thanks

David

> On Dec 3, 2018, at 9:27 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>

> Hi David,

>

> Please see Don's availability for a 30 minute meeting in his office - room 272 West Annex. Please let me know which is preferable for your schedule.

>

> December 17th - between 2:00-4:30

> December 18th - between 9:00-12:00; 1:00-3:00

>

> Thanks,

>

> Keira Higgins, Executive Administrative Coordinator Office of the

> Premier, Deputy Minister

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

> Ph: (250) 356-2206

>

>

> -----Original Message-----

> From: Wright, Don J. PREM:EX

> Sent: Sunday, December 2, 2018 3:32 PM
> To: David Zussman
> Cc: Higgins, Keira PREM:EX
> Subject: Re: meeting request
>
> Could you find a time that works for both David and me the week of Dec 17?
>
> Thanks.
>
> Don
>
> On 2018-12-01, 2:17 PM, "David Zussman" <dzussman@uvic.ca> wrote:
>
> Thanks for getting back to me.. The week of the 17th is good for me and I suspect you will be less busy at that time..
>
> I am happy to drop by the office or we can meet for coffee or lunch.. whatever works for you.
>
>
> Cheers
>
>
> David
>
>> On Dec 1, 2018, at 1:02 PM, Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca> wrote:
>>
>> Hi David,
>>
>> Apologies for taking so long to get back to you. Just getting my
>> nose above water now. __
>>
>> Would you like to have a chat on the phone, or do you want to come into my office?
>>
>> My calendar won't really clear up until Dec 14, or the week of Dec 17-21. Anything in there convenient for you?
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>> Best wishes,
>>
>> Don
>>
>> On 2018-11-20, 10:50 AM, "David Zussman" <dzussman@uvic.ca> wrote:
>>
>> Hi Don,
>>
>> I am following up on our discussion before I left for^{s.22} to get together to discuss policy capacity in
government today.. I am working on a number of new initiatives that you might be interested in.
>>
>>
>> Best regards
>>
>>
>> David
>>
>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 10:33 AM
To: Shang, Cindy TAC:EX
Subject: RE: Call with Sandy and Don

Okay please send a calendar invite and have Sandy call (250) 893-1560.

Thanks,

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

From: Shang, Cindy TAC:EX
Sent: Monday, December 3, 2018 10:32 AM
To: Higgins, Keira PREM:EX
Subject: RE: Call with Sandy and Don

Hi Keira,

I think today at 1:15 would be great.

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 10:29 AM
To: Shang, Cindy TAC:EX <Cindy.Shang@gov.bc.ca>
Subject: RE: Call with Sandy and Don

Don could also do a call at 1:15 today.

Thanks,

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

From: Shang, Cindy TAC:EX
Sent: Monday, December 3, 2018 9:28 AM
To: Higgins, Keira PREM:EX
Subject: RE: Call with Sandy and Don

Hi Keira,

Sandy will be at a TB meeting on Wednesday from 1:00 – 5:00. I'm not sure exactly when our item is going up.

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:25 AM
To: Shang, Cindy TAC:EX <Cindy.Shang@gov.bc.ca>
Subject: RE: Call with Sandy and Don

Hi Cindy,

Apologies but there are no other options today or tomorrow but he could do a call on Wednesday between 1:00-2:00.

Thanks,

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

From: Shang, Cindy TAC:EX
Sent: Monday, December 3, 2018 9:24 AM
To: Higgins, Keira PREM:EX
Subject: RE: Call with Sandy and Don

Hi Keira,

Sorry Sandy has an appointment tomorrow afternoon from 3 – 5. Are there any other options?

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 9:22 AM
To: Shang, Cindy TAC:EX <Cindy.Shang@gov.bc.ca>
Subject: RE: Call with Sandy and Don

Hi Cindy,

Tomorrow at 4:15 works for Don.

Thanks,

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

From: Shang, Cindy TAC:EX
Sent: Monday, December 3, 2018 9:21 AM
To: Higgins, Keira PREM:EX
Subject: Call with Sandy and Don

Hi Keira,

Sandy would like to schedule a 10-15 minute call with Don either today or tomorrow to discuss the world junior hockey.

Thanks,
Cindy

Cindy Shang

Senior Executive Assistant

Office of the Deputy Minister

Ministry of Tourism, Arts and Culture

Ministry Responsible for Sport and Multiculturalism

NEW Phone: (778) 698-0450 Fax: (250) 356-1195

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 10:36 AM
To: Shortt, Amanda PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Staff home mailing list

Hi Elizabeth,

We don't keep a list of home addresses, other than for DMs which is the list I send out. Could these come to our offices or do you need home addresses? In past years they have always arrived at our offices.

Thanks,

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

From: Shortt, Amanda PREM:EX
Sent: Monday, December 3, 2018 10:10 AM
To: Higgins, Keira PREM:EX
Subject: FW: Staff home mailing list

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 30, 2018 3:27 PM
To: Shortt, Amanda PREM:EX
Subject: Staff home mailing list

Hi Amanda,

Do you happen to have a staff home mailing list? Correspondence will be sending out Christmas cards from the Premier and are hoping for home addresses. We unfortunately don't have any addresses for any of the DMO staff.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 10:55 AM
To: Howie, Matthew IRR:EX
Subject: RE: Update to SEA contact list

Hi Matthew,

Welcome back (to your role)! Great job on FNLG!

I will update the list later today.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Monday, December 3, 2018 10:45 AM
To: Higgins, Keira PREM:EX
Subject: Update to SEA contact list

Hi Keira,

You may already this noted but I just wanted to let you know that I'm now back in my SEA role.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 11:01 AM
To: Howie, Matthew IRR:EX
Subject: RE: Meeting with Don and Doug re: TLE

Hi Matthew,

December 18th from 9:00-3:00 is wide-open. Take your pick.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Monday, December 3, 2018 10:49 AM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: Meeting with Don and Doug re: TLE

Hi Keira,

Doug is hoping to meet with Don in December for a general discussion on treaty land entitlement.

The meeting should be 45 minutes to one hour. Note that ADM Trish Balcaen might also join this meeting.

If Don is unable to meet this month, we can look into the new year. At any rate, here's Doug's availability for a meeting this month. Please let me know if any of these times work for Don. Thanks.

Monday, December 17: 9:00 AM – 12:30 PM

Tuesday, December 18: all day

Wednesday, December 19: all day

Thursday, December 20: all day

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Page 023 of 434 to/à Page 024 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 11:44 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet meeting December 12, 2018

Don and Christine will be in attendance.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Monday, December 3, 2018 11:35 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; 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; Nanninga, Tanera AG: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 MAH: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: Attendance confirmation for Cabinet meeting December 12, 2018
Importance: High

J rrg# ruqj /#

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Wkdqn# rx/

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Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:02 PM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for SSP meeting December 10, 2018

Christine will not be in attendance.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Monday, December 3, 2018 11:33 AM
To: Banh, Lindsay EDUC:EX; Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Cooling, Karen LBR:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duguay, Ilene JTT:EX; Duncan, Kate EMPR:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Gervais, Monica PREM:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Holding, Marina TAC:EX; Iliffe, Liam AEST:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Kesteven, Torey LASS:EX; Leppard, Brianna AGRI:EX; Loubert, Danny PREM:EX; Ma, Tiffany J FIN:EX; Massy, Michelle E PREM:EX; McCarthy, Samantha EMPR:EX; McKnight, Valerie SDPR:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Purdy, Sandra FLNR:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Walters, Hailey JTT:EX; Waters, Leah TRAN:EX; White, Christine MAH:EX
Subject: Attendance confirmation for SSP meeting December 10, 2018
Importance: High

Jrrg# ruqj /#

Sdvh#frqilp #kh#bwhgqfhn#rxu# lqlwhuR iilfld# #hvsrgqlj#x#k#p dld VD S #

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Li#htxhwqj#bnyh#sdvh#frqilp#p dggd#ree/#qg#F#P rqlfd#hydlv/#qg# |vdi#ru#kh#bwhgqfhn#xuyh| #

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YFR Fkdp eh#

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Sk#::;k:7B3;5#F ho#::;B;7B4<: #

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:02 PM
To: Henry, David A FIN:EX; PREM Tech
Subject: RE: Tech assistance - Friday at 8:15

Thanks David!

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

From: Henry, David A FIN:EX
Sent: Monday, December 3, 2018 12:02 PM
To: Higgins, Keira PREM:EX; PREM Tech
Subject: RE: Tech assistance - Friday at 8:15

Sure Keira, we will be there.
David

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:00 PM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Tech assistance - Friday at 8:15

Hi gentlemen,

s.22 Shelley will be solo for DMC this Friday. Would it please be possible to have someone come to our office at 8:15 to assist with the VCO connection?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:02 PM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for ELUC meeting December 10, 2018

Christine will not be in attendance.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Monday, December 3, 2018 11:33 AM
To: Beale, William TRAN:EX; Brown, Dawn A PREM:EX; Chandler, Alex FIN:EX; Demelo, Paula IRR:EX; Dixon, Olivia PREM:EX; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Finkel, Paul PREM:EX; Giuliano, Angela LASS:EX; Higgins, Keira PREM:EX; Hockin, Amber PREM:EX; Johnson, Lisa E AGRI:EX; Kennedy, Christine PREM:EX; Larkin, Brenda FLNR:EX; Leppard, Brianna AGRI:EX; Loubert, Danny PREM:EX; Massy, Michelle E PREM:EX; Moran, Roseanne LASS:EX; Mulloy, Eleanor PREM:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Papadopoulos, James TRAN:EX; Purdy, Sandra FLNR:EX; Roberts, Connie A IRR:EX; Scambler, Teresa LASS:EX; Silverio, Lisa FLNR:EX; Waters, Leah TRAN:EX
Subject: Attendance confirmation for ELUC meeting December 10, 2018
Importance: High

Jrrg# ruqj /#

Sndv#frqilp #kh#bwhggdgh#ri# rxu# lqwhuR iilfdd# |#hvsrgqlj#r#k#l#p dld# VD S #

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Urrp #B66 #D4:#J ryhuq hq#vwhw#lfwud#E F #X ;Z #Y 4#
Sk#:#;k:7B3;5#Fho#:#;8;7B4<:#

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:20 PM
To: Howie, Matthew IRR:EX
Subject: RE: Doug Caul vacation

Noted – thanks.

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

From: Howie, Matthew IRR:EX
Sent: Monday, December 3, 2018 11:33 AM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: Howie, Matthew IRR:EX
Subject: Doug Caul vacation

Hi Keira/Connie,

s.22

See the schedule below for the details on acting DM.

s.22

no acting DM / Doug will monitor emails periodically and available by cell for urgent items

s.22

ADM Laurel Nash / cell: 250-508-1670

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:31 PM
To: Miller, Amy PREM:EX
Subject: FW: Agenda for DMWGCG Call - Dec 4, 9-9:30am

FYI

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

From: Baker, Jelene ENV:EX
Sent: Monday, December 3, 2018 12:29 PM
To: Blackstock, Sara JTT:EX; Faust, Marnie L GCPE:EX; Higgins, Keira PREM:EX; Ireland, Shannon L ENV:EX; Johnson, Tracey MAH:EX; Kwan, Shirley JTT:EX; Larkin, Brenda FLNR:EX; McCann, Meghan EMPR:EX; Ringma, Shalegh FIN:EX; Smith, Victoria TRAN:EX; Wempe, Sarah JTT:EX; Westgate, Rachael JTT:EX; Whitford, Kelly M AEST:EX
Cc: Cameron, Tara D ENV:EX
Subject: Agenda for DMWGCG Call - Dec 4, 9-9:30am

Good afternoon,

The agenda for tomorrow's DMWGCG call has now been [posted](#). There are no other materials.

Thank you,

Jelene Baker
Senior Executive Assistant to
Bobbi Plecas, Deputy Minister
Ministry of Environment & Climate Change Strategy
Office: 250-356-8794 | Mobile: 778-678-5684

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 1:29 PM
To: Kennedy, Christine PREM:EX
Subject: Re: Update: Flight this evening

Hi Christine,

Thank you for your understanding. I really appreciate it.

In that case I am going to waitlist you for all flights after 4:30 and will take you off tomorrow's waitlists.

Thanks again,

Keira

Sent from my iPhone

On Dec 3, 2018, at 1:21 PM, Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca> wrote:

I am going to schedule a conference call for tomorrow morning, so I think I will stick with the flight tonight. If the 6:00 p.m. clears that is great, if not it is no big deal. As other things have changed in my schedule for today, I could technically go anytime after 4:30.

No worries at all about the scheduling. I am sure H'jet books the wrong day fairly often given the number of passengers they book for.

From: Higgins, Keira PREM:EX
Sent: Monday, December 3, 2018 12:17 PM
To: Kennedy, Christine PREM:EX
Subject: Update: Flight this evening

Hi Christine,

In addition to the below waitlist, you have just made the 7:00am for tomorrow morning. Do you want to stick with this evening or go with the 7:00 and I can beg the^{s.15} to cancel your hotel?

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Monday, December 3, 2018 11:54 AM
To: Kennedy, Christine PREM:EX
Subject: Flight this evening

Hi Christine,

I just went to double check all your travel plans and saw that Helijet moved you to the 6:00pm tomorrow not today. I am so sorry that I didn't notice this sooner. I have updated it for this evening but there was only a 6:40 available with a very small waitlist for the 6:00 that they have assured me there is a good chance you will get on. I will keep you posted on this. Again I am really sorry for not noticing sooner.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 3:09 PM
To: Kwan, Shirley JTT:EX
Subject: RE: Dec 7th DMC

Noted – thanks.

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

From: Kwan, Shirley JTT:EX
Sent: Monday, December 3, 2018 12:58 PM
To: Higgins, Keira PREM:EX
Subject: Dec 7th DMC

Good Afternoon Keira -

Fazil will be attending at VCO this Friday.

Shirley

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 3:22 PM
To: Basi, Selena PREM:EX
Subject: RE: Coordination, apprentices etc.

Hi Selena,

Thanks! I will chat with Don before proceeding but will be sure to include all attendees noted.

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

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

From: Basi, Selena PREM:EX
Sent: Monday, December 3, 2018 3:18 PM
To: Higgins, Keira PREM:EX
Subject: FW: Coordination, apprentices etc.

Hi Keira, sending you this so that you can see the list of folks that should be included to a meeting invite for December 13 1-3 as previously indicated by Don. This may have changed, but these would be the attendees if it is going ahead *SB

From: Basi, Selena PREM:EX
Sent: Monday, December 03, 2018 3:17 PM
To: Kennedy, Christine PREM:EX
Subject: Coordination, apprentices etc.

Hi Christine,

Attached is the piece that I put together following our call and Don's email last week. I had pretty in depth conversations with the ministry representatives so can certainly provide more info if it's needed. You can text me at s.17 if you want me to log in and amend over the next few days.

With regards to the meeting on the 13th, here are the people that should attend. I am not sure what Don intends to achieve with the meeting, but if folks need to be prepared to speak to their pieces they will be. One area in particular to note, is the skills training piece related to these initiatives. If there is an interest in having a conversation on that – Bindi Sawchuk requested a heads up so that she can prepare.

The reps that should be invited to the meeting are as follows:

- Amber Hockin indicated that she, Tim Howlett, Jon Robinson, James Papadopoulos and Amanda Van Baarsean should be invited.
- Trevor H on behalf of LBR.
- Jeff Vasey and Bindi Sawchuk on behalf of AEST (Jeff will be acting for Shannon).
- Murray Tekano and Vicki Willow for TRAN (as indicated by Grant, who is unavailable to attend).
- Christine Little and Angelo Cocco (as indicated by JTT DMO)
- Keith Evans and Nisha Bathe for MAG (as confirmed by James Harvey)

s.22

and certainly available to support/attend as you see fit.

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 9:19 AM
To: Gooderham, Coleen E ENV:EX
Subject: RE: Q: 3:30 call today on Caribou

Sorry but she is in another meeting at that time. She is available between 2:00-3:30.

Thanks,

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

From: Gooderham, Coleen E ENV:EX
Sent: Tuesday, December 4, 2018 9:18 AM
To: Higgins, Keira PREM:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: Q: 3:30 call today on Caribou

Hi

Can you advise if Christine can call in at 3:30 – 4:00 for a conf call on Caribou with Mark/John A et el.

Thanks



Coleen Gooderham
Senior Executive Assistant to
Mark Zacharias, Deputy Minister, Environment
Ministry of Environment & Climate Change Strategy
P: 250-387-5429/F: 250-387-6003/ Coleen.Gooderham@gov.bc.ca

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 9:23 AM
To: Smith, Victoria TRAN:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Victoria,

Will do. I will send out another update at the end of the week as we often get some revisions over the next day or two.

Thanks,

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

From: Smith, Victoria TRAN:EX
Sent: Tuesday, December 4, 2018 9:22 AM
To: Higgins, Keira PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Keira,

Could you kindly remove Cindy Middleton for Grant Main and replace it with my name.

Thanks,

Victoria Smith
A/Senior Executive Assistant
Deputy Minister's Office | Ministry of Transportation and Infrastructure
Telephone: 250-387-3280 | Email: victoria.smith@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 4, 2018 9:13 AM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Kristianson, Eric PREM:EX; Kennedy, Christine PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX; Miller, Amy PREM:EX; Witter, Allison PREM:EX; Basi, Selena PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists. Matthew Howie is back in his role after doing a fantastic job organizing FNLG.

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

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 9:38 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Staff home mailing list

That's great, thanks!

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

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, December 4, 2018 9:33 AM
To: Higgins, Keira PREM:EX
Subject: RE: Staff home mailing list

Thanks Keira. Susan can deliver them to your office.

Elizabeth

From: Higgins, Keira PREM:EX
Sent: Monday, December 3, 2018 10:36 AM
To: Shortt, Amanda PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Staff home mailing list

Hi Elizabeth,

We don't keep a list of home addresses, other than for DMs which is the list I send out. Could these come to our offices or do you need home addresses? In past years they have always arrived at our offices.

Thanks,

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

From: Shortt, Amanda PREM:EX
Sent: Monday, December 3, 2018 10:10 AM
To: Higgins, Keira PREM:EX
Subject: FW: Staff home mailing list

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 30, 2018 3:27 PM
To: Shortt, Amanda PREM:EX
Subject: Staff home mailing list

Hi Amanda,

Do you happen to have a staff home mailing list? Correspondence will be sending out Christmas cards from the Premier and are hoping for home addresses. We unfortunately don't have any addresses for any of the DMO staff.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 9:46 AM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Many thanks!

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, December 4, 2018 9:45 AM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira,

No worries, I will have a space available for Christine whenever she comes by to work 😊

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 8:23 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: FW: Don and Christine

Hi Olivia,

Please see note from Christine regarding her boardroom space for today.

Thanks,

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

From: Kennedy, Christine PREM:EX
Sent: Monday, December 3, 2018 4:28 PM
To: Higgins, Keira PREM:EX
Subject: RE: Don and Christine

My meetings tomorrow are mostly at JTT or offsite, but I would gratefully use the meeting room space (or a spare office space as available) between meeting times.

Thanks Keira!

From: Higgins, Keira PREM:EX
Sent: Monday, December 3, 2018 3:27 PM
To: Kennedy, Christine PREM:EX
Subject: FW: Don and Christine

Hi Christine,

VCO has a room held for you tomorrow and Wednesday. Could you please let me know which of the meetings listed in your calendar for tomorrow will be at VCO so I can let reception know to expect them?

Thanks,

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, December 3, 2018 3:25 PM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Haha perfect timing 😊

I have a boardroom being held for Christine to use for the day, please let me know if any other guests are expected to be meeting with them at VCO.

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 3:05 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Hi Olivia,

Funny you should ask because I just changed Don's travel to be at VCO tomorrow. He will arrive at noon.

Thanks,

Keira Higgins, Executive Administrative Coordinator

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, December 3, 2018 3:03 PM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira!

Will Don Wright also be at VCO on December 4th?

I have a boardroom being held for Christine on December 5th from 11:30AM – 2:15PM and one being held from 2:15PM – 3PM for Christine and Don's meeting with Michael Heeney.

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:04 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Hi Olivia,

Christine now intends to be at VCO beginning at 9:00 on December 4th. Would you please be able to update her office space?

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Wednesday, November 21, 2018 10:21 AM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Thanks!!

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, November 21, 2018 10:21 AM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira,

I have a space booked for Christine on December 4th from 11AM – 5PM and 5th from 11:30AM – 2:15PM. And I also have a space being held for Don & Christine's meeting on the 5th from 2:15PM – 3PM. 😊

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX
Sent: November 21, 2018 10:11 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Hi Olivia,

One more request. Could I please request office/meeting space as noted below?

December 4
11:00-5:00 – office space for Christine Kennedy

December 5
11:30-2:15 – office space for Christine Kennedy
2:15-3:00 – meeting room for Don Wright, Christine Kennedy and Michael Heeney

Thanks,

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, November 21, 2018 9:58 AM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Perfect!

Don will be able to use his office here, and Christine will be able to use one of our smaller office work spaces we have available.

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: November 21, 2018 9:55 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Yes☺

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, November 21, 2018 9:55 AM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira!

I just want to confirm Don is Don Wright correct?

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX
Sent: November 21, 2018 9:50 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Don and Christine

Hi Olivia,

Both Don and Christine will be working out of Vancouver next week. They will be attending the FNLG on Thursday and Friday but will be at VCO all-day on Wednesday. If there is a small office Christine could please use for calls and meetings it would be most appreciated.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 10:35 AM
To: Hendry, Jackie PREM:EX
Subject: PCard - Keira Higgins - Dec 2018
Attachments: Receipts - PCard - Keira December, 2018.pdf; Copy of HIGGINSK^{s.17} 03DEC18.xlsx

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 10:49 AM
To: Wright, Don J. PREM:EX
Subject: RE: Can we move the David Podmore call?

Will do – thanks.

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

From: Wright, Don J. PREM:EX
Sent: Tuesday, December 4, 2018 10:49 AM
To: Higgins, Keira PREM:EX
Subject: Can we move the David Podmore call?

Hi Keira,

Just got another request for 2 pm on Thursday.

Could we move David to a slightly different slot?

Thanks!

Don

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 10:51 AM
To: Wright, Don J. PREM:EX; Mulloy, Eleanor PREM:EX; Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX; Canitz, Shelley L PREM:EX
Subject: RE: Favour

Lol sure can!

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

From: Wright, Don J. PREM:EX
Sent: Tuesday, December 4, 2018 10:51 AM
To: Higgins, Keira PREM:EX; Mulloy, Eleanor PREM:EX; Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX; Canitz, Shelley L PREM:EX
Subject: Favour

Could someone take a picture of Eric's basket, and send it to Christine with some comment like: "Eric is making Don and Christine look bad" or something fun like that. 😊

Thanks.

Don

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 11:19 AM
To: Wade, Debbie PREM:EX
Subject: RE: lighter or match

Sorry!

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

From: Wade, Debbie PREM:EX
Sent: Tuesday, December 4, 2018 11:08 AM
To: Higgins, Keira PREM:EX
Subject: lighter or match

Hi Keira;

Do any of you ladies have a lighter we could borrow?

thx

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 1:18 PM
To: Brown, Dawn A PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: RE: updates

Hi Dawn,

Sorry but Don and Christine are already in Vancouver. These updates will need to go to VCO please.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Tuesday, December 4, 2018 1:17 PM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: updates
Importance: High

Khor#bjdg#dgIhv/#

I#dyh#3#hz#p#ru#sgdw#ru#p#uruz#N#e#lghu#
Sndv#h#p#h#qrz#l#l#rx#wk#dyh#ffhw#z#k#e#lghu#dg#l#r#h#j#rrg#p#h#ir#p#h#r#p#h#ryhu#r#sgdw#

Wkdqn#rx/#

GdzqDdqde#urzq#
Fdeqhw#Rshudwrgv|Riilfh#ri#k#Sup#lu#
Urrp#B66#D4:#Uryhup#q#w#vhw#Y#lfwud#E#F#I##X#Z#Y4#
Sk#:#;k:7183;5#Fho#:#;18;7134<:#

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 1:25 PM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Thanks Olivia!

I always try to book ahead if I know he is planning on meeting more than one person. I think he would be okay if it was just other DMs but for outside parties a meeting room is best.

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, December 4, 2018 1:23 PM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira!

Thank you for the prompt reply, I don't think he has a meeting table in his office, but it's good to know his preference regarding meeting sizes for future bookings 😊. I will keep the boardroom I have booked for their meeting tomorrow.

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
O: 604-398-5799 | **B:** 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: December 4, 2018 1:20 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Hi Olivia,

My understanding is that it is Don's preference to have meetings of more than 2 people in the boardrooms due to space constraints. Does he have a meeting table in his office at VCO?

Thanks,

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Tuesday, December 4, 2018 12:50 PM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira!

VCO is filling up rather quickly for tomorrow. I was wondering if Don and Christine would be able to hold their meeting with Michael Heeney in Don's office here at VCO or would they prefer to have a meeting space?

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
O: 604-398-5799 | **B:** 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: December 4, 2018 8:23 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: FW: Don and Christine

Hi Olivia,

Please see note from Christine regarding her boardroom space for today.

Thanks,

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

From: Kennedy, Christine PREM:EX
Sent: Monday, December 3, 2018 4:28 PM
To: Higgins, Keira PREM:EX
Subject: RE: Don and Christine

My meetings tomorrow are mostly at JTT or offsite, but I would gratefully use the meeting room space (or a spare office space as available) between meeting times.

Thanks Keira!

From: Higgins, Keira PREM:EX
Sent: Monday, December 3, 2018 3:27 PM
To: Kennedy, Christine PREM:EX
Subject: FW: Don and Christine

Hi Christine,

VCO has a room held for you tomorrow and Wednesday. Could you please let me know which of the meetings listed in your calendar for tomorrow will be at VCO so I can let reception know to expect them?

Thanks,

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, December 3, 2018 3:25 PM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Haha perfect timing 😊

I have a boardroom being held for Christine to use for the day, please let me know if any other guests are expected to be meeting with them at VCO.

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: December 3, 2018 3:05 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Hi Olivia,

Funny you should ask because I just changed Don's travel to be at VCO tomorrow. He will arrive at noon.

Thanks,

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Monday, December 3, 2018 3:03 PM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira!

Will Don Wright also be at VCO on December 4th?

I have a boardroom being held for Christine on December 5th from 11:30AM – 2:15PM and one being held from 2:15PM – 3PM for Christine and Don's meeting with Michael Heeney.

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:04 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Hi Olivia,

Christine now intends to be at VCO beginning at 9:00 on December 4th. Would you please be able to update her office space?

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Wednesday, November 21, 2018 10:21 AM
To: VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Thanks!!

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, November 21, 2018 10:21 AM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira,

I have a space booked for Christine on December 4th from 11AM – 5PM and 5th from 11:30AM – 2:15PM. And I also have a space being held for Don & Christine's meeting on the 5th from 2:15PM – 3PM. 😊

Warmest regards,

Olivia Dixon | Administrative Assistant

From: Higgins, Keira PREM:EX
Sent: November 21, 2018 10:11 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Hi Olivia,

One more request. Could I please request office/meeting space as noted below?

December 4

11:00-5:00 – office space for Christine Kennedy

December 5

11:30-2:15 – office space for Christine Kennedy

2:15-3:00 – meeting room for Don Wright, Christine Kennedy and Michael Heeney

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, November 21, 2018 9:58 AM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Perfect!

Don will be able to use his office here, and Christine will be able to use one of our smaller office work spaces we have available.

Warmest regards,

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: November 21, 2018 9:55 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Don and Christine

Yes☺

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

From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, November 21, 2018 9:55 AM
To: Higgins, Keira PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: Don and Christine

Hi Keira!

I just want to confirm Don is Don Wright correct?

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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From: Higgins, Keira PREM:EX
Sent: November 21, 2018 9:50 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Don and Christine

Hi Olivia,

Both Don and Christine will be working out of Vancouver next week. They will be attending the FNLG on Thursday and Friday but will be at VCO all-day on Wednesday. If there is a small office Christine could please use for calls and meetings it would be most appreciated.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 1:53 PM
To: Smith, Victoria TRAN:EX
Subject: RE: Grant Main

Thanks!

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

From: Smith, Victoria TRAN:EX
Sent: Tuesday, December 4, 2018 12:14 PM
To: Higgins, Keira PREM:EX
Subject: RE: Grant Main

Kevin Richter will be covering Grant's vacation. He can be reached at 250-819-3252. His EAA is Holly Phillips and she can be reached at 250-387-3260.

Victoria Smith
A/Senior Executive Assistant
Deputy Minister's Office | Ministry of Transportation and Infrastructure
Telephone: 250-387-3280 | Email: victoria.smith@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 4, 2018 11:29 AM
To: Smith, Victoria TRAN:EX
Subject: RE: Grant Main

Thanks Victoria. Please send the contact info for the ADM who will be Acting in his stead.

Thanks,

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

From: Smith, Victoria TRAN:EX
Sent: Tuesday, December 4, 2018 11:25 AM
To: Higgins, Keira PREM:EX
Subject: Grant Main

Hi Keira,

Just touching base to let you know that Grant will be away on holidays starting ^{s.22}
_{s.22}

Victoria Smith

A/Senior Executive Assistant
Deputy Minister's Office | Ministry of Transportation and Infrastructure
Telephone: 250-387-3280 | Email: victoria.smith@gov.bc.ca

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 2:24 PM
To: Larkin, Brenda FLNR:EX; 'Rob Botterell'
Subject: RE: Non Disclosure Agreement for Meetings with John Allan and Don Wright re Huu-ay-aht First Nations and WFP

Hi Rob,

I have not received a NDA for Don's signature.

Thanks,

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

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

From: Larkin, Brenda FLNR:EX
Sent: Tuesday, December 4, 2018 2:18 PM
To: 'Rob Botterell'
Cc: Higgins, Keira PREM:EX
Subject: RE: Non Disclosure Agreement for Meetings with John Allan and Don Wright re Huu-ay-aht First Nations and WFP

Hi Rob,

Please contact Keira Higgins. I have copied her on this email.

Brenda Larkin
Senior Executive Assistant
Deputy Minister's Office
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
780 Blanshard Street, Victoria
Ph: 250.952-6500

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

From: Rob Botterell [mailto:rbotterell@telus.net]
Sent: December 4, 2018 6:53 AM
To: Larkin, Brenda FLNR:EX
Subject: Re: Non Disclosure Agreement for Meetings with John Allan and Don Wright re Huu-ay-aht First Nations and WFP

Thanks Brenda,

I would like to ask for your help.

Who should I call at Premier's Office to follow up to secure Don Wright's signature?

All the Best,

Rob

> On Dec 3, 2018, at 4:24 PM, Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca> wrote:

>

> As requested.

>

> -----Original Message-----

> From: Rob Botterell [mailto:rbotterell@telus.net]

> Sent: November 29, 2018 3:32 PM

> To: Larkin, Brenda FLNR:EX

> Subject: Re: Non Disclosure Agreement for Meetings with John Allan and

> Don Wright re Huu-ay-aht First Nations and WFP

>

> Many thanks, Brenda.

>

>> On Nov 29, 2018, at 3:27 PM, Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca> wrote:

>>

>> Hi Rob, attached is John's signed NDA. If there is anything further that is needed, please let me know.

>>

>> Any my apologies for not noticing the other email. I didn't make the connection to these meetings when it first arrived earlier in November.

>>

>>

>> Brenda Larkin

>> Senior Executive Assistant

>> Deputy Minister's Office

>> Ministry of Forests, Lands, Natural Resource Operations and Rural

>> Development

>> 780 Blanshard Street, Victoria

>> Ph: 250.952-6500

>>

>>

>>

>> From: Rob Botterell [mailto:rbotterell@telus.net]

>> Sent: November 29, 2018 10:35 AM

>> To: Larkin, Brenda FLNR:EX

>> Cc: Elizabeth Cull; Jeremy Shelford; Allan, John FLNR:EX; Wright, Don

>> J. PREM:EX; Mario Garcia; Robert Botterell

>> Subject: Fwd: Non Disclosure Agreement for Meetings with John Allan

>> and Don Wright re Huu-ay-aht First Nations and WFP

>>

>> Hi Brenda,

>>

>> I understand the NDA for the Monday meeting with John Allan and the meeting later in the week with Don Wright may have not made it to you.

>>

>> Here is a copy of my November 13th, 2018 e-mail.

