

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 10:04 AM  
**To:** 'Julie Woo'  
**Subject:** RE: Meeting with Bill Clapperton, Canadian Natural Resources Limited

Hi Julie,

Happy New Year!

Apologies but Don is s.22 on that date and will not be available to meet.

Thanks,

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

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**From:** Julie Woo <Julie.Woo@cnrl.com>  
**Sent:** January 2, 2019 10:00 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Meeting with Bill Clapperton, Canadian Natural Resources Limited

Hi Keira,

Happy New Year!

Bill Clapperton (VP Regulatory, Stakeholder and Environmental Affairs) will be in Victoria on Monday, January 7<sup>th</sup> for meetings and I'm just checking to see if the Deputy Minister has time in his calendar to meet with Bill while he's in town.

I know that this is extremely short notice so understand if it's not possible. Currently, Bill has time in the morning up until 12:30pm PST. Please let me know if there's anything that works on your end.

Thank you very much in advance for your help!

Julie

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**Julie Woo**  
Manager, Public Affairs • Canadian Natural Resources Limited  
T: 403.514.7683 • C: 403.510.7577 • [www.cnrl.com](http://www.cnrl.com)

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 9:55 AM  
**To:** Nash, Amber PREM:EX  
**Subject:** FW: FOR ACTION: 2019-20 International Travel Plan  
**Attachments:** Fiscal 19-20 International Travel Template.docx

**Importance:** High

Hi Amber,

Sending to you for Premier's International travel.

Thanks,

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

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**From:** Jang, Monica JTT:EX **On Behalf Of** Mihlar, Fazil JTT:EX  
**Sent:** January 2, 2019 9:06 AM  
**To:** BCPSA Agency DMC List <PSADM@Victoria1.gov.bc.ca>  
**Cc:** BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>; Yelovatz, Maureen JTT:EX <Maureen.Yelovatz@gov.bc.ca>; Wade, Nichola JTT:EX <Nichola.Wade@gov.bc.ca>  
**Subject:** FOR ACTION: 2019-20 International Travel Plan  
**Importance:** High

Good Morning and Happy New Year:

Our Ministry has again been asked to coordinate a schedule of potential international travel across government. As such, we would request that Ministries submit any anticipated plans for Minister and Deputy Minister international travel for the 2019-20 fiscal year.

We would appreciate if you would identify a contact that will lead coordination of your ministry's response by January 18. As well, that you ensure that your ministry's submission includes all potential overseas and USA travel, and outlines how the travel will advance your Ministry's mandate letter directives and strategic program priorities. Please include Crown Agencies under your purview in your submission.

Grateful if your team could submit your Ministry's travel plans using the attached template and provide this information to Maureen Yelovatz, Director, Missions and Events at [Maureen.Yelovatz@gov.bc.ca](mailto:Maureen.Yelovatz@gov.bc.ca) by Friday, January 18, 2019. If you do not anticipate any international travel during the 2019-20 fiscal year, please respond by indicating "No International Travel Planned".

Information will be treated as confidential and will be included in the government-wide annual mission plan that will be submitted to Minister Bruce Ralston.

If you have any questions, please don't hesitate to contact me or Maureen Yelovatz. Thank you for your support of this initiative.

Best,

Fazil Mihar  
Deputy Minister

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Withheld pursuant to/removed as

s.14



## **Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 2:41 PM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** RE: Meeting with Lori Wanamaker, Heather Wood and John Allan

Hi – actually I didn't realize that Don was still here on the 8<sup>th</sup>. I can make this work!

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

---

**From:** Kennedy, Christine PREM:EX  
**Sent:** January 2, 2019 2:41 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Meeting with Lori Wanamaker, Heather Wood and John Allan

John is in town and will come in. If it needs to be without Lori though that will be fine.

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, January 2, 2019 2:37 PM  
**To:** Kennedy, Christine PREM:EX <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)>  
**Subject:** RE: Meeting with Lori Wanamaker, Heather Wood and John Allan

Hi Christine,

Lori and John are both away right up until Don leaves. Do you still want to proceed with just Heather?

Thanks,

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

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**From:** Kennedy, Christine PREM:EX  
**Sent:** January 2, 2019 2:36 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** Meeting with Lori Wanamaker, Heather Wood and John Allan

Keira I'm not sure when everyone is back, but could you try for a meeting with Don, Lori Wanamaker, Heather Wood, John Allan and I before Don goes away. This is on coast forest policy changes and any revenue impacts.

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**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 2:49 PM  
**To:** Wright, Don J. PREM:EX  
**Subject:** lexpense

<https://pacifico.cas.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

**Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 2:53 PM  
**To:** Wright, Don J. PREM:EX  
**Subject:** <https://cassp.gov.bc.ca/solutions/Pages/iExpenses.aspx>

**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

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 3:00 PM  
**To:** Preston, Naomi D FLNR:EX  
**Subject:** RE: Request for 1 hour 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

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**From:** Preston, Naomi D FLNR:EX  
**Sent:** January 2, 2019 2:50 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>  
**Cc:** Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** RE: Request for 1 hour meeting

Hi Keira –

Works great for John.

Thanks,  
Naomi

**Naomi Preston**  
**Project and Administrative Assistant**  
Deputy Minister's Office  
Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development  
780 Blanshard Street, Victoria  
**Ph:** 778-974-5907

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, January 2, 2019 2:46 PM  
**To:** O'Connor, Lara FIN:EX; Preston, Naomi D FLNR:EX; Ringma, Shalegh FIN:EX  
**Cc:** Larkin, Brenda FLNR:EX; Shortt, Amanda PREM:EX  
**Subject:** Request for 1 hour meeting

Hi ladies,

Don would like to please request a 1 hour meeting on January 8<sup>th</sup> with Lori Wanamaker, Heather Wood, John Allan and Christine Kennedy to discuss coast forest policy changes and any revenue impacts. Would January 8<sup>th</sup> at 10:30-11:30 work for everyone?

Thanks,

**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

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 3:02 PM  
**To:** O'Connor, Lara FIN:EX  
**Subject:** RE: Request for 1 hour meeting

Awesome – 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:** O'Connor, Lara FIN:EX  
**Sent:** January 2, 2019 3:02 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Request for 1 hour meeting

I can see Heathers calendar and I think she can easily adjust what she has so yes please book 😊

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 3:00 PM  
**To:** O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Preston, Naomi D FLNR:EX <Naomi.Preston@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>  
**Cc:** Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** RE: Request for 1 hour meeting

Happy 2019!

Thank you so much. I am going to proceed with scheduling as I see that Shalegh is currently away.

Shalegh – please let me know if you absolutely cannot make this time work for Heather.

Thanks,

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

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**From:** O'Connor, Lara FIN:EX  
**Sent:** January 2, 2019 2:57 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Preston, Naomi D FLNR:EX <Naomi.Preston@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>  
**Cc:** Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** RE: Request for 1 hour meeting

Happy 2019 Keira,



I can adjust to make this work for Lori as well.

Lara

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**From:** Higgins, Keira PREM:EX

**Sent:** January 2, 2019 2:46 PM

**To:** O'Connor, Lara FIN:EX <[Lara.OConnor@gov.bc.ca](mailto:Lara.OConnor@gov.bc.ca)>; Preston, Naomi D FLNR:EX <[Naomi.Preston@gov.bc.ca](mailto:Naomi.Preston@gov.bc.ca)>; Ringma, Shalegh FIN:EX <[Shalegh.Ringma@gov.bc.ca](mailto:Shalegh.Ringma@gov.bc.ca)>

**Cc:** Larkin, Brenda FLNR:EX <[Brenda.Larkin@gov.bc.ca](mailto:Brenda.Larkin@gov.bc.ca)>; Shortt, Amanda PREM:EX <[Amanda.Shortt@gov.bc.ca](mailto:Amanda.Shortt@gov.bc.ca)>

**Subject:** Request for 1 hour meeting

Hi ladies,

Don would like to please request a 1 hour meeting on January 8<sup>th</sup> with Lori Wanamaker, Heather Wood, John Allan and Christine Kennedy to discuss coast forest policy changes and any revenue impacts. Would January 8<sup>th</sup> at 10:30-11:30 work for everyone?

Thanks,

**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**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 3:04 PM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** IExpense

Hi Christine,

Please let me know when convenient and I will come add Amanda to your IExpense delegates.

<https://cassp.gov.bc.ca/solutions/Pages/iExpenses.aspx>

Thanks,

**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**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 3:06 PM  
**To:** Larkin, Brenda FLNR:EX  
**Subject:** RE: Request for 1 hour 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:** Larkin, Brenda FLNR:EX  
**Sent:** January 2, 2019 3:05 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Request for 1 hour meeting

Hi Keira. Happy 2019!!!  
I have accepted for John.

Brenda

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 3:00 PM  
**To:** O'Connor, Lara FIN:EX; Preston, Naomi D FLNR:EX; Ringma, Shalegh FIN:EX  
**Cc:** Larkin, Brenda FLNR:EX; Shortt, Amanda PREM:EX  
**Subject:** RE: Request for 1 hour meeting

Happy 2019!

Thank you so much. I am going to proceed with scheduling as I see that Shalegh is currently away.

Shalegh – please let me know if you absolutely cannot make this time work for Heather.

Thanks,

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

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**From:** O'Connor, Lara FIN:EX  
**Sent:** January 2, 2019 2:57 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Preston, Naomi D FLNR:EX <Naomi.Preston@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>  
**Cc:** Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** RE: Request for 1 hour meeting

Happy 2019 Keira,  
I can adjust to make this work for Lori as well.

Lara

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 2:46 PM  
**To:** O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Preston, Naomi D FLNR:EX <Naomi.Preston@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>  
**Cc:** Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** Request for 1 hour meeting

Hi ladies,

Don would like to please request a 1 hour meeting on January 8<sup>th</sup> with Lori Wanamaker, Heather Wood, John Allan and Christine Kennedy to discuss coast forest policy changes and any revenue impacts. Would January 8<sup>th</sup> at 10:30-11:30 work for everyone?

Thanks,

**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:** January 2, 2019 4:04 PM  
**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:** January 2, 2019 4:02 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Confirmation of meetings

s.22

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 2, 2019 3:43 PM  
**To:** Roe, Sandra PSA:EX <[Sandra.Roe@gov.bc.ca](mailto:Sandra.Roe@gov.bc.ca)>  
**Subject:** RE: Confirmation of meetings

Hi Sandra,

Do you have a bio/resume for 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:** Roe, Sandra PSA:EX  
**Sent:** December 31, 2018 9:12 AM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** FW: Confirmation of meetings

Here is the meeting info Keira. Her name is s.22

S

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**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](mailto:Kirsten.Detlefsen@gov.bc.ca)>

Subject: Confirmation of meetings

Good morning s.22

The meetings with Don Wright and Lori Halls have been scheduled as follows:

**Meeting with Don Wright**, Thursday, January 3<sup>rd</sup> at 10:00 a.m. – 10:30 a.m. - Suite 272 West Annex - Parliament Buildings, Victoria BC

**Meeting with Lori Halls**, Thursday, January 3<sup>rd</sup> at 11:30 a.m. – 12:00 p.m. - 4<sup>th</sup> 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](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Begin forwarded message:

**From:** s.22

**Date:** December 22, 2018 at 11:31:06 AM PST

**To:** "Halls, Lori D PSA:EX" <[Lori.D.Halls@gov.bc.ca](mailto:Lori.D.Halls@gov.bc.ca)>

**Cc:** "Sieben, Mark PSSG:EX" <[Mark.Sieben@gov.bc.ca](mailto:Mark.Sieben@gov.bc.ca)>

**Subject:** Re: Next Steps

Hi Lori,

I am available January 3<sup>rd</sup> or 4<sup>th</sup>. I look forward to confirming the times for meeting with you and Deputy Minister Wright.

Take care,  
s.22

On Dec 22, 2018, at 09:22, Halls, Lori D PSA:EX <[Lori.D.Halls@gov.bc.ca](mailto:Lori.D.Halls@gov.bc.ca)> wrote:

Hi s.22

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

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s.22



## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 3, 2019 12:33 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Reminder: Public Policy Forum and Government of British Columbia  
**Attachments:** Invoice\_Government of British Columbia.pdf

FYI

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

---

**From:** Alessandra Crawford <ACrawford@ppforum.ca>  
**Sent:** January 3, 2019 11:24 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Reminder: Public Policy Forum and Government of British Columbia

Dear Dr. Wright,

I'm writing to follow up again on Government of British Columbia's membership renewal with the Public Policy Forum. You can find the renewal email that was first sent to you on November 19 below.

I would like to confirm that you have received our email and if there are any questions that I can answer?

We look forward to continuing to work together with Government of British Columbia.

Best Regards,  
Alessandra

**Alessandra Crawford**  
Coordinator, Membership & Partnerships | Coordonnatrice du membership et des partenariats  
Public Policy Forum | Forum des politiques publiques  
[acrawford@ppforum.ca](mailto:acrawford@ppforum.ca)  
613.238.7858 ext. 291



[Twitter](#) [Facebook](#) [LinkedIn](#) [YouTube](#)

---

**From:** Alessandra Crawford  
**Sent:** Monday, December 10, 2018 3:23 PM  
**To:** [keira.higgins@gov.bc.ca](mailto:keira.higgins@gov.bc.ca)  
**Subject:** Reminder: Public Policy Forum and Government of British Columbia

Dear Dr. Wright,

I'm writing to follow up on our previous email, which you can find below. Just a reminder to renew Government of British Columbia's membership with the Public Policy Forum to take full advantage of your membership and its benefits. As a friendly reminder, your membership payment is due **by December 31**.

Do not hesitate to contact me if you have any questions.

We look forward to continuing to work together with Government of British Columbia as an active member to improve public policy outcomes for Canadians.

Best Regards,

Alessandra

**Alessandra Crawford**

Coordinator, Membership & Partnerships | Coordonnatrice du membership et des partenariats

Public Policy Forum | Forum des politiques publiques

[acrawford@ppforum.ca](mailto:acrawford@ppforum.ca)

613.238.7858 ext. 291



[Twitter](#) [Facebook](#) [LinkedIn](#) [YouTube](#)

---

**From:** Anna Jahn

**Sent:** November 19, 2018 10:18 AM

**To:** [keira.higgins@gov.bc.ca](mailto:keira.higgins@gov.bc.ca)

**Cc:** Alessandra Crawford; Masha Kennedy

**Subject:** Public Policy Forum and Government of British Columbia

Dear Dr. Wright,

On behalf of our President & CEO, Ed Greenspon, and our Board, we thank you for your continued support of the Public Policy Forum (PPF) and for being invested in ensuring a good policy future for Canada and Canadians. Our members are a top priority, and we would love to engage with you more about your interests, and the value of being a part of a collective of organizations who share similar values.

I'd like to take this opportunity to note that I have transitioned to the role of Director of Learning Programs and Action Canada Fellowship. With that, I am happy to introduce our new Director of Partnerships, Masha Kennedy. Masha will be overseeing both membership and partnerships and she is looking forward to connecting with you to learn more about your interests.

We appreciate your engagement in PPF's initiatives, such as your and your organization's participation and Premier John Horgan's role as speaker at our recent Western Dinner & Peter Lougheed Awards.

Your annual membership is up for renewal on December 1. We look forward to continuing having **Government of British Columbia** as an active member of PPF and invite you to renew your annual membership. Attached is an invoice to easily complete this process **by December 31**.

I'd like to take this time to highlight some of our upcoming events, and current projects and initiatives:

- **Poisoning Democracy: How Canada Can Address Harmful Speech Online**

PPF just released this report by Dr. Chris Tenove, Dr. Heidi J.S. Tworek, Dr. Fenwick McKelvey outlining how governments and digital platform companies can better address hate and harassment, including the creation of a Moderation Standards Council.

- **Shattered Mirror Series**

We also recently released two new reports in our #ShatteredMirror series that continue to probe news, democracy and trust in the digital age: Mind the Gaps: Quantifying the Decline of News Coverage in Canada and What the Saskatchewan Roughriders Can Teach Canadian Journalism.

- **Canada Growth Summit 4 and Testimonial Dinner and Awards 2019 - April 11, 2019 in Toronto**

Planning is underway to prepare the fourth edition of one of PPF's flagship events: the Canada Growth Summit. It will continue the tradition of exploring ways to address some of the current challenges confronting the Canadian economy and citizens, including big data responsibility and competitiveness, trade diversification and the future of the global economic order, the future of work, and the economic impact of cyberattacks. We plan to host pre-Summit expert dinners on a range of complementary topics at venues across Toronto on April 10.

Each year at PPF's Testimonial Dinner in Toronto, more than 1,000 people from all sectors of Canadian society gather to pay tribute to distinguished leaders who have made outstanding contributions to the quality of public policy and good governance. More than 110 outstanding Canadian men and women have been honoured since 1988. [Registration](#) for the 2019 dinner is open, we hope to see you there!

- **The Changing Nature of Work**

The speed with which technology is advancing raises questions about the future of work. Other trends including an aging population and changing attitudes toward work are affecting how Canadians engage with the workplace. As jobs and industries are impacted, policy needs to evolve to provide relevant education and skills training, enable entrepreneurship, keep Canada competitive, and provide a social safety net and worker protections. PPF's 3-year [future of work initiative](#) will help government, employers, civil society, post-secondary education providers and other stakeholders find solutions and new opportunities. Over the course of this initiative, PPF is conducting new research and engaging with sectors and communities across the country to further the conversation.

- **Learning & Leadership Series**

**Keeping up with the Speed of Disruption – starting December 7**

Back by popular demand, this PPF professional development seminar series is being offered for a third time. The series is for executives, policy directors, and practice leads in the Government of Canada and in other sectors who seek a better understanding of digital government trends and digital-era governance challenges.

**Putting Reconciliation into Practice: Inclusion and Action – starting December 11**

After a sold-out first edition, PPF is once again offering this professional development opportunity for public service executives and non-profit leaders to explore in-depth how reconciliation with Indigenous Peoples can be put into practice.

In addition to these long-term policy projects, we are offering a growing number of events, roundtables, and webinars for our members. We strive to bring current topics presented by experts and leaders in the field to our close-knit member's network. These focused dialogues are helpful in breaking down barriers among sectors and engaging leaders on policy issues of mutual interest.

We are also happy to have launched our revamped and refreshed [website](#) to help us better tell the stories of how good policy makes for a better Canada. This has been followed by a new member relations system that will allow us to up our game in serving you in the context of your public policy interests.

Our team looks forward to continuing to work with Government of British Columbia.