>>
>> Let me know if there is anything you need or that I can do.
>>
>> If you wish we can arrange to have the NDA printed and delivered in Vancouver.
>>
>> Many thanks,
>>
>> Rob
>>
>>
>> Begin forwarded message:
>>
>> From: Rob Botterell <rbotterell@telus.net>
>> Subject: Non Disclosure Agreement for Meeting with Huu-ay-aht First
>> Nations and WFP
>> Date: November 13, 2018 at 8:14:42 PM PST
>> To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
>> Cc: "Brenda FLNR:EX" <Brenda.Larkin@gov.bc.ca>, Shannon Janzen
>> <SJanzen@westernforest.com>, John.allan@gov.bc.ca, Jeremy Shelford
>> <jshelford@ratcliff.com>, Robert Botterell <rbotterell@telus.net>
>>
>> Good Evening Don,
>>
>> On Friday December 7th ,Robert Dennis of Huu-ay-aht First Nations is meeting with you to provide a follow-up briefing regarding certain matters involving Huu-ay-aht First Nations and Western Forest Products. Robert has invited Shannon Janzen, Chief Forester for WFP to join the meeting.
>>
>> I understand that John Allan may be out of the country around that time. Robert and Shannon would welcome an opportunity to provide John with a separate briefing beforehand.
>>
>> In order to allow for detailed discussions and sharing of sensitive business information, Huu-ay-aht and WFP wish to request that non disclosure agreements be put in place.
>>
>> Please find attached the proposed form of non disclosure agreement for your review and signing. Please also have the government signature blocks reviewed to ensure they are appropriately worded and adjust as necessary.
>>
>> If you have any questions, please contact me or my colleague Jeremy Shelford.
>>
>> Best regards,
>>
>> Rob Botterell
>>
>>
>> Botterell Law Corporation
>> 2324 Brethour Avenue
>> Sidney, BC, Canada V8L2A3
>> 778 866 2936
>>
>> <HFN 2018-11-13 Quad-partite NDACoast_Revitalization_SIGNED BY
>> JAllan_20181129.pdf>
>
> Robert H. Botterell

>
> Botterell Law Corporation
> 2324 Brethour Avenue
> Sidney, BC, Canada V8L2A3
>
> Office Hours:
> Monday - Friday 12 noon - 7pm
>
> Contact: 778 866 2936
>
> Please consider the environment before printing this email and any attachments.
>
>
> This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please
notify me at the telephone number shown above or by return e-mail and delete this communication and attachment,
and any copy, immediately. Thank you.
> -----
>
>
>
>
> <HFN 2018-11-13 Quad-partite NDACoast_Revitalization_SIGNED BY
> JAllan_201....pdf>

Robert H. Botterell

Botterell Law Corporation
2324 Brethour Avenue
Sidney, BC, Canada V8L2A3

Office Hours:
Monday - Friday 12 noon - 7pm

Contact: 778 866 2936

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This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please
notify me at the telephone number shown above or by return e-mail and delete this communication and attachment,
and any copy, immediately. Thank you.

Page 065 of 434

Withheld pursuant to/removed as

DUPLICATE

Cc: "Brenda FLNR:EX" <Brenda.Larkin@gov.bc.ca>, Shannon Janzen <SJanzen@westernforest.com>, John.allan@gov.bc.ca, Jeremy Shelford <jshelford@ratcliff.com>, Robert Botterell <rbotterell@telus.net>

Good Evening Don,

On Friday December 7th ,Robert Dennis of Huu-ay-aht First Nations is meeting with you to provide a follow-up briefing regarding certain matters involving Huu-ay-aht First Nations and Western Forest Products. Robert has invited Shannon Janzen, Chief Forester for WFP to join the meeting.

I understand that John Allan may be out of the country around that time. Robert and Shannon would welcome an opportunity to provide John with a separate briefing beforehand.

In order to allow for detailed discussions and sharing of sensitive business information, Huu-ay-aht and WFP wish to request that non disclosure agreements be put in place.

Please find attached the proposed form of non disclosure agreement for your review and signing. Please also have the government signature blocks reviewed to ensure they are appropriately worded and adjust as necessary.

If you have any questions, please contact me or my colleague Jeremy Shelford.

Best regards,

Rob Botterell

Botterell Law Corporation
2324 Brethour Avenue
Sidney, BC, Canada V8L2A3
778 866 2936

THIS MESSAGE IS INTENDED SOLELY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL, OR EXEMPT FROM DISCLOSURE. ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION BY ANY MEANS (INCLUDING FORWARDING THIS E-MAIL) IS STRICTLY PROHIBITED WITHOUT THE EXPRESS PERMISSION OF THE SENDER. If the reader of this message is NOT the intended recipient or an employee or agent responsible for delivering this communication to the intended recipient, please notify us immediately by telephone at 250-655-7410 and destroy this message without delay. Thank you.

Robert H. Botterell

Botterell Law Corporation
2324 Brethour Avenue
Sidney, BC, Canada V8L2A3

Office Hours:

Monday - Friday 12 noon - 7pm

Contact: 778 866 2936

Please consider the environment before printing this email and any attachments.

This e-mail communication is CONFIDENTIAL AND LEGALLY PRIVILEGED. If you are not the intended recipient, please notify me at the telephone number shown above or by return e-mail and delete this communication and attachment, and any copy, immediately. Thank you.

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 4, 2018 3:55 PM
To: Molyneux, Jennifer CITZ:EX
Cc: Olsen, Melody CITZ:EX; Cook, Jeannette CITZ:EX
Subject: RE: Dec 7th DMC Meeting

Thanks Jennifer.

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

From: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, December 4, 2018 3:53 PM
To: Higgins, Keira PREM:EX
Cc: Olsen, Melody CITZ:EX; Cook, Jeannette CITZ:EX
Subject: RE: Dec 7th DMC Meeting

Hi Keira,

We had an update to our presentation for the December 7th DMC meeting. Please find the updated presentation attached.

Thanks.

From: Molyneux, Jennifer CITZ:EX
Sent: November 21, 2018 3:32 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Olsen, Melody CITZ:EX <Melody.Olsen@gov.bc.ca>
Subject: RE: Dec 7th DMC Meeting

Hi Keira,

Please find attached David's presentation for DMC on December 7th.

Please note: Jill is out of the office this day so David will be attending the entire DMC meeting on her behalf.

Thanks.

From: Canitz, Shelley L PREM:EX
Sent: November 21, 2018 3:10 PM
To: Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>
Cc: Olsen, Melody CITZ:EX <Melody.Olsen@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Dec 7th DMC Meeting

Yes, it is confirmed for the 7th and please send the materials to Keira by the 5th - thanks

From: Molyneux, Jennifer CITZ:EX
Sent: Wednesday, November 21, 2018 1:51 PM
To: Canitz, Shelley L PREM:EX
Cc: Olsen, Melody CITZ:EX
Subject: RE: Dec 7th DMC Meeting

Hi Shelley,

Just confirming that David Curtis' item is on the Dec 7th DMC agenda and when you'd like me to send the meeting material.

Thanks.

From: Canitz, Shelley L PREM:EX
Sent: November 14, 2018 10:50 AM
To: Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>
Cc: Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>; Olsen, Melody CITZ:EX <Melody.Olsen@gov.bc.ca>
Subject: RE: Dec 7th DMC Meeting

Jennifer – can we pencil it in for that date? Won't be able to confirm until next week – and if not the 7th, could he make the 14th?

From: Molyneux, Jennifer CITZ:EX
Sent: Wednesday, November 14, 2018 10:48 AM
To: Canitz, Shelley L PREM:EX
Cc: Cook, Jeannette CITZ:EX; Olsen, Melody CITZ:EX
Subject: Dec 7th DMC Meeting

Hi Shelley,

Jill Kot would like David Curtis, ADM for Corporate Information and Records Management to attend the Dec 7th DMC meeting for 15 to 20 minutes to give a presentation on Document Government Decisions.

Please let me know if you are able to accommodate this request.

Many thanks.

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

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 8:08 AM
To: Mulloy, Eleanor PREM:EX; Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX
Subject: s.22

Morning - s.22

Sent from my iPhone

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 8:49 AM
To: Hunt, Melanie EMPR:EX; Gooderham, Coleen E ENV:EX; Llewellyn-Thomas, Marnie ENV:EX; Larkin, Brenda FLNR:EX; McCann, Meghan EMPR:EX; Howie, Matthew IRR:EX; Nasadyk, Alanah FLNR:EX; Youell, Brandie IRR:EX
Subject: RE: Request: 1 hour call on Caribou next week

Sorry but Christine is not available.

Thanks,

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

From: Hunt, Melanie EMPR:EX
Sent: Wednesday, December 5, 2018 8:17 AM
To: Gooderham, Coleen E ENV:EX; Higgins, Keira PREM:EX; Llewellyn-Thomas, Marnie ENV:EX; Larkin, Brenda FLNR:EX; McCann, Meghan EMPR:EX; Howie, Matthew IRR:EX; Nasadyk, Alanah FLNR:EX; Youell, Brandie IRR:EX
Subject: RE: Request: 1 hour call on Caribou next week

I can free up 2:30-3:30pm in Peter 's calendar on Dec 11th .

Melanie Hunt
Executive Assistant to
Peter Robb, Assistant Deputy Minister
Mines and Mineral Resources Division
Ministry of Energy, Mines and Petroleum Resources
Phone: (778) 698-7233



Where ideas work



From: Gooderham, Coleen E ENV:EX
Sent: Tuesday, December 4, 2018 4:31 PM
To: Higgins, Keira PREM:EX; Llewellyn-Thomas, Marnie ENV:EX; Larkin, Brenda FLNR:EX; Hunt, Melanie EMPR:EX; McCann, Meghan EMPR:EX; Howie, Matthew IRR:EX; Nasadyk, Alanah FLNR:EX; Youell, Brandie IRR:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: Request: 1 hour call on Caribou next week

Hi all

As a follow up to today's 30 minute Caribou call, Mark has asked Christine, John, Dave and others to join them for another call for 1 hour. This 1 hour call will be on; DM's walking through the 'Caribou Document'.

I have blocked Marks' calendar on December 11, from 2:30 – 4:30, in the hopes that this is a good window for all.

Please advise which time in between 2:30 – 4:30 that works for your Executive member.

Thank you



Coleen Gooderham

Senior Executive Assistant to

Mark Zacharias, Deputy Minister, Environment

Ministry of Environment & Climate Change Strategy

P: 250-387-5429/F: 250-387-6003/ Coleen.Gooderham@gov.bc.ca

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 8:51 AM
To: Quigley, Shanna SDPR:EX
Subject: RE: DMC - December 14

Hi Shanna,

Noted, thanks.

Please send me s.22 the direct contact info for Rob.

Thanks,

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

From: Quigley, Shanna SDPR:EX
Sent: Wednesday, December 5, 2018 8:12 AM
To: Higgins, Keira PREM:EX
Subject: DMC - December 14

Good morning Keira,

s.22

this week.

Thank you,

Shanna Quigley

Secretariat for DMCSI and Senior Executive Assistant
To Deputy Minister David Galbraith
Ministry of Social Development and Poverty Reduction
778-698-7600

Rob Byers, ADM who will be acting DM

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Withheld pursuant to/removed as

s.15

Page 082 of 434 to/à Page 083 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 10:13 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG/Don weekly

Okay sounds good.

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

From: Nanninga, Tanera AG:EX
Sent: Wednesday, December 5, 2018 10:08 AM
To: Higgins, Keira PREM:EX
Subject: AG/Don weekly

Hi Keira,

Just a heads up....MDE has asked me to cancel tomorrow's call. He will try to speak to Don at some point today, but if they don't connect he has asked that I reschedule it. I'll let you know if we need to do so.

Thank you,

Tanera Nanninga
Administrative Coordinator to the Honourable David Eby, QC
Attorney General and Minister responsible for Liquor, Gaming, and ICBC
Phone: (250-387-1866)

Page 085 of 434 to/à Page 088 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 10:56 AM
To: Detlefsen, Kirsten PSA:EX
Cc: Redies, Janet PSA:EX
Subject: RE: OIC - Peter Pokorny
Attachments: Scan_20181205.pdf

Approved – thanks.

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

From: Detlefsen, Kirsten PSA:EX
Sent: Thursday, November 29, 2018 10:39 AM
To: Higgins, Keira PREM:EX
Cc: Redies, Janet PSA:EX
Subject: OIC - Peter Pokorny

Good morning Keira,

Attached, for Don's review and signature , please find the BN and resume for Peter Pokorny. The BN has been reviewed and signed by Lori. The OIC has been raised.

Thanks,

Kirsten

Kirsten Detlefsen, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
4th Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 778.974.4041
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 1:17 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-87466 Records Due December 12, 2018

No records.

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

From: OOP FOI PREM:EX
Sent: Wednesday, December 5, 2018 11:54 AM
To: LP PO Deputy Minister; LP PO Executive Office; LP Premiers Vancouver Office
Subject: Call for Records OOP-2018-87466 Records Due December 12, 2018

Hello,

Please see the below request and please let me know by December 12th whether or not you have any records:

Canvassed: All Staff

All correspondence regarding Maria Rossi

(Date Range for Record Search: From 08/17/2018 To 11/23/2018) Date Format is MM/DD/YYYY

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

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

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

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 1:45 PM
To: Kennedy, Christine PREM:EX
Subject: RE: Friday Meeting

Hi Christine,

I moved your meeting with David to begin at 1:00 because of the SSP pre-brief. 1:00 is the only time that the Rose Room is booked and so I scheduled your meeting in Chambers.

Thanks,

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

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

From: Kennedy, Christine PREM:EX
Sent: Wednesday, December 5, 2018 1:43 PM
To: Higgins, Keira PREM:EX
Subject: Friday Meeting

Hey Keira.

I tried to set up a meeting in the Rose Room on Friday afternoon but apparently it is booked. Any chance I could use chambers?

Christine

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 2:28 PM
To: Groot, Jeff TRAN:EX
Subject: RE: Meeting with DW

Hi Jeff,

Long-time no see! I am looking forward to seeing your smiling face tomorrow.

It is room 272 West Annex and I just sent you a calendar invite.

Cheers,

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

From: Groot, Jeff TRAN:EX
Sent: Wednesday, December 5, 2018 1:56 PM
To: Higgins, Keira PREM:EX
Subject: Meeting with DW

Hi Keira – I have a 9am meeting with Don tomorrow morning and just wanted to confirm it's at his office in the West Annex? I had assumed, but thought best to double check.

Thanks!

JG

Jeff Groot
Executive Director, Properties and Land Management
Ministry of Transportation and Infrastructure
Direct: 778.698.5200 | Mobile: 250.920.9203

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 3:03 PM
To: Herie, Beth CITZ:EX
Subject: RE: Don Wright

That would be fantastic. Thank you!

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

From: Herie, Beth CITZ:EX
Sent: Wednesday, December 5, 2018 3:03 PM
To: Higgins, Keira PREM:EX
Subject: RE: Don Wright

Hi Keira,

Thank you for getting back to me. Yes, that time works perfectly.
Should I send out a meeting invitation from this side?

Beth Herie | EAA for Sunny Dhaliwal, ADM | Real Property Division |
Ph: 250 387-0019 **Cell:** 250 889-6559 **Address:** PO Box 9412, 4000 Seymour Place Victoria BC V8W 9V1 **Location:** W319

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 2:40 PM
To: Herie, Beth CITZ:EX <Beth.Herie@gov.bc.ca>
Subject: Don Wright

Hi Beth,

Would 12:15 tomorrow work for Don Wright to see the space?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 3:28 PM
To: Woodcock, Danielle EMBC:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Noted – Thanks.

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

From: Woodcock, Danielle EMBC:EX
Sent: Wednesday, December 5, 2018 3:27 PM
To: Higgins, Keira PREM:EX; BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Good Afternoon Keira,

DM Denlinger will not be attending DM Sieben will be representing EMBC until a permanent replacement is announced.

Thank you.
Danielle

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 03:07 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 7, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 3:28 PM
To: Wensink, Alison PREM:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Noted – thanks.

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

From: Wensink, Alison PREM:EX
Sent: Wednesday, December 5, 2018 3:17 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Unfortunately Okenge will not be able to attend as he is in Montreal, and as Pierrette is also in Montreal she won't be able to attend on his behalf.

Thanks,

Alison

From: Higgins, Keira PREM:EX
Sent: Wednesday, December 5, 2018 3:07 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 7, 2018 from 8:30-10:00 in Chambers/VCO.

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Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 3:30 PM
To: Richter, Connie AG:EX
Cc: Engelbrecht, Maya AG:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Noted – thanks.

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

From: Richter, Connie AG:EX
Sent: Wednesday, December 5, 2018 3:12 PM
To: Higgins, Keira PREM:EX
Cc: Engelbrecht, Maya AG:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Good afternoon, Keira.

Please note that Peter Juk, Assistant Deputy AG for BC Prosecution Services, will be attending for our Deputy.

Peter will attend in Chambers.

Thank you, C

From: Higgins, Keira PREM:EX
Sent: Wednesday, December 5, 2018 3:07 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 7, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 3:36 PM
To: Ringma, Shalegh FIN:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Noted –thanks.

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

From: Ringma, Shalegh FIN:EX
Sent: Wednesday, December 5, 2018 3:35 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Hi Keira,

Heather Wood will not attend as she will be at the annual Economic Forecast Council with the Minister.

From: Higgins, Keira PREM:EX
Sent: December 5, 2018 3:07 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 7, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 8:31 AM
To: McCann, Meghan EMPR:EX; Smith, Victoria TRAN:EX; O'Connor, Lara FIN:EX; Kwan, Shirley JTT:EX; Larkin, Brenda FLNR:EX; Hansen, Erin AGRI:EX; Hohnsbehn, Cathy OGC:EX; Metcalfe, Megan EMPR:EX
Subject: RE: Meeting Request

Hi,

Please see Don's availability below.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Wednesday, December 5, 2018 4:32 PM
To: Higgins, Keira PREM:EX; Smith, Victoria TRAN:EX; O'Connor, Lara FIN:EX; Kwan, Shirley JTT:EX; Larkin, Brenda FLNR:EX; Hansen, Erin AGRI:EX; Hohnsbehn, Cathy OGC:EX; Metcalfe, Megan EMPR:EX
Subject: FW: Meeting Request

Good afternoon all,

It looks like the DMs would prefer a 1 hr joint meeting with Jackie Kjos. Based on the dates she proposes for a Victoria meeting I would kindly ask for your DMs availability from the following:

Jan.7th between 10-12 or 12:45-1:45 – **yes to both**

Jan.8th any time after 1:30 - **no**

Let me know and I will work with Jackie and get an invite out, we can hold the meeting here in our offices at 1810 Blanshard. Thanks in advance,

Meghan McCann
Senior Executive Assistant to Deputy Minister Dave Nikolejsin
Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources
Direct: [250-952-0504](tel:250-952-0504)

From: Nikolejsin, Dave EMPR:EX
Sent: Wednesday, December 5, 2018 1:53 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>; Main, Grant TRAN:EX <Grant.Main@gov.bc.ca>; Wanamaker, Lori FIN:EX <Lori.Wanamaker@gov.bc.ca>; Mihlar, Fazil JTT:EX <Fazil.Mihlar@gov.bc.ca>; Allan, John FLNR:EX <John.Allan@gov.bc.ca>; Shoemaker, Wes AGRI:EX <Wes.Shoemaker@gov.bc.ca>
Cc: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Thoroughgood, Garth A EMPR:EX <Garth.Thoroughgood@gov.bc.ca>; Jeakins, Paul OGC:IN <Paul.Jeakins@bcogc.ca>
Subject: RE: Meeting Request

Colleagues, you (or your assistants) will all have received this email by now. Please find attached a Briefing note that fleshes this out further. Also fyi - myself, OGC and MOTI have been spending time up in the region with these folks on this issue.^{s.13}

s.13

From: Jackie Kjos <jackie@jksolutions.ca>
Sent: December 5, 2018 12:17 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Nikolejsin, Dave EMPR:EX <Dave.Nikolejsin@gov.bc.ca>
Subject: Meeting Request

Deputy Minister Don Wright;

I am requesting a meeting with you to discuss the current status of the North Peace rural road network and the implications for residents, Aboriginal communities and industry. As BC prepares for exciting new LNG investment, we want to ensure that decision makers understand the regional infrastructure impacts, along with the threats and opportunities.

Background

The Rural Roads Task Force (RRTF) was established and lobbied for rural road improvements between 1997 and 2003. We were successful in demonstrating the benefits to government and the return on investment for infrastructure spending by:

- creating certainty for industry
- shortening travel cycle times
- reducing the duration of annual load restrictions
- increasing the competitiveness of the region and making it more attractive for investment.

That investment translated to increased royalties for government, more jobs for workers and a strong economy for the region and the province.

In retrospect, the initiative also had a tremendous impact on the quality of life for rural residents, Aboriginal communities and other road users. The infrastructure investments improved the safety and reliability of the roads while reducing the time and cost to travel to service centres for health, education, retail and entertainment.

Current Status

In 2018 the initiative was revived and a new local government/industry task force was established with the goal of apprising the new government of the regions infrastructure challenges and opportunities. We have been actively engaged with the Ministries of Transportation and Infrastructure and Energy Mines and Petroleum Resources, but the economic impact extends beyond them. The current and projected road conditions have a direct impact on agriculture, forests, rural economic development, jobs, technology and provincial revenue.

I am proposing to meet with the Deputy Ministers responsible for those functions and have three target timelines to choose from. I could travel to Victoria on either December 11-12, Jan 7-8 or February 5-6. I propose a ½ hour meeting with a 10-12 minute presentation followed by questions and answers. Once I understand your availability, I will work with your calendar managers to find a time that will work for everyone.

Could you please confirm if either of those timelines would work?

Thank you
Jackie Kjos, Consultant
North Peace Rural Roads Initiative
250-262-5510
jackie@jksolutions.ca

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 8:38 AM
To: Faust, Marnie L GCPE:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

You too Marnie! It was such a treat getting to meet you finally and s.22

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

From: Faust, Marnie L GCPE:EX
Sent: Wednesday, December 5, 2018 3:51 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Evan will be present in Chambers – thank you.

SO lovely to officially meet you today 😊

From: Higgins, Keira PREM:EX
Sent: Wednesday, December 5, 2018 3:07 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 7, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 7, 2018 from 8:30-10:00 in Chambers/VCO.

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

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 9:01 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Binder delivery

2:30 for Don please.

Thanks,

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

From: Brown, Dawn A PREM:EX
Sent: Thursday, December 6, 2018 7:59 AM
To: Higgins, Keira PREM:EX; Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Binder delivery

J rrg# ruqj#oglv/#

Ormlqj#rukh#djlf#rxu#jdq#ru#lud|#ndvn#

Fkhuv/#

Gdz qD dgd#urz q#
Fdelh#R shudwqv|R iilfh#iwh#Sup lhu#
Urrp #B66 #D4:#T ryhuq hqv#vhw#Y lfwd/#E F 1## ;Z #Y 4##
Sk-#:;k:7B3;5#Fho#:#;B;7B4<:#

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 9:40 AM
To: Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Nash, Amber PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure: Request for Calendar Records, November 2018

Is Christine's required now that she is an Associate?

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

From: Hendry, Jackie PREM:EX
Sent: Wednesday, December 5, 2018 9:07 AM
To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Nash, Amber PREM:EX
Subject: RESPONSE REQUIRED: Proactive Disclosure: Request for Calendar Records, November 2018
Importance: High

Hello!

Please provide November 2018 calendars by December 7.

Thanks so much!

Jackie

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 9:43 AM
To: McCann, Meghan EMPR:EX; Smith, Victoria TRAN:EX; O'Connor, Lara FIN:EX; Kwan, Shirley JTT:EX; Larkin, Brenda FLNR:EX; Hansen, Erin AGRI:EX; Hohnsbehn, Cathy OGC:EX; Metcalfe, Megan EMPR:EX
Subject: RE: Meeting Request

Hi Meghan,

Please see Don's availability below.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Thursday, December 6, 2018 9:31 AM
To: Higgins, Keira PREM:EX; Smith, Victoria TRAN:EX; O'Connor, Lara FIN:EX; Kwan, Shirley JTT:EX; Larkin, Brenda FLNR:EX; Hansen, Erin AGRI:EX; Hohnsbehn, Cathy OGC:EX; Metcalfe, Megan EMPR:EX
Subject: RE: Meeting Request

Thanks for the responses everyone. Looks like both^{s.22}
Please advise which from the following work for your DM, thanks:

so let's look at February options.

Feb.13 9-11 or after 3 – after 3:00
Feb.14 9-12 – 11:00-12:00
Feb.15 10:30-12 or after 1 - yes
Feb.20 9-12 or after 1:30 – after 1:30
Feb.21 1-5 – 1:00-4:00
Feb.22 10:30-12 or after 1 - yes

Thanks!

From: McCann, Meghan EMPR:EX
Sent: Wednesday, December 5, 2018 4:32 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Hansen, Erin AGRI:EX <Erin.Hansen@gov.bc.ca>; Hohnsbehn, Cathy OGC:EX <Cathy.Hohnsbehn@bcogc.ca>; Metcalfe, Megan EMPR:EX <Megan.Metcalfe@gov.bc.ca>
Subject: FW: Meeting Request

Good afternoon all,

It looks like the DMs would prefer a 1 hr joint meeting with Jackie Kjos. Based on the dates she proposes for a Victoria meeting I would kindly ask for your DMs availability from the following:

Jan.7th between 10-12 or 12:45-1:45

Jan.8th any time after 1:30

Let me know and I will work with Jackie and get an invite out, we can hold the meeting here in our offices at 1810 Blanshard. Thanks in advance,

Meghan McCann

Senior Executive Assistant to Deputy Minister Dave Nikolejsin

Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources

Direct: 250 952-0504

From: Nikolejsin, Dave EMPR:EX

Sent: Wednesday, December 5, 2018 1:53 PM

To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>; Main, Grant TRAN:EX <Grant.Main@gov.bc.ca>; Wanamaker, Lori FIN:EX <Lori.Wanamaker@gov.bc.ca>; Mihlar, Fazil JTT:EX <Fazil.Mihlar@gov.bc.ca>; Allan, John FLNR:EX <John.Allan@gov.bc.ca>; Shoemaker, Wes AGRI:EX <Wes.Shoemaker@gov.bc.ca>

Cc: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Thoroughgood, Garth A EMPR:EX <Garth.Thoroughgood@gov.bc.ca>; Jeakins, Paul OGC:IN <Paul.Jeakins@bcogc.ca>

Subject: RE: Meeting Request

Colleagues, you (or your assistants) will all have received this email by now. Please find attached a Briefing note that fleshes this out further. Also fyi - myself, OGC and MOTI have been spending time up in the region with these folks on this issue. s.13

s.13

From: Jackie Kjos <jackie@jksolutions.ca>

Sent: December 5, 2018 12:17 PM

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

Cc: Nikolejsin, Dave EMPR:EX <Dave.Nikolejsin@gov.bc.ca>

Subject: Meeting Request

Deputy Minister Don Wright;

I am requesting a meeting with you to discuss the current status of the North Peace rural road network and the implications for residents, Aboriginal communities and industry. As BC prepares for exciting new LNG investment, we want to ensure that decision makers understand the regional infrastructure impacts, along with the threats and opportunities.

Background

The Rural Roads Task Force (RRTF) was established and lobbied for rural road improvements between 1997 and 2003. We were successful in demonstrating the benefits to government and the return on investment for infrastructure spending by:

- creating certainty for industry
- shortening travel cycle times
- reducing the duration of annual load restrictions

- increasing the competitiveness of the region and making it more attractive for investment.

That investment translated to increased royalties for government, more jobs for workers and a strong economy for the region and the province.

In retrospect, the initiative also had a tremendous impact on the quality of life for rural residents, Aboriginal communities and other road users. The infrastructure investments improved the safety and reliability of the roads while reducing the time and cost to travel to service centres for health, education, retail and entertainment.

Current Status

In 2018 the initiative was revived and a new local government/industry task force was established with the goal of apprising the new government of the regions infrastructure challenges and opportunities.

We have been actively engaged with the Ministries of Transportation and Infrastructure and Energy Mines and Petroleum Resources, but the economic impact extends beyond them. The current and projected road conditions have a direct impact on agriculture, forests, rural economic development, jobs, technology and provincial revenue.

I am proposing to meet with the Deputy Ministers responsible for those functions and have three target timelines to choose from. I could travel to Victoria on either December 11-12, Jan 7-8 or February 5-6. I propose a ½ hour meeting with a 10-12 minute presentation followed by questions and answers. Once I understand your availability, I will work with your calendar managers to find a time that will work for everyone.

Could you please confirm if either of those timelines would work?

Thank you

Jackie Kjos, Consultant

North Peace Rural Roads Initiative

250-262-5510

jackie@jksolutions.ca

Page 108 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 1:29 PM
To: Wade, Debbie PREM:EX
Subject: RE: Coordination of apprenticeships & CBA's

Will do – thanks.

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

From: Wade, Debbie PREM:EX
Sent: Thursday, December 6, 2018 1:28 PM
To: Higgins, Keira PREM:EX
Subject: RE: Coordination of apprenticeships & CBA's

Oh great! If we could add Jon Robinson and Amanda Van Baarsen please 😊

Thanks Keira

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 1:26 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Coordination of apprenticeships & CBA's

Hi Debbie,

Don organized it himself. I will be sending out invitations today. Whom would you like invited?

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Thursday, December 6, 2018 12:05 PM
To: Higgins, Keira PREM:EX
Subject: Coordination of apprenticeships & CBA's

Hi Keira;

Trying to figure out who scheduled this meeting for next Thurs. Dec. 13th from 1-3:00pm, as I need to add a couple more people. Jon Robinson thought it might be you?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

Page 112 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Kristianson, Eric PREM:EX; Kennedy, Christine PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists
Attachments: 06 December 2018 - DM Confidential and Public Lists.xlsx

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 1:59 PM
To: 'Wallace, Dorothy'
Subject: RE: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

Don.J.Wright@gov.bc.ca

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

From: Wallace, Dorothy [mailto:Dorothy.Wallace@dfo-mpo.gc.ca]
Sent: Thursday, December 6, 2018 1:58 PM
To: Higgins, Keira PREM:EX
Subject: RE: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

So sorry – what is Don's email address?
What I had wouldn't go through.

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
Telephone | Téléphone 613-991-4849
Government of Canada | Gouvernement du Canada

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: December-06-18 4:55 PM
To: Wallace, Dorothy
Subject: RE: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

Hi Dorothy,

She can call Don on his cell – (250) 893-1560.

Thanks,

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

From: Wallace, Dorothy [mailto:Dorothy.Wallace@dfo-mpo.gc.ca]
Sent: Thursday, December 6, 2018 1:54 PM
To: Higgins, Keira PREM:EX
Subject: RE: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

What number should she call Don at?

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
Telephone | Téléphone 613-991-4849
Government of Canada | Gouvernement du Canada

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: December-06-18 4:52 PM
To: Wallace, Dorothy
Subject: RE: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

Hi Dorothy,

If you could please send a calendar invitation it would be appreciated.

Thanks,

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

From: Wallace, Dorothy [mailto:Dorothy.Wallace@dfo-mpo.gc.ca]
Sent: Thursday, December 6, 2018 1:51 PM
To: Higgins, Keira PREM:EX
Cc: Wallace, Dorothy
Subject: RE: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

Yes that works.

Shall I send out an invitation or would you prefer to do it?

Catherine can be reached on her cell at s.16

If it is more convenient for her to call Don, that works too.

Thanks so much !

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
Telephone | Téléphone 613-991-4849
Government of Canada | Gouvernement du Canada

From: Higgins, Keira PREM:EX [mailto:Keira.Higgins@gov.bc.ca]
Sent: December-06-18 4:38 PM
To: Wallace, Dorothy
Subject: RE: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

Hi Dorothy,

Don is available at 2:30PST/5:30EST. Please confirm that this works on your end.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Mulloy, Eleanor PREM:EX

Sent: Thursday, December 6, 2018 11:49 AM

To: Higgins, Keira PREM:EX

Cc: Wallace, Dorothy (Dorothy.Wallace@dfo-mpo.gc.ca)

Subject: FW: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

Keira, please see 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"

From: Wallace, Dorothy [mailto:Dorothy.Wallace@dfo-mpo.gc.ca]

Sent: Thursday, December 6, 2018 11:47 AM

To: Mulloy, Eleanor PREM:EX

Cc: Kristianson, Eric PREM:EX; Robinson, Connor; Kahn, Zoe; Wallace, Dorothy

Subject: RE: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

Apologies!

DM Don Wright.

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

Telephone | Téléphone 613-991-4849

Government of Canada | Gouvernement du Canada

From: Wallace, Dorothy

Sent: December-06-18 2:42 PM

To: 'Eleanor.Mulloy@gov.bc.ca'

Cc: Kristianson, Eric PREM:EX (Eric.Kristianson@gov.bc.ca); Robinson, Connor; Kahn, Zoe; Wallace, Dorothy

Subject: Availability for a call with Catherine Blewett, DM, DFO re Announcements?

Good day Eleanor,
Catherine was hoping to have a call with Premier Wright today or tomorrow if at all possible.
The subject would be "announcement".
She would be available anytime today after 4:30 (EST).

Would the Premier have any availability to chat?