Warm Regards,  
Anna

**Anna Jahn**

Director of Learning Programs and Action Canada Fellowship |  
Directrice des programmes d'apprentissage et Fellowship d'Action Canada  
Public Policy Forum | Forum des politiques publiques  
1400 - 130 rue Albert Street, Ottawa, ON K1P 5G4  
(613) 238-7858, ext. 220  
Cell: 613 617 2602  
[ajahn@ppforum.ca](mailto:ajahn@ppforum.ca)



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Withheld pursuant to/removed as

s.14

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 3, 2019 3:52 PM  
**To:** Detlefsen, Kirsten PSA:EX  
**Cc:** Roe, Sandra PSA:EX  
**Subject:** RE: February 19

Hi Kirsten,

s.22

How about Feb 20<sup>th</sup> 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:** Detlefsen, Kirsten PSA:EX  
**Sent:** January 3, 2019 3:51 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Roe, Sandra PSA:EX <Sandra.Roe@gov.bc.ca>  
**Subject:** February 19

Hi Keira,

Happy new year s.22

As Budget Day is on Tuesday 19 February, are we able to move Lori and Don's meeting to another day that week?

Thanks so much,

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



Where ideas work

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Withheld pursuant to/removed as

s.22



## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 12:09 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: PO Staff List for Proofing/Corrections

Hi Eleanor,

Could you please take care of these updates 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:** Privett, Don PREM:EX  
**Sent:** January 4, 2019 11:54 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** PO Staff List for Proofing/Corrections

Hi Keira,  
We're updating our PO Staff List. Could I kindly ask you, or another member of your group, to look it over and provide the appropriate edits.  
At your leisure.  
Thanks,  
Don

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

NAME	TITLE	TELEPHONE NUMBER	CELL PHONE NUMBER
Don Wright	Deputy Minister to the Premier	250-356-0992	
Okenge Yuma Morisho	Deputy Minister, Intergovernmental Relations	250-387-5830	s.17
Christine Kennedy	Associate DM, Corporate Initiatives	250-387-7988	s.17
Eric Kristianson	ADM, Deputy Minister's Office	778-698-8511	778-584-1248
Shelley Canitz	Executive Director, Corporate Initiatives	250-356-1499	250-812-9914
Selina Basi	Executive Director, Policy and Coordination		250-208-7070
Allison Witter	Director, Wild Salmon Secretariat	250-387-0863	250-889-2325
Amy Miller	Director, Economic Projects	778-698-1544	250-888-1619
Jackie Hendry	Director of Executive Operations	250-387-5894	250-893-7467
Keira Higgins	Executive Administrative Coordinator	250-356-2206	
Alison Wensink	Executive Administrative Coordinator	250-387-2987	

Eleanor Mulloy	Executive Administrative Assistant	250-356-2605	
Amanda Short	Administrative Assistant	250-387-2934	

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



LEGISLATIVE ASSEMBLY  
 of BRITISH COLUMBIA

**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 2:38 PM  
**To:** PREM Tech  
**Subject:** FW: Phone Package

Hi David,

Could you please advise if Don's work phone will work in s.22 (as per below).

Thanks,

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

---

**From:** Wright, Don J. PREM:EX  
**Sent:** January 4, 2019 1:44 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Phone Package

Keira,

I will be in s.22 . So we probably should get a package from Telus for that period.

Thanks.

Don

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 2:46 PM  
**To:** Wright, Don J. PREM:EX  
**Subject:** RE: Phone Package

Hi Don,

s.22

I am just checking in with David Henry to ensure there won't be any service issues in s.22 . Once I hear back from him I will contact Telus to add an International package.

Thanks,

**Keira 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:** January 4, 2019 1:44 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Phone Package

Keira,

I will be in s.22 . So we probably should get a package from Telus for that period.

Thanks.

Don

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 3:00 PM  
**To:** Gooderham, Coleen E ENV:EX; McCann, Meghan EMPR:EX; Preston, Naomi D FLNR:EX  
**Subject:** RE: 2nd meeting request: 2 hours Friday January 11/8:30 - 10:30 / Caribou Partnership Agreement

Hi Coleen,

We will make either option work for 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:** Gooderham, Coleen E ENV:EX  
**Sent:** January 4, 2019 11:19 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Preston, Naomi D FLNR:EX <Naomi.Preston@gov.bc.ca>  
**Cc:** Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>  
**Subject:** Q: 2nd meeting request: 2 hours Friday January 11/8:30 - 10:30 / Caribou Partnership Agreement

Good morning

I can now confirm that Steve Lucas will be in attendance for the full day on January 11 at our offices. Before I confirm this information with the Chiefs, please confirm Christine and John's availability to attend January 11, 8:30 – 10:30/11:30? (Dave N is available) These meetings will be held in our offices.

I note, the Chiefs asked for a 3 hour meeting, however Mark offered up 2. s.16  
s.16 I will send the invite for 3 hours but I am aware that not all parties will be able to stay for the 3 hour timeline. Mark and Steve will be able to stay past the 2 hour.

Thank you

Coleen

---

**From:** McCann, Meghan EMPR:EX  
**Sent:** Friday, January 4, 2019 9:09 AM  
**To:** Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>  
**Subject:** RE: 2nd meeting request: 2 hours Friday January 11/8:30 - 10:30 / Caribou Partnership Agreement

Thanks Coleen, Dave will be able to do 8:30-10

---

**From:** Gooderham, Coleen E ENV:EX  
**Sent:** Thursday, January 3, 2019 4:47 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>;

Preston, Naomi D FLNR:EX <[Naomi.Preston@gov.bc.ca](mailto:Naomi.Preston@gov.bc.ca)>

**Cc:** Gooderham, Coleen E ENV:EX <[Coleen.Gooderham@gov.bc.ca](mailto:Coleen.Gooderham@gov.bc.ca)>; Smith, Breana ENV:EX <[Breana.Smith@gov.bc.ca](mailto:Breana.Smith@gov.bc.ca)>

**Subject:** 2nd meeting request: 2 hours Friday January 11/8:30 - 10:30 / Caribou Partnership Agreement

Hi all – heads up..

Mark has requested a 2<sup>nd</sup> meeting request to happen on Friday January 11, 8:30 – 10:30 with the Chiefs, Roland and Willson.

Seeking Christine, Dave and John's attendance and I am still working on Steve Lucas's attendance as well.

The afternoon meeting will not include the chiefs.

I am awaiting confirmation from the Chiefs before I finalize this AM meeting, simply sending a heads up.

Thank you and apologies for the short notice.

s.22

**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](mailto:Coleen.Gooderham@gov.bc.ca)

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Withheld pursuant to/removed as

s.22

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 3:36 PM  
**To:** Henry, David A FIN:EX; Tsang, Robin FIN:EX; PREM Tech  
**Subject:** RE: Phone Package

Thanks!

**Keira 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:** January 4, 2019 3:35 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: Phone Package

Hi,  
Confirming coverage, will advise ASAP.

David

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 3:32 PM  
**To:** Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: Phone Package

Hi Robin,

Yes, thank you. My question was more regarding service and use in s.22 . Once I confirm that it will work I will add the data.

Thanks,

**Keira 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:** January 4, 2019 3:28 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** Re: Phone Package

Hi Keira:



You need to email Telus at [corp34.tm@telus.com](mailto:corp34.tm@telus.com)

With the account number, Don's phone number, travel dates and country to apply the roaming package.

Thanks,  
Robin

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

From: "Higgins, Keira PREM:EX" <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
Date: 2019-01-04 2:39 PM (GMT-08:00)  
To: PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
Subject: FW: Phone Package

Hi David,

Could you please advise if Don's work phone will work in <sup>s.22</sup> (as per below).

Thanks,

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

---

**From:** Wright, Don J. PREM:EX  
**Sent:** January 4, 2019 1:44 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** Phone Package

Keira,

I will be in <sup>s.22</sup> So we probably should get a package from Telus for that period.

Thanks.

Don

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 3:41 PM  
**To:** Henry, David A FIN:EX  
**Cc:** Tsang, Robin FIN:EX; PREM Tech  
**Subject:** RE: Phone Package

This is very helpful. 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:** Henry, David A FIN:EX  
**Sent:** January 4, 2019 3:38 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: Phone Package

Hey Keira,  
Coverage is as below.  
Link <http://mobility.telus.com/en/BC/International/TELUS-3Gplus-D-internat-roaming-coverage.shtml> and choose country.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 3:32 PM  
**To:** Tsang, Robin FIN:EX <[Robin.Tsang@gov.bc.ca](mailto:Robin.Tsang@gov.bc.ca)>; PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** RE: Phone Package

Hi Robin,

Yes, thank you. My question was more regarding service and use in s.22      Once I confirm that it will work I will add the data.

Thanks,

**Keira 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:** January 4, 2019 3:28 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>; PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** Re: Phone Package

Hi Keira:

You need to email Telus at [corp34.tm@telus.com](mailto:corp34.tm@telus.com)

With the account number, Don's phone number, travel dates and country to apply the roaming package.

Thanks,  
Robin

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

From: "Higgins, Keira PREM:EX" <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>

Date: 2019-01-04 2:39 PM (GMT-08:00)

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

Subject: FW: Phone Package

Hi David,

Could you please advise if Don's work phone will work in s.22 (as per below).

Thanks,

**Keira Higgins, Executive Administrative Coordinator**

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

---

**From:** Wright, Don J. PREM:EX

**Sent:** January 4, 2019 1:44 PM

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

**Subject:** Phone Package

Keira,

I will be in s.22 So we probably should get a package from Telus for that period.

Thanks.

Don

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 3:47 PM  
**To:** 'Enterprise CorpPublic Service BC'  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: Please add data package for telus account is s.17

Hi there,

We have a colleague travelling to s.22 who will require voice, data and sms. The phone number is s.17. Can you please let me know if there is a package you can apply to reduce the rate or is the only rate available what I see online?

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

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 8:24 AM  
**To:** Kennedy, Christine PREM:EX; Shortt, Amanda PREM:EX  
**Subject:** RE: Vancouver January 14/15

Hi Christine,

We will take care of this.

Amanda - would you like to take your first shot at scheduling these items for 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

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

From: Kennedy, Christine PREM:EX  
Sent: January 7, 2019 7:59 AM  
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
Subject: Vancouver January 14/15

Ladies could you move my helijet flight to Vancouver on January 15 to mid-afternoon on January 14 and put me overnight at the s.15 ' We will be meeting with the Competition Bureau on the morning of the 15th and I would like to meet with our Faskens competition lawyer from Toronto the evening prior.

Could you book me a room for around 10 people at VCO on the 15th, from 9-1. I will provide a list of names later this week.

Thanks!

Christine

**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 8:26 AM  
**To:** Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX  
**Subject:** Calendar

Hi Ladies,

You will need to request that Prem Tech come this week and add Don/Christine's calendar to your work phone so you can schedule afterhours as needed.

Thanks,

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



Page 045 of 245 to/à Page 047 of 245

Withheld pursuant to/removed as

s.22

## **Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 9:03 AM  
**To:** Henry, David A FIN:EX  
**Cc:** Tsang, Robin FIN:EX; PREM Tech  
**Subject:** RE: Phone Package  
**Attachments:** z- OH International Roaming Flex (default).docx

Hi David,

Just a heads up, I called TELUS and there are some far better options that are available to our staff for Int coverage.

TELUS sent me the attached rate plan info so I thought I would share 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:** Henry, David A FIN:EX  
**Sent:** January 4, 2019 3:38 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: Phone Package

Hey Keira,  
Coverage is as below.  
Link <http://mobility.telus.com/en/BC/International/TELUS-3Gplus-D-internat-roaming-coverage.shtml> and choose country.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 4, 2019 3:32 PM  
**To:** Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: Phone Package

Hi Robin,

Yes, thank you. My question was more regarding service and use in s.22 . Once I confirm that it will work I will add the data.

Thanks,

**Keira 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:** January 4, 2019 3:28 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>; PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>  
**Subject:** Re: Phone Package

Hi Keira:

You need to email Telus at [corp34.tm@telus.com](mailto:corp34.tm@telus.com)

With the account number, Don's phone number, travel dates and country to apply the roaming package.

Thanks,  
Robin

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

From: "Higgins, Keira PREM:EX" <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>

Date: 2019-01-04 2:39 PM (GMT-08:00)

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

Subject: FW: Phone Package

Hi David,

Could you please advise if Don's work phone will work in <sup>s.22</sup> (as per below).

Thanks,

**Keira Higgins, Executive Administrative Coordinator**

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

---

**From:** Wright, Don J. PREM:EX

**Sent:** January 4, 2019 1:44 PM

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

**Subject:** Phone Package

Keira,

I will be in <sup>s.22</sup> . So we probably should get a package from Telus for that period.

Thanks.

Don

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 9:17 AM  
**To:** Wright, Don J. PREM:EX  
**Subject:** s.22 - Telus

Hi Don,

TELUS does a tiered pay-per use schedule for Government International travel. It is billed based on use with the tiers and cost listed below. You can go up to 400MB and then overage after that will be an additional \$40/50 MB.

ROW Zone A Intl Flex	\$0	PPU voice 65¢/minute	<ul style="list-style-type: none"><li>▪ Base: 0MB included</li><li>▪ Tier 1: 0 - 50MB additional \$50</li><li>▪ Tier 2: 50 - 100MB additional \$40</li><li>▪ Tier 3: 100 - 200MB additional \$70</li><li>▪ Tier 4: 200 - 400MB additional \$80</li><li>▪ PPU overage \$40/50 MB</li><li>▪ Unlimited incoming international text</li></ul>
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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:** January 7, 2019 10:01 AM  
**To:** Kwan, Shirley JTT:EX  
**Subject:** RE: Weekly call: DM Committee on Trade

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:** Kwan, Shirley JTT:EX  
**Sent:** January 7, 2019 9:50 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Weekly call: DM Committee on Trade

Keira – can Christine do 11:30am-12pm tomorrow instead?

Shirley

-----Original Appointment-----

**From:** Higgins, Keira PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX  
**Sent:** January 7, 2019 9:41 AM  
**To:** JTT DMO JTT:EX  
**Subject:** Tentative: Weekly call: DM Committee on Trade  
**When:** January 8, 2019 11:00 AM-11:30 AM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** CONFERENCE CALL: Dial in: s.15; s.17 (Fazil to MODERATE)

Christine will not be on the call. As noted previously she is meeting with Don at this time.

Thanks,

Keira

**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 10:03 AM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** RE: Reservation Confirmation: 14-Jan-2019

Thanks!

I recommend starting a travel folder for Christine broken down by month and keep these in there. I will show you what mine looks like.

**Keira 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:** January 7, 2019 10:02 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** FW: Reservation Confirmation: 14-Jan-2019

FYI – not sure if you need this as well

---

**From:** s.15  
**Sent:** January 7, 2019 9:46 AM  
**To:** Shortt, Amanda PREM:EX <[Amanda.Shortt@gov.bc.ca](mailto:Amanda.Shortt@gov.bc.ca)>  
**Subject:** Reservation Confirmation: 14-Jan-2019

s.15



Dear Ms Christine Kennedy

Thank you for booking online, your reservation was completed successfully.

Your reservation number is:

s.22

s.15

**Arriving** on 14-Jan-2019

**Departing** on 15-Jan-2019

**Number of Guests:** 1 Adult , 0 Children

**Total Nights:** 1

s.15

**Room Rate:** \$189 CAD

**Totals:**

**Room:** \$222.07 CAD

**Extras:** None

**Extras Total** \$0 CAD



**Total:** \$222.07 CAD

*Includes Destination Marketing Fee Room PST Room GST*

s.15

---

s.15

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 10:45 AM  
**To:** Roe, Sandra PSA:EX  
**Cc:** Mandur, Tracy PSA:EX; Canitz, Shelley L PREM:EX; Detlefsen, Kirsten PSA:EX  
**Subject:** RE: RUSH: BN Alex MacLennan

Hi Sandra,

I can see that Shelley has been in touch with Don regarding this OIC and is working to get it 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:** January 7, 2019 10:41 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Mandur, Tracy PSA:EX <Tracy.Mandur@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>  
**Subject:** RUSH: BN Alex MacLennan  
**Importance:** High

Good Morning Keira –

The attached OIC Decision note needs to be signed by the LG by end of day today. Could you please have Don (or his alternate if he is already gone) review and sign and then move it along as necessary. Please return a scan of the signed version to me.

Thanks so much for your assistance... apologies for the rush.

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](http://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:** January 7, 2019 11:49 AM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: Cancellation of DMC - January 25, 2019

Hi Shalegh,

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:** Ringma, Shalegh FIN:EX  
**Sent:** January 7, 2019 11:46 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Cancellation of DMC - January 25, 2019

Just want to confirm that the next DMC will be Feb 8?

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 11:31 AM  
**To:** BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>  
**Cc:** VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>  
**Subject:** Cancellation of DMC - January 25, 2019

Hi everyone,

Happy New Year!

Please note the DMC scheduled for **January 25, 2019 has been cancelled**. Please update your respective Executive's calendar.

Thanks,

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

**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 12:04 PM  
**To:** Roe, Sandra PSA:EX; Detlefsen, Kirsten PSA:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** Emailing: Letterhead template - DMO-PO  
**Attachments:** Letterhead template - DMO-PO.docx

Hi Ladies,

Please note our correspondence template has been revised slightly to include our new office number (same line you are familiar with but it used to list a reception line that has been disconnected).

Thanks,

Keira

Your message is ready to be sent with the following file or link attachments:

Letterhead template - DMO-PO

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 12:06 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** Letter formatting - Doug Donaldson  
**Attachments:** LF DM Wright (draft) indemnity approval for DD.DOCX; Letterhead template - DMO-PO.docx; Scan\_20190102.pdf

Hi Alison,

Would you like to try your hand at formatting this letter for Don? The address is listed on the scanned copy of the indemnity.

Thanks,

**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.14

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 1:59 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Subject:** Re: Cancellation of DMC - January 25, 2019

That's right.

Sent from my iPhone

On Jan 7, 2019, at 12:59 PM, Molyneux, Jennifer CITZ:EX <[Jennifer.Molyneux@gov.bc.ca](mailto:Jennifer.Molyneux@gov.bc.ca)> wrote:

Hi Keira,

Just to confirm, are all the DMC's for January now cancelled? Thanks.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 11:31 AM  
**To:** BCPSA Agency DMC Admin & Operational Support <[PSADMAS@Victoria1.gov.bc.ca](mailto:PSADMAS@Victoria1.gov.bc.ca)>  
**Cc:** VCO Boardrooms, PREM PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Subject:** Cancellation of DMC - January 25, 2019

Hi everyone,

Happy New Year!

Please note the DMC scheduled for **January 25, 2019 has been cancelled**. Please update your respective Executive's calendar.

Thanks,

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

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 2:22 PM  
**To:** LBR Deputy Ministers Office LBR:EX  
**Subject:** RE: s.22

Happy New Year!

I will ensure Don receives it.

Thanks,

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

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

From: LBR Deputy Ministers Office LBR:EX  
Sent: January 7, 2019 1:57 PM  
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
Subject: Re: s.22

Good Afternoon (and Happy New Year) Keira,

With re the email below, copied to us, I'm attaching herewith the 2018 responses sent to s.22 by Trevor and MHB.  
Trevor wanted me to forward them to your office for info.

Thank you so much,

Mayura

Mayura Samath  
Branch Coordinator  
Office of the Deputy Minister  
Ministry of Labour  
2nd Floor, 634 Humboldt Street  
Victoria BC V8W 9K4  
Tellephone: 778 698-9309

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

From: s.22  
Sent: Friday, January 4, 2019 12:40 PM  
To: OfficeofthePremier, Office PREM:EX  
Cc: Davies.MLA, Dan LASS:EX; Minister, LBR LBR:EX; LBR Deputy Ministers Office LBR:EX; Martin.MLA, John LASS:EX  
Subject: Re: s.22



Page 063 of 245

Withheld pursuant to/removed as

s.22

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 2:24 PM  
**To:** Lewthwaite, Jennifer TRAN:EX  
**Subject:** RE: For tomorrow'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:** Lewthwaite, Jennifer TRAN:EX  
**Sent:** January 7, 2019 1:23 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** For tomorrow's meeting

For the 11:30am meeting tomorrow with Don/Kevin Volk/Amanda Farrell.

Jen

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 2:25 PM  
**To:** Richter, Connie AG:EX  
**Cc:** Tupper, Linsey PSSG:EX  
**Subject:** RE: Retirement Dinner

Hi Connie,

Don emailed all DMs directly regarding the dinner and details.

Thanks,

**Keira 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:** January 7, 2019 12:29 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Tupper, Linsey PSSG:EX <Linsey.Tupper@gov.bc.ca>  
**Subject:** Retirement Dinner

Hi Keira,

Do you happen to have the details for the above that DM Wright was working on for tomorrow evening?

Thank you, C

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 2:29 PM  
**To:** Jang, Monica JTT:EX  
**Cc:** Hunter, Jaret PSSG:EX  
**Subject:** RE: Moose Hide Campaign reminder

Hi Monica,

Jaret should be able to assist.

Thanks,

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

---

**From:** Jang, Monica JTT:EX  
**Sent:** January 7, 2019 2:27 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Hunter, Jaret PSSG:EX <Jaret.Hunter@gov.bc.ca>  
**Subject:** FW: Moose Hide Campaign reminder

Hi Keira,

There's a mention in the DM Brief attached that the Ministries should be communicating out on the campaign. I have a hard copy of a DM email template but wanted to see if you had an electronic version so that I could copy and paste with active links.

Let me know if you would like a scan of what I'm referring to?

Thanks,

Monica.

**Monica Jang**  
Director, Executive Operations  
Deputy Minister's Office  
Ministry of Jobs, Trade and Technology  
Phone: 604 660-3346

---

**From:** Higgins, Keira PREM:EX  
**Sent:** December 17, 2018 3:38 PM  
**To:** BCPSA Agency DMC Admin & Operational Support <[PSADMAS@Victoria1.gov.bc.ca](mailto:PSADMAS@Victoria1.gov.bc.ca)>

**Cc:** Hunter, Jaret PSSG:EX <[Jaret.Hunter@gov.bc.ca](mailto: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](mailto:Jaret.Hunter@gov.bc.ca) by December 21<sup>st</sup> 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:** January 7, 2019 2:37 PM  
**To:** Lewthwaite, Jennifer TRAN:EX  
**Subject:** RE: For tomorrow's meeting

All good.

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

---

**From:** Lewthwaite, Jennifer TRAN:EX  
**Sent:** January 7, 2019 2:35 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: For tomorrow's meeting

My bad... I didn't include Don on the initial invite.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Monday, January 7, 2019 2:32 PM  
**To:** Lewthwaite, Jennifer TRAN:EX  
**Subject:** RE: For tomorrow's meeting

Hi Jennifer,

I have not received 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:** Lewthwaite, Jennifer TRAN:EX  
**Sent:** January 7, 2019 1:23 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** For tomorrow's meeting

For the 11:30am meeting tomorrow with Don/Kevin Volk/Amanda Farrell.

Jen

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 7, 2019 3:50 PM  
**To:** Roe, Sandra PSA:EX  
**Subject:** RE: RUSH: BN Alex MacLennan

As discussed – thanks.

**Keira 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:** January 7, 2019 10:47 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Fwd: RUSH: BN Alex MacLennan

FYI - the OIC is in process and will be made public tomorrow  
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:** January 7, 2019 at 10:41:28 AM PST  
**To:** "Higgins, Keira PREM:EX" <Keira.Higgins@gov.bc.ca>  
**Cc:** "Mandur, Tracy PSA:EX" <Tracy.Mandur@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>, "Detlefsen, Kirsten PSA:EX" <Kirsten.Detlefsen@gov.bc.ca>  
**Subject:** RUSH: BN Alex MacLennan

Good Morning Keira –

The attached OIC Decision note needs to be signed by the LG by end of day today. Could you please have Don (or his alternate if he is already gone) review and sign and then move it along as necessary. Please return a scan of the signed version to me.

Thanks so much for your assistance... apologies for the rush.

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](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772

<image003.png>

<MacLennan, Alex - BN.pdf>

<MacLennan, Alex - LinkedIn Profile 2019.pdf>



## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 8:30 AM  
**To:** Ringma, Shalegh FIN:EX  
**Subject:** RE: Heather today

Hi Shalegh,

That is no problem. I will forward the meeting to Alex.

Thanks,

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: Ringma, Shalegh FIN:EX  
Sent: January 8, 2019 7:31 AM  
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
Subject: Heather today

Hi Keira,

Heather Wood is <sup>s.22</sup> today. She asked me to check with you if Alex Chandler can attend the 11am on her behalf.

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 8:31 AM  
**To:** Larkin, Brenda FLNR:EX  
**Subject:** RE: QUESTION: Dinner to Celebrate Retired Colleagues - January 8

Hi Brenda,

Don sent a follow up directly to the DMs with the details.

Thanks,

**Keira 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:** January 7, 2019 4:04 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** QUESTION: Dinner to Celebrate Retired Colleagues - January 8

Hi Keira,

I was just following up on this email from Don Wright and wondering if there were some additional details for the dinner tomorrow.

Please and thank you

Brenda

---

**From:** Allan, John FLNR:EX  
**Sent:** December 13, 2018 4:28 PM  
**To:** Larkin, Brenda FLNR:EX  
**Subject:** Fwd: Dinner to Celebrate Retired Colleagues - January 8

FYI.

Begin forwarded message:

**From:** "Wright, Don J. PREM:EX" <[Don.J.Wright@gov.bc.ca](mailto:Don.J.Wright@gov.bc.ca)>  
**Date:** December 13, 2018 at 4:20:06 PM PST  
**To:** "Allan, John FLNR:EX" <[John.Allan@gov.bc.ca](mailto:John.Allan@gov.bc.ca)>, "Baskerville, Shannon AEST:EX" <[Shannon.Baskerville@gov.bc.ca](mailto:Shannon.Baskerville@gov.bc.ca)>, "Bond, Allison MCF:EX" <[Allison.Bond@gov.bc.ca](mailto:Allison.Bond@gov.bc.ca)>, "Brown, Stephen R HLTH:EX" <[Stephen.Brown@gov.bc.ca](mailto:Stephen.Brown@gov.bc.ca)>, "Carroll, Sandra TAC:EX" <[Sandra.Carroll@gov.bc.ca](mailto:Sandra.Carroll@gov.bc.ca)>, "Caul, Doug D IRR:EX" <[Doug.Caul@gov.bc.ca](mailto:Doug.Caul@gov.bc.ca)>, "Dawes, Jacquie MAH:EX" <[Jacquie.Dawes@gov.bc.ca](mailto:Jacquie.Dawes@gov.bc.ca)>, "Fyfe, Richard J AG:EX" <[Richard.Fyfe@gov.bc.ca](mailto:Richard.Fyfe@gov.bc.ca)>,

"Galbraith, David J SDPR:EX" <David.Galbraith@gov.bc.ca>, "Halls, Lori D PSA:EX" <Lori.D.Halls@gov.bc.ca>, "Hughes, Trevor LBR:EX" <Trevor.Hughes@gov.bc.ca>, "Kennedy, Christine PREM:EX" <Christine.Kennedy@gov.bc.ca>, "Kot, Jill CITZ:EX" <Jill.Kot@gov.bc.ca>, "Lloyd, Evan GCPE:EX" <Evan.Lloyd@gov.bc.ca>, "MacDonald, Scott D EDUC:EX" <D.Scott.MacDonald@gov.bc.ca>, "Main, Grant TRAN:EX" <Grant.Main@gov.bc.ca>, "Mayhew, Neilane MMHA:EX" <Neilane.Mayhew@gov.bc.ca>, "Mihlar, Fazil JTT:EX" <Fazil.Mihlar@gov.bc.ca>, "Nikolejsin, Dave EMPR:EX" <Dave.Nikolejsin@gov.bc.ca>, "Pleacas, Bobbi ENV:EX" <Bobbi.Pleacas@gov.bc.ca>, "Shoemaker, Wes AGRI:EX" <Wes.Shoemaker@gov.bc.ca>, "Sieben, Mark PSSG:EX" <Mark.Sieben@gov.bc.ca>, "Wanamaker, Lori FIN:EX" <Lori.Wanamaker@gov.bc.ca>, "Wood, Heather FIN:EX" <Heather.Wood@gov.bc.ca>, "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>, "Yuma Morisho, Okenge PREM:EX" <Okenge.YumaMorisho@gov.bc.ca>, "Zacharias, Mark ENV:EX" <Mark.Zacharias@gov.bc.ca>, "Zacharuk, Christina PSEC:EX" <Christina.Zacharuk@gov.bc.ca>

**Subject: Dinner to Celebrate Retired Colleagues - January 8**

Hello All,

As I mentioned last week at DMC, I feel that we should properly celebrate the retirement of three of our colleagues – s.22

I have spoken to each of them, and they would be delighted to participate.

I have checked everybody's calendar, and there isn't a day where everybody is in town until late January. With apologies to those who won't be able to make it, I would like to suggest Tuesday January 8. Can I ask everybody who will be here to pencil that into their schedules. If that date is an issue for anybody other than Doug C, Grant M, Mark S and Sandy C, please let me know.

Will firm up arrangements and confirm those with you in the next week or so.

Thanks.

Don

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 9:34 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Alex's OIC

Hi Shelley,

I can see that he received/read your email so all good.

Thanks,

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

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** January 8, 2019 9:27 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Re: Alex's OIC

Please tell Don it is public as soon as possible - he wanted to send a note out when it was

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

On Jan 8, 2019, at 9:24 AM, Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)> wrote:

Hi Shelley,

Is this just being sent as an FYI or do I need to do anything?

Thanks,

**Keira 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:** January 8, 2019 9:22 AM  
**To:** Wright, Don J. PREM:EX <[Don.J.Wright@gov.bc.ca](mailto:Don.J.Wright@gov.bc.ca)>; Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>; Hendry, Jackie PREM:EX <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)>  
**Subject:** Alex's OIC

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

Begin forwarded message:

**From:** "Dardengo, Doris AG:EX" <[Doris.Dardengo@gov.bc.ca](mailto:Doris.Dardengo@gov.bc.ca)>  
**Date:** January 8, 2019 at 9:16:03 AM PST  
**To:** "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>, "Phillips, Dawn-Lynn PSA:EX" <[Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca)>, "PensionsBC, Pension Operations Admin" <[Operationsadmin@pensionsbc.ca](mailto:Operationsadmin@pensionsbc.ca)>, "Owens, Anita PSA:EX" <[Anita.Owens@gov.bc.ca](mailto:Anita.Owens@gov.bc.ca)>, "Hoskins, Chad CITZ:EX" <[Chad.Hoskins@gov.bc.ca](mailto:Chad.Hoskins@gov.bc.ca)>, "Redies, Janet PSA:EX" <[Janet.Redies@gov.bc.ca](mailto:Janet.Redies@gov.bc.ca)>, "Mandur, Tracy PSA:EX" <[Tracy.Mandur@gov.bc.ca](mailto:Tracy.Mandur@gov.bc.ca)>, "Valley, Nancy PSA:EX" <[Nancy.Valley@gov.bc.ca](mailto:Nancy.Valley@gov.bc.ca)>  
**Subject:** FW: OIC

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 9:40 AM  
**To:** O'Connor, Lara FIN:EX; Wade, Debbie PREM:EX; Nash, Amber PREM:EX  
**Subject:** RE: Crown Mandate meeting

Hi Lara,

Please see availability for Christine 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:** O'Connor, Lara FIN:EX  
**Sent:** January 8, 2019 9:16 AM  
**To:** Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>  
**Cc:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Crown Mandate meeting

Good morning,  
As the Crown Mandate meeting was cancelled today I have been asked to reschedule prior to January 21<sup>st</sup> with Christine and Geoff.

Lori doesn't have a lot of time as she is s.22

Here are some possibilities

Jan 14 – 3:15-4:45 – **Vancouver/on flight**

Jan 17 – 2:00-3:30 – **In meeting with JAG**

Jan 18(best option) – **can adjust to make anytime work. – In Vancouver but will call in (can make anything work except 1:00-2:30**

Lara

Page 077 of 245

Withheld pursuant to/removed as

s.22

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 11:35 AM  
**To:** O'Connor, Lara FIN:EX  
**Cc:** Nash, Amber PREM:EX  
**Subject:** RE: changing Crown Mandate letters

Hi Lara,

It is and I have it booked but could you please note that Christine will be calling into 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:** O'Connor, Lara FIN:EX  
**Sent:** January 8, 2019 10:20 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>  
**Subject:** RE: changing Crown Mandate letters

Thanks,

I am confirming 10:00-11:30am on January 18<sup>th</sup>.

Keira is the Rose Room available?

Lara

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 9:02 AM  
**To:** O'Connor, Lara FIN:EX <[Lara.OConnor@gov.bc.ca](mailto:Lara.OConnor@gov.bc.ca)>  
**Subject:** RE: changing Crown Mandate letters

Hi Lara,

Christine has pretty good availability but I would tie in Debbie Wade for Geoff's availability as he will be the difficult one.

Thanks,

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



---

**From:** O'Connor, Lara FIN:EX  
**Sent:** January 8, 2019 8:55 AM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** RE: changing Crown Mandate letters

That's what I thought 😞

Lori just said they have to be done so we can move ahead without Don and still have them done prior to January 21.  
So please let me know what works for Christine and if you can see Geoff's calendar.  
Lori is in Vancouver January 10<sup>th</sup>.

Thanks Lara

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 8:49 AM  
**To:** O'Connor, Lara FIN:EX <[Lara.OConnor@gov.bc.ca](mailto:Lara.OConnor@gov.bc.ca)>  
**Subject:** RE: changing Crown Mandate letters

Hi Lara,

Sorry but Don is 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:** O'Connor, Lara FIN:EX  
**Sent:** January 8, 2019 8:48 AM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** changing Crown Mandate letters

Hi Keira,

Lori has let me know that the Crown Mandate meeting for this morning needs to be rescheduled before January 21. She doesn't have any time in her calendar so please let me know what Don could do and I will try and rearrange her schedule. s.22

Thanks Lara

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 11:38 AM  
**To:** Howie, Matthew IRR:EX; Roberts, Connie A IRR:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: Doug s.22 / Mar 8 DMC

Noted – thanks!

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

---

**From:** Howie, Matthew IRR:EX  
**Sent:** January 8, 2019 10:32 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:** Doug s.22 / Mar 8 DMC

Hi Keira/Connie,

Doug will be s.22 Friday, March 8.

ADM Trish Balcaen will be acting DM. Her cell is 250-896-1902.

She'll also attend that day's DMC at Chambers. Thank you.

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:** January 8, 2019 12:24 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: RESPONSE REQUIRED: Proactive Disclosure: Request for Calendar Records, December 2018  
**Attachments:** Calendar Details Style - Don Wright - December2018.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:** January 3, 2019 10:04 AM  
**To:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>  
**Subject:** FW: RESPONSE REQUIRED: Proactive Disclosure: Request for Calendar Records, December 2018  
**Importance:** High

Good Morning,

Please provide December 2018 calendars to me by January 9.

Thank you,  
Jackie

---

**From:** CITZ OPEN INFOGROUP CITZ:EX  
**Sent:** Wednesday, January 2, 2019 2:06 PM  
**To:** CITZ OI CALENDAR CFR <OICALCFR@Victoria1.gov.bc.ca>  
**Cc:** CITZ OPEN INFOGROUP CITZ:EX <Open.InfoGroup@gov.bc.ca>  
**Subject:** RESPONSE REQUIRED: Proactive Disclosure: Request for Calendar Records, December 2018  
**Importance:** High

Regarding Ministerial Directive 02-2016: **DISCLOSURE OF MINISTERS' AND DEPUTY MINISTERS' CALENDARS**

**Please send your ministers', deputy ministers' and associate deputy ministers' calendar(s) for the month of December 2018**

**Please send the calendar(s) and harms assessment information by reply email or to the FIN OPEN INFOGROUP ([Open.InfoGroup@gov.bc.ca](mailto:Open.InfoGroup@gov.bc.ca)) by January 10, 2019 – if you have already provided your November calendars, thank you!**

**Please also provide the name or email address of who the approver(s) will be for each calendar you submit**

## **What You Need to Do?**

- 1. Create a PDF of the calendar records**
- 2. Conduct a harms assessment and provide those details**

*\*Detailed instructions are below*

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

## **What Happens Next?**

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

## **Distribution Lists:**

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

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

Many thanks,  
IAO Open Information Team

Katherine Ritchie  
Neil Frelick  
Matthew Prodan, Manager

Link to [Open Information](#)

## **DETAILED INSTRUCTIONS AND REDACTION INFORMATION**

### **1. Produce a PDF of the calendar records**

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

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

### **2. Conduct a harms assessment and provide those details**

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

- Identify any legal advice or entries that might reveal solicitor-client privilege
- Other

### 3. Redaction Details:

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

Severing Verbiage	FOIPPA Section
Cabinet Confidences	12
Advice/Recommendations	13
Legal Communications	14
Security Concern	15
Intergovernmental Communications	16
Government Financial Information	17
Personal Security	19
Business Information	21
Personal Information	22

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 12:28 PM  
**To:** Detlefsen, Kirsten PSA:EX; Canitz, Shelley L PREM:EX  
**Cc:** Mandur, Tracy PSA:EX; Roe, Sandra PSA:EX  
**Subject:** RE: BN B. Butterworth-Carr  
**Attachments:** Scan\_20190108.pdf

Hi Kirsten,

Please see approved BN.

Thanks,

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

---

**From:** Detlefsen, Kirsten PSA:EX  
**Sent:** January 8, 2019 9:18 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>  
**Cc:** Mandur, Tracy PSA:EX <Tracy.Mandur@gov.bc.ca>; Roe, Sandra PSA:EX <Sandra.Roe@gov.bc.ca>  
**Subject:** BN B. Butterworth-Carr

Good morning Keira,

Attached please find the OIC Briefing Note and bio for Brenda Butterworth-Carr. Would you please have Don (or his alternate if he is s.22 ) review and sign. Please email me a signed copy when you have it.