Many thanks,

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
Telephone | Téléphone 613-991-4849
Government of Canada | Gouvernement du Canada

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 1:59 PM
To: Massy, Michelle E PREM:EX
Subject: RE: Refresh booking on December 13th

Thanks so much.

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

From: Massy, Michelle E PREM:EX
Sent: Thursday, December 6, 2018 1:57 PM
To: Higgins, Keira PREM:EX
Subject: RE: Refresh booking on December 13th

Yes no problem – we will move it to the morning!

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 1:52 PM
To: Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: Refresh booking on December 13th

Hi Michelle,

Don needs Chambers for a meeting on December 13th from 1:00-3:00. Could you please move the refresh booking to accommodate?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:21 PM
To: Gervais, Monica PREM:EX
Subject: RE: DMC Slides Dec 7

Thanks!

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

From: Gervais, Monica PREM:EX
Sent: Thursday, December 6, 2018 2:06 PM
To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX
Cc: Samadi, Talieh PREM:EX; Powell, Charlotte PREM:EX
Subject: DMC Slides Dec 7

Hi Keira & Shelley,

Please find attached slides for DMC tomorrow.

Cheers,
Monica

Monica Gervais
A/Executive Director, Cabinet Operations, Office of the Premier
617 Government Street, Suite 049, Victoria, British Columbia
New number: 778-974-5081 / Cell: 250-415-7064 / Fax: 250-387-7392

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Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:23 PM
To: McCann, Meghan EMPR:EX; O'Connor, Lara FIN:EX; Ringma, Shalegh FIN:EX; Howie, Matthew IRR:EX; Larkin, Brenda FLNR:EX
Subject: RE: Request for 2 hour meeting

Hi everyone,

Thanks for the very quick responses. We will go with Tuesday as it works for the majority. I will send out calendar invitations shortly.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Thursday, December 6, 2018 2:18 PM
To: Higgins, Keira PREM:EX; O'Connor, Lara FIN:EX; Ringma, Shalegh FIN:EX; Howie, Matthew IRR:EX; Larkin, Brenda FLNR:EX
Subject: RE: Request for 2 hour meeting

See below for Dave, thanks.

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 2:04 PM
To: O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>
Subject: Request for 2 hour meeting

Hi everyone,

Don would like to please request a 2 hour, 2 part meeting next week as follows:

1st hour – Reconciliation framework

Attendees: Christine Kennedy, Lori Wanamaker, Heather Wood, Doug Caul

2nd hour – Treaty 8

Attendees: all of the above plus Dave Nikolejsin and John Allan

Please let me know which of the below times are feasible for your respective Executive.

December 11th – 10:30-12:30 yes

December 13th – 9:00-11:00 in Ottawa, could do by phone if necessary

December 14th – 10:00-noon; 2:00-4:00 3-4 if absolutely necessary

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:37 PM
To: VCO Boardrooms, PREM PREM:EX
Cc: PREM Tech; Canitz, Shelley L PREM:EX; Mulloy, Eleanor PREM:EX
Subject: DMC - December 7th

Hi Olivia,

Trevor Hughes and Fazil Mihlar will both attend DMC from VCO tomorrow.

s.22

Prem Tech will be here to link in the video at 8:20.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:58 PM
To: Ringma, Shalegh FIN:EX; Sampson, Laura EDUC:EX
Subject: RE: Request for 1 hour meeting tomorrow

Hi ladies,

It sounds like neither DM are available so we are going to look at a Sunday meeting. Please confirm availability for Sunday at 2:00. The meeting is in preparation for the PJH meeting on Tuesday at 5:30.

Thanks,

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

From: Ringma, Shalegh FIN:EX
Sent: Thursday, December 6, 2018 2:55 PM
To: Higgins, Keira PREM:EX
Subject: FW: Request for 1 hour meeting tomorrow

Heather will be at the Economic Forecast Council with the Minister from 8am - 1:30. Let me know if one of her ED's can attend in her place.

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:49 PM
To: Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Sampson, Laura EDUC:EX <Laura.Sampson@gov.bc.ca>
Subject: Request for 1 hour meeting tomorrow

Hi ladies,

Don would like to please request a 1 hour meeting tomorrow with Heather, Scott and whichever staff they wish to bring. Please let me know if there is any time between 10:15-noon that you cannot make work for your Executive. Ideally I think we would schedule this meeting for 10:15 after DMC.

Also, please let me know the names of any staff they wish to bring.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 3:00 PM
To: Kwan, Shirley JTT:EX; Beattie, Michelle AEST:EX
Cc: Whitford, Kelly M AEST:EX
Subject: Request for 90 minute meeting

Hi Shirley and Michelle,

Don would like to please request a 90 minute meeting the week of December 17th with Fazil, Shannon and Christine to discuss immigration and labour. Please let me know which of the below options work for your respective DM.

December 18th – between 9:00-noon; 12:30-2:00

December 19th – between 9:00-noon; 2:30-4:00

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 3:07 PM
To: Dixon, Olivia PREM:EX
Subject: RE: DMC - December 7th

Hi Olivia,

Yes I sent an email to the boardroom account.

Thanks,

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

From: Dixon, Olivia PREM:EX
Sent: Thursday, December 6, 2018 3:07 PM
To: Higgins, Keira PREM:EX
Subject: DMC - December 7th

Hi Keira!

Will anyone be attending DMC tomorrow at VCO?

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
O: 604-398-5799 | **B:** 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 3:46 PM
To: Henry, David A FIN:EX; VCO Boardrooms, PREM PREM:EX
Cc: PREM Tech; Canitz, Shelley L PREM:EX; Mulloy, Eleanor PREM:EX
Subject: RE: DMC - December 7th

Thanks David!

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

From: Henry, David A FIN:EX
Sent: Thursday, December 6, 2018 3:30 PM
To: VCO Boardrooms, PREM PREM:EX; Higgins, Keira PREM:EX
Cc: PREM Tech; Canitz, Shelley L PREM:EX; Mulloy, Eleanor PREM:EX
Subject: Re: DMC - December 7th

See you tomorrow AM.
Cheers,
David

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

From: "VCO Boardrooms, PREM PREM:EX" <vco.boardrooms@gov.bc.ca>
Date: 2018-12-06 3:15 PM (GMT-08:00)
To: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>, "VCO Boardrooms, PREM PREM:EX" <vco.boardrooms@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>, "Mulloy, Eleanor PREM:EX" <Eleanor.Mulloy@gov.bc.ca>
Subject: RE: DMC - December 7th

Thank you! 😊

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
O: 604-398-5799 | **B:** 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:37 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>
Subject: DMC - December 7th

Hi Olivia,

Trevor Hughes and Fazil Mihlar will both attend DMC from VCO tomorrow.

s.22

Prem Tech will be here to link in the video at 8:20.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 4:04 PM
To: Canitz, Shelley L PREM:EX; Detlefsen, Kirsten PSA:EX; Mulloy, Eleanor PREM:EX
Subject: RE: copy of Lori's PPT for tomorrow

Please send the presentation to Eleanor Mulloy.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 3:07 PM
To: Canitz, Shelley L PREM:EX; Detlefsen, Kirsten PSA:EX
Subject: RE: copy of Lori's PPT for tomorrow

Hi Kirsten,

I need to please have this no later than 3:45 today.

Thanks,

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

From: Canitz, Shelley L PREM:EX
Sent: Thursday, December 6, 2018 1:49 PM
To: Detlefsen, Kirsten PSA:EX
Cc: Higgins, Keira PREM:EX
Subject: RE: copy of Lori's PPT for tomorrow

Yes, we would like it today – many thanks, Kirsten

From: Detlefsen, Kirsten PSA:EX
Sent: Thursday, December 6, 2018 1:48 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: copy of Lori's PPT for tomorrow

Hi, yes that's me. I have the ppt in Lori's folder for final review. If you need it by end of day, I will let Lori know. She is due back by 2:30ish.

From: Canitz, Shelley L PREM:EX
Sent: December 6, 2018 1:43 PM

To: Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>

Subject: RE: copy of Lori's PPT for tomorrow

Kirsten – I am looking for the person who works with Lori Halls and might know if her presentation to DMC will be ready for tomorrow – would that be you or someone else?

From: Detlefsen, Kirsten PSA:EX

Sent: Thursday, December 6, 2018 1:41 PM

To: Canitz, Shelley L PREM:EX

Cc: Higgins, Keira PREM:EX

Subject: RE: copy of Lori's PPT for tomorrow

Sorry, is this for me?

Kirsten Detlefsen, Senior Executive Assistant

Office of the Deputy Minister | BC Public Service Agency

4th Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 778.974.4041

www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Canitz, Shelley L PREM:EX

Sent: December 6, 2018 1:34 PM

To: Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>

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

Subject: copy of Lori's PPT for tomorrow

Jennifer – Lori said she has a powerpoint for tomorrow's DMC – will you be able to send it to Keira soon?

Thanks

Shelley

Page 143 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:18 AM
To: Canitz, Shelley L PREM:EX; Roe, Sandra PSA:EX; Mandur, Tracy PSA:EX; Owens, Anita PSA:EX
Subject: RE: OIC BNs for review and approval by Don Wright
Attachments: Scan_20181207.pdf

Approved – thanks.

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

From: Canitz, Shelley L PREM:EX
Sent: Tuesday, December 4, 2018 5:06 PM
To: Higgins, Keira PREM:EX
Subject: Fwd: OIC BNs for review and approval by Don Wright

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

Begin forwarded message:

From: "Roe, Sandra PSA:EX" <Sandra.Roe@gov.bc.ca>
Date: December 4, 2018 at 4:38:42 PM PST
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Cc: "Mandur, Tracy PSA:EX" <Tracy.Mandur@gov.bc.ca>, "Owens, Anita PSA:EX" <Anita.Owens@gov.bc.ca>
Subject: OIC BNs for review and approval by Don Wright

Hi Shelley –

Attached are OIC decision notes for Kevin Richter, David Curtis, Michael Lord, and Kevin Volk. These have been signed by Lori Halls and are ready for review and approval by Don Wright.

There are three more to come and all for completion and announcement on Thursday.

Once signed, could you please have a scanned version sent back to us for the record.

Thanks,
Sandra

Sandra Roe, Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (778) 698-7968 | Fax: (250) 356-7074

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:19 AM
To: Roe, Sandra PSA:EX; Canitz, Shelley L PREM:EX
Cc: Mandur, Tracy PSA:EX; Owens, Anita PSA:EX; Detlefsen, Kirsten PSA:EX
Subject: RE: OIC Decision Notes - Maloughney and Lapointe
Attachments: Scan_20181207.pdf

Approved – thanks.

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

From: Roe, Sandra PSA:EX
Sent: Wednesday, December 5, 2018 10:23 AM
To: Higgins, Keira PREM:EX; Canitz, Shelley L PREM:EX
Cc: Mandur, Tracy PSA:EX; Owens, Anita PSA:EX; Detlefsen, Kirsten PSA:EX
Subject: OIC Decision Notes - Maloughney and Lapointe

Keira – attached are two decision notes for Don’s review and approval; Mary Sue Maloughney and Lisa Lapointe. Could you please return a signed/scanned version of each to this office.

Shelley – One more decision note to come for Jonathan Dube – I hope to have it to Keira by noon today.

Thanks,
Sandra

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:19 AM
To: Owens, Anita PSA:EX
Subject: RE: BN Package for Jonathan Dubé
Attachments: Scan_20181207.pdf

Approved – thanks.

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

From: Owens, Anita PSA:EX
Sent: Wednesday, December 5, 2018 12:53 PM
To: Higgins, Keira PREM:EX
Subject: FW: BN Package for Jonathan Dubé

From: Owens, Anita PSA:EX
Sent: Wednesday, December 5, 2018 12:37 PM
To: Canitz, Shelley L PREM:EX
Cc: Roe, Sandra PSA:EX
Subject: BN Package for Jonathan Dubé

Here are the BN and Resume for Jonathan Dube appointment.
OIC is being amended with the effective date.

Anita Owens, Executive Advisor
Executive Talent Management
Talent Management Division | BC Public Service Agency
4th Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966
Acknowledging with gratitude the Lekwungen Peoples, Traditional Keepers of this Land, where this email is coming to you from.



Where ideas work

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:21 AM
To: Rosche, Kimberly CITZ:EX
Subject: RE: REQUEST: Meeting between Susan Stanford and Christine Kennedy

Hi Kimberly,

Christine is almost fully booked for next week. Her only time available is between 2:00-3:00 on Friday, December 14th.

Thanks,

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

From: Rosche, Kimberly CITZ:EX
Sent: Friday, December 7, 2018 9:39 AM
To: Higgins, Keira PREM:EX
Subject: REQUEST: Meeting between Susan Stanford and Christine Kennedy

Hi Keira –

Susan is hoping to meet with Christine prior to the Christmas Break.

Hoping to connect to set up a meeting for them next week.

Thanks,

Kim

Kimberly Rosche CIAPP-C
Manager of Divisional Operations
Information Communication Technologies (ICT) Division
Ministry of Citizens' Services
Victoria, BC | T 778.974.2442

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:23 AM
To: Beattie, Michelle AEST:EX; Kwan, Shirley JTT:EX
Cc: Whitford, Kelly M AEST:EX
Subject: RE: Request for 90 minute meeting

Hi Michelle,

Sorry but that is not possible as Don meets with PJH at that time. If the 19th doesn't work then we will need to schedule it for the 18th. Please let me know which time is preferable.

Thanks,

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

From: Beattie, Michelle AEST:EX
Sent: Friday, December 7, 2018 8:56 AM
To: Higgins, Keira PREM:EX; Kwan, Shirley JTT:EX
Cc: Whitford, Kelly M AEST:EX
Subject: RE: Request for 90 minute meeting

Good morning Keira,

Shannon has a meeting scheduled with our Minister from 10 -12am. Is it possible for all to meet from 8:30 – 10am December 19th?

Thank you for your consideration,

Michelle Beattie | A/SEA
Post-Secondary Policy & Programs Division
Advanced Education, Skills and Training
778.698.9895 office
778.677.7747 iphone

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 3:00 PM
To: Kwan, Shirley JTT:EX; Beattie, Michelle AEST:EX
Cc: Whitford, Kelly M AEST:EX
Subject: Request for 90 minute meeting

Hi Shirley and Michelle,

Don would like to please request a 90 minute meeting the week of December 17th with Fazil, Shannon and Christine to discuss immigration and labour. Please let me know which of the below options work for your respective DM.

December 18th – between 9:00-noon; 12:30-2:00

December 19th – between 9:00-noon; 2:30-4:00

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Page 153 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:28 AM
To: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Hi Matthew,

The December 18th meeting can be cancelled and Suzanne may attend the reconciliation portion of next week's meeting.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Friday, December 7, 2018 11:08 AM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Hi Keira,

Further to my question below, Doug would also like to request that our ADM Suzanne Christensen attend the reconciliation framework portion of the discussion. Is it alright for her to attend?

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Howie, Matthew IRR:EX
Sent: Thursday, December 6, 2018 3:59 PM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

hi Keira,

Doug is wondering if the Treaty 8 portion is regarding treaty land entitlements.

If so, that's the same topic as Don and Doug's Dec 18 meeting that we booked earlier this week. Would you want to scrap Don and Doug's separate meeting?

Matthew Howie

Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 2:23 PM
To: McCann, Meghan EMPR:EX; O'Connor, Lara FIN:EX; Ringma, Shalegh FIN:EX; Howie, Matthew IRR:EX; Larkin, Brenda FLNR:EX
Subject: RE: Request for 2 hour meeting

Hi everyone,

Thanks for the very quick responses. We will go with Tuesday as it works for the majority. I will send out calendar invitations shortly.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Thursday, December 6, 2018 2:18 PM
To: Higgins, Keira PREM:EX; O'Connor, Lara FIN:EX; Ringma, Shalegh FIN:EX; Howie, Matthew IRR:EX; Larkin, Brenda FLNR:EX
Subject: RE: Request for 2 hour meeting

See below for Dave, thanks.

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 2:04 PM
To: O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>
Subject: Request for 2 hour meeting

Hi everyone,

Don would like to please request a 2 hour, 2 part meeting next week as follows:

1st hour – Reconciliation framework

Attendees: Christine Kennedy, Lori Wanamaker, Heather Wood, Doug Caul

2nd hour – Treaty 8

Attendees: all of the above plus Dave Nikolejsin and John Allan

Please let me know which of the below times are feasible for your respective Executive.

December 11th – 10:30-12:30 **yes**

December 13th – 9:00-11:00 in Ottawa, could do by phone if necessary

December 14th – 10:00-noon; 2:00-4:00 3-4 if absolutely necessary

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:29 AM
To: Ringma, Shalegh FIN:EX
Cc: Sampson, Laura EDUC:EX
Subject: RE: Request for 1 hour meeting tomorrow

Hi Ladies,

Don would like this meeting scheduled for tomorrow. Would 2:00 work for Heather and Scott?

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Friday, December 7, 2018 7:56 AM
To: Ringma, Shalegh FIN:EX
Cc: Sampson, Laura EDUC:EX
Subject: Re: Request for 1 hour meeting tomorrow

Hi Shalegh,

I just heard from her. ^{s.22}
a new time.

will touch base as soon as I'm in office to arrange

Thanks,

Keira

Sent from my iPhone

On Dec 7, 2018, at 7:55 AM, Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca> wrote:

Hi Keira, Heather is not available for sunday as she originally thought. She can stay late tonight for the meeting or open up monday evening.

On Dec 6, 2018, at 2:58 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi ladies,

It sounds like neither DM are available so we are going to look at a Sunday meeting.
Please confirm availability for Sunday at 2:00. The meeting is in preparation for the PJH meeting on Tuesday at 5:30.

Thanks,

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

From: Ringma, Shalegh FIN:EX
Sent: Thursday, December 6, 2018 2:55 PM
To: Higgins, Keira PREM:EX
Subject: FW: Request for 1 hour meeting tomorrow

Heather will be at the Economic Forecast Council with the Minister from 8am - 1:30. Let me know if one of her ED's can attend in her place.

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:49 PM
To: Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Sampson, Laura EDUC:EX <Laura.Sampson@gov.bc.ca>
Subject: Request for 1 hour meeting tomorrow

Hi ladies,

Don would like to please request a 1 hour meeting tomorrow with Heather, Scott and whichever staff they wish to bring. Please let me know if there is any time between 10:15-noon that you cannot make work for your Executive. Ideally I think we would schedule this meeting for 10:15 after DMC.

Also, please let me know the names of any staff they wish to bring.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:31 AM
To: Tupper, Linsey PSSG:EX
Subject: RE: DMC Admin Support DL

Done – thanks.

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

From: Tupper, Linsey PSSG:EX
Sent: Thursday, December 6, 2018 4:22 PM
To: Higgins, Keira PREM:EX
Subject: DMC Admin Support DL

Hi Keira,

Can you please remove Tiffany Prince from the DMC Admin Support DL, tomorrow is her last day in our office.

Thanks,
Linsey

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:33 AM
To: Quigley, Shanna SDPR:EX
Subject: RE: DMC - December 14

Noted – thanks.

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

From: Quigley, Shanna SDPR:EX
Sent: Thursday, December 6, 2018 4:09 PM
To: Higgins, Keira PREM:EX
Subject: RE: DMC - December 14

Hi Keira,

s.22
ADM Rob Byers will A/DM –s.17
ADM Chris Brown will be A/DM –s.17

Thank you,
Shanna

From: Higgins, Keira PREM:EX
Sent: Wednesday, December 5, 2018 8:51 AM
To: Quigley, Shanna SDPR:EX <Shanna.Quigley@gov.bc.ca>
Subject: RE: DMC - December 14

Hi Shanna,

Noted, thanks.

Please send me^{s.22} the direct contact info for Rob.

Thanks,

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

From: Quigley, Shanna SDPR:EX
Sent: Wednesday, December 5, 2018 8:12 AM
To: Higgins, Keira PREM:EX
Subject: DMC - December 14

Good morning Keira,

s.22
this week.

He would like to send Rob Byers, ADM who will be acting DM

Thank you,

Shanna Quigley

Secretariat for DMCSI and Senior Executive Assistant
To Deputy Minister David Galbraith
Ministry of Social Development and Poverty Reduction
778-698-7600

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:37 AM
To: Kwan, Shirley JTT:EX; Beattie, Michelle AEST:EX
Subject: RE: Request for 90 minute meeting

Hi Ladies,

Thank you. Don specified this meeting as to include the Deputies and Christine so I would need to check with him about having EDs attend.

Thanks,

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

From: Kwan, Shirley JTT:EX
Sent: Friday, December 7, 2018 11:36 AM
To: Higgins, Keira PREM:EX; Beattie, Michelle AEST:EX
Subject: RE: Request for 90 minute meeting

Apologies for the delay.

December 18th between 12:30-2:00 and December 19th between 9:00-noon; 2:30-4:00.

Fazil would like to have our ED, Carling Helander attend assuming Bindi Sawchuk from AEST is attending too?

Shirley

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:23 AM
To: Beattie, Michelle AEST:EX <Michelle.Beattie@gov.bc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>
Cc: Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>
Subject: RE: Request for 90 minute meeting

Hi Michelle,

Sorry but that is not possible as Don meets with PJH at that time. If the 19th doesn't work then we will need to schedule it for the 18th. Please let me know which time is preferable.

Thanks,

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

From: Beattie, Michelle AEST:EX
Sent: Friday, December 7, 2018 8:56 AM
To: Higgins, Keira PREM:EX; Kwan, Shirley JTT:EX
Cc: Whitford, Kelly M AEST:EX
Subject: RE: Request for 90 minute meeting

Good morning Keira,

Shannon has a meeting scheduled with our Minister from 10 -12am. Is it possible for all to meet from 8:30 – 10am December 19th?

Thank you for your consideration,

Michelle Beattie | A/SEA
Post-Secondary Policy & Programs Division
Advanced Education, Skills and Training
778.698.9895 office
778.677.7747 iphone

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 3:00 PM
To: Kwan, Shirley JTT:EX; Beattie, Michelle AEST:EX
Cc: Whitford, Kelly M AEST:EX
Subject: Request for 90 minute meeting

Hi Shirley and Michelle,

Don would like to please request a 90 minute meeting the week of December 17th with Fazil, Shannon and Christine to discuss immigration and labour. Please let me know which of the below options work for your respective DM.

December 18th – between 9:00-noon; 12:30-2:00

December 19th – between 9:00-noon; 2:30-4:00

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:40 AM
To: Beattie, Michelle AEST:EX
Cc: Whitford, Kelly M AEST:EX; Kwan, Shirley JTT:EX
Subject: RE: Request for 90 minute meeting

Hi Ladies,

Thank you. I have sent an invitation to the DMs.

Thanks,

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

From: Beattie, Michelle AEST:EX
Sent: Friday, December 7, 2018 11:38 AM
To: Higgins, Keira PREM:EX
Cc: Whitford, Kelly M AEST:EX; Kwan, Shirley JTT:EX
Subject: RE: Request for 90 minute meeting

We will keep December 19th from 9 – 12pm.

Thanks again,
Michelle

From: Higgins, Keira PREM:EX
Sent: Friday, December 7, 2018 11:23 AM
To: Beattie, Michelle AEST:EX; Kwan, Shirley JTT:EX
Cc: Whitford, Kelly M AEST:EX
Subject: RE: Request for 90 minute meeting

Hi Michelle,

Sorry but that is not possible as Don meets with PJH at that time. If the 19th doesn't work then we will need to schedule it for the 18th. Please let me know which time is preferable.

Thanks,

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

From: Beattie, Michelle AEST:EX
Sent: Friday, December 7, 2018 8:56 AM
To: Higgins, Keira PREM:EX; Kwan, Shirley JTT:EX

Cc: Whitford, Kelly M AEST:EX
Subject: RE: Request for 90 minute meeting

Good morning Keira,

Shannon has a meeting scheduled with our Minister from 10 -12am. Is it possible for all to meet from 8:30 – 10am December 19th?

Thank you for your consideration,

Michelle Beattie | A/SEA
Post-Secondary Policy & Programs Division
Advanced Education, Skills and Training
778.698.9895 office
778.677.7747 iphone

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 3:00 PM
To: Kwan, Shirley JTT:EX; Beattie, Michelle AEST:EX
Cc: Whitford, Kelly M AEST:EX
Subject: Request for 90 minute meeting

Hi Shirley and Michelle,

Don would like to please request a 90 minute meeting the week of December 17th with Fazil, Shannon and Christine to discuss immigration and labour. Please let me know which of the below options work for your respective DM.

December 18th – between 9:00-noon; 12:30-2:00
December 19th – between 9:00-noon; 2:30-4:00

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:51 AM
To: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Yes, thanks.

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

From: Howie, Matthew IRR:EX
Sent: Friday, December 7, 2018 11:45 AM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Thanks, Keira. I forgot to ask but, given that we've cancelled the Dec 18 meeting, is it alright if Doug brings Tom McCarthy to the Treaty 8 discussion?

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Friday, December 7, 2018 11:28 AM
To: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Hi Matthew,

The December 18th meeting can be cancelled and Suzanne may attend the reconciliation portion of next week's meeting.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Friday, December 7, 2018 11:08 AM
To: Higgins, Keira PREM:EX

Cc: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Hi Keira,

Further to my question below, Doug would also like to request that our ADM Suzanne Christensen attend the reconciliation framework portion of the discussion. Is it alright for her to attend?

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Howie, Matthew IRR:EX
Sent: Thursday, December 6, 2018 3:59 PM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

hi Keira,

Doug is wondering if the Treaty 8 portion is regarding treaty land entitlements.

If so, that's the same topic as Don and Doug's Dec 18 meeting that we booked earlier this week. Would you want to scrap Don and Doug's separate meeting?

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 2:23 PM
To: McCann, Meghan EMPR:EX; O'Connor, Lara FIN:EX; Ringma, Shalegh FIN:EX; Howie, Matthew IRR:EX; Larkin, Brenda FLNR:EX
Subject: RE: Request for 2 hour meeting

Hi everyone,

Thanks for the very quick responses. We will go with Tuesday as it works for the majority. I will send out calendar invitations shortly.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Thursday, December 6, 2018 2:18 PM
To: Higgins, Keira PREM:EX; O'Connor, Lara FIN:EX; Ringma, Shalegh FIN:EX; Howie, Matthew IRR:EX; Larkin, Brenda FLNR:EX
Subject: RE: Request for 2 hour meeting

See below for Dave, thanks.

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 2:04 PM
To: O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>
Subject: Request for 2 hour meeting

Hi everyone,

Don would like to please request a 2 hour, 2 part meeting next week as follows:

1st hour – Reconciliation framework

Attendees: Christine Kennedy, Lori Wanamaker, Heather Wood, Doug Caul

2nd hour – Treaty 8

Attendees: all of the above plus Dave Nikolejsin and John Allan

Please let me know which of the below times are feasible for your respective Executive.

December 11th – 10:30-12:30 yes

December 13th – 9:00-11:00 in Ottawa, could do by phone if necessary

December 14th – 10:00-noon; 2:00-4:00 3-4 if absolutely necessary

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 11:55 AM
To: Canitz, Shelley L PREM:EX; Wensink, Alison PREM:EX
Subject: RE: Please send copies of your signed letters to Sandra Westfall at Finance

Hi Shelley,

I will send both to Sandra.

Thanks,

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

From: Canitz, Shelley L PREM:EX
Sent: Friday, December 7, 2018 11:54 AM
To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX
Subject: Please send copies of your signed letters to Sandra Westfall at Finance

She is in strategic HR and will make sure that the payroll changes occur (always an important step)

It may take a few pay periods for the increase to come in – do track it

Shelley

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 12:00 PM
To: 'Rob Botterell'
Subject: RE: Non Disclosure Agreement for Meeting with Huu-ay-aht First Nations and WFP
Attachments: NDA agreement - Deputy Minister Donald Wright - December 7, 2018.pdf

Hi Rob,

Please see the attached NDA for Deputy Minister Don Wright.

Thanks,

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

From: Rob Botterell [mailto:botterell@lidstone.ca]
Sent: Friday, December 7, 2018 8:30 AM
To: Higgins, Keira PREM:EX
Subject: Re: Non Disclosure Agreement for Meeting with Huu-ay-aht First Nations and WFP

That works. Many thanks,

Rob

Rob Botterell
Associate Counsel
LIDSTONE & COMPANY
BARRISTERS & SOLICITORS
The Merged Law Firm of Lidstone and Murdy & McAllister
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 Phone
778.866.2936 Mobile
604.899.2938 Direct
1.877.339.2199 Toll Free
www.lidstone.ca

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> On Dec 7, 2018, at 7:33 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>

> Hi Rob,

>

> Don was away in Vancouver over the last several days. I discussed the NDA with him yesterday and he said he will have it signed in time for the meeting today. He is in a morning meeting but I will check in with him at 11:00 when it ends to see if he has it signed.

>
> Thanks,
>
> Keira
>
> Sent from my iPhone
>
> On Dec 7, 2018, at 6:40 AM, Rob Botterell <botterell@lidstone.ca<mailto:botterell@lidstone.ca>> wrote:
>
> Hi Keira,
>
> Hope all is well. I would be grateful if you could send me the NDA signed by Don Wright and I can assemble with the other signatures and provide a full copy for the 1pm meeting today.
>
> Please contact me at 778 866 2936 if any questions.
>
> Best regards,
> Rob
>
>>
>> Hi Rob,
>>
>> I have received the NDA thanks.
>>
>> Keira Higgins, Executive Administrative Coordinator
>> Office of the Premier, Deputy Minister
>> 272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
>> Ph: (250) 356-2206
>>
>> From: Rob Botterell [<mailto:botterell@lidstone.ca>]
>> Sent: Tuesday, December 4, 2018 2:34 PM
>> To: Higgins, Keira PREM:EX
>> Subject: Fwd: Non Disclosure Agreement for Meeting with Huu-ay-aht First Nations and WFP
>>
>> Here it is Keira. Please confirm receipt. Many thanks, Rob
>>
>> Rob Botterell
>> Associate Counsel
>> <image002.jpg>
>> The Merged Law Firm of Lidstone and Murdy & McAllister
>> Suite 1300 - Sun Tower
>> 128 Pender Street West
>> Vancouver, BC V6B 1R8
>> 604.899.2269 Phone
>> 778.866.2936 Mobile
>> 604.899.2938 Direct
>> 1.877.339.2199 Toll Free
>> www.lidstone.ca<<http://www.lidstone.ca>>
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>> Begin forwarded message:
>>
>> From: Rob Botterell <rbotterell@telus.net<<mailto:rbotterell@telus.net>>>
>> Subject: Non Disclosure Agreement for Meeting with Huu-ay-aht First Nations and WFP
>> Date: November 13, 2018 at 8:14:42 PM PST
>> To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca<<mailto:Don.J.Wright@gov.bc.ca>>>

>> Cc: "Brenda FLNR:EX" <Brenda.Larkin@gov.bc.ca<mailto:Brenda.Larkin@gov.bc.ca>>, Shannon Janzen
<SJanzen@westernforest.com<mailto:SJanzen@westernforest.com>>, John.allan@gov.bc.ca<mailto:John.allan@gov.bc.ca>, Jeremy
Shelford <jshelford@ratcliff.com<mailto:jshelford@ratcliff.com>>, Robert Botterell
<rbotterell@telus.net<mailto:rbotterell@telus.net>>

>>

>> Good Evening Don,

>>

>> On Friday December 7th ,Robert Dennis of Huu-ay-aht First Nations is meeting with you to provide a follow-up briefing
regarding certain matters involving Huu-ay-aht First Nations and Western Forest Products. Robert has invited Shannon Janzen, Chief
Forester for WFP to join the meeting.

>>

>> I understand that John Allan may be out of the country around that time. Robert and Shannon would welcome an opportunity to
provide John with a separate briefing beforehand.

>>

>> In order to allow for detailed discussions and sharing of sensitive business information, Huu-ay-aht and WFP wish to request that
non disclosure agreements be put in place.

>>

>> Please find attached the proposed form of non disclosure agreement for your review and signing. Please also have the government
signature blocks reviewed to ensure they are appropriately worded and adjust as necessary.

>>

>> If you have any questions, please contact me or my colleague Jeremy Shelford.