Many thanks!  
Kirsten

**Kirsten Detlefsen, Senior Executive Assistant**  
Office of the Deputy Minister | BC Public Service Agency  
4<sup>th</sup> Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 778.974.4041  
[www.gov.bc.ca/myhr/contact](http://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:** January 8, 2019 12:32 PM  
**To:** 'CardlockPC'  
**Subject:** FW: PO Staff List for Proofing/Corrections

Hi Kelly,

Here is the updated phone lists for the PO-DMO. Thanks Keira

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

NAME	TITLE	TELEPHONE NUMBER
Don Wright	Deputy Minister to the Premier	250-387-2206
Christine Kennedy	Associate DM, Corporate Initiatives	250-387-7988
Eric Kristianson	ADM, Deputy Minister's Office	778-698-8511
Shelley Canitz	Executive Director, Corporate Initiatives	778-974-5987
Selina Basi	Executive Director, Policy and Coordination	778-974-5951
Allison Witter	Director, Wild Salmon Secretariat	250-387-0863
Amy Miller	Director, Economic Projects	778-698-1544
Jackie Hendry	Director of Executive Operations	250-952-0527
Keira Higgins	Executive Administrative Coordinator	250-974-5948
Alison Wensink	Executive Administrative Coordinator	778-974-5757
Amanda Short	Executive Administrative Coordinator	778-974-5747
Eleanor Mulloy	Executive Administrative Assistant	778-698-8971

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** January 8, 2019 12:51 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** FW: Appointment

**Keira 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:** January 8, 2019 10:21 AM  
**To:** Allan, John FLNR:EX <John.Allan@gov.bc.ca>; Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>; Bond, Allison MCF:EX <Allison.Bond@gov.bc.ca>; Brown, Stephen R HLTH:EX <Stephen.Brown@gov.bc.ca>; Carroll, Sandra TAC:EX <Sandra.Carroll@gov.bc.ca>; Caul, Doug D IRR:EX <Doug.Caul@gov.bc.ca>; Dawes, Jacquie MAH:EX <Jacquie.Dawes@gov.bc.ca>; Denlinger, Becky EMBC:EX <Becky.Denlinger@gov.bc.ca>; Fyfe, Richard J AG:EX <Richard.Fyfe@gov.bc.ca>; Galbraith, David J SDPR:EX <David.Galbraith@gov.bc.ca>; Halls, Lori D PSA:EX <Lori.D.Halls@gov.bc.ca>; Hughes, Trevor LBR:EX <Trevor.Hughes@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Lloyd, Evan GCPE:EX <Evan.Lloyd@gov.bc.ca>; MacDonald, Scott D EDUC:EX <D.Scott.MacDonald@gov.bc.ca>; MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca>; Main, Grant TRAN:EX <Grant.Main@gov.bc.ca>; Mayhew, Neilane MMHA:EX <Neilane.Mayhew@gov.bc.ca>; Mihlar, Fazil JTT:EX <Fazil.Mihlar@gov.bc.ca>; Nikolejsin, Dave EMPR:EX <Dave.Nikolejsin@gov.bc.ca>; Plecas, Bobbi ENV:EX <Bobbi.Plecas@gov.bc.ca>; Shoemaker, Wes AGRI:EX <Wes.Shoemaker@gov.bc.ca>; Sieben, Mark PSSG:EX <Mark.Sieben@gov.bc.ca>; Wanamaker, Lori FIN:EX <Lori.Wanamaker@gov.bc.ca>; Wood, Heather FIN:EX <Heather.Wood@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>; Yuma Morisho, Okenge IGRS:EX <Okenge.YumaMorisho@gov.bc.ca>; Zacharias, Mark ENV:EX <Mark.Zacharias@gov.bc.ca>; Zacharuk, Christina PSEC:EX <Christina.Zacharuk@gov.bc.ca>  
**Subject:** Appointment

Hi All,

I am pleased to announce that, effective today, Alex MacLennan, is the ADM Cabinet Operations and Deputy Cabinet Secretary.

Alex is currently the Executive Director, Social Policy with Treasury Board Staff, and has been with the public service since 2005. Over that time he has had the pleasure of taking on progressive roles in Service BC, Labour and Citizens Services, Government Communications and Public Engagement, and most recently as the Executive Director for the Road Safety Initiative within PSSG. s.22

s.22

I am sure you will enjoy find working with Alex in his new role, and would ask you to join me in welcoming him to the greater-DMC family.

Thanks.



Don

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 12:53 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** RE: MacLENNAN, Alex - ADM Appointment letter / POWELL, Charlotte - Acting ADM End letter  
**Attachments:** Letterhead template - DMO-PO.docx

Hi Dawn-Lynn,

I will have Don sign this today. Please note we have had a slight update to the phone number on our letterhead. Here is the new template for your 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:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** January 8, 2019 12:49 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>  
**Subject:** MacLENNAN, Alex - ADM Appointment letter / POWELL, Charlotte - Acting ADM End letter

Hi Keira – I have attached two letters ready for Don's signature and the Post Employment Restrictions for Alex. Please let me know if the title for Alex is correct or if you would like it updated. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 1:34 PM  
**To:** MacLennan, Alex FIN:EX  
**Cc:** Phillips, Dawn-Lynn PSA:EX; Wensink, Alison PREM:EX  
**Subject:** Appointment letter  
**Attachments:** Appointment letter - Alex MacLennan - January 8, 2019.pdf; Post Employment Restrictions May 2018.pdf

Hi Alex,

Please see the attached appointment letter sent on behalf of Deputy Minister Don Wright. Please include myself and Alison Wensink on the response to Dawn-Lynn Phillips.

Congratulations! We look forward to working with 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

**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 1:37 PM  
**To:** Powell, Charlotte PREM:EX  
**Cc:** Phillips, Dawn-Lynn PSA:EX; Wensink, Alison PREM:EX  
**Subject:** Letter sent on behalf of Deputy Minister Don Wright  
**Attachments:** Charlotte Powell - January 8, 2019.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:** January 8, 2019 1:43 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** RE: Just a reminder that Don is s.22 - thanks!

Perfect! I am always scared that you aren't getting my calendar responses now so wanted to be sure.

**Keira 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:** January 8, 2019 1:42 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Just a reminder that Don is s.22 - thanks!

Yes. I've got it blocked in my calendar as a reminder. I've noted he won't be at the Jan 15 meeting.  
Thanks Keira!

s.22

A

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 1:38 PM  
**To:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>  
**Subject:** Just a reminder that Don is 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

Page 092 of 245

Withheld pursuant to/removed as

s.22

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 1:58 PM  
**To:** Gooderham, Coleen E ENV:EX  
**Subject:** RE: Dinner tonight? (retired colleagues)

Hi Coleen,

It was confirmed by Don in an email directly 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:** Gooderham, Coleen E ENV:EX  
**Sent:** January 8, 2019 1:57 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>  
**Subject:** Dinner tonight? (retired colleagues)

Hi any news on the tentative dinner tonight with Don et el? 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](mailto:Coleen.Gooderham@gov.bc.ca)

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 2:42 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Deputy Parking in Q lot

**Keira 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:** January 8, 2019 2:42 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Lewthwaite, Jennifer TRAN:EX <Jennifer.Lewthwaite@gov.bc.ca>  
**Subject:** RE: Deputy Parking in Q lot

Hi Keira,

The information for Grant is correct.

Thank you,

**Victoria Smith**  
A/Senior Executive Assistant  
Deputy Minister's Office | Ministry of Transportation and Infrastructure  
Telephone: 250-387-3280 | Mobile: 250-893-7370  
Email: [victoria.smith@gov.bc.ca](mailto:victoria.smith@gov.bc.ca)

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Tuesday, January 8, 2019 2:37 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Subject:** Deputy Parking in Q lot

Hi everyone,

Please see the attachment with vehicle info for Q lot at the Legislature. Please confirm that the info is correct for your respective DM/Associate DM (only applicable to those that attend DMC). Please ensure any updates are provided to Alison Wensink [Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca) by Monday, January 14<sup>th</sup>.

Your office will receive the 2019 pass mid-end of January.

Thanks,

**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:** January 8, 2019 2:43 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Deputy Parking in Q lot

**Keira 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:** January 8, 2019 2:42 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>  
**Subject:** RE: Deputy Parking in Q lot

Hi Kiera

Confirming that DM Zacharias vehicle info is still current/correct.

Thank you

Coleen

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Tuesday, January 8, 2019 2:37 PM  
**To:** BCPSA Agency DMC Admin & Operational Support <[PSADMAS@Victoria1.gov.bc.ca](mailto:PSADMAS@Victoria1.gov.bc.ca)>  
**Subject:** Deputy Parking in Q lot

Hi everyone,

Please see the attachment with vehicle info for Q lot at the Legislature. Please confirm that the info is correct for your respective DM/Associate DM (only applicable to those that attend DMC). Please ensure any updates are provided to Alison Wensink [Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca) by Monday, January 14<sup>th</sup>.

Your office will receive the 2019 pass mid-end of January.

Thanks,

**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:** January 8, 2019 2:45 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Deputy Parking in Q lot

**Keira 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:** January 8, 2019 2:45 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Parking in Q lot

Correct for Eric Kristianson.

Thank you

E

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 2:37 PM  
**To:** BCPSA Agency DMC Admin & Operational Support <[PSADMAS@Victoria1.gov.bc.ca](mailto:PSADMAS@Victoria1.gov.bc.ca)>  
**Subject:** Deputy Parking in Q lot

Hi everyone,

Please see the attachment with vehicle info for Q lot at the Legislature. Please confirm that the info is correct for your respective DM/Associate DM (only applicable to those that attend DMC). Please ensure any updates are provided to Alison Wensink [Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca) by Monday, January 14<sup>th</sup>.

Your office will receive the 2019 pass mid-end of January.

Thanks,

**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:** January 8, 2019 2:51 PM  
**To:** Boivin, Arielle EMPR:EX  
**Subject:** RE: Update

Hi Arielle,

Could you please call me regarding this conference call as soon as possible.

Thanks,

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

-----Original Appointment-----

**From:** Boivin, Arielle EMPR:EX **On Behalf Of** Carr, Michelle EMPR:EX  
**Sent:** January 8, 2019 2:48 PM  
**To:** Wensink, Alison PREM:EX; Higgins, Keira PREM:EX  
**Subject:** Update  
**When:** January 8, 2019 6:00 PM-6:30 PM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Call in details- Teleconference #:s.15; s.17 Participant ID #: s.15; s.17 : Michelle to moderate

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 2:55 PM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** FW: DMC for Supercluster - February

Hi Amanda,

Over to you for scheduling 😊

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

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**From:** Kwan, Shirley JTT:EX  
**Sent:** January 8, 2019 1:01 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** DMC for Supercluster - February

Good Afternoon Keira -

I've been asked to schedule out the next DMC for Supercluster meeting for early February. Will need 1.5 hours and hoping you are able to provide me a few options that work in Christine K's schedule.

Will be booking the boardroom at 1810 Blanshard for this and below are the list of attendees:

Fazil Mihar, Deputy Minister, Jobs, Trade and Technology, Chair  
Stephen Brown, Deputy Minister, Health  
Jill Kot, Deputy Minister, Citizens' Services  
Doug Caul, Deputy Minister, Indigenous Relations and Reconciliation  
John Allan, Deputy Minister, Forests, Land, Natural Resource Operations and Rural Development  
Shannon Baskerville, Deputy Minister, Advanced Education and Skills Training  
Lori Wanamaker, Deputy Minister, Finance  
Dave Nikolejsin, Deputy Minister, Energy, Mines and Petroleum Resources  
Christine Kennedy, Associate Deputy Minister, Office of the Premier  
Silas Brownsey, Associate Deputy Minister, Jobs, Trade and Technology  
Nathan Nankivell, Executive Director, Jobs, Trade and Technology  
Maija Duffy, Director, Jobs, Trade and Technology

Thanks again!

Shirley

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** January 8, 2019 3:16 PM  
**To:** Nash, Amber PREM:EX; McLaren, Chris PREM:EX  
**Subject:** FW: Appointment

FYI – Alex will replace Charlotte Powell on all Cabinet pre-briefs.

Thanks,

**Keira 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:** January 8, 2019 10:21 AM  
**To:** Allan, John FLNR:EX <John.Allan@gov.bc.ca>; Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>; Bond, Allison MCF:EX <Allison.Bond@gov.bc.ca>; Brown, Stephen R HLTH:EX <Stephen.Brown@gov.bc.ca>; Carroll, Sandra TAC:EX <Sandra.Carroll@gov.bc.ca>; Caul, Doug D IRR:EX <Doug.Caul@gov.bc.ca>; Dawes, Jacquie MAH:EX <Jacquie.Dawes@gov.bc.ca>; Denlinger, Becky EMBC:EX <Becky.Denlinger@gov.bc.ca>; Fyfe, Richard J AG:EX <Richard.Fyfe@gov.bc.ca>; Galbraith, David J SDPR:EX <David.Galbraith@gov.bc.ca>; Halls, Lori D PSA:EX <Lori.D.Halls@gov.bc.ca>; Hughes, Trevor LBR:EX <Trevor.Hughes@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Lloyd, Evan GCPE:EX <Evan.Lloyd@gov.bc.ca>; MacDonald, Scott D EDUC:EX <D.Scott.MacDonald@gov.bc.ca>; MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca>; Main, Grant TRAN:EX <Grant.Main@gov.bc.ca>; Mayhew, Neilane MMHA:EX <Neilane.Mayhew@gov.bc.ca>; Mihlar, Fazil JTT:EX <Fazil.Mihlar@gov.bc.ca>; Nikolejsin, Dave EMPR:EX <Dave.Nikolejsin@gov.bc.ca>; Plecas, Bobbi ENV:EX <Bobbi.Plecas@gov.bc.ca>; Shoemaker, Wes AGRI:EX <Wes.Shoemaker@gov.bc.ca>; Sieben, Mark PSSG:EX <Mark.Sieben@gov.bc.ca>; Wanamaker, Lori FIN:EX <Lori.Wanamaker@gov.bc.ca>; Wood, Heather FIN:EX <Heather.Wood@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>; Yuma Morisho, Okenge IGRS:EX <Okenge.YumaMorisho@gov.bc.ca>; Zacharias, Mark ENV:EX <Mark.Zacharias@gov.bc.ca>; Zacharuk, Christina PSEC:EX <Christina.Zacharuk@gov.bc.ca>  
**Subject:** Appointment

Hi All,

I am pleased to announce that, effective today, Alex MacLennan, is the ADM Cabinet Operations and Deputy Cabinet Secretary.

Alex is currently the Executive Director, Social Policy with Treasury Board Staff, and has been with the public service since 2005. Over that time he has had the pleasure of taking on progressive roles in Service BC, Labour and Citizens Services, Government Communications and Public Engagement, and most recently as the Executive Director for the Road Safety Initiative within PSSG. s.22

s.22

I am sure you will enjoy find working with Alex in his new role, and would ask you to join me in welcoming him to the greater-DMC family.

Thanks.

Don

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 3:26 PM  
**To:** 'CardlockPC'  
**Subject:** RE: PO Staff List for Proofing/Corrections

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

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**From:** CardlockPC <CardlockPC@leg.bc.ca>  
**Sent:** January 8, 2019 2:09 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: PO Staff List for Proofing/Corrections

That's perfect... thanks Keira s.22  
s.22

Kelly

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

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**From:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Sent:** Tuesday, January 8, 2019 12:32 PM  
**To:** CardlockPC <[CardlockPC@leg.bc.ca](mailto:CardlockPC@leg.bc.ca)>  
**Subject:** FW: PO Staff List for Proofing/Corrections

Hi Kelly,

Here is the updated phone lists for the PO-DMO. Thanks Keira

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

NAME	TITLE	TELEPHONE NUMBER
Don Wright	Deputy Minister to the Premier	250-387-2206
Christine Kennedy	Associate DM, Corporate Initiatives	250-387-7988
Eric Kristianson	ADM, Deputy Minister's Office	778-698-8511
Shelley Canitz	Executive Director, Corporate Initiatives	778-974-5987
Selina Basi	Executive Director, Policy and Coordination	778-974-5951

Allison Witter	Director, Wild Salmon Secretariat	250-387-0863
Amy Miller	Director, Economic Projects	778-698-1544
Jackie Hendry	Director of Executive Operations	250-952-0527
Keira Higgins	Executive Administrative Coordinator	250-974-5948
Alison Wensink	Executive Administrative Coordinator	778-974-5757
Amanda Short	Executive Administrative Coordinator	778-974-5747
Eleanor Mulloy	Executive Administrative Assistant	778-698-8971



## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 3:30 PM  
**To:** Molyneux, Jennifer CITZ:EX; Wensink, Alison PREM:EX  
**Subject:** RE: Meeting Request with Don re: Energy Smart Overview  
**Attachments:** CITZ Energy Smart Strategy-APRIL 2018.pdf; DM Premier\_PPT\_Energy Smart Overview\_17Dec2018\_Draft for DM approval.pptx

Hi Jennifer,

Don is s.22 in my role s.22 . I will leave it to Alison to coordinate times after his return as she will be

Thanks,

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

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** January 8, 2019 3:27 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Meeting Request with Don re: Energy Smart Overview

Hi Keira,

When Don and Jill met last year for her annual review, he requested a briefing/overview for Energy Smart. Jill would like to schedule this meeting for 30 minutes, over the next little while, it's not urgent. She'd also like to include ADM Sunny Dhaliwal in the meeting. If you could let me know some dates/time, I will check their availability.

I've also attached the documents for this meeting to this email.

Thanks.

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

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 3:38 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: FOR ACTION: Rescheduling Nov 28 MTG || Low Carbon Strategy Strategic Leadership Team Meeting

BCBC contact and some background on the Low Carbon Meetings. Jelene can coordinate new times with Nikki on this one as her office is the lead.

Thanks,

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

---

**From:** Nikki Roussanidis <nikki.roussanidis@bcbc.com>  
**Sent:** November 23, 2018 2:36 PM  
**To:** Baker, Jelene ENV:EX <Jelene.Baker@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Preston, Naomi D FLNR:EX <Naomi.Preston@gov.bc.ca>  
**Cc:** Cameron, Tara D ENV:EX <Tara.Cameron@gov.bc.ca>  
**Subject:** RE: FOR ACTION: Rescheduling Nov 28 MTG || Low Carbon Strategy Strategic Leadership Team Meeting

Thank you Jelene for your work on this. I will change the calendar invite to November 28; 1:00 pm at 999 Canada Place. Have a nice weekend.

All the best!  
Nikki Roussanidis  
*Executive Assistant to the President*  
Direct: 604-696-6586 |



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**From:** Baker, Jelene ENV:EX <Jelene.Baker@gov.bc.ca>  
**Sent:** November 23, 2018 2:01 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>; Preston, Naomi D FLNR:EX <Naomi.Preston@gov.bc.ca>

**Cc:** Nikki Roussanidis <[nikki.roussanidis@bccbc.com](mailto:nikki.roussanidis@bccbc.com)>; Cameron, Tara D ENV:EX <[Tara.Cameron@gov.bc.ca](mailto:Tara.Cameron@gov.bc.ca)>  
**Subject:** FOR ACTION: Rescheduling Nov 28 MTG || Low Carbon Strategy Strategic Leadership Team Meeting

Hi everyone,

Good news! I have secured a boardroom at Vancouver Cabinet Offices for Nov 28, 1-3pm. Please have your executive attend at Suite 740-999 Canada Pl and check in at Reception.

**Nikki can you please update the calendar invite?**

Thank you,

Jelene

---

**From:** Baker, Jelene ENV:EX  
**Sent:** November 23, 2018 12:55 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>; Kwan, Shirley JTT:EX <[Shirley.Kwan@gov.bc.ca](mailto:Shirley.Kwan@gov.bc.ca)>; McCann, Meghan EMPR:EX <[Meghan.McCann@gov.bc.ca](mailto:Meghan.McCann@gov.bc.ca)>; O'Connor, Lara FIN:EX <[Lara.OConnor@gov.bc.ca](mailto:Lara.OConnor@gov.bc.ca)>; Larkin, Brenda FLNR:EX <[Brenda.Larkin@gov.bc.ca](mailto:Brenda.Larkin@gov.bc.ca)>  
**Cc:** 'Nikki Roussanidis' <[nikki.roussanidis@bccbc.com](mailto:nikki.roussanidis@bccbc.com)>; Baker, Jelene ENV:EX <[Jelene.Baker@gov.bc.ca](mailto:Jelene.Baker@gov.bc.ca)>  
**Subject:** FOR ACTION: Rescheduling Nov 28 MTG || Low Carbon Strategy Strategic Leadership Team Meeting  
**Importance:** High

Good afternoon,

The SLT meeting scheduled for Nov 28 8-10am needs to be rescheduled and we are hoping your DM is available the same day from 1-3pm. I have sent a request to PVO to book a boardroom but in the meanwhile wanted to check in to confirm your DMs availability.

Greg, Don and Bobbi are all available for the proposed time so it would be great if we could make it work.

Please let me know as soon as you can!

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**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 9, 2019 10:34 AM  
**To:** Detlefsen, Kirsten PSA:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** Alex M - BN  
**Attachments:** Scan\_20190108.pdf; ATT00001.htm

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 9, 2019 10:41 AM  
**To:** Detlefsen, Kirsten PSA:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** Re: Alex M - BN

No trouble:)

Sent from my iPhone

On Jan 9, 2019, at 10:39 AM, Detlefsen, Kirsten PSA:EX <[Kirsten.Detlefsen@gov.bc.ca](mailto:Kirsten.Detlefsen@gov.bc.ca)> wrote:

Thanks Keira. Sorry to trouble you when out of office!

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 9, 2019 10:34 AM  
**To:** Detlefsen, Kirsten PSA:EX <[Kirsten.Detlefsen@gov.bc.ca](mailto:Kirsten.Detlefsen@gov.bc.ca)>  
**Cc:** Wensink, Alison PREM:EX <[Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca)>  
**Subject:** Alex M - BN

## **Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 8:22 AM  
**To:** Wray, Stephanie PSEC:EX; Wade, Debbie PREM:EX  
**Cc:** Bridges, Kelsey PSEC:EX  
**Subject:** RE: Meeting Request - End of January / Early February

Hi Stephanie,

Sorry but Don's availability has changed significantly. Feb 4<sup>th</sup> will still work.

Thanks,

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

---

**From:** Wray, Stephanie PSEC:EX  
**Sent:** January 9, 2019 3:45 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>  
**Cc:** Bridges, Kelsey PSEC:EX <Kelsey.Bridges@gov.bc.ca>  
**Subject:** FW: Meeting Request - End of January / Early February

Good afternoon,

Kelsey asked me to continue trying to book this meeting for her. I changed some of the times to reflect the changes in Christina's and Chris' calendars.

Keira, can you please double check that Don is still available on the days you previously indicated?  
Debbie, I wasn't sent your response, so could you please let me know when Geoff is available?

Can you please provide availability for the following dates:

Monday, January 28<sup>th</sup> – between 12 – 2pm 1:00-2:00

Tuesday, January 29<sup>th</sup> – 3:30-4:30

Wednesday, January 30<sup>th</sup> – between 11:30am – 4:30pm

Thursday, January 31<sup>st</sup> – between 8:00am – 4:00pm

Monday, February 4<sup>th</sup> – between 1 – 4:30pm – 1:30-4:30

Tuesday, February 5<sup>th</sup> – between 8:30am – 10:30 or between 1:00pm – 4:00pm – after 10:30

Wednesday, February 6<sup>th</sup> – between 8 – 10am, between 2 – 4:30pm

Thursday, February 7<sup>th</sup> – between 8:30 – 11:30am

Friday, February 8<sup>th</sup> – between 10am – 12:30pm, between 3:00 -4:30pm

Thank you for your help on this!

Stephanie

**Stephanie Wray**

Executive Administrative Assistant  
Public Sector Employers' Council Secretariat  
Province of BC  
Tel: 778-698-8549 | Cell: 778-676-5828  
[gov.bc.ca/PSEC](http://gov.bc.ca/PSEC)



---

**From:** Higgins, Keira PREM:EX  
**Sent:** December 13, 2018 10:19 AM  
**To:** Bridges, Kelsey PSEC:EX <[Kelsey.Bridges@gov.bc.ca](mailto:Kelsey.Bridges@gov.bc.ca)>; Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>  
**Cc:** Wray, Stephanie PSEC:EX <[Stephanie.Wray@gov.bc.ca](mailto:Stephanie.Wray@gov.bc.ca)>  
**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 28<sup>th</sup> – between 12 – 2pm – 1:00-2:00

Tuesday, January 29<sup>th</sup> – 8am, 12pm - No

Wednesday, January 30<sup>th</sup> – between 11:30am – 1pm - No

Thursday, January 31<sup>st</sup> – 8am - No

Monday, February 4<sup>th</sup> – between 1 – 4:30pm – 1:30-4:30

Tuesday, February 5<sup>th</sup> – between 8:30am – 4:30pm – after 10:30

Wednesday, February 6<sup>th</sup> – between 8 – 10am, between 2 – 4:30pm

Thursday, February 7<sup>th</sup> – between 8:30 – 11:30am, 2:30pm

Friday, February 8<sup>th</sup> – 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

[gov.bc.ca/PSEC](http://gov.bc.ca/PSEC)





**Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 9, 2019 10:50 AM  
**To:** Kwan, Shirley JTT:EX  
**Cc:** Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX  
**Subject:** Re: MEETING REQUEST: Christine K, Fazil & Silas Brownsey

That is perfect! Amanda is your girl. She will be taking over Christine's scheduling when I s.22

Sent from my iPhone

On Jan 9, 2019, at 10:46 AM, Kwan, Shirley JTT:EX <[Shirley.Kwan@gov.bc.ca](mailto:Shirley.Kwan@gov.bc.ca)> wrote:

Good Morning Ladies -

Keira's out of office is to Alison but I thought I would add Amanda in as I was working with her on something yesterday. Hoping either one of you can assist with this request for next week Tuesday or Friday in person (Van) for 45 mins to an hour meeting re: BC Tech Association.

Please let me know what works in Christine's schedule and I'll send out a calendar invite.

Thank you!

Shirley

Page 112 of 245 to/à Page 114 of 245

Withheld pursuant to/removed as

s.14

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 9:11 AM  
**To:** Brown, Dawn A PREM:EX  
**Cc:** Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX  
**Subject:** RE: Amanda Shortt and Alison Wensink

I knew they would be!<sup>s.22</sup>

but I thought I best mention about removing me as well.

Thank you so much for the nice wishes😊

**Keira 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:** January 10, 2019 9:10 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Amanda Shortt and Alison Wensink

K l#N hld/#  
#  
D olrq#z d#dandg | #rq#dowh#lw#  
Q rz /#r#v#p dggd\$#  
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Sk# : ;k:7B3;5#F hoo# : ;B;7B4<: #  
#

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 8:59 AM  
**To:** Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>  
**Cc:** Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** Amanda Shortt and Alison Wensink

Hi Dawn,

I am<sup>s.22</sup>

Can you please ensure that the new assistants are

added as follows to all distribution lists that I am on?

Christine Kennedy – Amanda Shortt  
Don Wright – Alison Wensink

You can remove me from the lists beginning January 18, 2019 but please add Amanda and Alison by the end of this week.

Thanks,

**Keira Higgins, Executive Administrative Coordinator**

Office of the Premier, Deputy Minister

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

Ph: (250) 356-2206

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**From:** Brown, Dawn A PREM:EX

**Sent:** January 9, 2019 2:47 PM

**To:** Aaron, Sage PREM:EX <[Sage.Aaron@gov.bc.ca](mailto:Sage.Aaron@gov.bc.ca)>; Beresford, Charley FIN:EX <[Charley.Beresford@gov.bc.ca](mailto:Charley.Beresford@gov.bc.ca)>; Brown, Dawn A PREM:EX <[Dawn.A.Brown@gov.bc.ca](mailto:Dawn.A.Brown@gov.bc.ca)>; Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>; Duguay, Ilene JTT:EX <[Ilene.Duguay@gov.bc.ca](mailto:Ilene.Duguay@gov.bc.ca)>; Giuliano, Angela LASS:EX <[Angela.Giuliano@leg.bc.ca](mailto:Angela.Giuliano@leg.bc.ca)>; Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>; Hockin, Amber PREM:EX <[Amber.Hockin@gov.bc.ca](mailto:Amber.Hockin@gov.bc.ca)>; Kennedy, Christine PREM:EX <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)>; Loubert, Danny PREM:EX <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>; Martin, Victoria FIN:EX <[Victoria.Martin@gov.bc.ca](mailto:Victoria.Martin@gov.bc.ca)>; Massy, Michelle E PREM:EX <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>; Moran, Roseanne LASS:EX <[Roseanne.Moran@leg.bc.ca](mailto:Roseanne.Moran@leg.bc.ca)>; Mulloy, Eleanor PREM:EX <[Eleanor.Mulloy@gov.bc.ca](mailto:Eleanor.Mulloy@gov.bc.ca)>; Nash, Amber PREM:EX <[Amber.Nash@gov.bc.ca](mailto:Amber.Nash@gov.bc.ca)>; Olson, Lianna FIN:EX <[Lianna.Olson@gov.bc.ca](mailto:Lianna.Olson@gov.bc.ca)>; Robb, Amanda JTT:EX <[Amanda.Robb@gov.bc.ca](mailto:Amanda.Robb@gov.bc.ca)>; Scambler, Teresa LASS:EX <[Teresa.Scambler@leg.bc.ca](mailto:Teresa.Scambler@leg.bc.ca)>; Virk, Rajmeet LASS:EX <[Rajmeet.Virk@leg.bc.ca](mailto:Rajmeet.Virk@leg.bc.ca)>; Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>; Wensink, Alison PREM:EX <[Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca)>; White, Emily MCF:EX <[Emily.White@gov.bc.ca](mailto:Emily.White@gov.bc.ca)>

**Subject:** AOC meeting January 29, 2019 - change of date

**Importance:** High

J rrg#bivrrq/#  
#  
Sndv#grv#kdw#khuk#vchq#Fkdqjh#igdw#ru#kh#roz lqj# hhwqj#  
#  
D R F #  
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+Q R Z ,#P rggd|/Mdxdu|#5;/#534<#####Z D V,#Wxhvgd|/Mdxdu|#5</#534<#  
44=33#dp 1#15=33#s p 1#####44=33#dp 1#15=33#s p 1#  
Y FR Fkdp ehv#####Y FR Fkdp ehv#  
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Sndv#sgdw# rxu#P lqlw#R iilfldo#Fddhgduw#chidfw#kl#Fkdqjh#  
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Wkdqn# rx/#  
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G dz qD dngd#Eurz q#  
F delqhw#R shudwrv| R iilfh#ri#kh#Sup Ih#  
Urrp #B66 #D4:#J ryhup hqv#vhw#W lfwrld/#E F I##X ;Z #Y 4##  
Sk-#.;k:71B3;5#Fhc#.;18;7134<: #

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 9:13 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Action | Deputy Parking in Q lot

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:** Johnson, Tracey MAH:EX  
**Sent:** January 9, 2019 1:07 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Gedney, Vanessa R MAH:EX <Vanessa.Gedney@gov.bc.ca>  
**Subject:** FW: Action | Deputy Parking in Q lot

Hi Keira,

Jacque confirmed the details of her vehicle (that you have in your spreadsheet) are correct.

Thank you,

Tracey Johnson  
A/Senior Executive Assistant to Jacque Dawes, Deputy Minister  
Ministry of Municipal Affairs and Housing  
Tel: 250 387 9108

---

**From:** Dawes, Jacque MAH:EX  
**Sent:** January 9, 2019 1:02 PM  
**To:** Johnson, Tracey MAH:EX  
**Cc:** Gedney, Vanessa R MAH:EX  
**Subject:** RE: Action | Deputy Parking in Q lot

Yes still correct.

---

**From:** Johnson, Tracey MAH:EX  
**Sent:** Wednesday, January 9, 2019 10:28 AM  
**To:** Dawes, Jacque MAH:EX <[Jacquie.Dawes@gov.bc.ca](mailto:Jacquie.Dawes@gov.bc.ca)>  
**Cc:** Gedney, Vanessa R MAH:EX <[Vanessa.Gedney@gov.bc.ca](mailto:Vanessa.Gedney@gov.bc.ca)>  
**Subject:** Action | Deputy Parking in Q lot

Checking your vehicle registration for DMC attendance. Is this correct:

Thank you,

Tracey

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 8, 2019 2:37 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Subject:** Deputy Parking in Q lot

Hi everyone,

Please see the attachment with vehicle info for Q lot at the Legislature. Please confirm that the info is correct for your respective DM/Associate DM (only applicable to those that attend DMC). Please ensure any updates are provided to Alison Wensink [Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca) by Monday, January 14<sup>th</sup>.

Your office will receive the 2019 pass mid-end of January.

Thanks,

**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.14

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**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 9:39 AM  
**To:** Detlefsen, Kirsten PSA:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: Alex M - BN

Hi Kirsten,

I just realized I sent you the wrong BN yesterday. Alison mentioned this morning that she sent you Alex's BN. Please let me know if you require anything further.

Thanks,

**Keira 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:** January 9, 2019 10:34 AM  
**To:** Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>  
**Cc:** Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Subject:** Alex M - BN

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 9:52 AM  
**To:** Casanova, Tamara MMHA:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: Assistant

Hi Tamara,

No worries at all, that is much appreciated.

Thank you,

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

---

**From:** Casanova, Tamara MMHA:EX  
**Sent:** January 10, 2019 9:47 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Mayhew, Neilane MMHA:EX <Neilane.Mayhew@gov.bc.ca>  
**Cc:** Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Mayhew, Neilane MMHA:EX <Neilane.Mayhew@gov.bc.ca>  
**Subject:** RE: Assistant

Hi Keira,

Thank you for reaching out. <sup>s.22</sup> has moved to a new positional and we will be filling the SEA position shortly. I will let you know the new contact as soon as possible, in the meantime if you have any questions please direct them to me.

My apologies for any disconnect in communications with your office.

Best regards,  
Tamara

**Tamara Casanova | Director | Executive Operations | Ministry of Mental Health and Addictions | 250 952 1125 | [tamara.casanova@gov.bc.ca](mailto:tamara.casanova@gov.bc.ca)**

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---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 9:21 AM  
**To:** Mayhew, Neilane MMHA:EX <Neilane.Mayhew@gov.bc.ca>  
**Cc:** Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Subject:** Assistant

Hi Neilane,

Sorry to bug you directly. Do you have a new assistant? It appears<sup>s.22</sup> is no longer with Government?

Thanks,

**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**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 10:24 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2019-90130 Records Due January 21, 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:** January 9, 2019 12:41 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-2019-90130 Records Due January 21, 2019

Hello,

Please see the below request and please let me know by January 21<sup>st</sup> whether or not you have any records:

**Canvassed: All staff**

---

*All communications between staff in the Premier's Office/Deputy Minister's Office and Glen Hilton.*

*(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

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 10:25 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2019-90002 Records Due January 16, 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:** January 9, 2019 12:33 PM  
**To:** LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>  
**Subject:** Call for Records OOP-2019-90002 Records Due January 16, 2019

Hello,

Please see the below request and please let me know by January 16<sup>th</sup> 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 Chris Feller*

*(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**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 10:26 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2019-90170 Records Due January 22, 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:** January 10, 2019 10:23 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-2019-90170 Records Due January 22, 2019

Hello,

Please see the below request and please let me know by January 22<sup>nd</sup> whether or not you have any records:

**Canvassed: All staff**

---

*All communications between staff in the Premier's Office/Deputy Minister's Office and Ken Noga.*

*(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:** January 10, 2019 10:34 AM  
**To:** Kwan, Shirley JTT:EX; Shortt, Amanda PREM:EX  
**Subject:** RE: Jan 15th & Jan 29th DMC on Trade

Hi Shirley,

I don't see a DMC on Trade in Christine's calendar on Jan 15<sup>th</sup> so perhaps she already declined?

Both can be cancelled.

Thanks,

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

---

**From:** Kwan, Shirley JTT:EX  
**Sent:** January 10, 2019 10:31 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** Jan 15th & Jan 29th DMC on Trade

Good Morning Ladies -

Conflicts for Jan 15<sup>th</sup> (Christine's meeting at VCO) and Jan 29<sup>th</sup> (Low Carbon).

Can you please check in with Christine and advise if we can cancel both DMC on Trade calls on above dates.

Thank you!

Shirley

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 10:50 AM  
**To:** Roe, Sandra PSA:EX  
**Cc:** Mandur, Tracy PSA:EX; Redies, Janet PSA:EX; Detlefsen, Kirsten PSA:EX; Canitz, Shelley L PREM:EX  
**Subject:** RE: OIC Decision Note - Nicola Lemmer  
**Attachments:** Scan\_20190110.pdf

Hi Sandra,

Please see approved BN for Nicola Lemmer.

Thanks,

**Keira 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:** January 7, 2019 3:00 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Mandur, Tracy PSA:EX <Tracy.Mandur@gov.bc.ca>; Redies, Janet PSA:EX <Janet.Redies@gov.bc.ca>; Detlefsen, Kirsten PSA:EX <Kirsten.Detlefsen@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>  
**Subject:** OIC Decision Note - Nicola Lemmer

Hi Keira – Could you please have Don review and approve the attached decision note. The timing for this OIC is for it to be signed Tuesday for deposit/announcement on Wednesday morning. The effective date of the appointment is January 21.

Shelley is aware and expecting it.

Please return a scan of the signed version.

Thanks,  
Sandra.

**Sandra Roe, Manager, Executive Operations**  
Office of the Deputy Minister | BC Public Service Agency  
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2  
Ph: (778) 698-7968 | Fax: (250) 356-7074  
[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772





## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 11:17 AM  
**To:** McLaren, Chris PREM:EX  
**Subject:** RE: Jan 28th Cabinet Briefing

Thanks!