>>

>> Best regards,

>>

>> Rob Botterell

>>

>>

>> Botterell Law Corporation

>> 2324 Brethour Avenue

>> Sidney, BC, Canada V8L2A3

>> 778 866 2936

>>

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>> Robert H. Botterell
>>
>> Botterell Law Corporation
>> 2324 Brethour Avenue
>> Sidney, BC, Canada V8L2A3
>>
>> Office Hours:
>> Monday - Friday 12 noon - 7pm
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>> Contact: 778 866 2936
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>
>
> Rob Botterell
> Associate Counsel
> <lidstone_new.png_34821f90-6964-4e51-9e4a-5db0fe93f0e1.jpg>
> The Merged Law Firm of Lidstone and Murdy & McAllister
> Suite 1300 - Sun Tower
> 128 Pender Street West
> Vancouver, BC V6B 1R8
> 604.899.2269 Phone
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> <lidstone_new.png_34821f90-6964-4e51-9e4a-5db0fe93f0e1.jpg>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 12:02 PM
To: Westfall, Sandra FIN:EX
Cc: Canitz, Shelley L PREM:EX; Wensink, Alison PREM:EX
Subject: In-range compensation adjustments
Attachments: Scan_20181207.pdf

Hi Sandra,

Please see the attached in-range compensation adjustments for Keira Higgins and Alison Wensink. Please ensure these are included in future payroll.

Thanks,

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

From: s.15 [mailto:Keira.Higgins@gov.bc.ca]
Sent: Friday, December 7, 2018 11:56 AM
To: Higgins, Keira PREM:EX
Subject: Scan From <Device Name>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 12:04 PM
To: Kennedy, Christine PREM:EX; Little, Christine JTT:EX
Cc: Cocco, Angelo JTT:EX; Albrecht, Christine JTT:EX; Young, Olivia JTT:EX; Lansdell, Hayden CITZ:EX
Subject: RE: Touch-base on GPI

Will do – thanks.

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

From: Kennedy, Christine PREM:EX
Sent: Friday, December 7, 2018 11:39 AM
To: Little, Christine JTT:EX
Cc: Cocco, Angelo JTT:EX; Albrecht, Christine JTT:EX; Higgins, Keira PREM:EX; Young, Olivia JTT:EX; Lansdell, Hayden CITZ:EX
Subject: RE: Touch-base on GPI

Hi Christine – for sure, glad to have a meeting or call discuss. To fit this in next week, would most likely be Friday afternoon for me.

Keira, could you see if Amy and Selena are available at the time this is set up? Thanks.

From: Albrecht, Christine JTT:EX **On Behalf Of** Little, Christine JTT:EX
Sent: Friday, December 7, 2018 11:05 AM
To: Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>
Cc: Cocco, Angelo JTT:EX <Angelo.Cocco@gov.bc.ca>; Albrecht, Christine JTT:EX <Christine.Albrecht@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>; Lansdell, Hayden CITZ:EX <Hayden.Lansdell@gov.bc.ca>
Subject: Touch-base on GPI

Hi Christine -

We want to get your perspective and feedback on the Genuine Progress Indicator (GPI) system work we're leading., to ensure we're on the right path and to help guide the work going forward. In particular, we want to get your views on:

1. How best to frame the GPI with respect to provincial priorities, particularly how closely we should be in linking to specific desired policy outcomes; and
2. Timing / urgency to develop a GPI system for review/approval and release?

If possible, we would like to connect next week when I'm back from Ottawa. If you're available, I can have my office connect with Keira to set-up a short meeting.

For your reference, I'm attaching a summary of the work that's been done so far through a cross-ministry working group. We can walk you through this and outline our questions and thoughts when we connect.

Thanks,

Christine Little, MA Econ
Assistant Deputy Minister
Small Business, Jobs and Workforce Division
Ministry of Jobs, Trade and Technology
Ph: 250-953-3479

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Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 12:07 PM
To: Young, Olivia JTT:EX
Cc: Basi, Selena PREM:EX; Miller, Amy PREM:EX
Subject: FW: Touch-base on GPI
Attachments: BC GPI System - Update (Nov 2018).docx

Hi Olivia,

Would 2:00-2:30 on December 14th work for Christine? If the time is suitable please include Selena Basi and Amy Miller on the invitation.

Thanks,

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

From: Kennedy, Christine PREM:EX
Sent: Friday, December 7, 2018 11:39 AM
To: Little, Christine JTT:EX
Cc: Cocco, Angelo JTT:EX; Albrecht, Christine JTT:EX; Higgins, Keira PREM:EX; Young, Olivia JTT:EX; Lansdell, Hayden CITZ:EX
Subject: RE: Touch-base on GPI

Hi Christine – for sure, glad to have a meeting or call discuss. To fit this in next week, would most likely be Friday afternoon for me.

Keira, could you see if Amy and Selena are available at the time this is set up? Thanks.

From: Albrecht, Christine JTT:EX **On Behalf Of** Little, Christine JTT:EX
Sent: Friday, December 7, 2018 11:05 AM
To: Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>
Cc: Cocco, Angelo JTT:EX <Angelo.Cocco@gov.bc.ca>; Albrecht, Christine JTT:EX <Christine.Albrecht@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>; Lansdell, Hayden CITZ:EX <Hayden.Lansdell@gov.bc.ca>
Subject: Touch-base on GPI

Hi Christine -

We want to get your perspective and feedback on the Genuine Progress Indicator (GPI) system work we're leading., to ensure we're on the right path and to help guide the work going forward. In particular, we want to get your views on:

1. How best to frame the GPI with respect to provincial priorities, particularly how closely we should be in linking to specific desired policy outcomes; and
2. Timing / urgency to develop a GPI system for review/approval and release?

If possible, we would like to connect next week when I'm back from Ottawa. If you're available, I can have my office connect with Keira to set-up a short meeting.

For your reference, I'm attaching a summary of the work that's been done so far through a cross-ministry working group. We can walk you through this and outline our questions and thoughts when we connect.

Thanks,

Christine Little, MA Econ
Assistant Deputy Minister
Small Business, Jobs and Workforce Division
Ministry of Jobs, Trade and Technology
Ph: 250-953-3479

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Page 179 of 434

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s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 12:15 PM
To: FIN IMB Service Desk (78912) FIN:EX
Subject: RE: Question: Password for PREM DMO Account

You too!

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

From: FIN IMB Service Desk (78912) FIN:EX
Sent: Friday, December 7, 2018 12:15 PM
To: Higgins, Keira PREM:EX
Subject: RE: Question: Password for PREM DMO Account

Thank you! Have a wonderful weekend!

Bonnie Lee
Service Desk Team Lead

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Service Desk: 250-387-8912
Direct Line: 778-698-2633
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From: Higgins, Keira PREM:EX
Sent: December 7, 2018 12:10 PM
To: Lee, Bonnie FIN:EX <Bonnie.Lee@gov.bc.ca>
Subject: RE: Question: Password for PREM DMO Account

Password: s.15

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

From: Lee, Bonnie FIN:EX
Sent: Thursday, December 6, 2018 4:49 PM

To: Higgins, Keira PREM:EX

Subject: Question: Password for PREM DMO Account

Hi Keira,

A new mailbox account was created last week, and a password should have been sent to you directly. Would it be possible for you to share the password with me? Someone will need to log into the account prior to December 14th to update some settings, which will enable the UC team to assist your office with setting up the call forwarding/call routing settings. I have been doing this for each of the Minister's Offices.

Alternatively, I can come over to your office and assist you with the login/set up.

Here are the details about the account:

Display name: DMO Phone PREM PREM:EX

Email address: DMOPhone.PREM@gov.bc.ca

IDIR/Alias:s.15

Account owner: Keira Higgins

Please let me know if you have any questions about this.

Thanks,

Bonnie

Bonnie Lee

Service Desk Team Lead

Information Management Branch

Supporting the Ministry of Finance,

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

Service Desk: 250-387-8912

Direct Line: 778-698-2633

E-mail: FIN IMB Service Desk (78912) FIN:EX

Web Site <http://gwww.fin.gov.bc.ca/>

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Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 1:46 PM
To: Sampson, Laura EDUC:EX; Ringma, Shalegh FIN:EX
Subject: RE: Request for 1 hour meeting tomorrow

Thanks everyone. I will send out a calendar invitation. They may have some difficulty getting in the West Annex on a Saturday so I will note they can call Don's cell if they need him to come let them in.

Have a great weekend!

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

From: Sampson, Laura EDUC:EX
Sent: Friday, December 7, 2018 11:50 AM
To: Ringma, Shalegh FIN:EX; Higgins, Keira PREM:EX
Subject: RE: Request for 1 hour meeting tomorrow

Scott can attend at this time as well. Reg Bawa may join, depending on his availability.

From: Ringma, Shalegh FIN:EX
Sent: December 6, 2018 5:37 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Sampson, Laura EDUC:EX <Laura.Sampson@gov.bc.ca>
Subject: Re: Request for 1 hour meeting tomorrow

Heather Wood will attend with Tiffany Ma if she is available.

On Dec 6, 2018, at 4:21 PM, Sampson, Laura EDUC:EX <Laura.Sampson@gov.bc.ca> wrote:

Hi Keira,
Scott is available at 2pm on Sunday. We may bring Reg Bawa as well to the briefing, but I can confirm that tomorrow.

Best,
Laura

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:58 PM
To: Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Sampson, Laura EDUC:EX <Laura.Sampson@gov.bc.ca>
Subject: RE: Request for 1 hour meeting tomorrow

Hi ladies,

It sounds like neither DM are available so we are going to look at a Sunday meeting. Please confirm availability for Sunday at 2:00. The meeting is in preparation for the PJH meeting on Tuesday at 5:30.

Thanks,

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

From: Ringma, Shalegh FIN:EX
Sent: Thursday, December 6, 2018 2:55 PM
To: Higgins, Keira PREM:EX
Subject: FW: Request for 1 hour meeting tomorrow

Heather will be at the Economic Forecast Council with the Minister from 8am - 1:30. Let me know if one of her ED's can attend in her place.

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 2:49 PM
To: Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Sampson, Laura EDUC:EX <Laura.Sampson@gov.bc.ca>
Subject: Request for 1 hour meeting tomorrow

Hi ladies,

Don would like to please request a 1 hour meeting tomorrow with Heather, Scott and whichever staff they wish to bring. Please let me know if there is any time between 10:15-noon that you cannot make work for your Executive. Ideally I think we would schedule this meeting for 10:15 after DMC.

Also, please let me know the names of any staff they wish to bring.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 2:20 PM
To: Larkin, Brenda FLNR:EX
Subject: RE: Left behind folder

He was just here and I gave it back to him.

Thanks,

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

From: Larkin, Brenda FLNR:EX
Sent: Friday, December 7, 2018 1:29 PM
To: Higgins, Keira PREM:EX
Subject: Left behind folder

Hi Keira,

John hasn't mentioned his folder and I haven't had an opportunity to ask him. Please put into house mail.

Thank you

Brenda Larkin
Senior Executive Assistant
Deputy Minister's Office
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
780 Blanshard Street, Victoria
Ph: 250.952-6500

Page 187 of 434

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s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 4:11 PM
To: Hendry, Jackie PREM:EX
Subject: RE: RESPONSE REQUIRED: Proactive Disclosure: Request for Calendar Records, November 2018
Attachments: Calendar Details Style - Christine Kennedy - November 2018.pdf; Calendar Details Style - Don Wright - November 2018.pdf

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

From: Hendry, Jackie PREM:EX
Sent: Wednesday, December 5, 2018 9:07 AM
To: Higgins, Keira PREM:EX; Wensink, Alison PREM:EX; Nash, Amber PREM:EX
Subject: RESPONSE REQUIRED: Proactive Disclosure: Request for Calendar Records, November 2018
Importance: High

Hello!

Please provide November 2018 calendars by December 7.

Thanks so much!

Jackie

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 8, 2018 9:26 AM
To: Trimble, Brett FIN:EX
Cc: Henry, David A FIN:EX; PREM Tech; Wright, Don J. PREM:EX
Subject: Re: Tech assistance - Weekend

You are the best! Thanks so much and have a great weekend.

Sent from my iPhone

On Dec 8, 2018, at 9:19 AM, Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca> wrote:

Hi Keira,
Don is back up and running.,
Have a good weekend..

Regards, Brett

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

From: Keira.Higgins@gov.bc.ca
Sent: December 8, 2018 8:39 AM
To: Brett.Trimble@gov.bc.ca
Cc: David.Henry@gov.bc.ca; PREM.Tech@gov.bc.ca; Don.J.Wright@gov.bc.ca
Subject: Re: Tech assistance - Weekend

Thank you so much Brett!

Sent from my iPhone

On Dec 8, 2018, at 8:37 AM, Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca> wrote:

Hi Keira,
I'll give him a call now.

Regards, Brett

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

From: Keira.Higgins@gov.bc.ca

Sent: December 8, 2018 8:29 AM
To: David.Henry@gov.bc.ca
Cc: PREM.Tech@gov.bc.ca; Don.J.Wright@gov.bc.ca
Subject: Re: Tech assistance - Weekend

Hi David,

I am terribly sorry to bother you on the weekend but Don's computer is acting up again. Is there anyone from tech who might be able to assist on a weekend? Perhaps even a phone call to troubleshoot would be very helpful. If so Don's cell is 250 893-1560.

Many thanks,

Keira

Sent from my iPhone

On Dec 3, 2018, at 12:01 PM, Henry, David A FIN:EX <David.Henry@gov.bc.ca> wrote:

Sure Keira, we will be there.
David

From: Higgins, Keira PREM:EX
Sent: December 3, 2018 12:00 PM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Tech assistance - Friday at 8:15

Hi gentlemen,

I will be at an appointment and Shelley will be solo for DMC this Friday. Would it please be possible to have someone come to our office at 8:15 to assist with the VCO connection?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 8:45 AM
To: OOP FOI PREM:EX
Subject: RE: Consultation AGR-2018-83036 Due: December 28, 2018

No concerns with disclosure.

Thanks,

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

From: OOP FOI PREM:EX
Sent: Friday, December 7, 2018 2:21 PM
To: Nash, Amber PREM:EX; Higgins, Keira PREM:EX
Subject: Consultation AGR-2018-83036 Due: December 28, 2018

Hi Amber and Keira,

The Ministry of Agriculture received this FOI request from a Political Party:

All emails, text messages, blackberry message, slack message, WhatsApp messages - excluding attachments - sent between all Deputy Ministers and their Executive/Administrative assistants (Date Range: 09/01/2017 To 09/30/2017)

They identified the attached document as responsive records. Can you please review the below pages and please let me know if you have any concerns with the disclosure of the emails you authored?

Amber – pages 4, 5

Keira – pages 12, 13

Thank you so much!

Alison

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 8:48 AM
To: O'Connor, Lara FIN:EX
Subject: RE: meeting request

Sounds great – thanks.

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

From: O'Connor, Lara FIN:EX
Sent: Monday, December 10, 2018 8:46 AM
To: Higgins, Keira PREM:EX
Subject: RE: meeting request

Lets do 10:00am on Friday. Lori, Doug and Paul will come to Don following DMC. Does that sound good?

Lara

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 8:43 AM
To: O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>
Subject: RE: meeting request

Hi Lara,

Don is pretty booked up at the beginning of this week. He could do a meeting on Thursday at 10:00-10:30; 3:00-3:30 or Friday between 10:00-noon; 2:00-4:00.

Thanks,

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

From: O'Connor, Lara FIN:EX
Sent: Friday, December 7, 2018 3:46 PM
To: Higgins, Keira PREM:EX
Subject: meeting request

Hello Keira,

Lori has just asked for a meeting next week with Don, Paul Flanagan and Doug Foster. She is in Ottawa on Monday for the FPT and will be back Tuesday mid-day. Possibly Tuesday afternoon or Wednesday???

Happy Friday, December 7, 2018

Lara

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 10:49 AM
To: Kwan, Shirley JTT:EX
Cc: Jang, Monica JTT:EX
Subject: RE: DM Mihlar Vacation

Noted – thanks!

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

From: Kwan, Shirley JTT:EX
Sent: Friday, December 7, 2018 2:18 PM
To: Higgins, Keira PREM:EX
Cc: Jang, Monica JTT:EX
Subject: DM Mihlar Vacation

Good Afternoon Keira -

Please note, the following vacation:

Fazil: s.22	(Tracy Campbell covering from s.22	and Silas covering from s.22
Silas: s.22	(Greg Goodwin covering)	

Shirley

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 11:20 AM
To: Detlefsen, Kirsten PSA:EX
Subject: RE: Lori and Don

Hi Kirsten,

Sorry that was my bad, it is Lori W's reoccurring meeting that I was looking at. I will proceed with scheduling into 2019.

Thanks,

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

From: Detlefsen, Kirsten PSA:EX
Sent: Monday, December 10, 2018 11:17 AM
To: Higgins, Keira PREM:EX
Subject: Lori and Don

That's odd, I don't have it in Lori's calendar past end of 2018. Is it possible to send the invitation again? I will then accept on Lori's behalf.

Thanks for the trouble,
K

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 11:10 AM
To: Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>
Subject: RE: DMCPsi Meetings 2019

Yes, the reoccurrence runs until 2020.

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

From: Detlefsen, Kirsten PSA:EX
Sent: Monday, December 10, 2018 11:09 AM
To: Higgins, Keira PREM:EX
Subject: RE: DMCPsi Meetings 2019

Thank you Keira. I'll send out the invitations today. BTW, do you have a sense of whether the weekly meetings with Don and Lori will remain on Tuesdays? If not, no worries. The day/time works well for Lori, if this is helpful.

Thanks so much,

Kirsten

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 12:21 PM
To: Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>
Subject: RE: DMCPsi Meetings 2019

Hi Kirsten,

Please see availability below:

Thanks,

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

From: Detlefsen, Kirsten PSA:EX
Sent: Thursday, December 6, 2018 3:51 PM
To: Higgins, Keira PREM:EX
Subject: RE: DMCPsi Meetings 2019

Of course, my apologies.

The third Tuesday or Thursday of the month beginning January 15 or 17, recurring monthly:
January 15 or 17 – s.22 this week is the Cabinet Planning Session so probably
best we start the series in February
February 19 or 21 – I think the 3rd Thursday of every month is most ideal. Please start on Feb 21st. Mornings are likely
best.
March 19 or 21...etc

Or/ The fourth Wednesday of every month beginning January 30, recurring monthly.
January 30
February 27
March 27 etc.

Recurrence ending at end of June 2019.

Thanks,
Kirsten

From: Higgins, Keira PREM:EX
Sent: December 6, 2018 3:03 PM
To: Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>
Subject: RE: DMCPsi Meetings 2019

Hi Kirsten,

This is a massive window. It would be good if we could please narrow it down to several days within each month and I will provide availability based on those.

Thanks,

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

From: Detlefsen, Kirsten PSA:EX
Sent: Thursday, December 6, 2018 12:08 PM
To: Higgins, Keira PREM:EX
Subject: DMCPSI Meetings 2019

Hi Keira,

Planning for 2019, I'm looking to book monthly DMCPSI meetings for January through June, 2 hours in length.

Are you able to give me an idea of what works in Don's calendar? I will work around whatever you have available.

Thanks,
Kirsten

Kirsten Detlefsen, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
4th Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 778.974.4041
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 1:41 PM
To: Miller, Amy PREM:EX
Subject: RE: Friday

Hi Amy,

Sounds good. I think this Vancouver plan is new. It is the first I have seen it in her calendar and haven't heard from her about travel plans, etc. She is over in Vancouver now so this may have come about very recently.

Thanks,

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

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

From: Miller, Amy PREM:EX
Sent: Monday, December 10, 2018 1:40 PM
To: Higgins, Keira PREM:EX
Subject: Re: Friday

Hmmm, we talked about it this morning but I will talk to her again. Thanks.

Sent from my iPhone

> On Dec 10, 2018, at 1:37 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

>

> Hi Amy,

>

> Sorry but she has the whole day blocked off for Vancouver.

>

> Thanks,

>

> Keira Higgins, Executive Administrative Coordinator Office of the

> Premier, Deputy Minister

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

> Ph: (250) 356-2206

>

>

> -----Original Message-----

> From: Miller, Amy PREM:EX

> Sent: Monday, December 10, 2018 1:35 PM

> To: Higgins, Keira PREM:EX

> Subject: Friday

>

> Hi Keira

>
> Would you be able to block off an hour on Christine's calendar Friday at 1:30 for CabOps? Thanks.
>
> Amy
>
> Sent from my iPhone

Page 203 of 434

Withheld pursuant to/removed as

DUPLICATE

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 2:42 PM
To: Young, Olivia JTT:EX
Cc: Albrecht, Christine JTT:EX
Subject: RE: Meeting Request - Regional Immigration

Hi Olivia,

Christine has availability on Monday between 10:30-noon and Tuesday between 9:30-11:00.

Thanks,

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

From: Young, Olivia JTT:EX
Sent: Monday, December 10, 2018 2:40 PM
To: Higgins, Keira PREM:EX
Cc: Albrecht, Christine JTT:EX
Subject: Meeting Request - Regional Immigration

Good Afternoon Keira,

Christine has asked if we can arrange 30 mins with Christine K to discuss Regional Immigration. Christine has availability on Friday December 14, before the 2pm call or some availability next week.

Thank you,

Olivia Young
Executive Administrative Assistant
Small Business, Jobs and Workforce
Ministry of Jobs, Trade and Technology
778 698-1708

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 2:46 PM
To: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Noted, thanks.

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

From: Howie, Matthew IRR:EX
Sent: Monday, December 10, 2018 2:44 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for 2 hour meeting

We'll just stick with Tom McCarthy. Thanks!

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Howie, Matthew IRR:EX
Sent: Monday, December 10, 2018 2:28 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for 2 hour meeting

Okay. I'll get back to you. We'll likely just send her or Tom (not both).

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Monday, December 10, 2018 2:22 PM
To: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Hi Matthew,

Apologies but we are over max capacity for the Rose Room. Trish would likely not be able to sit at the table if she attends.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Monday, December 10, 2018 2:17 PM
To: Higgins, Keira PREM:EX
Subject: RE: Request for 2 hour meeting

Hi Keira,

ADM Trish Balcaen would like to join the TLE portion of tomorrow's meeting. I trust that's alright. I forwarded her the invitation. Thank you.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Friday, December 7, 2018 11:28 AM
To: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Hi Matthew,

The December 18th meeting can be cancelled and Suzanne may attend the reconciliation portion of next week's meeting.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: Friday, December 7, 2018 11:08 AM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

Hi Keira,

Further to my question below, Doug would also like to request that our ADM Suzanne Christensen attend the reconciliation framework portion of the discussion. Is it alright for her to attend?

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Howie, Matthew IRR:EX
Sent: Thursday, December 6, 2018 3:59 PM
To: Higgins, Keira PREM:EX
Cc: Howie, Matthew IRR:EX
Subject: RE: Request for 2 hour meeting

hi Keira,

Doug is wondering if the Treaty 8 portion is regarding treaty land entitlements.

If so, that's the same topic as Don and Doug's Dec 18 meeting that we booked earlier this week. Would you want to scrap Don and Doug's separate meeting?

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 2:23 PM
To: McCann, Meghan EMPR:EX; O'Connor, Lara FIN:EX; Ringma, Shalegh FIN:EX; Howie, Matthew IRR:EX; Larkin, Brenda FLNR:EX
Subject: RE: Request for 2 hour meeting

Hi everyone,

Thanks for the very quick responses. We will go with Tuesday as it works for the majority. I will send out calendar invitations shortly.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Thursday, December 6, 2018 2:18 PM
To: Higgins, Keira PREM:EX; O'Connor, Lara FIN:EX; Ringma, Shalegh FIN:EX; Howie, Matthew IRR:EX; Larkin, Brenda FLNR:EX
Subject: RE: Request for 2 hour meeting

See below for Dave, thanks.

From: Higgins, Keira PREM:EX

Sent: Thursday, December 6, 2018 2:04 PM

To: O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>

Subject: Request for 2 hour meeting

Hi everyone,

Don would like to please request a 2 hour, 2 part meeting next week as follows:

1st hour – Reconciliation framework

Attendees: Christine Kennedy, Lori Wanamaker, Heather Wood, Doug Caul

2nd hour – Treaty 8

Attendees: all of the above plus Dave Nikolejsin and John Allan

Please let me know which of the below times are feasible for your respective Executive.

December 11th – 10:30-12:30 yes

December 13th – 9:00-11:00 in Ottawa, could do by phone if necessary

December 14th – 10:00-noon; 2:00-4:00 3-4 if absolutely necessary

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 2:57 PM
To: Young, Olivia JTT:EX
Cc: Albrecht, Christine JTT:EX
Subject: RE: Meeting Request - Regional Immigration

Perfect – thanks!

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

From: Young, Olivia JTT:EX
Sent: Monday, December 10, 2018 2:56 PM
To: Higgins, Keira PREM:EX
Cc: Albrecht, Christine JTT:EX
Subject: RE: Meeting Request - Regional Immigration

Wonderful thank you Keira.
I will send an invite for 11:30am.

Olivia

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 2:42 PM
To: Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>
Cc: Albrecht, Christine JTT:EX <Christine.Albrecht@gov.bc.ca>
Subject: RE: Meeting Request - Regional Immigration

Hi Olivia,

Christine has availability on Monday between 10:30-noon and Tuesday between 9:30-11:00.

Thanks,

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

From: Young, Olivia JTT:EX
Sent: Monday, December 10, 2018 2:40 PM
To: Higgins, Keira PREM:EX
Cc: Albrecht, Christine JTT:EX
Subject: Meeting Request - Regional Immigration

Good Afternoon Keira,

Christine has asked if we can arrange 30 mins with Christine K to discuss Regional Immigration. Christine has availability on Friday December 14, before the 2pm call or some availability next week.

Thank you,

Olivia Young
Executive Administrative Assistant
Small Business, Jobs and Workforce
Ministry of Jobs, Trade and Technology
778 698-1708

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 3:50 PM
To: 'Syer Tom VANM'
Subject: RE: December catch-up with Teck

Hi Tom,

Yes, I will schedule you to meet with Don from 9:30-10:00 on December 18th. Please let me know if anyone other than Marcia will accompany you to the meeting.

Thanks,

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

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

From: Syer Tom VANM [mailto:Tom.Syer@teck.com]
Sent: Monday, December 10, 2018 3:47 PM
To: Higgins, Keira PREM:EX
Subject: RE: December catch-up with Teck

No problem Keira - we will come over to Victoria. Could we plan for the morning of the 18th around 930?

Regards,

Tom

Tom Syer
Head, Government Affairs
Community and Government Relations
Teck Resources Limited
Tom.Syer@teck.com
(604) 699 4458

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

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Monday, December 10, 2018 1:21 PM
To: Syer Tom VANM <Tom.Syer@teck.com>
Subject: RE: December catch-up with Teck

[External email]

Hi Tom,

Apologies but Don is not scheduled to be in Vancouver before Christmas. Please let me know if you would like to proceed with a meeting in Victoria or touch base again in the new year.

Thanks,

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

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

From: Syer Tom VANM [mailto:Tom.Syer@teck.com]
Sent: Monday, December 10, 2018 11:48 AM
To: Higgins, Keira PREM:EX
Subject: RE: December catch-up with Teck

Hi Keira,

If Don is available in Vancouver for this, that would be helpful for travel. Right now we have the morning of the 18th or early afternoon of the 19th as possibilities. Would either work for Don?
Thanks Keira.

tom

Tom Syer
Head, Government Affairs
Community and Government Relations
Teck Resources Limited
Tom.Syer@teck.com
(604) 699 4458

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

From: Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Sent: Sunday, December 2, 2018 2:52 PM
To: Syer Tom VANM <Tom.Syer@teck.com>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Re: December catch-up with Teck

[External email]

Hi Tom,

Dec 18-21 look pretty open for me.

Can you let Keira know a couple of times that would work for you, and we will get something lined up.

Thanks.

Don

On 2018-11-30, 9:27 AM, "Syer Tom VANM" <Tom.Syer@teck.com> wrote:

Don - Marcia and I would like to schedule a catch-up meeting in December. Update on a few Teck files as well as some sectoral/low carbon economy ideas.

No real rush, but the week of the 17th may work best on our end if that works for you Don.

FYI - we also have a couple of ideas on the low carbon industrial strategy that I'll try and get into the mix next week.

Regards,

Tom

Tom Syer

Head, Government Affairs

Community and Government Relations

Teck Resources Limited

Tom.Syer@teck.com

(604) 699 4458

Page 214 of 434

Withheld pursuant to/removed as

s.22



Where ideas work

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 8:49 AM
To: Bridges, Kelsey PSEC:EX; Wade, Debbie PREM:EX
Subject: RE: Thursday 4pm Call

Okay – thanks.

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

From: Bridges, Kelsey PSEC:EX
Sent: Tuesday, December 11, 2018 8:46 AM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Subject: Thursday 4pm Call

Good morning,

I was advised that we do not need Thursday's bargaining update call – so you will see a cancellation.

Thanks!

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



Page 217 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 10:29 AM
To: 'Andrew Caddell (QitCanada)'
Subject: RE: Letter of Introduction - QIT Canada

Hi Andrew,

Thank you. I will ensure Don receives the attached info.

Thanks,

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

From: Andrew Caddell (QitCanada) [mailto:andrew.caddell@qitcanada.com]
Sent: Tuesday, December 11, 2018 10:06 AM
To: Higgins, Keira PREM:EX
Subject: Fwd: Letter of Introduction - QIT Canada

Ms. Higgins,

As discussed, here is the email with documents I sent previously to Mr..Wright.

Many thanks in advance for forwarding them on. I hope you will find them of interest as well.

Very best regards,

Andrew Caddell
Principal, QITCanada
(613) 866-2967
www.qitcanada.com

From: Andrew Caddell (QitCanada)
Sent: Monday, December 10, 4:19 PM
Subject: Fw: Letter of Introduction - QIT Canada
To: don.wright@gov.bc.ca
Cc: mark.sieben@gov.bc.ca, cameron.lewis@gov.bc.ca, Margaux Beland (QitCanada), Phill Glindemann (QitCanada), Chris Madsen (QitCanada)

Mr Wright,

s.22

As Principal of QIT, I wrote EMBC because we feel the efficiencies inherent in our system can save the government of British Columbia at least 40 per cent in emergency management expenses. This would be done by eliminating overtime costs for communications and providing complete details of expenses with spread sheets in a matter of hours rather than months, as is the current practice.

We look forward to hearing who the replacement to Ms. Denlinger might be, as our Australian partners are interested in travelling to BC in January with us to demonstrate the Guardian system.

Very best wishes for the holidays.

Andrew Caddell
Principal
QIT Canada
(613) 866-2967
www.qitcanada.com



From: Andrew Caddell (QitCanada)
Sent: Monday, November 26, 2018 22:30
To: Emergency.Management.Deputy.Minister@gov.bc.ca
Cc: Margaux Beland (QitCanada); Chris Madsen (QitCanada); Phill Glindemann (QitCanada); Ron Mattiussi
Subject: Letter of Introduction - QIT Canada

Dear Deputy Minister,

I recently had the opportunity to read the report of the independent review committee, "Addressing the New Normal: 21st Century Disaster Management in British Columbia." It provides a clear road map for British Columbia to follow in responding to emergencies in the years to come, setting out progressive measures for the application of technology and services.

On that note, I would like to introduce our company, QITCanada. We are the Canadian subsidiary of QITPlus in Australia, which is at the forefront of global incident management systems. The winner of the UN Disaster Resilience App Challenge and ESRI's GIS App Challenge, it serves more than 50 communities in Australia.

I have attached a matrix outlining how the QIT Guardian IMS and dashboard can meet the challenges and requirements the report sets out, as well as a PowerPoint deck with more information on our services.

We and our Australian partners would like to meet with you in January to discuss the possibility of working with EMBC to introduce Guardian to regional districts and municipalities across BC to ensure public safety, save money and communicate effectively.

Please do not hesitate to contact me on behalf of QITCanada at your earliest convenience.

Best regards for the holiday season,

Andrew Caddell
Principal
QIT Canada
(613) 866-2967
www.qitcanada.com



Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 11:41 AM
To: Kennedy, Christine PREM:EX
Subject: RE: PJH - Coast Revitalization (Dec11) - final draft.pptx

Done - thanks.

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

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

From: Kennedy, Christine PREM:EX
Sent: Tuesday, December 11, 2018 11:40 AM
To: Higgins, Keira PREM:EX
Subject: PJH - Coast Revitalization (Dec11) - final draft.pptx

Keira FLNRO has made some changes to the deck for this afternoon. Would you mind printing copies for Don and I? I have sent it downstairs for Amber to update PJHs version.

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:46 PM
To: Bates, Nancy MMHA:EX
Subject: RE: Vacation reminder

Yes, thanks.

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

From: Bates, Nancy MMHA:EX
Sent: Tuesday, December 11, 2018 1:44 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira. I believe I have already forwarded to you Neilane's vacation schedule and I confirm there have been no further changes or updates.

N.

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:47 PM
To: Molyneux, Jennifer CITZ:EX
Cc: Cook, Jeannette CITZ:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Molyneux, Jennifer CITZ:EX
Sent: Tuesday, December 11, 2018 1:44 PM
To: Higgins, Keira PREM:EX
Cc: Cook, Jeannette CITZ:EX
Subject: RE: Vacation reminder

Hi Keira,

s.22

Thanks.