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

---

**From:** McLaren, Chris PREM:EX  
**Sent:** January 10, 2019 11:08 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Jan 28th Cabinet Briefing

Hi Keira,  
Over to you,

**Con Call Details:**  
Tel: s.15; s.17  
Participant code:s.15; s.17  
**PO will moderate**

Thanks,  
Chris

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 11:05 AM  
**To:** McLaren, Chris PREM:EX <[Chris.McLaren@gov.bc.ca](mailto:Chris.McLaren@gov.bc.ca)>  
**Subject:** Jan 28th Cabinet Briefing

Hi Chris,

Don is in Victoria on Jan 28<sup>th</sup>. Please add calling details for the Cabinet Briefing.

Thanks,

**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:** January 10, 2019 11:27 AM  
**To:** Eckardt, Dana R FLNR:EX  
**Cc:** Shortt, Amanda PREM:EX  
**Subject:** New assistant for Christine Kennedy

Hi Dana,

Please remove my name from the DMCNR distribution list and corresponding SP and replace with Amanda Shortt.

Thanks,

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

---

**From:** Eckardt, Dana R FLNR:EX  
**Sent:** November 9, 2018 4:36 PM  
**To:** Baker, Jelene ENV:EX <Jelene.Baker@gov.bc.ca>; Gooderham, Coleen E ENV:EX <Coleen.Gooderham@gov.bc.ca>; Hansen, Erin AGRI:EX <Erin.Hansen@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Hohnsbehn, Cathy OGC:EX <Cathy.Hohnsbehn@bcogc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Middleton, Cindy TRAN:EX <Cindy.Middleton@gov.bc.ca>; Youell, Brandie IRR:EX <Brandie.Youell@gov.bc.ca>; Beadman, Krista FLNR:EX <Krista.Beadman@gov.bc.ca>  
**Cc:** Preston, Naomi D FLNR:EX <Naomi.Preston@gov.bc.ca>; De Champlain, Rhonda EMPR:EX <Rhonda.DeChamplain@gov.bc.ca>; Cameron, Tara D ENV:EX <Tara.Cameron@gov.bc.ca>; Finkel, Paul PREM:EX <Paul.Finkel@gov.bc.ca>; French, Shawna IRR:EX <Shawna.French@gov.bc.ca>; Kennedy, Karla ENV:EX <Karla.Kennedy@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Moyse, Geoff AG:EX <Geoff.Moyse@gov.bc.ca>; Loiacono, Sabrina EAO:EX <Sabrina.Loiacono@gov.bc.ca>  
**Subject:** RE: DMCNR - Nov 13

Revised agenda is attached. Please note our new start time.

Thanks!  
D.

---

**From:** Eckardt, Dana R FLNR:EX  
**Sent:** November 9, 2018 12:56 PM  
**To:** Baker, Jelene ENV:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Higgins, Keira PREM:EX; Hohnsbehn, Cathy ([Cathy.Hohnsbehn@bcogc.ca](mailto:Cathy.Hohnsbehn@bcogc.ca)); Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Middleton, Cindy TRAN:EX; Youell, Brandie IRR:EX; Beadman, Krista FLNR:EX  
**Cc:** Preston, Naomi D FLNR:EX; De Champlain, Rhonda EMPR:EX; Cameron, Tara D ENV:EX; Finkel, Paul PREM:EX; French, Shawna IRR:EX; Kennedy, Karla ENV:EX; Kennedy, Christine PREM:EX; Moyse, Geoff AG:EX; Loiacono, Sabrina EAO:EX  
**Subject:** DMCNR - Nov 13

Material for DMCNR on Nov 13, 2018 has been posted to the [SharePoint Site](#)

If you have staff attending to present, please send me a separate email to confirm how they plan on attending (in person or by phone).

Thanks!

Dana

**Dana Eckardt**

Director, Executive Operations | **Deputy Ministers Office**

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

Phone: 250 356 2700 | Mobile: 250 818 8916

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 11:30 AM  
**To:** Baker, Jelene ENV:EX  
**Cc:** Shortt, Amanda PREM:EX  
**Subject:** New assistant for Christine Kennedy

Hi Jelene,

Please remove my name from the DMWGCG distribution list and corresponding SP and replace with Amanda Shortt.

Thanks,

### Keira 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:** November 14, 2018 2:09 PM  
**To:** Cameron, Tara D ENV:EX <Tara.Cameron@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>; Johnson, Tracey MAH:EX <Tracey.T.Johnson@gov.bc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>; McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wempe, Sarah JTT:EX <Sarah.Wempe@gov.bc.ca>; Westgate, Rachael JTT:EX <Rachael.Westgate@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>; Blackstock, Sara JTT:EX <Sara.Blackstock@gov.bc.ca>; Larkin, Brenda FLNR:EX <Brenda.Larkin@gov.bc.ca>  
**Cc:** Ireland, Shannon L ENV:EX <Shannon.L.Ireland@gov.bc.ca>; Cameron, Tara D ENV:EX <Tara.Cameron@gov.bc.ca>  
**Subject:** RE: DMWGCG Materials Nov 14  
**Importance:** High

Good afternoon,

My sincere apologies for the last minute notice but I will be cancelling the DMWGCG meeting scheduled for this afternoon. **Please let your executive and their alternates know.** The topics on the agenda will be deferred to the next DMWGCG on Nov 20<sup>th</sup>.

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:** Cameron, Tara D ENV:EX  
**Sent:** November 14, 2018 12:36 PM  
**To:** Faust, Marnie L GCPE:EX <[Marnie.Faust@gov.bc.ca](mailto:Marnie.Faust@gov.bc.ca)>; Johnson, Tracey MAH:EX <[Tracey.T.Johnson@gov.bc.ca](mailto:Tracey.T.Johnson@gov.bc.ca)>; Kwan, Shirley JTT:EX <[Shirley.Kwan@gov.bc.ca](mailto:Shirley.Kwan@gov.bc.ca)>; McCann, Meghan EMPR:EX <[Meghan.McCann@gov.bc.ca](mailto:Meghan.McCann@gov.bc.ca)>; Ringma, Shalegh FIN:EX <[Shalegh.Ringma@gov.bc.ca](mailto:Shalegh.Ringma@gov.bc.ca)>; Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>; Wempe, Sarah JTT:EX <[Sarah.Wempe@gov.bc.ca](mailto:Sarah.Wempe@gov.bc.ca)>; Westgate, Rachael JTT:EX <[Rachael.Westgate@gov.bc.ca](mailto:Rachael.Westgate@gov.bc.ca)>; Whitford, Kelly M AEST:EX <[Kelly.Whitford@gov.bc.ca](mailto:Kelly.Whitford@gov.bc.ca)>; Smith, Victoria TRAN:EX <[Victoria.Smith@gov.bc.ca](mailto:Victoria.Smith@gov.bc.ca)>; Blackstock, Sara JTT:EX <[Sara.Blackstock@gov.bc.ca](mailto:Sara.Blackstock@gov.bc.ca)>; Larkin, Brenda FLNR:EX <[Brenda.Larkin@gov.bc.ca](mailto:Brenda.Larkin@gov.bc.ca)>  
**Cc:** Ireland, Shannon L ENV:EX <[Shannon.L.Ireland@gov.bc.ca](mailto:Shannon.L.Ireland@gov.bc.ca)>; Baker, Jelene ENV:EX <[Jelene.Baker@gov.bc.ca](mailto:Jelene.Baker@gov.bc.ca)>; Wensink, Alison PREM:EX <[Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca)>  
**Subject:** RE: DMWGCG Materials Nov 14

Hi, my apologies, I've just been sent an updated version for item #3. If you are printing, please print the version dated Nov 14. I will delete the Nov 13<sup>th</sup> version shortly (it is currently locked out by someone ☺ )

---

**From:** Cameron, Tara D ENV:EX  
**Sent:** November 14, 2018 12:27 PM  
**To:** Faust, Marnie L GCPE:EX; Johnson, Tracey MAH:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Ringma, Shalegh FIN:EX; Higgins, Keira PREM:EX; Wempe, Sarah JTT:EX; Westgate, Rachael JTT:EX; Whitford, Kelly M AEST:EX; Smith, Victoria TRAN:EX; Blackstock, Sara JTT:EX; Larkin, Brenda FLNR:EX  
**Cc:** Ireland, Shannon L ENV:EX; Baker, Jelene ENV:EX; Wensink, Alison PREM:EX  
**Subject:** RE: DMWGCG Materials Nov 14

All materials are now posted. I will have hard copies of items 3 and 4 for those attending in person.

---

**From:** Cameron, Tara D ENV:EX  
**Sent:** November 13, 2018 4:52 PM  
**To:** Faust, Marnie L GCPE:EX; Johnson, Tracey MAH:EX; Kwan, Shirley JTT:EX; McCann, Meghan EMPR:EX; Ringma, Shalegh FIN:EX; Higgins, Keira PREM:EX; Wempe, Sarah JTT:EX; Westgate, Rachael JTT:EX; Whitford, Kelly M AEST:EX; Smith, Victoria TRAN:EX; Blackstock, Sara JTT:EX; Larkin, Brenda FLNR:EX  
**Cc:** Ireland, Shannon L ENV:EX; Baker, Jelene ENV:EX; Wensink, Alison PREM:EX  
**Subject:** DMWGCG Materials Nov 14

Good afternoon,

The agenda for tomorrow's DMWGCG meeting has been posted. There will be additional documents coming tomorrow morning for items 1, 3 and 4.

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:** January 10, 2019 11:38 AM  
**To:** Kwan, Shirley JTT:EX  
**Subject:** RE: New assistant for Christine Kennedy

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:** Kwan, Shirley JTT:EX  
**Sent:** January 10, 2019 11:38 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** RE: New assistant for Christine Kennedy

Will do Keira and s.22

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 11:34 AM  
**To:** Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>  
**Cc:** Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** New assistant for Christine Kennedy

Hi Shirley,

Please remove my name from the DMCSSP, DMC on Trade (and any other committees going forward) distribution lists and corresponding SP and replace with Amanda Shortt.

Thanks,

**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:** January 10, 2019 12:15 PM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** Re: As discussed

Will do and I have his esig - thanks.

Sent from my iPhone

On Jan 10, 2019, at 12:00 PM, Kennedy, Christine PREM:EX <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)> wrote:

Keira could you format this on letterhead and insert Don's electronic signature if we have one? If not, we can try to harvest one from another document (I have a text from him to authorize doing so).

Once formatted, I will send a PDF to Trevor.

---

**From:** Wright, Don J. PREM:EX  
**Sent:** Wednesday, January 9, 2019 10:06 PM  
**To:** Kennedy, Christine PREM:EX <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)>  
**Subject:** As discussed

<Memo To Trevor Hughes About Min of Labour Objectives, January 09, 2019.docx>

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 1:05 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Deputy Parking in Q lot

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

---

**From:** Walsh, Sara M HLTH:EX  
**Sent:** January 10, 2019 11:58 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Parking in Q lot

Information for Stephen Brown is correct.

With thanks.

*Kind regards,*  
*Sara Walsh*  
*Senior Executive Assistant to Deputy Minister, Stephen Brown*  
*Ministry of Health | 1515 Blanshard St, Victoria, BC*  
*Tel: 250-952-1590 | Email: [Sara.Walsh@gov.bc.ca](mailto:Sara.Walsh@gov.bc.ca)*

**CONFIDENTIALITY NOTICE:**

This email (and any attachment) was intended for a specific recipient. It may contain information that is privileged, confidential or exempt from disclosure. Any privilege that exists is not waived. If you are not the intended recipient: \* do not copy it, distribute it to another person or use it for any other purpose; and \* delete it and advise me by return email or telephone.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Tuesday, January 8, 2019 2:37 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Subject:** Deputy Parking in Q lot

Hi everyone,

Please see the attachment with vehicle info for Q lot at the Legislature. Please confirm that the info is correct for your respective DM/Associate DM (only applicable to those that attend DMC). Please ensure any updates are provided to Alison Wensink [Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca) by Monday, January 14<sup>th</sup>.

Your office will receive the 2019 pass mid-end of January.

Thanks,

**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

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 1:17 PM  
**To:** Halls, Lori D PSA:EX; Wensink, Alison PREM:EX  
**Subject:** RE: Declaration Regarding Conflict of Interest: Jill Kot

Hi Lori,

Thank you. I will format and have it ready in Don's Office for his return.

Thanks,

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

---

**From:** Halls, Lori D PSA:EX  
**Sent:** January 10, 2019 11:46 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** FW: Declaration Regarding Conflict of Interest: Jill Kot

Keira

Here is a draft letter for Don's review/signature...this is not urgent and s.22  
s.22 See email below.

Lori Halls  
Deputy Minister  
BC Public Service Agency

---

**From:** Kot, Jill CITZ:EX  
**Sent:** Wednesday, January 9, 2019 9:47 PM  
**To:** Halls, Lori D PSA:EX  
**Cc:** Wright, Don J. PREM:EX  
**Subject:** Re: Declaration Regarding Conflict of Interest: Jill Kot

Thanks.

Sent from my iPhone

On Jan 9, 2019, at 9:42 PM, Halls, Lori D PSA:EX <[Lori.D.Halls@gov.bc.ca](mailto:Lori.D.Halls@gov.bc.ca)> wrote:

Nothing more needed on Jill's end. We will draft a response for your signature so that assessment and mitigation steps are documented per our conflict of interest policy.

Lori Halls  
Deputy Minister  
BC Public Service Agency

On Jan 9, 2019, at 9:10 PM, Wright, Don J. PREM:EX <[Don.J.Wright@gov.bc.ca](mailto:Don.J.Wright@gov.bc.ca)> wrote:

Thanks Jill.

Lori,

Given our new policy, does Jill need any more paperwork than this?

Thanks.

Don

---

**From:** Jill Kot <[Jill.Kot@gov.bc.ca](mailto:Jill.Kot@gov.bc.ca)>  
**Date:** Thursday, January 3, 2019 at 4:29 PM  
**To:** "Wright, Don J. PREM:EX" <[Don.J.Wright@gov.bc.ca](mailto:Don.J.Wright@gov.bc.ca)>  
**Cc:** Lori Halls <[Lori.D.Halls@gov.bc.ca](mailto:Lori.D.Halls@gov.bc.ca)>  
**Subject:** Declaration Regarding Conflict of Interest: Jill Kot

January 2, 2019

Mr. Don Wright  
Deputy Minister to the Premier  
Suite 272 West Annex  
Parliament Buildings  
Victoria, BC V8W 9E1

Dear Don:

I am writing to make you aware of circumstances that may constitute a perceived conflict of interest involving myself s.22  
s.22

Please advise if you need any additional information or if I am required to take any further steps.

Yours truly,

Jill

*Jill Kot*

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

Page 140 of 245 to/à Page 144 of 245

Withheld pursuant to/removed as

s.14

## **Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 1:56 PM  
**To:** Kennedy, Christine PREM:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: As discussed  
**Attachments:** Trevor Hughes - January 9, 2019.pdf

Hi Christine,

Please see the attached letter to Trevor with Don's e-signature. Please let me know if you will also be sending it to those cc'd on the letter.

Thanks,

**Keira 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:** January 10, 2019 12:01 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** FW: As discussed

Keira could you format this on letterhead and insert Don's electronic signature if we have one? If not, we can try to harvest one from another document (I have a text from him to authorize doing so).

Once formatted, I will send a PDF to Trevor.

---

**From:** Wright, Don J. PREM:EX  
**Sent:** Wednesday, January 9, 2019 10:06 PM  
**To:** Kennedy, Christine PREM:EX <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)>  
**Subject:** As discussed

**Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX on behalf of Wright, Don J. PREM:EX  
**Sent:** January 10, 2019 3:22 PM  
**To:** Geary, Vanessa PREM:EX  
**Cc:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Appointment

Hi All,

I am pleased to announce that, effective today, Alex MacLennan, is the ADM Cabinet Operations and Deputy Cabinet Secretary.

Alex is currently the Executive Director, Social Policy with Treasury Board Staff, and has been with the public service since 2005. Over that time he has had the pleasure of taking on progressive roles in Service BC, Labour and Citizens Services, Government Communications and Public Engagement, and most recently as the Executive Director for the Road Safety Initiative within PSSG. s.22  
s.22

I am sure you will enjoy find working with Alex in his new role, and would ask you to join me in welcoming him to the greater-DMC family.

Thanks.

Don

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 10, 2019 3:56 PM  
**To:** 'Michael Gardiner'; Carmen Boenig  
**Cc:** Tim Page; Wensink, Alison PREM:EX  
**Subject:** RE: Seaspan and NSS - Meeting Request

Hi Carmen,

I will need to review the request with Don before getting back to you regarding scheduling. He is currently  
s.22 so you can expect follow up shortly after that.

Thanks,

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

---

**From:** Michael Gardiner <michael@gastowngroup.ca>  
**Sent:** January 7, 2019 3:57 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Tim Page <tpage@seaspan.com>; Carmen Boenig <Carmen.Boenig@seaspan.com>  
**Subject:** Re: Seaspan and NSS - Meeting Request

Thanks very much for the quick reply. Yes please. I've cc'd Carmen who manages Tim's schedule as well in this response.

Best,  
Michael

On Jan 7, 2019, at 3:52 PM, Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)> wrote:

Hi Michael,

My apologies but Don is<sup>s.22</sup> and will not be available to meet with  
Tim on Thursday. Please let me know if you wish to explore meeting opportunities for when he  
returns.

Thanks,

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

---

**From:** Michael Gardiner <[michael@gastowngroup.ca](mailto:michael@gastowngroup.ca)>  
**Sent:** January 7, 2019 3:51 PM

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

**Cc:** Tim Page <tpage@seaspan.com>

**Subject:** Seaspan and NSS - Meeting Request

Keira - please find below a time-sensitive meeting request for Don Wright with Seaspan. Thanks in advance for your attention on this,  
Michael

CONFIDENTIAL

Deputy Wright,

I am writing to request a meeting with you and Tim Page, VP Government Relations of Seaspan, to discuss the NSS at your earliest convenience. The purpose of the meeting would be to update you on the status, progress and challenges of National Shipbuilding Strategy, and the developing opportunities for the Province along with Seaspan's needs. As you are likely aware, Seaspan's participation in the National Shipbuilding Strategy is bringing hundreds of millions in GDP activity, thousands of jobs, and hundreds of apprenticeship and training opportunities to BC each year. The timing is important as decisions and processes are advancing on future NSS ships, and we believe conversations between the Province and the federal government at all levels have increasing importance at this time.

While I understand this is very short notice, Tim Page will be in Victoria on Thursday, meeting with ADM Bowman in Transportation to discuss prospects and means for BC's marine sector to be successful in supporting BC Ferries construction needs. That meeting is scheduled from 1:00 pm to 3:00 pm. If you had time available that day, either before or after the Bowman meeting, that would be welcomed and convenient. If not, we would appreciate the opportunity to meet as soon as possible in the week(s) ahead.

Concurrently, a meeting and tour request for Premier Horgan with Seaspan Shipyards' new CEO Mark Lamarre, a veteran global leader in shipbuilding, is being prepared, and should be received by his office in the day(s) ahead.

We look forward to your reply and to meeting with you.

Kind regards,

Michael Gardiner on behalf of Tim Page and Seaspan Shipyards



**MICHAEL GARDINER**

Partner | **Gastown Strategy Group**

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

(778) 836-2108

michael@gastowngroup.ca | www.gastowngroup.ca



## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 11, 2019 9:40 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Deputy Parking in Q lot

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

---

**From:** Samath, Mayura LBR:EX  
**Sent:** January 11, 2019 9:38 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Parking in Q lot

Good Morning Keira,

No updates from us<sup>s.22</sup>



Have a great weekend!

Mayura

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Tuesday, January 8, 2019 2:37 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Subject:** Deputy Parking in Q lot

Hi everyone,

Please see the attachment with vehicle info for Q lot at the Legislature. Please confirm that the info is correct for your respective DM/Associate DM (only applicable to those that attend DMC). Please ensure any updates are provided to Alison Wensink [Alison.Wensink@gov.bc.ca](mailto:Alison.Wensink@gov.bc.ca) by Monday, January 14<sup>th</sup>.

Your office will receive the 2019 pass mid-end of January.

Thanks,

**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:** January 11, 2019 10:02 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** FW: Executive Leadership Innovation Sessions – a few seats left!  
**Attachments:** States of Change\_BIOs.pdf; States of Change\_Pre-Session\_Readings.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:** Detlefsen, Kirsten PSA:EX **On Behalf Of** Halls, Lori D PSA:EX  
**Sent:** January 10, 2019 11:07 AM  
**To:** BCPSA Agency Corporate Executive <BCPSAAgencyCorporateExecutive@Victoria1.gov.bc.ca>; Winter, Alan JTT:EX <Alan.Winter@gov.bc.ca>; Maloughney, Mary Sue LCLB:EX <MarySue.Maloughney@gov.bc.ca>; Dube, Jonathan SDPR:EX <Jonathan.Dube@gov.bc.ca>  
**Subject:** Executive Leadership Innovation Sessions – a few seats left!

Colleagues:

Thank you to those who have already registered for an Executive Leadership Innovation Session later this month. To help you prepare for your session, I've attached:

- Bios for the facilitators from our partner [States of Change](#).
- A pre-session reading package.

If you haven't already signed up, there are still a few seats available for this opportunity to explore some of the themes highlighted in the new Leadership Expectations. Register today for a tailored session with practical ideas and approaches to foster an innovative culture in your organization as an executive leader.

**REGISTER NOW**

- **When:** Choose one of the three options below. Space is limited to 25 seats per session.
  - Thursday, January 24, 9:00-12:00
  - Thursday, January 24, 1:00-4:00
  - Friday, January 25, 1:00-4:00
- **Where:** Parkside Hotel - Urban Ballroom, 810 Humboldt St., Victoria

Looking forward to seeing you there!

Sincerely,

Lori Halls  
Deputy Minister, BC Public Service Agency

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 11, 2019 11:29 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Public Policy Forum and Government of British Columbia

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

---

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** November 21, 2017 1:55 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Public Policy Forum and Government of British Columbia

Hi Keira,

Please use stob 6540 Prof Allowances Membership Dues.

~Saija

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Tuesday, November 21, 2017 1:46 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Public Policy Forum and Government of British Columbia

Hi Saija,

Please let me know what STOB to use. The payment is for a subscription to a Canadian Government Public Policy Group that hosts Government events, etc.

Thanks,

**Keira 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:** Tuesday, November 21, 2017 1:42 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Public Policy Forum and Government of British Columbia

Coding: 004.36B10.36205.3600000

Not sure about STOB, maybe 6516 for Training?

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Tuesday, November 21, 2017 1:37 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Public Policy Forum and Government of British Columbia

Hey,

Would you please send me the sheet/link the Saija mentioned 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:** Poldrugovac, Saija FIN:EX  
**Sent:** Tuesday, November 21, 2017 12:56 PM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Cleaver, Sheila C FIN:EX  
**Subject:** RE: Public Policy Forum and Government of British Columbia

You can submit this invoice to CFFS Help for payment using an invoice coding sheet.

I looked Public Policy Forum up and their supplier number is 347828. I did notice that their address in our system is 1405-130 Albert St. You may want mention that to CFFS Help when you submit the invoice as this will need to be updated.

Thanks!  
~Saija

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Tuesday, November 21, 2017 9:22 AM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Poldrugovac, Saija FIN:EX  
**Subject:** FW: Public Policy Forum and Government of British Columbia

Hi Keira,

Yes, that's definitely a large amount to put through on your BMO purchase card.

Saija: Please assist Keira with her question below.

Thank You.

## *Sheila Cleaver*

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

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Monday, November 20, 2017 2:30 PM  
**To:** Cleaver, Sheila C FIN:EX  
**Subject:** FW: Public Policy Forum and Government of British Columbia

Hi Sheila,

Payment for 1 year for the attached invoice has been approved by FIN and DM Don Wright. Our PCard cannot accommodate this large of a payment. How would you suggest proceeding?

Thanks,

**Keira 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 [<mailto:Alessandra.Crawford@ppforum.ca>]  
**Sent:** Thursday, October 26, 2017 10:46 AM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Anna Jahn  
**Subject:** FW: Public Policy Forum and Government of British Columbia

Dear Keira,

Following our phone call, please find below and attached the membership renewal note for Government of British Columbia's membership with the Public Policy Forum.

Do not hesitate to contact me if you have any questions.

Best Regards,

Alessandra

**Alessandra Crawford**  
Coordinator, Membership and Partnerships | Coordonnatrice, adhésions et partenariats  
Public Policy Forum | Forum des politiques publiques  
1400 - 130 rue Albert Street, Ottawa, ON K1P 5G4  
Telephone/Téléphone : 613-238-7858 ext./poste 291  
[Alessandra.crawford@ppforum.ca](mailto:Alessandra.crawford@ppforum.ca)



---

**From:** Anna Jahn  
**Sent:** Monday, October 16, 2017 2:51 PM  
**To:** [don.wright@gov.bc.ca](mailto:don.wright@gov.bc.ca)  
**Cc:** Alessandra Crawford <[Alessandra.Crawford@ppforum.ca](mailto:Alessandra.Crawford@ppforum.ca)>  
**Subject:** Public Policy Forum and Government of British Columbia

Dear Mr. Wright,

Congratulations on your new role. The Government of British Columbia became a member of the Public Policy Forum (PPF) last year.

On behalf of our President & CEO, Ed Greenspon, and our [Board](#), we thank you for your support of the PPF and for being invested in ensuring a good policy future for Canada and Canadians. Membership is a top priority, and we would love to engage with you more about your interests, and the value and benefits of membership. I'd like to take this opportunity to introduce myself: my name is Anna Jahn, and I'm the new Director of Membership and Partnerships at the PPF. Do not hesitate to contact me if you would like to meet or to chat further about your membership and our work.

Looking ahead, we are working on a number of exciting projects and initiatives.

- **Consultative Forum on China: Towards 'Eyes-Open' Engagement**

Canada is in its historical comfort zone when reaching south to the United States or across the Atlantic to Europe. Our Pacific window to Asia has engendered more ambiguity, especially where it comes to China. As the Canadian government embarks on its pledge to "open a new era in the Canada-China strategic partnership," the conversation needs to become more nuanced than the polar choices of commerce versus human rights. As part of any effort, the Canadian government must gain a firm grip on Canadian views toward China. Public opinion is, unsurprisingly, not fully formed, with a welcome and unusually high willingness to weigh arguments and counter-arguments. For Canada to muster persuasive arguments at home in an age in which elites do not enjoy a monopoly over the national conversation means facing up squarely to the obstacles to a fully flowered relationship while working to mitigate them. It is in this spirit of an 'Eyes-Open' holistic engagement that the PPF is establishing this Consultative Forum on China.

- **The PPF Indigenous Policy Institute: Action for Reconciliation and Inclusive Growth**

The PPF will establish an Indigenous Policy Institute, which will function as part of the PPF and benefit from the organization's 30 years of experience and expertise. Embedded within PPF, with its own board of advisors and management team, it will be guided by Indigenous leaders and draw on a wide network of experts, thought leaders, policymakers, implementers and recipients of policy. The PPF Indigenous Policy Institute will focus on issues related to good governance, jurisdiction, institutional development, inclusive growth and the economic and social determinants of healthy people and communities. It will be dedicated to the development of an economic base to serve the interests of Indigenous peoples. With input from project partners, an advisory board will inform the development of a specific work plan for the Institute, prioritize key priority areas, and ensure that the work of the Institute is sufficiently focused to deliver practical outcomes.

- **Keeping Up with the Speed of Disruption: A Public Policy Forum Seminar Series**

The Public Policy Forum is offering a professional development opportunity for public service executives to better understand disruptive technologies and the way they are challenging policy and governance approaches. Government reactions often lag long behind technological changes; how can governments not only catch up, but reorient their organizations to reliably keep up in the future? It starts with understanding a panoply of powerful technology developments and their broader social and economic impacts. This [series of learning modules](#), designed for current and prospective government executives, provides a deep dive into a selection of

emerging technologies, likely areas of disruption and impact, and an exploration of how governments around the world are reacting - or not - to a quickly shifting technological landscape. For each session, we'll explore the common threads of information security, privacy, ethics, regulatory implications, sustainability, and data.

- **Your energy future**

In partnership with Action Canada, the PPF has launched *your energy future*, a 10-month national policy engagement and leadership development program. Participants of *Your Energy Future* are smart, engaged and have a desire to give back to Canada. Together, they will travel to five places in the country to learn about Canada's energy systems, to meet with and engage other Canadians of their same age (aged 18-35) to design the energy future they want for Canada, and how to get there. Participants will present the culmination of their work in Ottawa in March 2018.

In addition to these long-term policy projects, we are offering a growing number of events, roundtables, and webinars for our members. We strive to bring current topics presented by experts and leaders in the field to our close-knit member's network. These focused dialogues are helpful in breaking down barriers among sectors and engaging leaders on policy issues of mutual interest.

We are also excited to share some important dates for a few of our signature events:

- Marcel Côté Award – November 7, 2017
- [Gordon F. Osbaldeston Lecture](#) with Roger Martin – December 6, 2017
- [Testimonial Dinner & Awards](#) – April 12, 2018
- Atlantic Dinner & Awards – March 21, 2018

We look forward to continuing having **Government of British Columbia** as an active member of the PPF and invite you to renew your annual membership. Attached is an invoice to easily complete this process **by October 31**.

I would also like to note that we are changing our internal renewal process from quarterly to monthly. As we received your membership payment last year on October 13, 2016, October will be your renewal month. Your membership will continue to be a yearly membership.

Our team looks forward to continuing to work with Government of British Columbia.

Warm Regards,

Anna

**Anna Jahn**

Director of Membership and Partnerships  
Public Policy Forum | Forum des politiques publiques  
1400 - 130 rue Albert Street, Ottawa, ON K1P 5G4  
(613) 238-7858, ext. 220  
Cell: 613 617 2602  
[Anna.Jahn@ppforum.ca](mailto:Anna.Jahn@ppforum.ca)



Page 156 of 245 to/à Page 157 of 245

Withheld pursuant to/removed as

s.22



**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 11, 2019 1:51 PM  
**To:** Basi, Selena PREM:EX  
**Subject:** Emailing: PREM coding  
**Attachments:** PREM coding.doc

Your message is ready to be sent with the following file or link attachments:

PREM coding

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 11, 2019 3:32 PM  
**To:** Wensink, Alison PREM:EX  
**Cc:** Shortt, Amanda PREM:EX  
**Subject:** FW: Internal BCBC || Low Carbon Strategy || Strategic Leadership Team Meeting

FYI – Jan 15<sup>th</sup> was a mistake. You can ignore that meeting.

**Keira 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:** January 11, 2019 3:19 PM  
**To:** Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Cc:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Internal BCBC || Low Carbon Strategy || Strategic Leadership Team Meeting

I meant to include that I am looking for a 1hr meeting.

---

**From:** Baker, Jelene ENV:EX  
**Sent:** January 11, 2019 3:02 PM  
**To:** Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Cc:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Internal BCBC || Low Carbon Strategy || Strategic Leadership Team Meeting

Hi Alison,

You may already be aware but Don attends the BCBC Low Carbon Strategy Strategic Leadership Team Meetings that have been set up until the end of March. Listed below are the upcoming meetings and people involved.

I am looking to organize another meeting for just the internal government members and wanted to check with you first regarding Don's availability. The meeting has to take place before the 29<sup>th</sup> but my colleague mentioned Don might be s.22 ?

I am hoping we can arrange something for Mon, Jan 28 8:30-11:30 & 1:30-2:45. Please let me know if these times work for Don.

Thanks!  
Jelene

### Upcoming meetings:

- Tue, Jan 15 - 1:30-3:30 Vancouver - Vancouver (#810-1050 West Pender Street)
- Tue, Jan 29 – 9:30-11:30 – Vancouver
- Thur, Feb 14 - 1:30-3:30 – Vancouver
- Wed, Mar 6 - 9-11 - Victoria (MR 3003, 3<sup>rd</sup> Fl, 525 Superior St)

- Wed, Mar 20 - 1:30-3:30 - Vancouver

**BC Government members:**

- Bobbi Plecas
- Don Wright
- Christine Kennedy
- Lori Wanamaker
- Dave Nikolejsin
- Fazil Mihlar
- John Allan
- Silas Brownsey

**The following people are from the industry side:**

Steve	Carr	
Greg	D'Avignon	BCBC
Richard	Dunn	Encana Corporation
Kim	Henderson	
Susannah	Pierce	Shell Canada Limited
Tom	Syer	Teck Resources Limited
Susan	Yurkovich	Council of Forest Industries

**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:** January 11, 2019 3:43 PM  
**To:** Baker, Jelene ENV:EX; Wensink, Alison PREM:EX  
**Cc:** Shortt, Amanda PREM:EX  
**Subject:** RE: Internal BCBC || Low Carbon Strategy || Strategic Leadership Team Meeting

Hi Jelene,

Don is almost fully booked on Jan 28<sup>th</sup> s.22 . The only times he could make work are 8:30-9:30 or 11:30-12:30.

Thanks,

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

---

**From:** Baker, Jelene ENV:EX  
**Sent:** January 11, 2019 3:19 PM  
**To:** Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
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**Subject:** RE: Internal BCBC || Low Carbon Strategy || Strategic Leadership Team Meeting

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**Cc:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Internal BCBC || Low Carbon Strategy || Strategic Leadership Team Meeting

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I am looking to organize another meeting for just the internal government members and wanted to check with you first regarding Don's availability. The meeting has to take place before the 29<sup>th</sup> but my colleague mentioned Don might be s.22 ?

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Jelene

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**BC Government members:**

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- Don Wright
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- Lori Wanamaker
- Dave Nikolejsin
- Fazil Mihlar
- John Allan
- Silas Brownsey

**The following people are from the industry side:**

Steve	Carr	
Greg	D'Avignon	BCBC
Richard	Dunn	Encana Corporation
Kim	Henderson	
Susannah	Pierce	Shell Canada Limited
Tom	Syer	Teck Resources Limited
Susan	Yurkovich	Council of Forest Industries

**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:** January 14, 2019 8:29 AM  
**To:** Kennedy, Christine PREM:EX  
**Cc:** Shortt, Amanda PREM:EX  
**Subject:** RE: IExpense

Hi Christine,

I am resending this link so it is fresh in your inbox. We would like to please grant Amanda permission to do your IExpense now that she has the correct approvals on the back-end.

<https://cassp.gov.bc.ca/solutions/Pages/iExpenses.aspx>

Thanks,

**Keira 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:** January 2, 2019 3:04 PM  
**To:** Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>  
**Subject:** IExpense

Hi Christine,

Please let me know when convenient and I will come add Amanda to your IExpense delegates.

<https://cassp.gov.bc.ca/solutions/Pages/iExpenses.aspx>

Thanks,

**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:** January 14, 2019 8:30 AM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** FW: Thank you for choosing to take off with Helijet!

FYI – Christine made her Friday waitlist. I have accepted it and updated the calendar.

Thanks,

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

**From:** passengerservices@helijet.com <passengerservices@helijet.com>  
**Sent:** January 14, 2019 8:28 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Thank you for choosing to take off with Helijet!



Please review your reservation below.

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

We look forward to welcoming you aboard your flight soon!

### Customer Information

#### Account

Customer #	s.22
Name	Christine Kennedy
Company	Office Premier

### Booking #s.22

Friday, January 18, 2019

Invoice #371502

725

16:40 Vancouver Harbour (Downtown)

17:15 Victoria Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

Christine Kennedy, Female

[Add to Calendar](#)

FARE-YWH-FULL_Winter2018	\$309.52
+ GST	\$15.48

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

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

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

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

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

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

GST#:  
R102320165

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

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

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

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



#### Terminals:

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

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

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

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

#### Parking:

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

#### Aircraft Type:

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

#### Travel Documentation:

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

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

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

#### Baggage Allowance:

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

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

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

#### Baggage Liability:

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

#### Transportation upon arrival:

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

#### Accessibility:

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

#### Pets on Helijet:

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

#### Weather Conditions:

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

#### Reservations:

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

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

Thank you again for choosing to fly with Helijet.

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

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 8:31 AM  
**To:** Kennedy, Christine PREM:EX; Shortt, Amanda PREM:EX  
**Subject:** RE: Business Cards

Hi Christine,

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:** January 13, 2019 8:00 PM  
**To:** Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Business Cards

No rush, but when you have time could you get me some new business cards? I went to give some out at a meeting on Friday and realized that the title was out of date, and perhaps the phone number too if the main office number was updated when the new system was implemented. Thanks very much.

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 8:34 AM  
**To:** Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX; Mulloy, Eleanor PREM:EX  
**Subject:** FW: Business Cards

Hi ladies,

Could you please order new business cards for Christine and Don, ensuring our mainline and the title (for Christine is updated)?

Eleanor – please check your team’s business cards to ensure they don’t have our old reception line listed.

Also, when sending our correspondence please ensure you are using the updated template which contains our new phone number. It is saved in J drive; correspondence; 2019. Also, this will need to be double checked on any correspondence we receive that is already on our template.

Thanks,

**Keira 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:** January 13, 2019 8:00 PM  
**To:** Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Business Cards

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## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 8:37 AM  
**To:** Kennedy, Christine PREM:EX; Shortt, Amanda PREM:EX  
**Subject:** RE: Competition Bureau Meeting at VCO

Hi Christine,

We will order catering.