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:48 PM
To: Wade, Debbie PREM:EX
Subject: RE: Don available to meet with Amber & PJH today @ 4pm

Yes, please send a calendar invite.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: Tuesday, December 11, 2018 1:45 PM
To: Higgins, Keira PREM:EX
Subject: Don available to meet with Amber & PJH today @ 4pm

Hi Keira;

Might Don be available for 15 minutes today from 4-4:15pm in PO?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:49 PM
To: Bridges, Kelsey PSEC:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Bridges, Kelsey PSEC:EX
Sent: Tuesday, December 11, 2018 1:46 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira,

Christina will be on vacation from ^{s.22}
– 250-812-3246.

Chris Rathbone, ADM, is covering for Christina

Thanks,
Kelsey

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:51 PM
To: Michell, Jennifer FIN:EX
Subject: RE: Vacation reminder

Thanks. Whom will be Acting ^{s.22} ,

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

From: Michell, Jennifer FIN:EX
Sent: Tuesday, December 11, 2018 1:48 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira

Lori is away ^{s.22}

Shauna Brouwer is acting ^{s.22} and Teri Spaven ^{s.22}

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

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:53 PM
To: Detlefsen, Kirsten PSA:EX
Subject: RE: Vacation reminder

Hi Kirsten,

Please send the info for the Acting DM.

Thanks,

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

From: Detlefsen, Kirsten PSA:EX
Sent: Tuesday, December 11, 2018 1:52 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira,

Lori H is away^{s.22}

Thanks,
Kirsten

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:54 PM
To: Lewthwaite, Jennifer TRAN:EX
Cc: Smith, Victoria TRAN:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Lewthwaite, Jennifer TRAN:EX
Sent: Tuesday, December 11, 2018 1:53 PM
To: Higgins, Keira PREM:EX
Cc: Smith, Victoria TRAN:EX
Subject: RE: Vacation reminder

Grant is away |^{s.22}

Nancy Bain is covering from^{s.22} till his return and can be reached at 250-896-6922.

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:54 PM
To: Michell, Jennifer FIN:EX
Subject: RE: Vacation reminder

Okay, noted – thanks.

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

From: Michell, Jennifer FIN:EX
Sent: Tuesday, December 11, 2018 1:53 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

No one. Lori is in town but not in the office

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

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:51 PM
To: Michell, Jennifer FIN:EX <Jennifer.Michell@gov.bc.ca>
Subject: RE: Vacation reminder

Thanks. Whom will be Acting ^{s.22}

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

From: Michell, Jennifer FIN:EX
Sent: Tuesday, December 11, 2018 1:48 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira

Lori is away ^{s.22}

Shauna Brouwer is acting ^{s.22} and Teri Spaven ^{s.22}

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

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:16 PM
To: McCann, Meghan EMPR:EX
Subject: RE: Vacation reminder

Hi Melanie,

I do not believe I have received Dave's.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Tuesday, December 11, 2018 2:15 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira,

Could you please let me know if Meghan has submitted Dave's date to you yet? I don't want to duplicate work if you already have them.

Melanie Hunt for

Meghan McCann
Senior Executive Assistant to Deputy Minister Dave Nikolejsin
Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources
Direct: [250 952-0504](tel:250-952-0504)

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:19 PM
To: Gooderham, Coleen E ENV:EX
Subject: RE: Vacation reminder

Hi Coleen,

Noted, thank you.

I have also put in a note about Mark being available by cell.

Thanks,

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

From: Gooderham, Coleen E ENV:EX
Sent: Tuesday, December 11, 2018 2:12 PM
To: Higgins, Keira PREM:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: MZ: Vacation reminder

Thank you for the reminder - it was in my almost ready to send pile 😊..

The following is Mark's vacation schedule:

s.22 Jennifer McGuire is acting (cell: 250-889-1733)
s.22 David Morel is acting (cell: 250-514-7655)

NOTE - although Mark is on vacation he is always available for a call from the PO (cell: 250-415-6466) His preference anyhow.. 😊

Thank you

Coleen

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:22 PM
To: Hansen, Erin AGRI:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Hansen, Erin AGRI:EX
Sent: Tuesday, December 11, 2018 2:08 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira.

So far Wes Shoemaker will be taking the following dates for vacation and James Mack will be A/DM:

s.22

Thanks,
Erin



ERIN HANSEN
Senior Executive Assistant
Deputy Minister's Office
Ministry of Agriculture
☎ 250-356-1800 | ✉ Erin.Hansen@gov.bc.ca

🌐 Please consider the environment before printing.

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

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Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

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Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:24 PM
To: Howie, Matthew IRR:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Done – thanks!

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

From: Howie, Matthew IRR:EX
Sent: Tuesday, December 11, 2018 2:03 PM
To: Higgins, Keira PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi Keira,

Do you mind removing Brandie Youell from the BCPSA Agency DMC Admin & Operational Support distribution list?
Thank you.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Nash, Amber PREM:EX; Kristianson, Eric PREM:EX; Kennedy, Christine PREM:EX; McConnell, Sheena PREM:EX; Van Meer-Mass, Kate PREM:EX; Aaron, Sage PREM:EX; Wade, Debbie PREM:EX; Geary, Vanessa PREM:EX
Subject: RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists.

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

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:26 PM
To: Ringma, Shalegh FIN:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Ringma, Shalegh FIN:EX
Sent: Tuesday, December 11, 2018 2:01 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

s.22 Rebecca John
s.22 Alex MacLennan

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:49 PM
To: Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>
Subject: RE: Vacation reminder

Please send the info for the Acting DM.

Thanks,

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

From: Ringma, Shalegh FIN:EX
Sent: Tuesday, December 11, 2018 1:46 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Heather Wood is off^{s.22}

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Tuesday, August 7, 2018 2:10 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:28 PM
To: Gedney, Vanessa R MAH:EX
Cc: Johnson, Tracey MAH:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Gedney, Vanessa R MAH:EX
Sent: Tuesday, December 11, 2018 2:25 PM
To: Higgins, Keira PREM:EX
Cc: Johnson, Tracey MAH:EX
Subject: Re: Vacation reminder

No one acting; she's in town and accessible etc

Sent from my iPhone

On Dec 11, 2018, at 2:21 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Thank you. Please also send the info for the Acting DM.

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

From: Johnson, Tracey MAH:EX
Sent: Tuesday, December 11, 2018 2:09 PM
To: Higgins, Keira PREM:EX
Cc: Gedney, Vanessa R MAH:EX
Subject: RE: Vacation reminder

Hi Keira,

Right now Jacquie's calendar is showing her vacation as: ^{s.22}
copying Vanessa in case she knows otherwise.

but I am

Thank you,

Tracey Johnson
A/Senior Executive Assistant to Jacquie Dawes, Deputy Minister
Ministry of Municipal Affairs and Housing
Tel: 250 387 9108

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:32 PM
To: Berkes, Andrea TAC:EX
Cc: Avison, Claire TAC:EX; Wyllie, Sandra TAC:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Berkes, Andrea TAC:EX
Sent: Tuesday, December 11, 2018 1:59 PM
To: Higgins, Keira PREM:EX
Cc: Avison, Claire TAC:EX; Wyllie, Sandra TAC:EX
Subject: RE: Vacation reminder

Claire Avison, ADM, 250-217-9059

Andrea Berkes
A/Director, Executive Operations
Ministry of Tourism, Arts and Culture

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:50 PM
To: Berkes, Andrea TAC:EX
Cc: Shang, Cindy TAC:EX
Subject: RE: Vacation reminder

Please send the info for the Acting DM.

Thanks,

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

From: Berkes, Andrea TAC:EX
Sent: Tuesday, December 11, 2018 1:46 PM
To: Higgins, Keira PREM:EX
Cc: Shang, Cindy TAC:EX
Subject: RE: Vacation reminder

Hi Keira – DM Carroll is scheduled to be on vacation from s.22
s.22awaiting confirmation on which days those might be.

Andrea Berkes

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:33 PM
To: Baker, Jelene ENV:EX
Cc: Cameron, Tara D ENV:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Baker, Jelene ENV:EX
Sent: Tuesday, December 11, 2018 1:57 PM
To: Higgins, Keira PREM:EX
Cc: Cameron, Tara D ENV:EX
Subject: RE: Vacation reminder

Hi Keira,

Bobbi is on vacation ^{s.22} and ADM Jennifer McGuire will be a/DM during that time.

Thank you,

Jelene Baker

Senior Executive Assistant to
Bobbi Plecas, Deputy Minister
Ministry of Environment & Climate Change Strategy
Office: 250-356-8794 | Mobile: 778-678-5684

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Page 258 of 434 to/à Page 259 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 3:00 PM
To: Johnson, Tracey MAH:EX
Cc: Gedney, Vanessa R MAH:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Johnson, Tracey MAH:EX
Sent: Tuesday, December 11, 2018 2:34 PM
To: Higgins, Keira PREM:EX
Cc: Gedney, Vanessa R MAH:EX
Subject: RE: Vacation reminder

Hi Keira,

Vanessa updated calendar - Jacquie is out from ^{s.22}

As noted by Vanessa, Jacquie is accessible during this time.

Thank you,
Tracey

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 2:20 PM
To: Johnson, Tracey MAH:EX
Cc: Gedney, Vanessa R MAH:EX
Subject: RE: Vacation reminder

Thank you. Please also send the info for the Acting DM.

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

From: Johnson, Tracey MAH:EX
Sent: Tuesday, December 11, 2018 2:09 PM
To: Higgins, Keira PREM:EX
Cc: Gedney, Vanessa R MAH:EX
Subject: RE: Vacation reminder

Hi Keira,

Right now Jacquie's calendar is showing her vacation as: ^{s.22}
in case she knows otherwise.

but I am copying Vanessa

Thank you,

Tracey Johnson
A/Senior Executive Assistant to Jacquie Dawes, Deputy Minister
Ministry of Municipal Affairs and Housing
Tel: 250 387 9108

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Page 262 of 434 to/à Page 264 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 12, 2018 3:21 PM
To: Brubacher, Kelly IGRS:EX
Subject: Re: Parking

Hi Kelly,

That is not correct. The only parking we handle is the parking for the Legislature which is just off Menzies. I would assume he would be granted parking through your usual channels at 620 Superior.

Thanks,

Keira

Sent from my iPhone

On Dec 12, 2018, at 2:47 PM, Brubacher, Kelly IGRS:EX <Kelly.Brubacher@gov.bc.ca> wrote:

Thanks Keira. I was trying to get him a spot at 620 Superior, and have contacted a lead in our building, who said that the Premier's office is handled separately, so I asked Shelley first. See below.

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier
Office (250) 387-0752 Cell (250) 507-6658

<image001.png>

From: Higgins, Keira PREM:EX
Sent: December 12, 2018 2:39 PM
To: Brubacher, Kelly IGRS:EX <Kelly.Brubacher@gov.bc.ca>
Subject: Re: Parking

Hi Kelly,

He is welcome to continue to park in the DM parking if he wishes.

Thanks,

Keira

Sent from my iPhone

On Dec 12, 2018, at 2:30 PM, Brubacher, Kelly IGRS:EX <Kelly.Brubacher@gov.bc.ca> wrote:

Hi Keira,

Can you suggest anything to arrange this?

Thank you,

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the
Premier
Office (250) 387-0752 Cell (250) 507-6658

<image002.png>

From: Canitz, Shelley L PREM:EX
Sent: December 12, 2018 2:29 PM
To: Brubacher, Kelly IGRS:EX <Kelly.Brubacher@gov.bc.ca>
Subject: RE: Parking

Kelly – did you connect with Keira? She knows the most about parking – s.22
s.22

From: Brubacher, Kelly IGRS:EX
Sent: Wednesday, December 12, 2018 2:28 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: Parking

Hi Shelley,

Do you have any suggestions for arranging a parking spot for Okenge? I have already connected with the lead at 620 Superior but they have indicated that parking for the PO is handled separately.

Thank you,

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the
Premier
Office (250) 387-0752 Cell (250) 507-6658

<image001.png>

From: Brubacher, Kelly IGRS:EX
Sent: December 7, 2018 4:31 PM
To: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: Parking

Hi Shelley,

Do you normally coordinate parking for the DMs? I have been trying to find someone to connect with re a parking spot for Okenge at 620 Superior Street.

Thank you,

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the
Premier
Office (250) 387-0752 Cell (250) 507-6658

<image004.png>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 8:41 AM
To: Hansen, Erin AGRI:EX
Subject: RE: DMC December 14th

Noted - thanks.

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

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

From: Hansen, Erin AGRI:EX
Sent: Thursday, December 13, 2018 7:13 AM
To: Higgins, Keira PREM:EX
Subject: DMC December 14th

Good morning Keira.

Wes Shoemaker will attend DMC tomorrow at VCO.

Thanks,
Erin

Sent from my iPhone

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 8:45 AM
To: Michell, Jennifer FIN:EX
Cc: O'Connor, Lara FIN:EX; Canitz, Shelley L PREM:EX
Subject: RE: DMC Friday

Thanks Jen!

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

From: Michell, Jennifer FIN:EX
Sent: Wednesday, December 12, 2018 4:39 PM
To: Higgins, Keira PREM:EX
Cc: O'Connor, Lara FIN:EX
Subject: DMC Friday

Hi Keira

Just a note to let you know that Lori is going to be discussing Performance Audit Training at DMC on Friday. No handouts, but will circulate material later.

Thanks!
Jen

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 9:02 AM
To: Nash, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Don's^{s.22} vacation

Hi ladies,

Just a heads up, Don will be on vacation from^{s.22} anc^{s.22} inclusive.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 9:03 AM
To: 'David Stevenson'
Cc: Canitz, Shelley L PREM:EX
Subject: RE: Moose Hide Campaign Dox for DMC

Okay, will do. Thanks David, we will see you tomorrow!

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

From: David Stevenson [mailto:Dstevenson@moosehidecampaign.ca]
Sent: Thursday, December 13, 2018 9:01 AM
To: Higgins, Keira PREM:EX
Cc: Canitz, Shelley L PREM:EX
Subject: Re: Moose Hide Campaign Dox for DMC

Ok, sure that can work...
Thanks

David Stevenson
Senior Director
Moose Hide Campaign
250-889-6455
dstevenson@moosehidecampaign.ca
www.moosehidecampaign.ca



From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: Thursday, December 13, 2018 at 8:58 AM
To: David Stevenson <Dstevenson@moosehidecampaign.ca>
Cc: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: RE: Moose Hide Campaign Dox for DMC

Hi David,

Another option is that I could send all the documents to the DMs in advance so they can have them on their laptops and reviewed for the meeting.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Thursday, December 13, 2018 8:54 AM
To: 'David Stevenson'
Cc: Canitz, Shelley L PREM:EX
Subject: RE: Moose Hide Campaign Dox for DMC

Hi David,

It may have been Alison (?) you spoke to but she doesn't have any involvement in DMC. Unfortunately things happen very quickly the morning of DMC and there is a lot of technical prep I need to do to get the meeting going so the only way handouts work is if the presenter has them ready and hands them out personally. Apologies, I would certainly do it but we have tried this before and with time constraints with an 8:30 start time it just isn't feasible.

Thanks,

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

From: David Stevenson [mailto:Dstevenson@moosehidecampaign.ca]
Sent: Thursday, December 13, 2018 8:50 AM
To: Higgins, Keira PREM:EX
Subject: Re: Moose Hide Campaign Dox for DMC

Hi Keira

Okay, Lindsey (hope I am getting that right?) and I talked yesterday and she mentioned she would have them printed for the meeting. If not, we are happy to bring copies or if necessary have them up on the screen for review.

Let me know what would be best..

Thanks

On Dec 13, 2018, at 8:44 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Hi David,

Thank you. We do not generally hand out any paper copies at DMC. We can post this on the large screen for the DMs to view. Did you still want the 3 paper copies for your team?

Thanks,

Keira Higgins, Executive Administrative Coordinator
Office of the Premier, Deputy Minister
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4
Ph: [\(250\) 356-2206](tel:2503562206)

From: David Stevenson [mailto:Dstevenson@moosehidecampaign.ca]
Sent: Wednesday, December 12, 2018 10:19 PM

To: Higgins, Keira PREM:EX
Subject: Moose Hide Campaign Dox for DMC

Hi Keira and Lindsey

Here are the documents for the Moose Hide Campaign presentation to DMC.
We confirmed with Don that we would start our portion at 9:25.
Please find attached

- **DM brief:** high level overview of the campaign (2 page – or 1 page double sided), why government is involved and how DMs can support the campaign (including identifying their Ministry Lead)
- **Call for Ministry leads:** (1.5 page document), provides overview of the role, training dates and asks DM offices send their MHC lead by Jan 21
- **2019 MHC Key Messages:** (just over 1 page), key messages that can be used by corporate communications
- **DM template:** sample email or letter template DMs/Ministries can use to encourage participation in the campaign
- **MHC FAQ:** (3 pages) Questions and Answers about the campaign tailored to needs of the Public Service
- **MHC brochure:** (2 pages – or 1 page double sided), Campaign brochure focused on the Feb 13, 2019 Provincial event

Would you also please make 3 extra copies that we can use when meeting with the council.

Thanks again for all your support for our presentation to the DMC.

Paul, Raven, Sage and I will see you Friday.

PS, the game plan is to film the DMC right at the end of our presentation and Don mentioned that we might do it in chambers...or out in the front hall area.

Matt the videographer will be there at 9:15 or so..

Thanks again.

David Stevenson
Senior Director
Moose Hide Campaign
[250-889-6455](tel:250-889-6455)
d Stevenson@moosehidecampaign.ca
www.moosehidecampaign.ca

<image001.jpg>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 9:24 AM
To: Tupper, Linsey PSSG:EX
Subject: RE: DSG Holidays

Thanks!

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

From: Tupper, Linsey PSSG:EX
Sent: Wednesday, December 12, 2018 11:32 AM
To: Higgins, Keira PREM:EX
Subject: RE: DSG Holidays

Hi,

In follow up to your note earlier this week, here is the contact information for Elenore as I forgot to include:

Elenore Arend
Email: Elenore.Arend@gov.bc.ca
Phone: 778-974-3009
Mobile: 250-415-6297

Cheers,
Linsey

From: Tupper, Linsey PSSG:EX
Sent: Wednesday, November 28, 2018 11:41 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: DSG Holidays

Hi Kiera,

DSG Mark Sieben will be taking annual leave from^{s.22}
Arend. Please let me know if you need any other information.

acting DSG will be ADM Elenore

Thanks,
Linsey

Linsey Tupper | A/Manager, Executive Operations
Office of the Deputy Solicitor General

Ministry of Public Safety and Solicitor General
11th Floor, 1001 Douglas Street | Victoria, BC V8W 2C5

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 9:26 AM
To: Detlefsen, Kirsten PSA:EX; Wensink, Alison PREM:EX
Subject: RE: Meeting with Don January 3?

Hi Kirsten,

There has been some movement in his vacation schedule and what he currently has booked is^{s.22} and^{s.22}

I see this meeting has already been scheduled, thanks Alison.

Thanks,

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

From: Detlefsen, Kirsten PSA:EX
Sent: Wednesday, December 12, 2018 10:21 AM
To: Wensink, Alison PREM:EX
Cc: Higgins, Keira PREM:EX
Subject: Meeting with Don January 3?

Hi Alison,

Lori was hoping to have a meeting with Don on January 3. She wants to go over her HR Services Review presentation for the next DMC.

I had thought Don was away until the third week of January, but perhaps I'm mistaken, Is it possible to have a meeting if Don is around?

Thanks so much!

Kirsten

Kirsten Detlefsen, Senior Executive Assistant
Office of the Deputy Minister | BC Public Service Agency
4th Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 778.974.4041
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 10:19 AM
To: Bridges, Kelsey PSEC:EX; Wade, Debbie PREM:EX
Cc: Wray, Stephanie PSEC:EX
Subject: RE: Meeting Request - End of January / Early February

Hi Kelsey,

Please see availability for Don below.

Thanks,

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

From: Bridges, Kelsey PSEC:EX
Sent: Thursday, December 13, 2018 8:58 AM
To: Higgins, Keira PREM:EX; Wade, Debbie PREM:EX
Cc: Bridges, Kelsey PSEC:EX; Wray, Stephanie PSEC:EX
Subject: Meeting Request - End of January / Early February

Good morning!

I am looking to schedule a 45 minute meeting between Christina Zacharuk, Chris Rathbone, Don Wright and Geoff Meggs to discuss the 'bargaining calendar' and what's coming up in the Spring time. Chris and Christina will travel to your office.

Can you please provide availability for the following dates:

Monday, January 28th – between 12 – 2pm – 1:00-2:00
Tuesday, January 29th – 8am, 12pm - No
Wednesday, January 30th – between 11:30am – 1pm - No
Thursday, January 31st – 8am - No
Monday, February 4th – between 1 – 4:30pm – 1:30-4:30
Tuesday, February 5th – between 8:30am – 4:30pm – after 10:30
Wednesday, February 6th – between 8 – 10am, between 2 – 4:30pm
Thursday, February 7th – between 8:30 – 11:30am, 2:30pm
Friday, February 8th – between 10am – 3:30pm

Thank you!

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 10:20 AM
To: Middleton, Cindy TRAN:EX
Cc: Miller, Joleen TRAN:EX
Subject: RE: Meeting Request: Week of January 14th

Hi Cindy,

The Rose Room - 272 West Annex would be most ideal. I will secure the room for the meeting.

Thanks,

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

From: Middleton, Cindy TRAN:EX
Sent: Thursday, December 13, 2018 10:16 AM
To: Higgins, Keira PREM:EX
Cc: Miller, Joleen TRAN:EX
Subject: RE: Meeting Request: Week of January 14th

Is there capacity/preference to have this meeting in Christine's office?

From: Higgins, Keira PREM:EX
Sent: Thursday, December 13, 2018 10:14 AM
To: Middleton, Cindy TRAN:EX
Cc: Miller, Joleen TRAN:EX
Subject: RE: Meeting Request: Week of January 14th

Hi Cindy,

It is preferred that your office send the invitation as it was requested by you.

Thanks,

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

From: Middleton, Cindy TRAN:EX
Sent: Thursday, December 13, 2018 9:48 AM
To: Higgins, Keira PREM:EX
Cc: Miller, Joleen TRAN:EX
Subject: RE: Meeting Request: Week of January 14th

Hi Keira,

Please feel free to send through an invite, calendars are open on our end as well.

Thanks,
Cindy

From: Higgins, Keira PREM:EX
Sent: Thursday, December 13, 2018 9:07 AM
To: Middleton, Cindy TRAN:EX
Cc: Miller, Joleen TRAN:EX
Subject: RE: Meeting Request: Week of January 14th

Hi Cindy,

Christine has full availability on Jan 14th and 16th.

Thanks,

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

From: Middleton, Cindy TRAN:EX
Sent: Wednesday, December 12, 2018 3:42 PM
To: Higgins, Keira PREM:EX
Cc: Miller, Joleen TRAN:EX
Subject: Meeting Request: Week of January 14th

Hi Keira,

I have been asked to assist with coordinating a meeting the week of January 14th with Christine Kennedy regarding the Integrated Transportation and Development Strategy.

Details are as follows:

Topic: Integrated Transportation and Development Strategy

Date: Week of January 14th

Time: 1 hour

Attendees: Jason Macnaughton, Sohee Ahn, Amy Steggles, David Greer

Materials: TBD

Thank you for your help and talk soon.

Cindy Middleton

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 10:47 AM
To: 'Rey, Rachelle (CA - British Columbia)'
Cc: Shortt, Amanda PREM:EX
Subject: RE: Seasonal flowers for DM Wright \ with Security Tuesday Dec 18th

Hi Rachelle,

We received the beautiful poinsettia. Many thanks for the lovely card and gift, it is most appreciated. Have a wonderful holiday!

Thanks,

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

From: Rey, Rachelle (CA - British Columbia) [mailto:racrey@deloitte.ca]
Sent: Thursday, December 13, 2018 10:02 AM
To: Higgins, Keira PREM:EX
Cc: Shortt, Amanda PREM:EX
Subject: Seasonal flowers for DM Wright \ with Security Tuesday Dec 18th

Hello Keira,

I hope you are well.

This is just a quick not to let you know that I left a lovely poinsettia and personally signed card with security yesterday afternoon. I had hoped to catch you in person, but regrettably, my timing was off.

Please be so kind as to arrange to have the poinsettia delivered to DM Wright's attention.

All the best of the holiday season to you and yours.

Warm regards,

Rachelle Rey
Executive Assistant
Deloitte
Tel/Direct 250-978-4462 | Fax 778-374-0497
racrey@deloitte.ca | www.deloitte.ca



Deloitte.

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:02 AM
To: Sampson, Laura EDUC:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Sampson, Laura EDUC:EX
Sent: Tuesday, December 11, 2018 5:27 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira,

Scott will be on vacation from ^{s.22} Paul Squires will be acting DM on ^{s.22} and then Jennifer McCrea is acting ^{s.22}

Cheers,
Laura

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:03 AM
To: Faust, Marnie L GCPE:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Faust, Marnie L GCPE:EX
Sent: Tuesday, December 11, 2018 4:33 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Evan will be out on vacation^{s.22}
course always reachable). Robb Gibbs will be acting DM.

(FYI but of

Thank you.

Marnie

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC
Attachments: MHC_brochure 2019_9dec2018_e-version.pdf; MHC_FAQ_Dec10_FINAL.PDF; MHC_call for ministry leads_Dec11_FINAL.PDF; DM template for CC_FINAL.PDF; DM brief_Dec11_FINAL.PDF; 2019_MHC_key_messages_Dec 10_FINAL.PDF

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 14, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:11 AM
To: Nanninga, Tanera AG:EX
Subject: RE: AG weekly

Hi Tanera,

s.22 let's go back to our regular calls beginning February 7th at 9:30.

Thanks,

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

From: Nanninga, Tanera AG:EX
Sent: Thursday, December 13, 2018 11:07 AM
To: Higgins, Keira PREM:EX
Subject: RE: AG weekly

Ok that is what I have in my calendar as well. Can we set some up for January or will Don be away at all? Starting in February can we go back to our regular 9:30-9:45 call on Thursdays?

Cheers,

Tanera

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 10:57 AM
To: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>
Subject: RE: AG weekly

Hi Tanera,

The last noted call was for today with no reoccurrences going forward.

Thanks,

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

From: Nanninga, Tanera AG:EX
Sent: Thursday, December 13, 2018 10:50 AM
To: Higgins, Keira PREM:EX
Subject: AG weekly

Hi Keira,

What is the last day in Dec you have noted for our weekly Don/AG call? And do you have any noted for January?

Cheers,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:13 AM
To: Walker, Leah MCF:EX
Subject: RE: Vacation reminder

Thanks!

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

From: Walker, Leah MCF:EX
Sent: Thursday, December 13, 2018 11:05 AM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Yeah that would probably help 😊

Philip Twyford and his # is 778 698-4972
Asst is Jocelyn Hubbard

Leah Walker
A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (778) 698-7598 Cell: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Thursday, December 13, 2018 9:11 AM
To: Walker, Leah MCF:EX
Subject: RE: Vacation reminder

Hi Leah,

Please send me the Acting DM and his/her contact info.

Thanks,

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

From: Walker, Leah MCF:EX
Sent: Wednesday, December 12, 2018 1:09 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira,

Not sure if I have told you but Allison is going to be off from^{s.22} inclusive.

Thank you

Leah Walker

A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (778) 698-7598 Cell: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

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Withheld pursuant to/removed as

DUPLICATE

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:20 AM
To: Nash, Amber PREM:EX
Subject: RE: Don's^{s.22} vacation

Thanks!

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

From: Nash, Amber PREM:EX
Sent: Thursday, December 13, 2018 11:18 AM
To: Higgins, Keira PREM:EX
Subject: RE: Don's^{s.22} vacation

Thanks Keira. I'll look at what I have confirmed with Don during those times and adjust as needed.

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 9:02 AM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Don's^{s.22} vacation

Hi ladies,

Just a heads up, Don will be on vacation from^{s.22}

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:24 AM
To: Richter, Connie AG:EX
Cc: Engelbrecht, Maya AG:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Noted – thanks.

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

From: Richter, Connie AG:EX
Sent: Thursday, December 13, 2018 11:13 AM
To: Higgins, Keira PREM:EX
Cc: Engelbrecht, Maya AG:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good morning, Keira.

Please note that Peter Juk, who is currently acting for Richard, will attend the meeting tomorrow in Chambers.

Thank you, C

From: Higgins, Keira PREM:EX
Sent: Thursday, December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 14, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:26 AM
To: Cameron, Tara D ENV:EX
Cc: Baker, Jelene ENV:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Noted – thanks.

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

From: Cameron, Tara D ENV:EX
Sent: Thursday, December 13, 2018 11:12 AM
To: Higgins, Keira PREM:EX
Cc: Baker, Jelene ENV:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Bobbi^{s.22} will not be at DMC

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 14, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 2:28 PM
To: Beattie, Michelle AEST:EX
Subject: RE: Request for 90 minute meeting

Hi Michelle,

That would be at the discretion of your DM. Normally Don would notify the DM if materials were expected.

Thanks,

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

From: Beattie, Michelle AEST:EX
Sent: December 13, 2018 1:30 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Request for 90 minute meeting

Hi Keira,
Is Don requiring materials for this meeting or is it a verbal discussion?

Many thanks,
Michelle

From: Higgins, Keira PREM:EX
Sent: Thursday, December 6, 2018 3:00 PM
To: Kwan, Shirley JTT:EX; Beattie, Michelle AEST:EX
Cc: Whitford, Kelly M AEST:EX
Subject: Request for 90 minute meeting

Hi Shirley and Michelle,

Don would like to please request a 90 minute meeting the week of December 17th with Fazil, Shannon and Christine to discuss immigration and labour. Please let me know which of the below options work for your respective DM.

December 18th – between 9:00-noon; 12:30-2:00
December 19th – between 9:00-noon; 2:30-4:00

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 2:28 PM
To: Mills, Daphna PREM:EX
Subject: RE: DMC Slides for December 14

Thanks!

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

From: Mills, Daphna PREM:EX
Sent: December 13, 2018 1:19 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Cc: Powell, Charlotte PREM:EX <Charlotte.Powell@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: DMC Slides for December 14

Good afternoon Shelley and Keira,

Please find attached the DMC slides for tomorrow.

Thank you,
Daphna

Daphna Mills
Executive Director, Cabinet Operations, Office of the Premier
Tel: 778-698-7704 (new) / Cell: 250-216-7301 / Fax: 250-387-7392

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:14 PM
To: 'Syer Tom VANM'
Subject: RE: December catch-up with Teck

Hi Tom,

No problem. I have sent you a calendar invitation with the conference details. If you could please forward it to Marcia it would be appreciated.

Also, may I please ask for Marcia's last name?

Thanks,

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

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

From: Syer Tom VANM <Tom.Syer@teck.com>
Sent: December 13, 2018 1:30 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: December catch-up with Teck

Keira - it is looking challenging on Marcia's side to make it over to Victoria. However, we could change this into a conference call. Would that work for Don?

Cheers.

tom

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

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Monday, December 10, 2018 3:50 PM
To: Syer Tom VANM <Tom.Syer@teck.com>
Subject: RE: December catch-up with Teck

[External email]

Hi Tom,

Yes, I will schedule you to meet with Don from 9:30-10:00 on December 18th. Please let me know if anyone other than Marcia will accompany you to the meeting.

Thanks,

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

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

From: Syer Tom VANM [mailto:Tom.Syer@teck.com]

Sent: Monday, December 10, 2018 3:47 PM

To: Higgins, Keira PREM:EX

Subject: RE: December catch-up with Teck

No problem Keira - we will come over to Victoria. Could we plan for the morning of the 18th around 930?

Regards,

Tom

Tom Syer

Head, Government Affairs

Community and Government Relations

Teck Resources Limited

Tom.Syer@teck.com

(604) 699 4458

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

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

Sent: Monday, December 10, 2018 1:21 PM

To: Syer Tom VANM <Tom.Syer@teck.com>

Subject: RE: December catch-up with Teck

[External email]

Hi Tom,

Apologies but Don is not scheduled to be in Vancouver before Christmas. Please let me know if you would like to proceed with a meeting in Victoria or touch base again in the new year.

Thanks,

Keira Higgins, Executive Administrative Coordinator Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

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

From: Syer Tom VANM [mailto:Tom.Syer@teck.com]

Sent: Monday, December 10, 2018 11:48 AM

To: Higgins, Keira PREM:EX

Subject: RE: December catch-up with Teck

Hi Keira,

If Don is available in Vancouver for this, that would be helpful for travel. Right now we have the morning of the 18th or early afternoon of the 19th as possibilities. Would either work for Don?

Thanks Keira.

tom

Tom Syer
Head, Government Affairs
Community and Government Relations
Teck Resources Limited
Tom.Syer@teck.com
(604) 699 4458

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

From: Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Sent: Sunday, December 2, 2018 2:52 PM
To: Syer Tom VANM <Tom.Syer@teck.com>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Re: December catch-up with Teck

[External email]

Hi Tom,

Dec 18-21 look pretty open for me.

Can you let Keira know a couple of times that would work for you, and we will get something lined up.

Thanks.

Don

On 2018-11-30, 9:27 AM, "Syer Tom VANM" <Tom.Syer@teck.com> wrote:

Don - Marcia and I would like to schedule a catch-up meeting in December. Update on a few Teck files as well as some sectoral/low carbon economy ideas.

No real rush, but the week of the 17th may work best on our end if that works for you Don.

FYI - we also have a couple of ideas on the low carbon industrial strategy that I'll try and get into the mix next week.

Regards,

Tom

Tom Syer
Head, Government Affairs
Community and Government Relations
Teck Resources Limited
Tom.Syer@teck.com
(604) 699 4458

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:15 PM
To: Young, Olivia JTT:EX
Subject: RE: Touch-base on GPI

Hi Olivia,

Christine is available between 1:00-2:00 on Monday or Wednesday after 11:00.

Thanks,

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

From: Young, Olivia JTT:EX
Sent: December 13, 2018 3:11 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Touch-base on GPI

Hi Keira, Angelo is not able to meeting for 1pm. Would Christine be available later that day or that week? Sorry!

Olivia

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:08 PM
To: Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>
Subject: RE: Touch-base on GPI

Thanks Olivia.

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

From: Young, Olivia JTT:EX
Sent: December 13, 2018 2:54 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Touch-base on GPI

Thank you Keira, I will send the invite for then.

Olivia

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 2:42 PM

To: Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>

Subject: RE: Touch-base on GPI

Hi Olivia,

I think we should just reschedule. How about Monday at 1:00?

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Young, Olivia JTT:EX

Sent: December 13, 2018 2:41 PM

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

Subject: RE: Touch-base on GPI

Angelo, Kerry and Francois are still able to participate, is Christine still wanting to do the call? Thank you, Olivia

From: Higgins, Keira PREM:EX

Sent: December 13, 2018 2:37 PM

To: Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>

Subject: RE: Touch-base on GPI

Hi Olivia,

Thank you. I will decline the invite.

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Young, Olivia JTT:EX

Sent: December 13, 2018 1:45 PM

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

Cc: Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>; Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>

Subject: RE: Touch-base on GPI

Good Afternoon Keira,

Christine will not be able to participate on the call tomorrow.

We have invited Francois Bertrand to attend the call and he will give a verbal update of the BEIF.

Thank you,

Olivia Young

Executive Administrative Assistant

Small Business, Jobs and Workforce

From: Young, Olivia JTT:EX
Sent: December 7, 2018 12:14 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>; Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>
Subject: RE: Touch-base on GPI

Good Afternoon Keira,

Christine is available, I will send the invite now.

Thank you,

Olivia Young
Executive Administrative Assistant
Small Business, Jobs and Workforce
Ministry of Jobs, Trade and Technology
778 698-1708

From: Higgins, Keira PREM:EX
Sent: December 7, 2018 12:07 PM
To: Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>
Cc: Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>; Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>
Subject: FW: Touch-base on GPI

Hi Olivia,

Would 2:00-2:30 on December 14th work for Christine? If the time is suitable please include Selena Basi and Amy Miller on the invitation.

Thanks,

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

From: Kennedy, Christine PREM:EX
Sent: Friday, December 7, 2018 11:39 AM
To: Little, Christine JTT:EX
Cc: Cocco, Angelo JTT:EX; Albrecht, Christine JTT:EX; Higgins, Keira PREM:EX; Young, Olivia JTT:EX; Lansdell, Hayden CITZ:EX
Subject: RE: Touch-base on GPI

Hi Christine – for sure, glad to have a meeting or call discuss. To fit this in next week, would most likely be Friday afternoon for me.

Keira, could you see if Amy and Selena are available at the time this is set up? Thanks.

From: Albrecht, Christine JTT:EX **On Behalf Of** Little, Christine JTT:EX
Sent: Friday, December 7, 2018 11:05 AM
To: Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>
Cc: Cocco, Angelo JTT:EX <Angelo.Cocco@gov.bc.ca>; Albrecht, Christine JTT:EX <Christine.Albrecht@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>; Lansdell, Hayden CITZ:EX <Hayden.Lansdell@gov.bc.ca>
Subject: Touch-base on GPI

Hi Christine -

We want to get your perspective and feedback on the Genuine Progress Indicator (GPI) system work we're leading., to ensure we're on the right path and to help guide the work going forward. In particular, we want to get your views on:

1. How best to frame the GPI with respect to provincial priorities, particularly how closely we should be in linking to specific desired policy outcomes; and
2. Timing / urgency to develop a GPI system for review/approval and release?

If possible, we would like to connect next week when I'm back from Ottawa. If you're available, I can have my office connect with Keira to set-up a short meeting.

For your reference, I'm attaching a summary of the work that's been done so far through a cross-ministry working group. We can walk you through this and outline our questions and thoughts when we connect.

Thanks,

Christine Little, MA Econ
Assistant Deputy Minister
Small Business, Jobs and Workforce Division
Ministry of Jobs, Trade and Technology
Ph: 250-953-3479

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 email the sender immediately and delete the message.

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:17 PM
To: Wright, Don J. PREM:EX
Subject: RE: Monday

Will do – thanks.

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

From: Wright, Don J. PREM:EX
Sent: December 13, 2018 3:14 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Monday

I have asked Christine to set up a meeting that will only work from 10-11 on Monday. Could I get you to reschedule Lori W to a different time that day?

Thanks.

Don

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:31 PM
To: Walker, Leah MCF:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Noted – thanks.

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

From: Walker, Leah MCF:EX
Sent: December 13, 2018 3:28 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Hi Keira,

Allison and all executive are at a sector consultation strategic framework tomorrow. She won't be able to attend.

Leah Walker
A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (778) 698-7598 Cell: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Thursday, December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 14, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:33 PM
To: Larkin, Brenda FLNR:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Larkin, Brenda FLNR:EX
Sent: December 13, 2018 11:51 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Vacation reminder

Hi Keira,

John Allan is on vacation^{s.22}

He has indicated that he will be available to your office via cell.

There will be no Acting Deputy Minister.

Brenda Larkin
Senior Executive Assistant
Deputy Minister's Office
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
780 Blanshard Street, Victoria
Ph: 250.952-6500

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:36 PM
To: Walker, Leah MCF:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Noted – thanks.

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

From: Walker, Leah MCF:EX
Sent: December 13, 2018 3:32 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Hi again,

Sorry, she will attend from 830-915 before the other meeting.

Leah Walker
A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (778) 698-7598 Cell: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

From: Walker, Leah MCF:EX
Sent: Thursday, December 13, 2018 3:28 PM
To: Higgins, Keira PREM:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Hi Keira,

Allison and all executive are at a sector consultation strategic framework tomorrow. She won't be able to attend.

Leah Walker
A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (778) 698-7598 Cell: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

From: Higgins, Keira PREM:EX
Sent: Thursday, December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good afternoon,

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Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:37 PM
To: Quigley, Shanna SDPR:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Noted – thanks.

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

From: Quigley, Shanna SDPR:EX
Sent: December 13, 2018 11:33 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Re: Confirmation of attendance to the December 14, 2018 DMC

Good morning,

ADM Rob Byers will be attending for DM Galbraith.

Thank you.

Shanna Quigley

On Dec 13, 2018, at 11:10 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 14, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

<MHC_brochure 2019_9dec2018_e-version.pdf>

<MHC_FAQ_Dec10_FINAL.PDF>

<MHC_call for ministry leads_Dec11_FINAL.PDF>

<DM template for CC_FINAL.PDF>

<DM brief_Dec11_FINAL.PDF>

<2019_MHC_key_messages_Dec 10_FINAL.PDF>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:39 PM
To: Wensink, Alison PREM:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Wensink, Alison PREM:EX
Sent: December 13, 2018 11:38 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Vacation reminder

Hi Keira,

Okenge will be away ^{s.22}

Here is the coverage for while he is away:

s.22 Lucy Lobmeier – 250-356-6177
s.22 Sukumar Periwal – 250-387-0761

Thank you!

Alison

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:44 PM
To: Smith, Victoria TRAN:EX; Sheppard, Jenifer A HLTH:EX
Cc: Walsh, Sara M HLTH:EX
Subject: FW: Confirmation of attendance to the December 14, 2018 DMC
Attachments: MHC_brochure 2019_9dec2018_e-version.pdf; MHC_FAQ_Dec10_FINAL.PDF; MHC_call for ministry leads_Dec11_FINAL.PDF; DM template for CC_FINAL.PDF; DM_brief_Dec11_FINAL.PDF; 2019_MHC_key_messages_Dec 10_FINAL.PDF

Hi ladies,

Please confirm attendance for Grant and Stephen.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 14, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:45 PM
To: Loubert, Danny PREM:EX
Cc: Dixon, Olivia PREM:EX
Subject: RE: DMC Tomorrow



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

From: Loubert, Danny PREM:EX
Sent: December 13, 2018 3:42 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: Re: DMC Tomorrow

Thanks Keira

"See" you in the morning!

Sent from my Samsung Galaxy smartphone.

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

From: "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>
Date: 2018-12-13 3:37 PM (GMT-08:00)
To: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Cc: "Dixon, Olivia PREM:EX" <Olivia.Dixon@gov.bc.ca>
Subject: RE: DMC Tomorrow

Hi Danny,

Sorry for not sending it sooner. We have been doing our computer and UC refresh today and I am only just back up on emails. The following DMs will be at VCO and I will link the video at 8:20.

Fazil
Wes

Thanks,

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

From: Loubert, Danny PREM:EX
Sent: December 13, 2018 3:27 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: DMC Tomorrow

Hi Keira,

Do you have the list of attendees from VCO for DMC tomorrow?

I will be in the office at 820 to connect.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
NOTE NEW NUMBER
P: 604-398-5780 | E: Danny.Loubert@gov.bc.ca

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:46 PM
To: O'Connor, Lara FIN:EX
Subject: Weekly meeting on Monday

Hi Lara,

Don needs to please move the weekly meeting on Monday. Would Lori be available on Monday afternoon between 2:30-4:30?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:47 PM
To: Sheppard, Jenifer A HLTH:EX; Smith, Victoria TRAN:EX
Cc: Walsh, Sara M HLTH:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Thanks!

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

From: Sheppard, Jenifer A HLTH:EX
Sent: December 13, 2018 3:47 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>
Cc: Walsh, Sara M HLTH:EX <Sara.Walsh@gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Hi Keira,

I can confirm that Stephen will be attending DMC tomorrow.

Thank you!

Jenifer Sheppard
A/ Senior Executive Assistant to Associate Deputy Minister, David Byres
Clinical Leadership | Ministry of Health
Ph: 250 952-1266 | Email: jenifer.sheppard@gov.bc.ca |

From: Higgins, Keira PREM:EX
Sent: Thursday, December 13, 2018 3:44 PM
To: Smith, Victoria TRAN:EX; Sheppard, Jenifer A HLTH:EX
Cc: Walsh, Sara M HLTH:EX
Subject: FW: Confirmation of attendance to the December 14, 2018 DMC

Hi ladies,

Please confirm attendance for Grant and Stephen.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 14, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:49 PM
To: O'Connor, Lara FIN:EX
Subject: RE: Weekly meeting on Monday

Fabulous – thanks!

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

From: O'Connor, Lara FIN:EX
Sent: December 13, 2018 3:48 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Weekly meeting on Monday

3:00 would be amazing!

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:46 PM
To: O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>
Subject: Weekly meeting on Monday

Hi Lara,

Don needs to please move the weekly meeting on Monday. Would Lori be available on Monday afternoon between 2:30-4:30?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:51 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-87781 Records Due December 21, 2018

No records.

Thanks,

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

From: OOP FOI PREM:EX
Sent: December 13, 2018 12:16 PM
To: LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>; LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP
Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>
Subject: Call for Records OOP-2018-87781 Records Due December 21, 2018

Hello,

Please see the below request and please let me know by December 21st whether or not you have any records:

Canvassed: All Staff

Any records referring to Brilliant Circle Holdings International Ltd., a company involved in land development in B.C.

*(Date Range for Record Search: From: **01/01/2014 To: 12/01/2018**) Date Format is MM/DD/YYYY*

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

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

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

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 4:03 PM
To: Kennedy, Christine PREM:EX
Subject: FW: Confirmation of attendance to the December 14, 2018 DMC
Attachments: MHC_brochure 2019_9dec2018_e-version.pdf; MHC_FAQ_Dec10_FINAL.PDF; MHC_call for ministry leads_Dec11_FINAL.PDF; DM template for CC_FINAL.PDF; DM_brief_Dec11_FINAL.PDF; 2019_MHC_key_messages_Dec 10_FINAL.PDF

FYI – the attached will be discussed at DMC tomorrow.

Will you be attending at VCO and do you need a space booked there for the day?

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good afternoon,

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Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 4:19 PM
To: Gustafson, Charlynn FIN:EX
Cc: Wensink, Alison PREM:EX
Subject: Refresh question

Hi Charlynn,

I am noticing that since the refresh I am unable to change a calendar invitation which has attendees without the update going out to all attendees. Is there a way to amend this as it is sometimes necessary that I add info just to Don's calendar without the whole group receiving it.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 4:32 PM
To: Kwan, Shirley JTT:EX
Subject: RE: Video shoot at DMC tomorrow

Hi Shirley,

That is correct, thanks.

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

From: Kwan, Shirley JTT:EX
Sent: December 13, 2018 4:25 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Video shoot at DMC tomorrow

Keira – is this only in Vic side and not Van – the video shoot?

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 3:59 PM
To: BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>
Cc: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: Video shoot at DMC tomorrow

Good afternoon,

We are planning to shoot an extremely brief group video at the end of DMC tomorrow. This will be used to promote the 2019 Moose Hide Campaign. I just wanted to give everyone a heads up as well as suggest that everyone please bring a jacket as we may decide to shoot outside if the weather cooperates. See you tomorrow morning!

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

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Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 8:24 AM
To: Loubert, Danny PREM:EX
Subject: Let me know when you get in

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 8:24 AM
To: Moulton, Holly HLTH:EX
Cc: Sheppard, Jenifer A HLTH:EX; Fougere, Brianna HLTH:EX
Subject: RE: DMC Today

Thanks for letting us know.

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

From: Moulton, Holly HLTH:EX
Sent: December 14, 2018 8:09 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Sheppard, Jenifer A HLTH:EX <Jenifer.Sheppard@gov.bc.ca>; Fougere, Brianna HLTH:EX <Brianna.Fougere@gov.bc.ca>
Subject: DMC Today

Good morning Keira,

Due to some urgent issues the DM needs to work with the Minister on this morning Sabine Feulgen will be attending DMC today.

Sorry for the late notice.

Holly Moulton
Director of Operations
Office of the Deputy Minister
Ministry of Health
Tel: 250 952 2162

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 8:31 AM
To: Kennedy, Christine PREM:EX
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Thanks for letting me know.

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

From: Kennedy, Christine PREM:EX
Sent: December 13, 2018 9:20 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Re: Confirmation of attendance to the December 14, 2018 DMC

I won't make it to Vancouver until part way through DMC, so I won't join as it would be potentially disruptive. Thanks though.

Christine

On Dec 13, 2018, at 4:04 PM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

FYI – the attached will be discussed at DMC tomorrow.

Will you be attending at VCO and do you need a space booked there for the day?

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: December 13, 2018 11:10 AM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Confirmation of attendance to the December 14, 2018 DMC

Good afternoon,

Please confirm the attendance of your Deputy Minister to the DMC scheduled for Friday, December 14, 2018 from 8:30-10:00 in Chambers/VCO.

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

Please note there will be a presentation about this year's Moose Hide Campaign. It would be most appreciated if you could share the attached materials with your DM or his/her substitute.

Thanks,

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

<MHC_brochure 2019_9dec2018_e-version.pdf>

<MHC_FAQ_Dec10_FINAL.PDF>

<MHC_call for ministry leads_Dec11_FINAL.PDF>

<DM template for CC_FINAL.PDF>

<DM brief_Dec11_FINAL.PDF>

<2019_MHC_key_messages_Dec 10_FINAL.PDF>

Page 354 of 434 to/à Page 355 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 9:31 AM
To: Wade, Debbie PREM:EX
Subject: RE: Child Care Program Monthly Meeting

Hi Debbie,

Any of those times are great for Don.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: December 13, 2018 4:55 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Child Care Program Monthly Meeting

Hi Keira;

I am needing to reschedule this meeting that we had to cancel yesterday. Can you please advise if Don is available at any of the following times;

Wed. Dec. 19th @ 1:00pm, 1:30pm or 2:30pm

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 9:55 AM
To: O'Connor, Lara FIN:EX
Subject: RE: update

News to me....thanks so much for keeping me in the loop.

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

From: O'Connor, Lara FIN:EX
Sent: December 14, 2018 9:54 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: update

Hi Keira,
Lori just came in saying Don moved her meeting from 10 to 11 and to confirm you knew everyone was on same page!
Thanks Lara

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 10:17 AM
To: Cameron, Tara D ENV:EX
Subject: RE: SLT S/P site

s.22

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

From: Cameron, Tara D ENV:EX
Sent: December 14, 2018 10:16 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: SLT S/P site

s.22

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 10:14 AM
To: Cameron, Tara D ENV:EX
Subject: RE: SLT S/P site

s.22

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

From: Cameron, Tara D ENV:EX
Sent: December 14, 2018 10:13 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: SLT S/P site

s.22

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 10:03 AM
To: Cameron, Tara D ENV:EX; O'Connor, Lara FIN:EX; Larkin, Brenda FLNR:EX; McCann, Meghan EMPR:EX; Kwan, Shirley JTT:EX; Westgate, Rachael JTT:EX
Cc: Baker, Jelene ENV:EX; Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX
Subject: RE: SLT S/P site

Please grant access to Alison Wensink and Amanda Shortt. ^{s.22}

s.22

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Cameron, Tara D ENV:EX

Sent: December 14, 2018 9:59 AM

To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>; Westgate, Rachael JTT:EX <Rachael.Westgate@gov.bc.ca>

Cc: Baker, Jelene ENV:EX <Jelene.Baker@gov.bc.ca>

Subject: SLT S/P site

Good morning, I am creating a SharePoint site for the Strategic Leadership Team – Low Carbon Industrial Strategy (SLT) mtgs. The site will be used by government members only – I will not be giving access to the external SLT members. We will use this site to share meeting materials. I will give access to Don, Christine, John, Lori, Fazil and Dave, as well as Silas, who is Chair of the Technical Leadership Team (TLT). I will also give access to you. Please let me know if anyone else in your office requires access.

Thank you, Tara

Tara Cameron

Manager, Executive Operations

Deputy Minister's Office

Climate Change

778-698-4842 (office)

250-507-0124 (cell)

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 11:26 AM
To: McCann, Meghan EMPR:EX; Whitford, Kelly M AEST:EX; Turner, Julie AEST:EX; Howie, Matthew IRR:EX; Tupper, Linsey PSSG:EX; Richter, Connie AG:EX
Subject: RE: Meeting request: Update and next steps respecting Coastal GasLink

Hi Melanie,

Please see Don's availability below.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: December 14, 2018 11:24 AM
To: Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>; Tupper, Linsey PSSG:EX <Linsey.Tupper@gov.bc.ca>; Richter, Connie AG:EX <Connie.Richter@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Meeting request: Update and next steps respecting Coastal GasLink

Good Morning,

I've been asked to set-up a 30 minute call next week regarding "Update and next steps respecting Coastal GasLink" with the following people:

- Dave Nikolejsin, Michelle Carr, and Simon Coley
- John Allan and Matt Austin
- Doug Caul and Laurel Nash
- Mark Sieben and Clayton Pecknold
- Christine Kennedy

Dave Nikolejsin will make himself available for a call:

Dec 18th 9-10, or 1-3pm – 1:00-3:00

Dec 19th 3-4:30pm - yes

Or

Dec 20th 9-10am - yes

I know this is going to be a tricky one with vacations starting but it needs to be next week. Could you please let me know your respective DMs availability?

Thank you,

Melanie Hunt for

Meghan McCann

Senior Executive Assistant to Deputy Minister Dave Nikolejsin

Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources

Direct: 250 952-0504

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 11:31 AM
To: McCann, Meghan EMPR:EX
Subject: RE: Meeting request: Update and next steps respecting Coastal GasLink

Hi – sorry I should have read that more closely. Please see Christine’s below.

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

From: McCann, Meghan EMPR:EX
Sent: December 14, 2018 11:28 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Meeting request: Update and next steps respecting Coastal GasLink

Hi Keira, I was actually looking for Christine Kennedy’s availability, you are listed as her contact in the GAL.

From: Higgins, Keira PREM:EX
Sent: Friday, December 14, 2018 11:26 AM
To: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>; Tupper, Linsey PSSG:EX <Linsey.Tupper@gov.bc.ca>; Richter, Connie AG:EX <Connie.Richter@gov.bc.ca>
Subject: RE: Meeting request: Update and next steps respecting Coastal GasLink

Hi Melanie,

Please see Don’s availability below.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: December 14, 2018 11:24 AM
To: Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>; Tupper, Linsey PSSG:EX <Linsey.Tupper@gov.bc.ca>; Richter, Connie AG:EX <Connie.Richter@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Meeting request: Update and next steps respecting Coastal GasLink

Good Morning,

I've been asked to set-up a 30 minute call next week regarding "Update and next steps respecting Coastal GasLink" with the following people:

- Dave Nikolejsin, Michelle Carr, and Simon Coley
- John Allan and Matt Austin
- Doug Caul and Laurel Nash
- Mark Sieben and Clayton Pecknold
- Christine Kennedy

Dave Nikolejsin will make himself available for a call:

Dec 18th 9-10, or 1-3pm – 1:30-3:00

Dec 19th 3-4:30pm - yes

Or

Dec 20th 9-10am - yes

I know this is going to be a tricky one with vacations starting but it needs to be next week. Could you please let me know your respective DMs availability?

Thank you,

Melanie Hunt for

Meghan McCann

Senior Executive Assistant to Deputy Minister Dave Nikolejsin

Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources

Direct: 250 952-0504

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 11:32 AM
To: Wensink, Alison PREM:EX
Subject: Message

Hi Alison,

Please call^{s.22}

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 11:43 AM
To: Kennedy, Christine PREM:EX
Subject: RE: Competition Bureau

Okay will do - thanks.

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

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

From: Kennedy, Christine PREM:EX
Sent: December 14, 2018 11:41 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Competition Bureau

Two meeting invites came in for this, one for 8 am Tuesday and another for Wednesday around 11. Could you accept the first one and reply tentative for the second. If DW wants to schedule Cab Ops interviews then, he is priority.

Christine

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 1:13 PM
To: Kennedy, Christine PREM:EX
Subject: FW: New Meeting: FW: [Tentative]Call re Catalyst/Paper Excellence - December 18, 2018

FYI

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

From: Parrott, Brianna AG:EX
Sent: December 14, 2018 12:08 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Welch, Aaron AG:EX <Aaron.Welch@gov.bc.ca>
Subject: New Meeting: FW: [Tentative]Call re Catalyst/Paper Excellence - December 18, 2018

Hi Keira,

James wanted to let Christine know that he may have to leave this call early on Tuesday.

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

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 1:13 PM
To: Parrott, Brianna AG:EX
Cc: Welch, Aaron AG:EX
Subject: RE: New Meeting: FW: [Tentative]Call re Catalyst/Paper Excellence - December 18, 2018

Noted – thanks.

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

From: Parrott, Brianna AG:EX
Sent: December 14, 2018 12:08 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Welch, Aaron AG:EX <Aaron.Welch@gov.bc.ca>
Subject: New Meeting: FW: [Tentative]Call re Catalyst/Paper Excellence - December 18, 2018

Hi Keira,

James wanted to let Christine know that he may have to leave this call early on Tuesday.

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

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 1:18 PM
To: Copage, Caitlin GCPE:EX
Subject: FW: Booked for Casa

Subject: Accepted: Booked for Casa

When: December 17, 2018 2:00 PM-2:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: SSBC WTS R TP Canada Place CITZ:EX; SSBC WTS R TP Government CITZ:EX

Your request was accepted.

Sent by Microsoft Exchange Server 2013

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 2:22 PM
To: McCann, Meghan EMPR:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: McCann, Meghan EMPR:EX
Sent: December 14, 2018 2:13 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>
Subject: RE: Vacation reminder

Keira,

Dave is booked off from ^{§.22} I am unsure of who is acting in his place. I will get Meghan to respond about the coverage when she returns to the office on Monday.

Thank you,
Melanie for
Meghan

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 2:16 PM
To: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>
Subject: RE: Vacation reminder

Hi Melanie,

I do not believe I have received Dave's.

Thanks,

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

From: McCann, Meghan EMPR:EX
Sent: Tuesday, December 11, 2018 2:15 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira,

Could you please let me know if Meghan has submitted Dave's date to you yet? I don't want to duplicate work if you already have them.

Melanie Hunt for

Meghan McCann

Senior Executive Assistant to Deputy Minister Dave Nikolejsin

Deputy Minister's Office | Ministry of Energy, Mines, and Petroleum Resources

Direct: 250 952-0504

From: Higgins, Keira PREM:EX

Sent: Tuesday, December 11, 2018 1:41 PM

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

Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Higgins, Keira PREM:EX

Sent: Tuesday, August 7, 2018 2:10 PM

To: BCPSA Agency DMC Admin & Operational Support

Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 14, 2018 3:50 PM
To: Kennedy, Christine PREM:EX
Subject: FW: Meeting Request - Regional Immigration
Attachments: 143497 - MN - MBR - Dec Meeting with Minister Hussen.docx; 143497 - MN - MBR - Attachment 2 .pdf; 143497 - MN - MBR - Dec Meeting Addendum.docx

Hi Christine,

These materials are for your 11:30 call with Christine Little. Please let me know if you would like them printed.

Thanks,

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

From: Young, Olivia JTT:EX
Sent: December 14, 2018 3:46 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Albrecht, Christine JTT:EX <Christine.Albrecht@gov.bc.ca>
Subject: RE: Meeting Request - Regional Immigration

Good Afternoon Keira,

Attached is the background for the meeting on Monday December 17 at 11:30am

Olivia

From: Young, Olivia JTT:EX
Sent: December 10, 2018 2:56 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Albrecht, Christine JTT:EX <Christine.Albrecht@gov.bc.ca>
Subject: RE: Meeting Request - Regional Immigration

Wonderful thank you Keira.
I will send an invite for 11:30am.

Olivia

From: Higgins, Keira PREM:EX
Sent: December 10, 2018 2:42 PM
To: Young, Olivia JTT:EX <Olivia.Young@gov.bc.ca>
Cc: Albrecht, Christine JTT:EX <Christine.Albrecht@gov.bc.ca>
Subject: RE: Meeting Request - Regional Immigration

Hi Olivia,

Christine has availability on Monday between 10:30-noon and Tuesday between 9:30-11:00.

Thanks,

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

From: Young, Olivia JTT:EX
Sent: Monday, December 10, 2018 2:40 PM
To: Higgins, Keira PREM:EX
Cc: Albrecht, Christine JTT:EX
Subject: Meeting Request - Regional Immigration

Good Afternoon Keira,

Christine has asked if we can arrange 30 mins with Christine K to discuss Regional Immigration. Christine has availability on Friday December 14, before the 2pm call or some availability next week.

Thank you,

Olivia Young
Executive Administrative Assistant
Small Business, Jobs and Workforce
Ministry of Jobs, Trade and Technology
778 698-1708

Page 379 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 9:24 AM
To: Larkin, Brenda FLNR:EX
Subject: Fax/email

Morning Brenda,

Did you receive either a fax or email regarding Catalyst/Paper Excellence this morning? We received one addressed to FLNRORD and I can't tell whether it is the original or a cc.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 9:48 AM
To: Powell, Charlotte PREM:EX
Cc: Phillips, Dawn-Lynn PSA:EX
Subject: Appointment letter - Charlotte Powell
Attachments: Temporary appointment - Charlotte Powell - Dec 13, 2018.pdf

Hi Charlotte,

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

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 10:33 AM
To: Kennedy, Christine PREM:EX
Subject: RE: Caribou Meeting

Will do – thanks.

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

From: Kennedy, Christine PREM:EX
Sent: December 17, 2018 10:23 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Caribou Meeting

Keira could you find 45-60 minutes this week with Mark Z, John A and Dave Nik at a time that Don and I are both free?
Tomorrow 10-11, Wednesday 3:30 and Thursday 9:00 might be possibilities.

This is for an update on caribou negotiations.

Thank you.

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 10:37 AM
To: Carroll, Deborah ENV:EX; Larkin, Brenda FLNR:EX; McCann, Meghan EMPR:EX
Cc: Gooderham, Coleen E ENV:EX
Subject: Caribou Meeting

Hi Ladies,

Don would like to please request a 1 hour meeting this week with Christine Kennedy, Mark Zacharias, John Allan and Dave Nikolejsin for an update on caribou negotiations.

Please let me know which of these dates/times work for your DM:

Tuesday - 10:00-11:00
Wednesday - 3:30-4:30
Thursday - 9:00 -10:00

Thanks,

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

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 11:47 AM
To: Kennedy, Christine PREM:EX
Subject: RE: Caribou Meeting

Okay, I will press them and get it scheduled.

Thanks,

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

From: Kennedy, Christine PREM:EX
Sent: December 17, 2018 11:38 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Caribou Meeting

For this particular meeting, it should be John himself as the three Deputies had met with counsel for one of the First Nations yesterday and part of the meeting is follow up to their discussion.

From: Higgins, Keira PREM:EX
Sent: Monday, December 17, 2018 11:32 AM
To: Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>
Subject: RE: Caribou Meeting

Hi Christine,

John Allan's Office wants to know if Tom Ethier can attend on his behalf as he is meeting with his Minister.

It also sounds like this will need to be a conference call to accommodate DM travel^{s.22}

Thanks,

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

From: Kennedy, Christine PREM:EX
Sent: December 17, 2018 10:23 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Caribou Meeting

Keira could you find 45-60 minutes this week with Mark Z, John A and Dave Nik at a time that Don and I are both free? Tomorrow 10-11, Wednesday 3:30 and Thursday 9:00 might be possibilities.

This is for an update on caribou negotiations.

Thank you.

Christine Kennedy

Office of the Premier, Deputy Minister's Office

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 11:52 AM
To: Larkin, Brenda FLNR:EX
Subject: RE: Caribou Meeting

Hi Brenda,

I mentioned Tom and Christine specified that it should be John in attendance. The meeting will only include the DMs.

Thanks,

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

From: Larkin, Brenda FLNR:EX
Sent: December 17, 2018 11:51 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Caribou Meeting

Will do. Please send the invite. I will explain to him the conflict and see if he can miss it. Would it be okay if Tom attends or does Don wish to see John?

Brenda

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 11:48 AM
To: Larkin, Brenda FLNR:EX
Subject: RE: Caribou Meeting

Hi Brenda,

It is looking like it is going to need to be Thursday and will need to be John in attendance. Please check with him to see if he can make it work.

Thanks,

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

From: Larkin, Brenda FLNR:EX
Sent: December 17, 2018 10:50 AM

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

Subject: RE: Caribou Meeting

Hi Keira,

No time is a good time.... But....

Tuesday - 10:00-11:00 – John has a call from 10:30 – 11:00 with Doug, Bobbi re: Nanwakolas

Wednesday - 3:30-4:30 – John would be available, but only via phone as he is in Vancouver. He has a meeting that finishes at 3:30.

Thursday - 9:00 -10:00 – John is in a briefing with our Minister, but staff are also included so he may be able to not attend.

Can you let me know what time you are going to pick before you book – if possible. Is it also possible that Tom Either attend either instead of John or with John.

Thank you

Brenda

From: Higgins, Keira PREM:EX

Sent: December 17, 2018 10:37 AM

To: Carroll, Deborah ENV:EX; Larkin, Brenda FLNR:EX; McCann, Meghan EMPR:EX

Cc: Gooderham, Coleen E ENV:EX

Subject: Caribou Meeting

Hi Ladies,

Don would like to please request a 1 hour meeting this week with Christine Kennedy, Mark Zacharias, John Allan and Dave Nikolejsin for an update on caribou negotiations.

Please let me know which of these dates/times work for your DM:

Tuesday - 10:00-11:00

Wednesday - 3:30-4:30

Thursday - 9:00 -10:00

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Page 393 of 434 to/à Page 394 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 11:56 AM
To: Gooderham, Coleen E ENV:EX; McCann, Meghan EMPR:EX
Cc: Carroll, Deborah ENV:EX; Larkin, Brenda FLNR:EX
Subject: RE: Caribou Meeting

Hi everyone,

We are going to go with Thursday. I will add in conference details for Mark and Dave.

Thanks,

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

From: Gooderham, Coleen E ENV:EX
Sent: December 17, 2018 11:24 AM
To: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>
Cc: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Carroll, Deborah ENV:EX <Deborah.Carroll@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>
Subject: Re: Caribou Meeting

Mark is in Toronto - could dial in Tuesday or Thursday.

Sent from my iPhone

On Dec 17, 2018, at 11:11 AM, McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca> wrote:

s.22

From: Higgins, Keira PREM:EX
Sent: Monday, December 17, 2018 10:37 AM
To: Carroll, Deborah ENV:EX <Deborah.Carroll@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>
Cc: Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>
Subject: Caribou Meeting

Hi Ladies,

Don would like to please request a 1 hour meeting this week with Christine Kennedy, Mark Zacharias, John Allan and Dave Nikolejsin for an update on caribou negotiations.

Please let me know which of these dates/times work for your DM:

Tuesday - 10:00-11:00

Wednesday - 3:30-4:30

Thursday - 9:00 -10:00

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 12:08 PM
To: Bridges, Kelsey PSEC:EX
Subject: RE: Thursday 4pm Bargaining Calls

Sounds good – thanks!

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

From: Bridges, Kelsey PSEC:EX
Sent: December 17, 2018 12:00 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Thursday 4pm Bargaining Calls

Hello!

I will be cancelling the bargaining update calls for December 20th and 27th – you will see the cancellations momentarily.

Thank you!

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



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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 12:39 PM
To: Gooderham, Coleen E ENV:EX
Subject: RE: Call Thursday / caribou update w others

Of course!

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

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

From: Gooderham, Coleen E ENV:EX
Sent: December 17, 2018 12:38 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>
Subject: Call Thursday / caribou update w others

Hi Mark asked if he could come to Dons office. Doable? Thanks

Sent from my iPhone

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 12:40 PM
To: Larkin, Brenda FLNR:EX
Subject: RE: Fax/email
Attachments: Scan_20181217.pdf

Hi Brenda,

Over to you.

Thanks,

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

From: Larkin, Brenda FLNR:EX
Sent: December 17, 2018 9:30 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Fax/email

Good Morning Keira,

We do not have the ability to receive faxes anymore.

Brenda

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 9:24 AM
To: Larkin, Brenda FLNR:EX
Subject: Fax/email

Morning Brenda,

Did you receive either a fax or email regarding Catalyst/Paper Excellence this morning? We received one addressed to FLNRORD and I can't tell whether it is the original or a cc.

Thanks,

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

Page 402 of 434 to/à Page 403 of 434

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 2:41 PM
To: Hendry, Jackie PREM:EX
Cc: Cleaver, Sheila C FIN:EX
Subject: FW: Nov 3rd o/s PCard reconciliation
Attachments: Copy of HIGGINSK s.17 03NOV18.xlsx; Receipts - BANK OF MONTREAL (MASTERCARD) HIGGINSK s.17 03NOV18 \$993.17.pdf

Hi Jackie,

These were sent to you for approval back in November. Please confirm receipt and processing.

Thanks,

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

From: Cleaver, Sheila C FIN:EX
Sent: December 17, 2018 2:26 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Nov 3rd o/s PCard reconciliation

Hi Keira,

This is a reminder that your BMO purchase card reconciliation for the following month has not been received in CFFS for processing as of today's date:

\$ 993.17	Nov 3rd
-----------	---------

Your reconciliations are to be submitted before the end of each month. This one was due before the end of November.

Please refer to the following policies and procedures with regards to your responsibilities as a cardholder.

Government Core Policy and Procedures information:
<https://www2.gov.bc.ca/gov/content?id=B6B8C7BF00C64D64A4C6E535E0F00FB2>

Stob 8530 is a Clearing Stob and must be at a zero balance at the end of each month.

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 2:42 PM
To: Wade, Debbie PREM:EX
Subject: RE: time with Don/ Geoff/ Amber

Hi Debbie,

Those option won't work for Don. He has tomorrow 10:00-11:00; 11:30-1:00; 2:00-3:00.

Thanks,

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

From: Wade, Debbie PREM:EX
Sent: December 17, 2018 2:40 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: time with Don/ Geoff/ Amber

Hi Keira;

Amber and Geoff need some time with Don in the next day or two. They can be available at the following times
Today from 4:30-5:30pm
Tomorrow Tuesday Dec 18th from 9:00-10:00am.

Please advise if either of those times work for Don.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 2:45 PM
To: Detlefsen, Kirsten PSA:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Detlefsen, Kirsten PSA:EX
Sent: December 17, 2018 1:51 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Vacation reminder

Hi Keira,

John Davison (778-698-7877) will be acting this week. ^{s.22}

Thanks,
Kirsten

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:53 PM
To: Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>
Subject: RE: Vacation reminder

Hi Kirsten,

Please send the info for the Acting DM.

Thanks,

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

From: Detlefsen, Kirsten PSA:EX
Sent: Tuesday, December 11, 2018 1:52 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira,

Lori H is away ^{s.22}

Thanks,
Kirsten

From: Higgins, Keira PREM:EX
Sent: December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 3:20 PM
To: 'David Stevenson'
Subject: RE: Follow up Moose Hide Campaign

Hi David,

No problem. I will send out a reminder today. Just a heads up though a lot of DMs are already on vacation.

Thanks,

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

From: David Stevenson <Dstevenson@moosehidecampaign.ca>
Sent: December 17, 2018 3:18 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Follow up Moose Hide Campaign

Hi Keira

Our meeting with the DMC went really well last week and thanks again to you and the team for all the help.

I have one last request.

A key part of the Moose Hide Campaign work this year is identifying Moose Hide Campaign Ministry Leads.

We asked the Deputy Ministers to do 2 follow ups /action items. One was to identify their Ministry Moose Hide Campaign Lead by Dec 21st.

The Action Item said: (also in briefing note attached)

Identify your Ministry MHC Lead: each ministry assigns a MHC Lead to coordinate the campaign in their ministry and report to executive. Please see the "MHC Call for Leads" in your folder for more information.
Contact Jaret Hunter with your MHC lead by Dec 21. Leads will be asked to attend an in-person training on Jan 10 or Jan 15.

Would you be willing to send a short reminder to the Deputy Ministers to follow up with their Ministry leads for the Moose Hide Campaign with Jaret Hunter by December 21st as pre the briefing note?

Thanks

David Stevenson
Senior Director
Moose Hide Campaign
250-889-6455
dstevenson@moosehidecampaign.ca
www.moosehidecampaign.ca



MOOSE HIDE
CAMPAIGN

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 3:27 PM
To: Hendry, Jackie PREM:EX
Subject: RE: Nov 3rd o/s PCard reconciliation

Thanks!

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

From: Hendry, Jackie PREM:EX
Sent: December 17, 2018 3:24 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Nov 3rd o/s PCard reconciliation

I'm so sorry! I don't know how I missed this... I have approved and sent to FIN. 😊

~Jackie

From: Higgins, Keira PREM:EX
Sent: Monday, December 17, 2018 2:41 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Cc: Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca>
Subject: FW: Nov 3rd o/s PCard reconciliation

Hi Jackie,

These were sent to you for approval back in November. Please confirm receipt and processing.

Thanks,

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

From: Cleaver, Sheila C FIN:EX
Sent: December 17, 2018 2:26 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Nov 3rd o/s PCard reconciliation

Hi Keira,

This is a reminder that your BMO purchase card reconciliation for the following month has not been received in CFFS for processing as of today's date:

\$ 993.17	Nov 3rd
-----------	---------

Your reconciliations are to be submitted before the end of each month. This one was due before the end of November.

Please refer to the following policies and procedures with regards to your responsibilities as a cardholder.

Government Core Policy and Procedures information:

<https://www2.gov.bc.ca/gov/content?id=B6B8C7BF00C64D64A4C6E535E0F00FB2>

Stob 8530 is a Clearing Stob and must be at a zero balance at the end of each month.

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 3:38 PM
To: BCPSA Agency DMC Admin & Operational Support
Cc: Hunter, Jaret PSSG:EX
Subject: Moss Hide Campaign reminder
Attachments: DM_brief_Dec11_FINAL.PDF

Hi everyone,

Just a reminder to the Deputy Ministers to please identify their Ministry leads for the Moose Hide Campaign to Jaret Hunter Jaret.Hunter@gov.bc.ca by December 21st as per the attached briefing note.

Identify your Ministry MHC Lead: each ministry assigns a MHC Lead to coordinate the campaign in their ministry and report to executive. Please see the “MHC Call for Leads” in your folder for more information.
Contact Jaret Hunter with your MHC lead by Dec 21. Leads will be asked to attend an in-person training on Jan 10 or Jan 15.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 4:12 PM
To: Nanninga, Tanera AG:EX
Subject: Re: Time w Don Wright

Hi Tanera,

That's great - thanks.

Sent from my iPhone

On Dec 17, 2018, at 4:05 PM, Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca> wrote:

Thanks Keira....can we confirm 10:45-11:00am tomorrow? I will have MDE call Don!

Cheers,

Tanera

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 3:53 PM
To: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>
Subject: RE: Time w Don Wright

Hi Tanera,

He is booked this evening but he has availability at 8:15-8:30 or between 10:00-11.00 tomorrow.

Thanks,

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

From: Nanninga, Tanera AG:EX
Sent: December 17, 2018 3:52 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: FW: Time w Don Wright

Hi Keira,

Would Don have time tonight after 5pm or tomorrow between 8:30am and 9:00am?

Thank you,

Tanera Nanninga

**Administrative Coordinator to the Honourable David Eby, QC
Attorney General and Minister responsible for Liquor, Gaming, and ICBC
Phone: (250-387-1866)**

From: Milne, Gala AG:EX
Sent: December 17, 2018 3:41 PM
To: Nanninga, Tanera AG:EX <Tanera.Nanninga@gov.bc.ca>
Subject: Time w Don Wright

Hi Tanera

Can we schedule time for MDE to talk to Don Wright either tonight or tomorrow?

Thanks,

Gala Milne
Ministerial Assistant, Ministry of the Attorney General
P: 250-387-1866 | C: 778-587-2143 | E: gala.milne@gov.bc.ca

This message, including any attachments to it, is not to be disclosed outside of the Provincial Government without prior written approval from the Ministry of Attorney General. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 18, 2018 8:25 AM
To: Hunter, Jaret PSSG:EX
Subject: FW: Moss Hide Campaign reminder
Attachments: DM brief_Dec11_FINAL.PDF

Hi Jaret,

Over to you.

Thanks,

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

From: Ringma, Shalegh FIN:EX
Sent: December 17, 2018 4:11 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Michell, Jennifer FIN:EX <Jennifer.Michell@gov.bc.ca>
Subject: FW: Moss Hide Campaign reminder

Hi Keira,

Heather Wood advised that Lori Wanamaker will respond on behalf of FIN.

Thank you,

Shalegh

From: Higgins, Keira PREM:EX
Sent: December 17, 2018 3:38 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Cc: Hunter, Jaret PSSG:EX <Jaret.Hunter@gov.bc.ca>
Subject: Moss Hide Campaign reminder

Hi everyone,

Just a reminder to the Deputy Ministers to please identify their Ministry leads for the Moose Hide Campaign to Jaret Hunter Jaret.Hunter@gov.bc.ca by December 21st as per the attached briefing note.

Identify your Ministry MHC Lead: each ministry assigns a MHC Lead to coordinate the campaign in their ministry and report to executive. Please see the “MHC Call for Leads” in your folder for more information.

Contact Jaret Hunter with your MHC lead by Dec 21. Leads will be asked to attend an in-person training on Jan 10 or Jan 15.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 18, 2018 8:37 AM
To: Hunter, Jaret PSSG:EX
Subject: FW: Moss Hide Campaign reminder

Hi Jaret,

Over to you.

Thanks,

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

From: Roe, Sandra PSA:EX
Sent: December 18, 2018 8:26 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>
Subject: RE: Moss Hide Campaign reminder

Hi Keira – Rueben Bronee is the lead for BCPSA.

S

Sandra Roe, Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (778) 698-7968 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



From: Higgins, Keira PREM:EX
Sent: December 17, 2018 3:38 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Cc: Hunter, Jaret PSSG:EX <Jaret.Hunter@gov.bc.ca>
Subject: Moss Hide Campaign reminder

Hi everyone,

Just a reminder to the Deputy Ministers to please identify their Ministry leads for the Moose Hide Campaign to Jaret Hunter Jaret.Hunter@gov.bc.ca by December 21st as per the attached briefing note.

Identify your Ministry MHC Lead: each ministry assigns a MHC Lead to coordinate the campaign in their ministry and report to executive. Please see the “MHC Call for Leads” in your folder for more information.
Contact Jaret Hunter with your MHC lead by Dec 21. Leads will be asked to attend an in-person training on Jan 10 or Jan 15.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 18, 2018 8:56 AM
To: Andruz, Dean FIN:EX; PREM Tech
Subject: RE: Label maker

Hi Dean,

It's no rush but whenever you have time is great.

Thanks,

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

From: Andruz, Dean FIN:EX
Sent: December 18, 2018 8:56 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Label maker

Be right over.....if that works for you?

Regards,

Dean Andruz
@: Prem.tech@gov.bc.ca
@: FIN.tech@gov.bc.ca
Tel: 250-893-5915

From: Higgins, Keira PREM:EX
Sent: December 18, 2018 8:54 AM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Label maker

Hi gentlemen,

My label maker doesn't seem to have made it on to my computer after the refresh. Might someone please pop over to install it at some point over the next couple of days?

Thanks,

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 18, 2018 10:34 AM
To: Dhanota, Surjit LASS:EX
Cc: Hutchings, Eric LASS:EX
Subject: RE: Request for picture hanging

Thanks!

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

From: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Sent: December 18, 2018 9:34 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Hutchings, Eric LASS:EX <Eric.Hutchings@leg.bc.ca>
Subject: RE: Request for picture hanging

Hi Keira

Eric will see you.

Regards
Surjit S Dhanota
Facility Manager
250-952-8137

From: Higgins, Keira PREM:EX [<mailto:Keira.Higgins@gov.bc.ca>]
Sent: Tuesday, December 18, 2018 8:30 AM
To: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Subject: Request for picture hanging

Hi Surjit,

Could we please have someone come over tomorrow morning between 9:00-10:30 to hang a picture in Don Wright's Office?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 18, 2018 12:26 PM
To: 'Rita Goodwin'
Subject: RE: Phone call with Don and Marcia

Please have her call Don's cell (250) 893-1560.

Thanks,

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

From: Rita Goodwin <rita.goodwin@gov.ab.ca>
Sent: December 18, 2018 12:25 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Phone call with Don and Marcia

Yes, I think it will be quick. Thank you. Is there a good number for Marcia to phone Don at that time?

Rita

From: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Sent: Tuesday, December 18, 2018 1:15 PM
To: Rita Goodwin <rita.goodwin@gov.ab.ca>
Subject: RE: Phone call with Don and Marcia

Hi Rita,

Do you know how much time is required? If it will be a quick call then 9:15-9:30MST would be ideal.

Thanks,

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

From: Rita Goodwin <rita.goodwin@gov.ab.ca>
Sent: December 18, 2018 12:14 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Phone call with Don and Marcia

Hi Keira,
Marcia was hoping to talk with Don. Would he be available tomorrow at 9 a.m. (MST), by chance? ☺

Thank you.

Rita Goodwin
Deputy Minister's Office
Executive Council
780-422-4910

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s.22

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

Hi Keira,
s.22

Page 430 of 434 OOP-2019-91346 - S1

PQ / ON - 1-888-256-8315

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Original Message Follows: -----

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

To: 'Enterprise CorpPublic Service BC' corporatepublicservice.bc@telus.com

Subject: RE: s.22 for telus account is s.17

Date: Fri, 14 Dec 2018 23:16:20 +0000

Hi Karen,

s.22

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Enterprise CorpPublic Service BC <corporatepublicservice.bc@telus.com>

Sent: December 14, 2018 3:13 PM

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

Cc: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>

Subject: Re:s.22 for telus account is s.17 (KMM68651552V29179L0KM)

Hi Keira,

s.22

Please feel free to reach out to us with any other questions or concerns.

Thanks for choosing TELUS,

Karen Miller
Corporate Public Service Care
BCX Loyalty, Sales & Support
corporatepublicservice.bc@telus.com
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The tracking number of this message is: 23254253

Original Message Follows: -----

From: "Higgins, Keira PREM:EX" Keira.Higgins@gov.bc.ca
To: 'Enterprise CorpPublic Service BC' corporatepublicservice.bc@telus.com
Subject: s.22 for telus account is s.17
Date: Thu, 13 Dec 2018 19:19:22 +0000

Hi there,

s.22

s.22

this? s.22

Could you please let me know if there is any concern or cost associated with doing

Thanks,

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

From: Enterprise CorpPublic Service BC [<mailto:corporatepublicservice.bc@telus.com>]
Sent: Thursday, October 25, 2018 2:03 PM
To: Higgins, Keira PREM:EX

Cc: Wensink, Alison PREM:EX

Subject: RE: Please add data package for telus account is s.17 (KMM67936291V1372L0KM)

Hello Keira,

Thank you for your email. My name is Margaret and I am happy to assist you today.

Re: 778-679-4214

As of October 10, this subscriber has been placed on the new plan (TSMA Unlimited NW Voice with 5GB).
Passports are not allowed on these plans.

I have provisioned the \$0 TSMA US Roam Ready. Details attached.

If you have any questions, please do not hesitate to contact us. We would like to ensure that you are entirely satisfied with your request.

Thank you for choosing TELUS. Have a terrific day!

Margaret
Wireless Corporate Care
Toll Free: 866.888.3587 Option 1
TELUS Business Solutions
Hours of Operation Monday-Friday 8:00am-5:00pm (MST)

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Original Message Follows: -----

From: "Higgins, Keira PREM:EX" Keira.Higgins@gov.bc.ca
To: 'Enterprise CorpPublic Service BC' corporatepublicservice.bc@telus.com
Subject: RE: Please add data package for telus account is s.17
Date: Thu, 25 Oct 2018 17:10:58 +0000

Hi there,

Please add the US Passport Essentials 50 - 30 day roaming pass to line 778-679-4214 effective immediately.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 18, 2018 2:35 PM
To: Farmer, Susan PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: DMO template
Attachments: Letterhead template - DMO-PO.docx

Hi Susan,

As discussed here is the DMO template.

Alison – I notice the phone line will need to be updated in the new year. This can wait until after this mail-out happens.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 8:40 AM
To: Walker, Leah MCF:EX; O'Connor, Lara FIN:EX
Subject: RE: Direction - PSEC Labour Market Review (ECE)

Hi Leah,

Whom from the PO should this include?

Thanks,

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

From: Walker, Leah MCF:EX
Sent: December 18, 2018 2:27 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>
Subject: Direction - PSEC Labour Market Review (ECE)

Good Afternoon Ladies,

Philip Twyford got an email from TBS regarding Direction - PSEC Labour Market Review (ECE) and he would like to set up a meeting with himself, Lori W, the PO, Christine Massey, Chris Rathbone and Allison. There is no rush and he is looking at the new year sometime early January. If possible can you please provide some times that would work for them and then we can work out a meeting time that works for everyone.

Thank you!

Leah Walker
A/Senior Executive Assistant, Deputy Minister's Office
Ministry of Children and Family Development
Phone: (778) 698-7598 Cell: (250) 208-2759
Email: Leah.Walker@gov.bc.ca

Page 03 of 86 to/à Page 04 of 86

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 10:35 AM
To: Whitford, Kelly M AEST:EX
Subject: RE: Request for 15 minute phone call

Thanks Kelly. I will send a calendar invitation.

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

From: Whitford, Kelly M AEST:EX
Sent: December 19, 2018 10:34 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Request for 15 minute phone call

Hi Keira,

Let's go with 11am tomorrow.

Kelly

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 10:26 AM
To: Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>
Subject: Request for 15 minute phone call

Hi Kelly,

Does Shannon have time for a 15 minute phone call with Don this week? Don is available as follows:

Today – 3:30-4:00
Thursday – between 11:00-1:30
Friday – 11:30-12:00

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 10:50 AM
To: Cleaver, Sheila C FIN:EX; Holman, Melissa FIN:EX; Janke, Debra FIN:EX; Laird, Patricia FIN:EX; Littler, Dana FIN:EX; Lozano, Rebeca FIN:EX; McKinstry, Cindy D FIN:EX; Poldrugovac, Saija FIN:EX
Subject: Reimbursement Claim
Attachments: Scan_20181219.pdf; Scan_20181219.pdf

Hi – please see attached Reimbursement Claim for processing.

Thanks,

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

From:^{s.15} <Keira.Higgins@gov.bc.ca>
Sent: December 19, 2018 10:44 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Scan From <Device Name>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 10:54 AM
To: Lozano, Rebeca FIN:EX
Subject: RE: Reimbursement Claim

Hi Rebeca,

The list of stobs I have doesn't include anything that even remotely fits. It is a travel list. Do you have a full stob sheet you could please send me?

Thanks,

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

From: Lozano, Rebeca FIN:EX
Sent: December 19, 2018 10:53 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Reimbursement Claim

Hello Keira,

This needs a STOB number.

And please send your request to CFFS HELP directly.

Thank you,

Rebeca Lozano

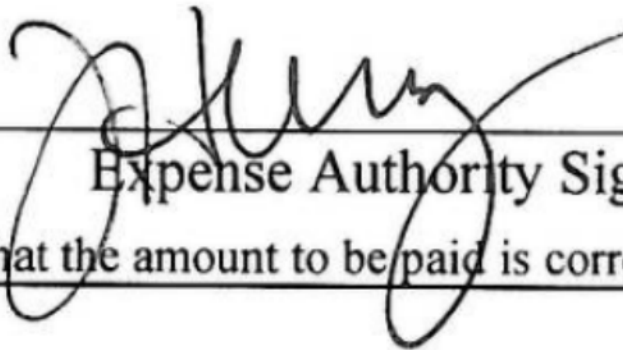


Signature of Individual Receiving Reimbursement

Certified this is a true statement of disbursements made to which I am

CODING

Client: 004 Resp: 36B10 Service Line:



Expense Authority Signature

Certified that the amount to be paid is correct, in accordance with applicable

FIN FSA 007 REV. 06/07

From: Higgins, Keira PREM:EX

Sent: December 19, 2018 10:50 AM

To: Cleaver, Sheila C FIN:EX; Holman, Melissa FIN:EX; Janke, Debra FIN:EX; Laird, Patricia FIN:EX; Littler, Dana FIN:EX; Lozano, Rebeca FIN:EX; McKinstry, Cindy D FIN:EX; Poldrugovac, Saija FIN:EX

Subject: Reimbursement Claim

Hi – please see attached Reimbursement Claim for processing.

Thanks,

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

From: s.15 <Keira.Higgins@gov.bc.ca>
Sent: December 19, 2018 10:44 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Scan From <Device Name>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 11:10 AM
To: CFFSHELP, FIN FIN:EX
Cc: Cleaver, Sheila C FIN:EX; Holman, Melissa FIN:EX; Janke, Debra FIN:EX; Laird, Patricia FIN:EX; Lozano, Rebeca FIN:EX; McKinstry, Cindy D FIN:EX; Poldrugovac, Saija FIN:EX
Subject: RE: Reimbursement Claim

Hi Dana,

Sorry about that. I will resubmit to the email below with the updated STOB.

Thanks,

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

From: Littler, Dana FIN:EX **On Behalf Of** CFFSHELP, FIN FIN:EX
Sent: December 19, 2018 10:54 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca>; Holman, Melissa FIN:EX <Melissa.Holman@gov.bc.ca>; Janke, Debra FIN:EX <Debra.Janke@gov.bc.ca>; Laird, Patricia FIN:EX <Patricia.Laird@gov.bc.ca>; Lozano, Rebeca FIN:EX <Rebeca.Lozano@gov.bc.ca>; McKinstry, Cindy D FIN:EX <Cindy.McKinstry@gov.bc.ca>; Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>
Subject: RE: Reimbursement Claim

Hi Keira,

Please use CFFSHelp@gov.bc.ca when submitting invoices for payment.

Thank you

Dana Littler

Financial Services Representative
Ministry of Finance, Corporate Financial and Facilities Services Branch
PO Box 9415 Stn Prov Govt, 3rd Fl 617 Government St, Victoria BC V8W 9V1

Phone: 250-818-4417 **Fax:** 250-356-7326

E-mail: Dana.Littler@gov.bc.ca

Website: <http://www.fin.gov.bc.ca/>

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From: Higgins, Keira PREM:EX
Sent: December 19, 2018 10:50 AM
To: Cleaver, Sheila C FIN:EX; Holman, Melissa FIN:EX; Janke, Debra FIN:EX; Laird, Patricia FIN:EX; Littler, Dana FIN:EX;

Lozano, Rebeca FIN:EX; McKinstry, Cindy D FIN:EX; Poldrugovac, Saija FIN:EX

Subject: Reimbursement Claim

Hi – please see attached Reimbursement Claim for processing.

Thanks,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: s.15 <Keira.Higgins@gov.bc.ca>

Sent: December 19, 2018 10:44 AM

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

Subject: Scan From <Device Name>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 11:14 AM
To: CFFSHELP, FIN FIN:EX
Subject: Reimbursement claim - Keira Higgins
Attachments: Scan_20181219.pdf; Scan_20181219.pdf

Hi – please see attached Reimbursement Claim for processing.

Thanks

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

From: s.15 <Keira.Higgins@gov.bc.ca>
Sent: December 19, 2018 11:11 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Scan From <Device Name>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 3:06 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-87773 Records Due December 28, 2018

No records.

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

From: OOP FOI PREM:EX
Sent: December 19, 2018 2:43 PM
To: LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>; LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP
Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>
Subject: Call for Records OOP-2018-87773 Records Due December 28, 2018

Hello,

Please see the below request and please let me know by December 28th whether or not you have any records:

Canvassed: All staff

Regarding the announcement and news release of Dec. 5, 2018 related to the CleanBC plan involving Premier John Horgan, Andrew Weaver, Environment Minister George Heyman and others: the event proposal including visual messages, written messages, rollout, media plan, strategic communications, media relations, Q&As and event information/speaking notes; records about the scheduling of the news release and news conference, and the creation of quotes contained in the news release; the list of invitees to the media event/photo op/hospitality event in Vancouver; the list of attendees to the media event/photo op/hospitality event in Vancouver; The list of all elected and appointed Province of B.C. officials who traveled to and from the Dec. 5, 2018 CleanBC news conference from outside Metro Vancouver, the mode of transportation they used, and the cost of their transportation.

(Date Range for Record Search: From 11/23/2018 To 12/05/2018) Date Format is MM/DD/YYYY

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

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

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

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

Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 3:07 PM
To: Yuma Morisho, Okenge PREM:EX
Subject: RE: IGRS Gift to the new tenant. . .

LOL this is amazing.

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

From: Yuma Morisho, Okenge PREM:EX
Sent: December 19, 2018 1:50 PM
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>
Cc: Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Subject: IGRS Gift to the new tenant. . .

See attached book cover. No comment.

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 3:38 PM
To: 'Doyle, Rickie-Lee'
Cc: Wensink, Alison PREM:EX
Subject: RE: [EXTERNAL]RE: Meeting Request: ConocoPhillips Canada Dec 5, 2018

Thank you Rickie-Lee. All the best to you as well.

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

From: Doyle, Rickie-Lee <RickieLee.Doyle@conocophillips.com>
Sent: December 19, 2018 3:37 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Subject: Re: [EXTERNAL]RE: Meeting Request: ConocoPhillips Canada Dec 5, 2018

Thanks Keira. Appreciate the quick the response.

All the best for the holiday season!

Rickie-Lee

Get [Outlook for iOS](#)

From: Higgins, Keira PREM:EX <keira.higgins@gov.bc.ca>
Sent: Wednesday, December 19, 2018 4:31 PM
To: Doyle, Rickie-Lee
Cc: Wensink, Alison PREM:EX
Subject: RE: [EXTERNAL]RE: Meeting Request: ConocoPhillips Canada Dec 5, 2018

Hi Rickie-Lee,

My apologies but Don is not available to meet with Mr. Johnson.

Thanks,

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

From: Doyle, Rickie-Lee <RickieLee.Doyle@conocophillips.com>
Sent: December 19, 2018 3:28 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>

Cc: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>

Subject: Re: [EXTERNAL]RE: Meeting Request: ConocoPhillips Canada Dec 5, 2018

Hi Keira,

I hope this note finds you well.

It looks like our President, Mr. Kirk Johnson, will be in Victoria Jan 25. While he is in town we were hoping to schedule a time for him to connect with Mr. Wright. The purpose for the meeting is consistent with our earlier request to meet.

We recognize the BC Resource Forum is occurring Jan 22-24 and may impact Mr. Wright's availability, but we wanted to check with you to just in case we can make it work.

Currently, Mr. Johnson is available between 9:30am-11:30am and from 2:00pm-3:00pm on Jan 25. If Mr. Wright is available to meet, Mr. Johnson would very much appreciate his time.

If you have any questions about this request please don't hesitate to reach out.

Best,

Rickie-Lee

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From: Doyle, Rickie-Lee <rickielee.doyle@conocophillips.com>

Sent: Monday, November 26, 2018 2:47 PM

To: Higgins, Keira PREM:EX

Cc: Wensink, Alison PREM:EX

Subject: Re: [EXTERNAL]RE: Meeting Request: ConocoPhillips Canada Dec 5, 2018

Appreciate the follow-up Keira and the challenges with scheduling. We are exploring possible dates for Mr. Johnson to be in Victoria in the new year. I will circle back with you once we have dates confirmed with Mr. Johnson's office.

Bye for now,

Rickie-Lee

Get [Outlook for iOS](#)

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

Sent: Monday, November 26, 2018 7:29:34 PM

To: Doyle, Rickie-Lee

Cc: Wensink, Alison PREM:EX

Subject: [EXTERNAL]RE: Meeting Request: ConocoPhillips Canada Dec 5, 2018

Hi Rickie-Lee,

Thank for your request to arrange a meeting between Mr. Kirk Johnson and Deputy Minister Don Wright. My apologies but a meeting is not feasible for Don at this time.

Thank you,

Keira Higgins, Executive Administrative Coordinator

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

From: Doyle, Rickie-Lee [<mailto:RickieLee.Doyle@conocophillips.com>]

Sent: Thursday, November 8, 2018 8:37 AM

To: Wensink, Alison PREM:EX

Subject: Meeting Request: ConocoPhillips Canada Dec 5, 2018

Dear Alison,

I am contacting you on behalf of Kirk Johnson, the President of ConocoPhillips Canada (ConocoPhillips), in hopes to arrange a meeting between Mr. Johnson and Deputy Minister Don Wright. The purpose of the meeting would be for Mr. Johnson to introduce himself, provide an overview of ConocoPhillips' near and longer-term investment and development plans in British Columbia and to discuss how government and ConocoPhillips can continue to work together to responsibly and efficiently develop British Columbia's oil and gas resources.

As you may know, ConocoPhillips is one of the Canada's leading oil and natural gas producers, with significant assets in British Columbia and Northern Alberta. From a British Columbia perspective, ConocoPhillips holds a total of approximately 145 M net acres of land with 100 percent working interest in the Montney located in North East British Columbia. Our exploration and appraisal activities in the Montney began in 2009, and late appraisal drilling activity is underway. In 2018-19, our development plans include a gas processing plant, water treatment and recycle facility, well pads and infield infrastructure. If successful, ConocoPhillips plans to have two drilling rigs running continuously for approximately 20 years in NEBC.

If ConocoPhillips is able to progress development as expected we plan to invest over \$800 million in Phase 1 of the Montney Late Appraisal program, which includes about \$45 million of anticipated spend on Indigenous and community contracting in the Montney region. From an employment perspective, ConocoPhillips is committed to supporting the communities where we work and to hiring workers from the Fort St. John and surrounding area. We expect to need approximately 400 personnel at the peak of construction of the aforementioned projects, including Indigenous contractors. We are currently hiring for temporary construction and full-time operations positions.

I will give you a call shortly to chat in more detail about this request and to explore possible dates to meet. That being said, we would be hopeful that Mr. Wright would be available to meet Mr. Johnson on Dec 5.

I have attached Mr. Johnson's biography for your ease of reference. If you have any questions about this invitation please don't hesitate to reach out to me.

Thank you for your time and consideration.

Best regards,

Rickie-Lee Doyle
Coordinator, External Relations
ConocoPhillips Canada
401 9 Ave SW, Calgary , AB T2P 3C5
T: 403.260.1653 | M: 403.519.8447 | RickieLee.Doyle@conocophillips.com
www.conocophillips.ca

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 20, 2018 9:03 AM
To: Howie, Matthew IRR:EX
Subject: RE: Meeting with Doug/Don re: T8/Snuneymuxw



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

From: Howie, Matthew IRR:EX
Sent: December 20, 2018 9:02 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Meeting with Doug/Don re: T8/Snuneymuxw

I think I stole it from you and a few others when I first became an SEA!

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Thursday, December 20, 2018 8:59 AM
To: Howie, Matthew IRR:EX
Subject: RE: Meeting with Doug/Don re: T8/Snuneymuxw

Thanks! Your calendar invitation formatting makes my heart happy.

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

From: Howie, Matthew IRR:EX
Sent: December 20, 2018 8:47 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>
Subject: RE: Meeting with Doug/Don re: T8/Snuneymuxw

Hi Keira,

Let's do 11:00 – 11:30 AM, please. I can send an invite.

Mark Lofthouse will join Doug in person and Tom McCarthy will call in.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Higgins, Keira PREM:EX
Sent: Thursday, December 20, 2018 8:28 AM
To: Howie, Matthew IRR:EX
Subject: RE: Meeting with Doug/Don re: T8/Snuneymuxw

Hi Matthew,

Don is available tomorrow between 11:00-noon.

Thanks,

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

From: Howie, Matthew IRR:EX
Sent: December 19, 2018 4:16 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>
Subject: Meeting with Doug/Don re: T8/Snuneymuxw
Importance: High

Hi Keira,

Doug is hoping to get a 30-minute meeting with Don this week regarding Treaty 8 as well as Snuneymuxw.

Don asked for a report-back this week on T8 but the Snuneymuxw topic (a forestry land initiative to which PJH committed at FNLG) is a new topic to Don. Tom McCarthy and Mark Lofthouse will join Doug for this meeting.

Can you please let me know if Don has any time this week? Friday would be ideal for Doug but we'll take whatever time Don has available. Thanks.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Page 30 of 86

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 20, 2018 11:11 AM
To: Brownridge, Jerymy FIN:EX
Subject: RE: Request for phone call

Hi Jerymy,

Fantastic, thank you. If you could call his cell at 1:00 that would be most ideal. I will send you a calendar invitation.

Thanks,

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

From: Brownridge, Jerymy FIN:EX
Sent: December 20, 2018 11:10 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Re: Request for phone call

Yes, no problem. Shall I call him, or he can be out through to my cell (below)...?

Thank you

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

On Dec 20, 2018, at 11:03 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Good morning Jerymy,

Might you have availability for a 15 minute call with Don Wright between 1:00-2:00 today?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 12:59 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 13th

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:13 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 13th

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Saturday, June 30, 2018 at 9:21 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-84363 Sent Emails January 1st of 3

Please note^{s.13}

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 12th

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:12 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 12th

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Saturday, June 30, 2018 at 9:22 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-84363 Sent Emails January 2nd of 3

Please note ^{s.13}
s.13

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 11th

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:11 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 11th

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Saturday, June 30, 2018 at 9:25 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-84363 Sent Emails January 3rd of 3

Please note^{s.13}

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 9th
Attachments: Re: Consultation GCP-2018-83318 Due: June 15; Re: Call for Records OOP-2018-84080 Due June 25, 2018; Re: Call for Records OOP-2018-84280 Due July 3, 2018; IDO; Re: OOP Consult | FOI Request TAC-2018-81597 | 3 pages | Due June 22, 2018; Re: Call for Records OOP-2018-84282 Records Due July 3, 2018; Re: Council of Transportation DM's meeting - Toronto, July 22/24; Re: Call for Records OOP-2018-84363 Records Due July 9, 2018

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:08 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 9th

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 9th
Attachments: OOP-2018-81800 Site C 13.pdf; OOP-1028-81800 Site C Attachment 1 to 13.pdf; OOP-2018-81800 Site C Attachment 2 to 13.pdf

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:06 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 9th

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Sunday, June 10, 2018 at 3:14 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: Re: Call for Records: OOP-2018-81800 Due: ASAP 3.6 in series

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: Wednesday, June 6, 2018 at 4:40 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>, Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call for Records: OOP-2018-81800 Due: ASAP

Hi Don and Geoff,

Please see the below request, and please let me know as soon as possible whether or not you have any responsive records:

Copies of all emails – sent and received - and briefing material - draft and final –within the Deputy Minister to the Premier's and Chief of Staff's records, regarding the Site C decision and the impact on Hydro rates, the Province's credit rating, and the fiscal plan or overall budget.

(Date Range for Record Search: From 10/24/2017 To 12/12/2017)

Please let me know if you have any questions.

Thanks so much!

Alison

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 8th

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:05 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 8th

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Sunday, June 10, 2018 at 3:09 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: Re: Call for Records: OOP-2018-81800 3.5 in series

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: Wednesday, June 6, 2018 at 4:40 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>, Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call for Records: OOP-2018-81800 Due: ASAP

Hi Don and Geoff,

Please see the below request, and please let me know as soon as possible whether or not you have any responsive records:

Copies of all emails – sent and received - and briefing material - draft and final –within the Deputy Minister to the Premier's and Chief of Staff's records, regarding the Site C decision and the impact on Hydro rates, the Province's credit rating, and the fiscal plan or overall budget.

(Date Range for Record Search: From 10/24/2017 To 12/12/2017)

Please let me know if you have any questions.

Thanks so much!

Alison

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 7th

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:04 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 7th

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Sunday, June 10, 2018 at 3:07 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: Re: Call for Records: OOP-2018-81800 Due: ASAP 3.4 in series

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: Wednesday, June 6, 2018 at 4:40 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>, Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call for Records: OOP-2018-81800 Due: ASAP

Hi Don and Geoff,

Please see the below request, and please let me know as soon as possible whether or not you have any responsive records:

Copies of all emails – sent and received - and briefing material - draft and final –within the Deputy Minister to the Premier's and Chief of Staff's records, regarding the Site C decision and the impact on Hydro rates, the Province's credit rating, and the fiscal plan or overall budget.

(Date Range for Record Search: From 10/24/2017 To 12/12/2017)

Please let me know if you have any questions.

Thanks so much!

Alison

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 5th

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:02 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 5th

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Sunday, June 10, 2018 at 3:03 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: Re: Call for Records: OOP-2018-81800 Due: ASAP 3.2 in Series

Alison,

Here is the second of the "third" email.

Don

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: Wednesday, June 6, 2018 at 4:40 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>, Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call for Records: OOP-2018-81800 Due: ASAP

Hi Don and Geoff,

Please see the below request, and please let me know as soon as possible whether or not you have any responsive records:

Copies of all emails – sent and received - and briefing material - draft and final –within the Deputy Minister to the Premier's and Chief of Staff's records, regarding the Site C decision and the impact on Hydro rates, the Province's credit rating, and the fiscal plan or overall budget.

(Date Range for Record Search: From 10/24/2017 To 12/12/2017)

Please let me know if you have any questions.

Thanks so much!

Alison

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 4th

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 5:01 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 4th

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Sunday, June 10, 2018 at 3:00 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: Re: Call for Records: OOP-2018-81800 Due: ASAP 3.1 in Series

Hi Alison,

This is 3.1 in the series. When I initially tried to send 3 there were too many attachments, so it wouldn't go. So I broke it up.

Do

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: Wednesday, June 6, 2018 at 4:40 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>, Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call for Records: OOP-2018-81800 Due: ASAP

Hi Don and Geoff,

Please see the below request, and please let me know as soon as possible whether or not you have any responsive records:

Copies of all emails – sent and received - and briefing material - draft and final –within the Deputy Minister to the Premier's and Chief of Staff's records, regarding the Site C decision and the impact on Hydro rates, the Province's credit rating, and the fiscal plan or overall budget.

(Date Range for Record Search: From 10/24/2017 To 12/12/2017)

Please let me know if you have any questions.

Thanks so much!

Alison

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:00 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 3rd
Attachments: OOP-2018-81800 Site C 1.pdf; OOP-2018-81800 Site C Attachment to 1.pdf; OOP-2018-81800 Site C 2.pdf; OOP-2018-81800 Site C Attachment 1 to 2.pdf; OOP-2018-81800 Site C Attachment 2 to 2.pdf; OOP-2018-81800 Site C Attachment 3 to 2.pdf; OOP-2018-81800 Site C 3.pdf; OOP-2018-81800 Site C Attachment to 3.pdf; OOP-2018-81800 Site C 4.pdf; OOP-2018-81800 Site C Attachment to 4.pdf

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 9:34 AM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 3rd

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Sunday, June 10, 2018 at 2:45 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: Re: Call for Records: OOP-2018-81800 Due: ASAP 1st in series

Alison,

Given the large number of documents, I will be sending them if multiple emails.

This is the first.

Don

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: Wednesday, June 6, 2018 at 4:40 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>, Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call for Records: OOP-2018-81800 Due: ASAP

Hi Don and Geoff,

Please see the below request, and please let me know as soon as possible whether or not you have any responsive records:

Copies of all emails – sent and received - and briefing material - draft and final –within the Deputy Minister to the Premier’s and Chief of Staff’s records, regarding the Site C decision and the impact on Hydro rates, the Province’s credit rating, and the fiscal plan or overall budget.

(Date Range for Record Search: From 10/24/2017 To 12/12/2017)

Please let me know if you have any questions.

Thanks so much!

Alison

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:01 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 2nd
Attachments: OOP-2018-81800 Site C 5.pdf; OOP-2018 - 81800 Site C Attachment 1 to 5.pdf; OOP-2018-8100 Site C Attachment 2 to 5.pdf; OOP-2018-81800 Site C Attachment 3 to 5.pdf; OOP-2018-81800 Site C Attachment 4 to 5.pdf; OOP-2018-81800 Site C Attachment 5 to 5.pdf; OOP-2018-81800 Site C Attachment 6 to 5.pdf; OOP-2018-81800 Site C Attachment 7 to 5.pdf; OOP-2018-81800 Site C 6.pdf; OOP-2018-81800 Site C 7.pdf; OOP-2018-81800 Site C Attachment to 7.pdf; OOP-2018-81800 Site C 8.pdf; OOP-2018-81800 Site C Attachment to 8.pdf

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 9:34 AM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 2nd

From: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Date: Sunday, June 10, 2018 at 2:45 PM
To: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Subject: Re: Call for Records: OOP-2018-81800 Due: ASAP 2nd in series

Hi Alison,

This is the second.

Don

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: Wednesday, June 6, 2018 at 4:40 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>, Geoff Meggs <Geoff.Meggs@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call for Records: OOP-2018-81800 Due: ASAP

Hi Don and Geoff,

Please see the below request, and please let me know as soon as possible whether or not you have any responsive records:

Copies of all emails – sent and received - and briefing material - draft and final –within the Deputy Minister to the Premier's and Chief of Staff's records, regarding the Site C decision and the impact on Hydro rates, the Province's credit rating, and the fiscal plan or overall budget.

(Date Range for Record Search: From 10/24/2017 To 12/12/2017)

Please let me know if you have any questions.

Thanks so much!

Alison

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX
Sent: December 20, 2018 1:01 PM
To: OOP FOI PREM:EX
Subject: FW: OOP-2018-87350 Don Wright Sent Emails June 2018, 1st of 5
Attachments: Re: Call for Records OOP-2018-83813 Due June 8, 2018; Preparation for June 27/28; Cumulative Impacts; Re: Call for Records: OOP-2018-81800 Due: ASAP; Re: Call for Records OOP-2018-83886 Due June 13, 2018; Re: Call for Records: OOP-2018-81800 Due: ASAP 4th is series

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

From: Wright, Don J. PREM:EX
Sent: November 17, 2018 7:23 AM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Subject: OOP-2018-87350 Don Wright Sent Emails June 2018, 1st of 5

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 20, 2018 1:04 PM
To: Michell, Jennifer FIN:EX
Cc: Wensink, Alison PREM:EX
Subject: RE: Hold in Don's calendar

Done – thanks.

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

From: Michell, Jennifer FIN:EX
Sent: December 20, 2018 12:16 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Hold in Don's calendar

Hi Keira

I understand from CABRO staff that a hold should be put into Don's calendar for the Crown Board Chair meeting March 14, 2019. The meeting will take place at the SFU Morris J. Wosk Centre for Dialogue – 580 West Hastings, Vancouver. The meeting runs from 8-11:30 (8 to 8:55 registration and continental breakfast, mtg starts at 9). I'm awaiting confirmation from Loris.22 as to whether he needs to be at the entire meeting or just a portion thereof.

Thanks

Jen

Jennifer Michell

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

Page 53 of 86

Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 21, 2018 8:27 AM
To: Brownridge, Jerymy FIN:EX
Subject: RE: Request for phone call

Hi Jerymy,

Thank you!

I will ensure Don receives the report.

Merry Christmas!!

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

From: Brownridge, Jerymy FIN:EX
Sent: December 20, 2018 3:10 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Request for phone call

Hi Keira,

Thank you so much for arranging the call.

I am sending around a quarterly report, outlining the LG's activities. We thought, perhaps, Mr. Wright and others in your office may appreciate a look.

All the best of the season to you!

Jerymy

Jerymy Brownridge
Private Secretary & Executive Director
Government House
Office of the Lieutenant Governor
1401 Rockland Ave
Victoria BC V8S 1V9
T: 250.387.2083
C: 250.888.1456

[HTTP://WWW.LTGOV.BC.CA](http://www.ltgov.bc.ca)



From: Higgins, Keira PREM:EX
Sent: Thursday, December 20, 2018 11:11 AM
To: Brownridge, Jerymy FIN:EX
Subject: RE: Request for phone call

Hi Jerymy,

Fantastic, thank you. If you could call his cell at 1:00 that would be most ideal. I will send you a calendar invitation.

Thanks,

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

From: Brownridge, Jerymy FIN:EX
Sent: December 20, 2018 11:10 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Re: Request for phone call

Yes, no problem. Shall I call him, or he can be out through to my cell (below)...?

Thank you

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

On Dec 20, 2018, at 11:03 AM, Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca> wrote:

Good morning Jerymy,

Might you have availability for a 15 minute call with Don Wright between 1:00-2:00 today?

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 21, 2018 11:00 AM
To: Howie, Matthew IRR:EX
Subject: RE: Doug Caul vacation

Thanks!

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

From: Howie, Matthew IRR:EX
Sent: December 21, 2018 10:54 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>
Cc: Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>
Subject: RE: Doug Caul vacation

Hi Keira/Connie,

One of our ADMs is now available to act for the first half of Doug's holidays. ^{s.22}
an updated schedule for acting DM while Doug is on holidays:

Here's

s.22 ADM Trish Balcaen / cell: 250-896-1902

s.22 ADM Laurel Nash / cell: 250-508-1670

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Howie, Matthew IRR:EX
Sent: Monday, December 3, 2018 11:33 AM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: Howie, Matthew IRR:EX
Subject: Doug Caul vacation

Hi Keira/Connie,

s.22

See the schedule below for the details on acting DM.

s.22 no acting DM / Doug will monitor emails periodically and available by cell for urgent items

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 21, 2018 11:34 AM
To: Olsen, Melody CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Molyneux, Jennifer CITZ:EX
Subject: RE: Energy Smart PPT and CITZ Energy Smart Strategy

Thanks!

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

From: Olsen, Melody CITZ:EX
Sent: December 21, 2018 11:29 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>; Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>
Subject: Energy Smart PPT and CITZ Energy Smart Strategy

Good morning,

Please see attached as requested by Jill Kot for Don Wright's info.

Thank you.

--

Melody Olsen
A/Manager, Corporate Initiatives
Deputy Minister's Office
Ministry of Citizens' Services
Victoria, BC | T 778 587-1264

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Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 21, 2018 11:34 AM
To: Wright, Don J. PREM:EX
Subject: FW: Energy Smart PPT and CITZ Energy Smart Strategy
Attachments: DM Premier_PPT_Energy Smart Overview_17Dec2018.pptx; CITZ Energy Smart Strategy-APRIL 2018.pdf

FYI – please let me know if you would like this printed.

Thanks,

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

From: Olsen, Melody CITZ:EX
Sent: December 21, 2018 11:29 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>; Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>
Subject: Energy Smart PPT and CITZ Energy Smart Strategy

Good morning,

Please see attached as requested by Jill Kot for Don Wright's info.

Thank you.

--

Melody Olsen
A/Manager, Corporate Initiatives
Deputy Minister's Office
Ministry of Citizens' Services
Victoria, BC | T 778 587-1264

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Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 21, 2018 11:51 AM
To: Hansen, Erin AGRI:EX
Subject: RE: Vacation reminder

Noted – thanks.

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

From: Hansen, Erin AGRI:EX
Sent: December 21, 2018 11:42 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Vacation reminder

Hi Keira.

Wes has confirmed he will be off ^{s.22} and James Mack will be A/DM.

Thanks,
Erin



ERIN HANSEN
Senior Executive Assistant
Deputy Minister's Office
Ministry of Agriculture
☎ 250-356-1800 | ✉ Erin.Hansen@gov.bc.ca

🌐 Please consider the environment before printing.

From: Hansen, Erin AGRI:EX
Sent: Tuesday, December 11, 2018 2:08 PM
To: Higgins, Keira PREM:EX
Subject: RE: Vacation reminder

Hi Keira.

So far Wes Shoemaker will be taking the following dates for vacation and James Mack will be A/DM:

s.22

Thanks,
Erin



ERIN HANSEN

Senior Executive Assistant
Deputy Minister's Office
Ministry of Agriculture

☎ 250-356-1800 | ✉ Erin.Hansen@gov.bc.ca

🌐 Please consider the environment before printing.

From: Higgins, Keira PREM:EX
Sent: Tuesday, December 11, 2018 1:41 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: RE: Vacation reminder

Hi everyone,

Just a friendly reminder to please ensure I am notified of any holiday vacation time for your respective Deputy Minister.

Thanks,

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

From: Higgins, Keira PREM:EX
Sent: Tuesday, August 7, 2018 2:10 PM
To: BCPSA Agency DMC Admin & Operational Support
Subject: Vacation reminder

Hi everyone,

A reminder to all offices that I need to be notified of any DM vacation prior to his/her time off. The notification needs to please include dates off as well as the contact info for the Acting DM.

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 21, 2018 11:53 AM
To: O'Connor, Lara FIN:EX
Subject: FW: Scan From <Device Name>
Attachments: Scan_20181221.pdf

Hi Lara,

Don asked that this please be provided to Lori as an FYI.

Thanks,

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

From: s.15 <Keira.Higgins@gov.bc.ca>
Sent: December 21, 2018 11:48 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Scan From <Device Name>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 21, 2018 12:13 PM
To: 'Alessandra Crawford'; Wright, Don J. PREM:EX
Subject: RE: Connecting in Victoria - Public Policy Forum and Government of British Columbia

Hi Alessandra,

s.22

Thanks,

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

From: Alessandra Crawford <ACrawford@ppforum.ca>
Sent: December 21, 2018 12:12 PM
To: Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Cc: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Connecting in Victoria - Public Policy Forum and Government of British Columbia

Dear Dr. Wright,

I'm writing on behalf of Julie Cafley, Executive Vice-President of Programs and Partnerships at the Public Policy Forum (PPF). Julie will be in Victoria on January 11 and 14 and would love to meet with you to discuss your organization's priorities and interests and PPF's current projects and initiatives. Would you be available to meet with her at any of the following times?

Friday, January 11 between 1:30 and 5 p.m.
Monday, January 14 between 8 and 10:30 a.m.

Best Regards,
Alessandra

Alessandra Crawford
Coordinator, Membership & Partnerships | Coordonnatrice du membership et des partenariats
Public Policy Forum | Forum des politiques publiques
acrawford@ppforum.ca
613.238.7858 ext. 291



[Twitter](#) [Facebook](#) [LinkedIn](#) [YouTube](#)

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 21, 2018 4:26 PM
To: Olsen, Melody CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Molyneux, Jennifer CITZ:EX
Subject: Re: Energy Smart PPT and CITZ Energy Smart Strategy

Hi Melody,

This was already provided to Don.

Sent from my iPhone

> On Dec 21, 2018, at 4:23 PM, Olsen, Melody CITZ:EX <Melody.Olsen@gov.bc.ca> wrote:

>

> Hi Kiera, can you pls disregard this email as documentation is not ready yet. It will be sent after another review by our office.

>

> Thanks so much!

>

> Melody Olsen

> Sent from my iPhone

>

>> On Dec 21, 2018, at 11:29 AM, Olsen, Melody CITZ:EX <Melody.Olsen@gov.bc.ca> wrote:

>>

>> Good morning,

>>

>> Please see attached as requested by Jill Kot for Don Wright's info.

>>

>> Thank you.

>>

>> --

>> Melody Olsen

>> A/Manager, Corporate Initiatives

>> Deputy Minister's Office

>> Ministry of Citizens' Services

>> Victoria, BC | T 778 587-1264

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>> please delete it and contact the sender by return email

>>

>>

>> <DM Premier_PPT_Energy Smart Overview_17Dec2018.pptx> <CITZ Energy
>> Smart Strategy-APRIL 2018.pdf>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 23, 2018 11:40 AM
To: Kerry Lige
Subject: Re: Letter to Don Wright

Hi Kerry,

s.22

I will ensure he receives this correspondence.

Thanks,

Keira

Sent from my iPhone

> On Dec 22, 2018, at 10:13 AM, Kerry Lige <klige@fibreco.com> wrote:
>
> Good Morning Keira,
>
> Can you please insure that this letter is delivered to Don ASAP and appreciate your help in this matter.
>
> Merry Christmas and all the best to you in 2019.
>
> Regards,
>
> Kerry Lige
> President & CEO
> Fibreco Export Inc.
> Phone: 604-983-7900
> Mobile: 604-306-8767
> Email: klige@fibreco.com<mailto:klige@fibreco.com>
> www.fibreco.com
> [Fibreco Logo]<http://fibreco.com/>
>
> <image002.jpg>
> <DWrightLetter.pdf>
> <Don Wright Letter - December 21 2018.pdf>

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 24, 2018 8:32 AM
To: Hunter, Jaret PSSG:EX
Subject: FW: Moss Hide Campaign reminder

FYI

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

From: Quigley, Shanna SDPR:EX
Sent: December 21, 2018 2:29 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Moss Hide Campaign reminder

Hi Keira,

The lead from the Ministry of Social Development and Poverty Reduction will be Tonja Joyce.

Thank you,
Shanna

From: Higgins, Keira PREM:EX
Sent: Monday, December 17, 2018 3:38 PM
To: BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>
Cc: Hunter, Jaret PSSG:EX <Jaret.Hunter@gov.bc.ca>
Subject: Moss Hide Campaign reminder

Hi everyone,

Just a reminder to the Deputy Ministers to please identify their Ministry leads for the Moose Hide Campaign to Jaret Hunter Jaret.Hunter@gov.bc.ca by December 21st as per the attached briefing note.

Identify your Ministry MHC Lead: each ministry assigns a MHC Lead to coordinate the campaign in their ministry and report to executive. Please see the "MHC Call for Leads" in your folder for more information.
Contact Jaret Hunter with your MHC lead by Dec 21. Leads will be asked to attend an in-person training on Jan 10 or Jan 15.

Thanks,

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

Ph: (250) 356-2206

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 24, 2018 10:03 AM
To: Canitz, Shelley L PREM:EX
Subject: RE: Proposed time for Jan 2 meeting

Hi Shelley,

Sounds good. I doubt he will respond if he hasn't yet.

Thanks,

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

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

From: Canitz, Shelley L PREM:EX
Sent: December 24, 2018 10:01 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: FW: Proposed time for Jan 2 meeting

Keira - I have not heard back from Don on this. Should we go ahead and book it? Wait til the 27th and then see if he has replied?

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

From: Canitz, Shelley L PREM:EX
Sent: Saturday, December 22, 2018 11:57
To: Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Subject: Proposed time for Jan 2 meeting

Don - Jerymy Brownridge suggests 9:30 on Jan 2 for a meeting time. Would that work with you?

s.13

It would be you, Anton

and the LG. Byron and Elections BC staff would be nearby for paperwork issues.

Shelley

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Withheld pursuant to/removed as

s.14

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 27, 2018 9:01 AM
To: Wright, Don J. PREM:EX
Subject: FW: This message is for Don Wright

FYI

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

From: Rochon, Jake PREM:EX
Sent: December 27, 2018 8:46 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>
Subject: FW: This message is for Don Wright

Hello Keira!

I'm not sure if Allegra shared this one last week, but I thought I'd share just in case. Cheers!

From: s.22
Sent: December 20, 2018 7:19 PM
To: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>
Subject: This message is for Don Wright

Dear Mr. Wright,

I fear I may have been less than gracious this morning when you returned my phone call to the Premier. I apologize.

I wish you a very pleasant holiday time and hope that you return to your work with the Government of BC with the same intensity and focus that you have demonstrated.

Yours sincerely,
s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 27, 2018 9:01 AM
To: Rochon, Jake PREM:EX
Subject: RE: This message is for Don Wright

Thanks Jake!

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

From: Rochon, Jake PREM:EX
Sent: December 27, 2018 8:46 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Cc: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>
Subject: FW: This message is for Don Wright

Hello Keira!

I'm not sure if Allegra shared this one last week, but I thought I'd share just in case. Cheers!

From^{s.22}
Sent: December 20, 2018 7:19 PM
To: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>
Subject: This message is for Don Wright

Dear Mr. Wright,

I fear I may have been less than gracious this morning when you returned my phone call to the Premier. I apologize.

I wish you a very pleasant holiday time and hope that you return to your work with the Government of BC with the same intensity and focus that you have demonstrated.

Yours sincerely,

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 27, 2018 9:02 AM
To: Howie, Matthew IRR:EX; Roberts, Connie A IRR:EX
Subject: RE: Doug Caul vacation

Noted – thanks.

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

From: Howie, Matthew IRR:EX
Sent: December 24, 2018 12:22 PM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>
Cc: Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>
Subject: RE: Doug Caul vacation

Hi again,

s.22

I've updated the dates below. Thanks.

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Howie, Matthew IRR:EX
Sent: Friday, December 21, 2018 10:54 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>
Cc: Howie, Matthew IRR:EX <Matthew.Howie@gov.bc.ca>
Subject: RE: Doug Caul vacation

Hi Keira/Connie,

One of our ADMs is now available to act for the first half of Doug's holidays.^{s.22}
an updated schedule for acting DM while Doug is on holidays:

Here's

s.22 ADM Trish Balcaen / cell: 250-896-1902

s.22 ADM Laurel Nash / cell: 250-508-1670

Matthew Howie
Senior Executive Assistant to

Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

From: Howie, Matthew IRR:EX
Sent: Monday, December 3, 2018 11:33 AM
To: Higgins, Keira PREM:EX; Roberts, Connie A IRR:EX
Cc: Howie, Matthew IRR:EX
Subject: Doug Caul vacation

Hi Keira/Connie,

s.22

See the schedule below for the details on acting DM.

s.22 no acting DM / Doug will monitor emails periodically and available by cell for urgent items

s.22 ADM Laurel Nash / cell: 250-508-1670

Matthew Howie
Senior Executive Assistant to
Doug Caul, Deputy Minister
Ministry of Indigenous Relations & Reconciliation
Phone: 778-974-2080

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 27, 2018 9:58 AM
To: CFFSHELP, FIN FIN:EX
Subject: RE: Reimbursement claim - Keira Higgins

Hi Melissa,

Apologies! You have my supplier number correct.

Thanks,

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

From: CFFSHELP, FIN FIN:EX
Sent: December 27, 2018 9:27 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Reimbursement claim - Keira Higgins

Hi Keira,

You did not include your supplier number on the form – could you please confirm your supplier # is ^{s.17}
(employee ID ending in s.22 😊)

Thanks,

-Melissa

From: Higgins, Keira PREM:EX
Sent: December 19, 2018 11:14 AM
To: CFFSHELP, FIN FIN:EX
Subject: Reimbursement claim - Keira Higgins

Hi – please see attached Reimbursement Claim for processing.

Thanks

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

From: ^{s.15} <Keira.Higgins@gov.bc.ca>
Sent: December 19, 2018 11:11 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: Scan From <Device Name>

Page 77 of 86 to/à Page 78 of 86

Withheld pursuant to/removed as

s.14

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 27, 2018 11:26 AM
To: Kennedy, Christine PREM:EX; Wright, Don J. PREM:EX
Cc: Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX
Subject: Travel

Hi Don and Christine,

I hope you had a wonderful Christmas!

When you have time next week could you please provide me your outstanding travel claims? I am hoping to have a chance to go through your travel with Amanda and Alisor^{s.22}

Thanks,

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 27, 2018 11:35 AM
To: OOP FOI PREM:EX
Subject: RE: FEE ESTIMATE REQUEST: OOP-2018-87993

No records.

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

From: OOP FOI PREM:EX
Sent: December 21, 2018 12:30 PM
To: LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>; LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP
Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>
Subject: FEE ESTIMATE REQUEST: OOP-2018-87993

Hello,

Please see the below request. **We are anticipating that there may be a fee for this request due to a high volume of records and time involved for search. At this time, please do not provide records. Please estimate how long this search will take you, and approximately the number of pages.**

*All documents related to Broughton Archipelago aquaculture tenure decision making held by the
Premier's Office/Deputy Minister's Office.*

(Date Range for Record Search: From 09/01/2017 To 12/18/2018) Date Format is MM/DD/YYYY

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

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

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 28, 2018 12:00 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-88056 Records Due January 9, 2019

No records.

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

From: OOP FOI PREM:EX
Sent: December 28, 2018 11:48 AM
To: LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>; LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP
Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>
Subject: Call for Records OOP-2018-88056 Records Due January 9, 2019

Hello,

Please see the below request and please let me know by January 9th whether or not you have any records:

Canvassed: All staff

All communications between staff in the Premier's Office and the Deputy Ministers Office and Manuel Alvernaz.

*(Date Range for Record Search: From **05/01/2018 To 08/31/2018**) Date Format is MM/DD/YYYY*

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

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

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

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

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 31, 2018 9:31 AM
To: Roe, Sandra PSA:EX
Subject: RE: Confirmation of meetings

Thanks!

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

From: Roe, Sandra PSA:EX
Sent: December 31, 2018 9:12 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: FW: Confirmation of meetings

Here is the meeting info Keira. Her name is Brenda Butterworth-Carr.

S

From: Roe, Sandra PSA:EX
Sent: December 31, 2018 9:09 AM
To: s.22
Cc: Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>
Subject: Confirmation of meetings

Good morning Brenda –

The meetings with Don Wright and Lori Halls have been scheduled as follows:

Meeting with Don Wright, Thursday, January 3rd at 10:00 a.m. – 10:30 a.m. - Suite 272 West Annex - Parliament Buildings, Victoria BC

Meeting with Lori Halls, Thursday, January 3rd at 11:30 a.m. – 12:00 p.m. - 4th Floor, 810 Blanshard Street, Victoria BC

Please don't hesitate to contact me if you have any questions or the times need to be adjusted.

Thank you,
Sandra

Sandra Roe, Manager, Executive Operations
Office of the Deputy Minister | BC Public Service Agency
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2
Ph: (778) 698-7968 | Fax: (250) 356-7074
www.gov.bc.ca/myhr/contact | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Begin forwarded message:

From: Brenda BC s.22
Date: December 22, 2018 at 11:31:06 AM PST
To: "Halls, Lori D PSA:EX" <Lori.D.Halls@gov.bc.ca>
Cc: "Sieben, Mark PSSG:EX" <Mark.Sieben@gov.bc.ca>
Subject: Re: Next Steps

Hi Lori,

I am available January 3rd or 4th. I look forward to confirming the times for meeting with you and Deputy Minister Wright.

Take care,
Brenda.

On Dec 22, 2018, at 09:22, Halls, Lori D PSA:EX <Lori.D.Halls@gov.bc.ca> wrote:

Hi Brenda

I've spoken with Don Wright, Deputy Minister to Premier and will be making arrangements between January 2-4 for you to meet with each of us. Can you please advise if there is a day or time that does not work for you? I will be in touch next week to set it up.

Look forward to meeting you. Have a wonderful holiday season!

Lori Halls
Deputy Minister
BC Public Service Agency

Wensink, Alison PREM:EX

From: Higgins, Keira PREM:EX
Sent: December 31, 2018 11:29 AM
To: Tsang, Robin FIN:EX
Subject: RE: Chambers booking

Thanks Robin and you as well.

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

From: Tsang, Robin FIN:EX
Sent: December 31, 2018 11:29 AM
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>
Subject: RE: Chambers booking

Thanks Keira! Have a Happy New Year!

Robin

From: Higgins, Keira PREM:EX
Sent: December 31, 2018 11:23 AM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Cc: Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: RE: Chambers booking

Done – thanks!

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

From: Tsang, Robin FIN:EX
Sent: December 31, 2018 10:24 AM
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Cc: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Subject: Chambers booking

Morning Alison:

There is some sound issue with the Chambers VC system. We are scheduling the Telus tech to come in on Thursday, Jan. 3. Can you help booking the Chambers all day starting at 9 AM?

Thanks,
Robin