Thanks,

**Keira 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:** January 13, 2019 4:53 PM  
**To:** Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Competition Bureau Meeting at VCO

Amanda / Keira, so that the team at VCO knows who to expect for the Competition Bureau meeting Tuesday morning, this will include the following people:

From the Competition Bureau (Government of Canada):

- Lourdes da Costa
- Melissa Fisher
- Ryan Caron
- Ryan Jakubowski

For British Columbia:

- John Allan
- Fazil Mihar
- Silas Brownsey
- Aaron Welch
- Anthony Baldanza (Faskens)
- and myself

Could you make arrangements with VCO to have lunch brought in at around 11:45? There is at least one person on the list that is vegetarian, and if possible it is always appreciated if anything containing pork could be plated separately.

We will be dialing out to Competition Bureau officers in Toronto, and will use my conference call line for that.

Thanks very much,

**Christine Kennedy**

Office of the Premier, Deputy Minister's Office

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

Ph: (250) 356-2206

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 8:39 AM  
**To:** VCO Boardrooms, PREM PREM:EX  
**Cc:** Shortt, Amanda PREM:EX  
**Subject:** FW: Competition Bureau Meeting at VCO

Hi Danny/Olivia,

Please see the attendance list for Christine Kennedy's meeting at VCO tomorrow from 10:00-12:30; with pre-brief beforehand.

Please note, Christine has asked that catering be brought in. Do you have a restaurant that you could recommend ordering from? Also, please note to expect the company to arrive with the food at 11:45 for entry to the building.

Thanks,

**Keira 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:** January 13, 2019 4:53 PM  
**To:** Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Competition Bureau Meeting at VCO

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**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:** January 14, 2019 8:45 AM  
**To:** Brubacher, Kelly IGRS:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: DMC - Feb 8

Hi Kelly,

Subs are still permitted and we have noted Pierrette' s 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:** Brubacher, Kelly IGRS:EX  
**Sent:** January 11, 2019 4:51 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Subject:** DMC - Feb 8

Hi Keira,

Okenge will be in Washington state on February 8<sup>th</sup> for Premier Horgan's official visit and cannot attend DMC.

Are subs still permitted? If so, Pierrette is available.

Thank you,

Kelly Brubacher  
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier  
Office (250) 387-0752 Cell (250) 507-6658



## **Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 9:02 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Cc:** Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX  
**Subject:** RE: Business Cards

s.22            This is not a rush.

**Keira 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:** January 14, 2019 8:56 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Subject:** Re: Business Cards

I have emailed my team a template for new cards and given them an example. I am just waiting to here back from one person and will send her a reminder today.

Eleanor

Sent from my iPhone

On Jan 14, 2019, at 8:35 AM, Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)> wrote:

Hi ladies,

Could you please order new business cards for Christine and Don, ensuring our mainline and the title (for Christine is updated)?

Eleanor – please check your team’s business cards to ensure they don’t have our old reception line listed.

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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:** January 13, 2019 8:00 PM

**To:** Shortt, Amanda PREM:EX <[Amanda.Shortt@gov.bc.ca](mailto:Amanda.Shortt@gov.bc.ca)>; Higgins, Keira PREM:EX  
<[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>

**Subject:** Business Cards

No rush, but when you have time could you get me some new business cards? I went to give some out at a meeting on Friday and realized that the title was out of date, and perhaps the phone number too if the main office number was updated when the new system was implemented. Thanks very much.

**Wensink, Alison PREM:EX**

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 9:17 AM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** Assistants

Hi Amanda,

In the past these were the assistants accepting meetings for Silas and Greg. Likely hasn't changed.

Westgate, Rachael JTT:EX <Rachael.Westgate@gov.bc.ca>; on behalf of; Brownsey, Silas JTT:EX  
[Silas.Brownsey@gov.bc.ca](mailto:Silas.Brownsey@gov.bc.ca)  
Moran, Jennifer OHCS:EX <Jennifer.L.Moran@gov.bc.ca>; on behalf of; Steves, Gregory OHCS:EX  
<Gregory.Steves@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

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 9:37 AM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** Flight credits for Christine  
**Attachments:** FW: Air Canada - Electronic Ticket Itinerary/CREDIT (March 16th - good for 1 year for Christine Kennedy); FW: Central Mountain Air - RESERVATION #s.22 - FLIGHT CREDIT - March 16 - good for 1 year for Christine Kennedy

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 9:38 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** Flight credits for Don  
**Attachments:** FLIGHT CREDIT - Don - \$157 use by Sept 20, 2019 - Air Canada - 20 Jun: Vancouver - Victoria  
(Booking Reference: s.22 ; FW: Air Canada - Electronic Ticket Itinerary/Receipt/FLIGHT CREDIT -  
DON - April 10 - good for 1 year

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 10:25 AM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** FW: QUESTION: TLA

Hi Amanda,

I haven't messaged Brenda since receiving this response. I would just say "thanks will Christine be on a guest list or should be expect a hardcopy ticket to arrive prior to the event?"

Thanks,

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

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

From: Larkin, Brenda FLNR:EX  
Sent: January 10, 2019 4:01 PM  
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
Subject: RE: QUESTION: TLA

Apparently he said he would buy Christine a ticket. So I guess I am buying her a ticket.

b

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

From: Higgins, Keira PREM:EX  
Sent: January 10, 2019 8:54 AM  
To: Larkin, Brenda FLNR:EX  
Subject: RE: QUESTION: TLA

Hi Brenda,

Strange. Please check with John as to whether Christine is attending obo your Ministry/if he asked her to attend. We will go from there.

Thanks,

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

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

From: Larkin, Brenda FLNR:EX  
Sent: January 10, 2019 8:53 AM  
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
Subject: RE: QUESTION: TLA

No. We have had to pay for our tickets. No one has said anything to me about complimentary tickets.

Brenda

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

From: Higgins, Keira PREM:EX  
Sent: January 10, 2019 8:50 AM  
To: Larkin, Brenda FLNR:EX; Shortt, Amanda PREM:EX  
Subject: RE: QUESTION: TLA

Hi Brenda,

Normally your office would get tickets to an event like this complimentary. Is that not the case?

Thanks,

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: January 10, 2019 8:50 AM  
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
Subject: RE: QUESTION: TLA

Keira, do you know why we would be picking up the ticket?

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

From: Higgins, Keira PREM:EX  
Sent: January 10, 2019 8:47 AM  
To: Larkin, Brenda FLNR:EX; Shortt, Amanda PREM:EX  
Subject: RE: QUESTION: TLA

Hi Brenda,

Christine Kennedy is right 😊

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: January 10, 2019 8:45 AM  
To: Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
Subject: QUESTION: TLA

Good Morning Keira,



Wondering if you can lend some assistance on why John is asking me to get a ticket for Christine. I haven't been able to confirm yet with John, but the only Christine he talks about is Christine Kennedy.

Your help on shedding some light on this would be fantastic.

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

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

From: Allan, John FLNR:EX  
Sent: January 9, 2019 8:48 PM  
To: Larkin, Brenda FLNR:EX  
Subject: TLA

Can u please get a ticket for Christine for the 17th lunch. Thx.

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 10:59 AM  
**To:** MacLennan, Alex PREM:EX; Wensink, Alison PREM:EX  
**Subject:** RE: A couple of items

Thanks so much and good luck to you in your new role 😊

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

---

**From:** MacLennan, Alex PREM:EX  
**Sent:** January 14, 2019 10:58 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Subject:** RE: A couple of items

Sounds great. Also, if I don't see you before, s.22

Alex

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 10:56 AM  
**To:** MacLennan, Alex PREM:EX <Alex.MacLennan@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Subject:** RE: A couple of items

Hi Alex,

I am s.22 so will defer this and all new meetings for Don Wright to his fabulous new assistant, Alison Wensink.

Thanks,

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

---

**From:** MacLennan, Alex PREM:EX  
**Sent:** January 14, 2019 10:54 AM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** FW: A couple of items

Hello Keira,

As per Don's note below, could you please set up 1 hour for us to meet s.22 ?

Thanks  
Alex

---

**From:** Wright, Don J. PREM:EX  
**Sent:** January 14, 2019 9:58 AM  
**To:** MacLennan, Alex PREM:EX <[Alex.MacLennan@gov.bc.ca](mailto:Alex.MacLennan@gov.bc.ca)>  
**Cc:** Kennedy, Christine PREM:EX <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)>  
**Subject:** Re: A couple of items

Alex,

Apologies for not getting back to you last week. It was a bit hectic in my race to be able to get <sup>s.22</sup>  
<sup>s.22</sup> and I am afraid I didn't get around to a few things.

Happy to meet with you when <sup>s.22</sup> Please ask Keira to set up an hour with me that would work in both of our  
schedules.

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 12:12 PM  
**To:** Kennedy, Christine PREM:EX; Shortt, Amanda PREM:EX  
**Subject:** RE: Surface Pro Power Cord

Hi Christine,

I am checking right now but if not I will go pick it up for you.

Thanks,

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

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

**From:** Kennedy, Christine PREM:EX  
**Sent:** January 14, 2019 12:09 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** Surface Pro Power Cord

I forgot to bring my power cord for the laptop today and won't have time to go home for it.

Could we see if PremTech has any extras?

Christine

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 12:23 PM  
**To:** Tsang, Robin FIN:EX; PREM Tech; Shortt, Amanda PREM:EX  
**Subject:** RE: URGENTRE: Surface Pro Power Cord

Hi Robin,

That is very greatly appreciated. Christine is heading to Vancouver and won't be back in office until first thing on Wednesday. Would that be an acceptable return date?

Thanks,

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:** Tsang, Robin FIN:EX  
**Sent:** January 14, 2019 12:22 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** RE: URGENTRE: Surface Pro Power Cord

Hi Keira:

We don't have extra but we can borrow one from another Surface for today. Will need it back tomorrow.

On the way bringing it over...

Thanks,  
Robin

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

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 12:12 PM  
**To:** PREM Tech <PREM.Tech@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>  
**Subject:** URGENTRE: Surface Pro Power Cord

Hi guys,

Is there any chance you might have an extra cord (as per below)?

Thanks,

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

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

From: Kennedy, Christine PREM:EX

Sent: January 14, 2019 12:09 PM

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

Subject: Surface Pro Power Cord

I forgot to bring my power cord for the laptop today and won't have time to go home for it.

Could we see if PremTech has any extras?

Christine

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 12:26 PM  
**To:** 'Julie Chabot'  
**Subject:** RE: uOttawa Senior Public Servants Visit to Vancouver - May 2019

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:** Julie Chabot <Julie.Chabot@uottawa.ca>  
**Sent:** January 14, 2019 12:24 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Subject:** RE: uOttawa Senior Public Servants Visit to Vancouver - May 2019

Hi Keira:

Of course – noted, and thank you. <sup>s.22</sup>

Alison, I look forward to hearing from you.

Best,

**Julie Chabot**

Manager, Strategic Development, Partnerships and Operations | Gestionnaire du développement, des partenariats et des opérations  
Centre on Public Management and Policy | Centre en gestion et politiques publiques  
[julie.chabot@uottawa.ca](mailto:julie.chabot@uottawa.ca)  
Tél. | Tel.: 613-415-4400  
Odell House | 180 Waller Street South  
Ottawa ON Canada K1N 9B9  
[www.cpmpp.uOttawa.ca](http://www.cpmpp.uOttawa.ca)  
Université d'Ottawa | University of Ottawa  
L'Université canadienne | Canada's university

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**From:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Sent:** January-14-19 2:29 PM  
**To:** Julie Chabot <Julie.Chabot@uottawa.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>  
**Subject:** RE: uOttawa Senior Public Servants Visit to Vancouver - May 2019

Hi Julie,

You do not have the correct email for Don and we do ask that all correspondence please come through the office first. <sup>s.22</sup>

By way of this email I am requesting that Don's new assistant, Alison Wensink, please bring this request to his attention.

Thanks,

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

---

**From:** Julie Chabot <[Julie.Chabot@uottawa.ca](mailto:Julie.Chabot@uottawa.ca)>  
**Sent:** January 14, 2019 11:08 AM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** FW: uOttawa Senior Public Servants Visit to Vancouver - May 2019

Hi Keira:

I'm not sure I have the correct email for Don. If you could bring this to his attention, that would be great. You were such a help last year in connecting us with Deputy Ministers Yuma Morisho and Wanamaker.

Kind regards,

***Julie Chabot***

Manager, Strategic Development, Partnerships and Operations | Gestionnaire du développement, des partenariats et des opérations  
Centre on Public Management and Policy | Centre en gestion et politiques publiques  
[julie.chabot@uottawa.ca](mailto:julie.chabot@uottawa.ca)  
Tél. | Tel.: 613-415-4400  
Odell House | 180 Waller Street South  
Ottawa ON Canada K1N 9B9  
[www.cpmu.uOttawa.ca](http://www.cpmu.uOttawa.ca)  
Université d'Ottawa | University of Ottawa  
L'Université canadienne | Canada's university

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**From:** Julie Chabot  
**Sent:** January-14-19 1:45 PM  
**To:** 'don.wright@gov.bc.ca' <[don.wright@gov.bc.ca](mailto:don.wright@gov.bc.ca)>  
**Cc:** 'Higgins, Keira PREM:EX' <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** FW: uOttawa Senior Public Servants Visit to Vancouver - May 2019

Good morning Don,

You may remember me from past study tours organized by Elaine Feldman.

We intend to bring another group of senior public servants (list attached) to Victoria as part of a study tour for the Certificate Program in Public Sector Leadership and Governance on May 6, 2019.

As a past speaker to one of our groups, we hope you would consider taking on this engagement if you are available in May. Alternatively, we would seek recommendations at the Deputy level of whom you think could speak to our group. For instance, last year Okenge Yuma Morisho and Lori Wanamaker both presented.

Jim Lahey and I will be visiting Victoria on Monday, March 4 as part of a preparatory visit for this study tour, and would like to set up a meeting to discuss your collaboration.

Please let me know if this is something you would consider taking on, and if there is a time on March 4<sup>th</sup> that could work for you (15 minutes would be sufficient).



Kind regards,

***Julie Chabot***

Manager, Strategic Development, Partnerships and Operations | Gestionnaire du développement, des partenariats et des opérations

Centre on Public Management and Policy | Centre en gestion et politiques publiques

[julie.chabot@uottawa.ca](mailto:julie.chabot@uottawa.ca)

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Ottawa ON Canada K1N 9B9

[www.cpmmp.uOttawa.ca](http://www.cpmmp.uOttawa.ca)

Université d'Ottawa | University of Ottawa

L'Université canadienne | Canada's university

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 3:06 PM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** RE: Alternate Flights

Perfect! Go ahead and send to her 😊

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

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**From:** Shortt, Amanda PREM:EX  
**Sent:** January 14, 2019 3:05 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Alternate Flights

This is what I found for Christine:

It looks like we can get you to the Vancouver harbour via Harbour air arriving **9:05am** at the earliest and wait list you for the 8am flight (arriving 835am)

Through helijet the earliest we can get you there is arriving **10:10 am** and wait list you on the 8:20am departing flight (arriving 8:55am) and the 7:50am flight (arriving 8:25am)

Air Canada – departs 7am and arrives **7:30am**

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

**From:** Kennedy, Christine PREM:EX  
**Sent:** January 14, 2019 2:48 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>; Shortt, Amanda PREM:EX <[Amanda.Shortt@gov.bc.ca](mailto:Amanda.Shortt@gov.bc.ca)>  
**Subject:** Alternate Flights

Apparently there is fog in Vancouver, rolling in and out downtown and socked in at the airport.

Don't book anything yet, but could you see what is available in the morning just in case?

Christine

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 3:18 PM  
**To:** Tupper, Linsey PSSG:EX  
**Subject:** RE:s.22

Thank you! 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:** Tupper, Linsey PSSG:EX  
**Sent:** January 14, 2019 3:14 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE:s.22

Thanks.  
s.22

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Monday, January 14, 2019 3:09 PM  
**To:** Tupper, Linsey PSSG:EX <[Linsey.Tupper@gov.bc.ca](mailto:Linsey.Tupper@gov.bc.ca)>  
**Subject:** RE:s.22

Hi Linsey,

s.22 in office is January 28<sup>th</sup>.

Thanks,

**Keira 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:** January 14, 2019 3:08 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** s.22

Hi Keira,  
When does Don s.22 ? Mark has asked me to find out.  
Thanks,  
Linsey

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 3:26 PM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: Meeting re: Communications Initiatives

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:** Faust, Marnie L GCPE:EX  
**Sent:** January 14, 2019 3:24 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Meeting re: Communications Initiatives

Thanks – please book for Geoff. I'm pretty sure my guys have access to West Annex so if no staff around we are good – rest of the folks will already be there.

Marnie

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Monday, January 14, 2019 3:22 PM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: Meeting re: Communications Initiatives

Hi Marnie,

Okay sounds good. It is available.

Thanks,

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

---

**From:** Faust, Marnie L GCPE:EX  
**Sent:** January 14, 2019 3:21 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Meeting re: Communications Initiatives

It's a Geoff meeting with Robb and Evan participating and it's for the 16<sup>th</sup> not tomorrow.

Marnie

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Monday, January 14, 2019 3:19 PM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: Meeting re: Communications Initiatives

Hi Marnie,

Apologies but we don't staff the building that late. The room would only be available if our staff or the Premier is involved in 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:** Faust, Marnie L GCPE:EX  
**Sent:** January 14, 2019 3:15 PM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** Meeting re: Communications Initiatives

Hi Keira,

Is the rose room available for booking tomorrow from 4:30pm to 5:30pm?

Can you assist?

Thanks and Happy New Year!

Marnie

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 3:39 PM  
**To:** Ruth, Gordon AGLG:EX  
**Cc:** Lebedoff, April AGLG:EX  
**Subject:** RE: Meeting with Don Wright

Hi Gordon,

Yes, that works well (finally!). Shall we say 10:30 in Don's Office? I can 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:** Ruth, Gordon AGLG:EX  
**Sent:** January 14, 2019 3:38 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** Lebedoff, April AGLG:EX <April.Lebedoff@aglg.ca>  
**Subject:** Meeting with Don Wright

Hi Keira,

One last try perhaps – I may be in Victoria for a meeting on Feb 5<sup>th</sup>. Would Don have anytime either that morning (post 930) or later in the afternoon?

Regards,

Gordon

*Gordon Ruth* FCPA, FCGA  
Auditor General for Local Government



**AUDITOR GENERAL FOR  
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE

## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 14, 2019 3:56 PM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** FW: Executive Leadership Innovation Sessions – a few seats left!  
**Attachments:** States of Change\_BIOs.pdf; States of Change\_Pre-Session\_Readings.pdf

**Importance:** High

Hi Amanda,

Please check in with Christine to see if she needs to attend one of these sessions.

Thanks,

**Keira 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:** January 14, 2019 3:54 PM  
**To:** BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>  
**Subject:** FW: Executive Leadership Innovation Sessions – a few seats left!  
**Importance:** High

Hello all,

Please see below a follow-up email sent to Corporate Executive last week regarding our Innovation Sessions for Executive Leadership. There are still seats available for both sessions on Thursday, 24 January, and the Friday 25 January afternoon session. Please note, if your executive is unable to attend this time, we are offering more sessions in the future.

All the information you need is below. If you have any further questions, please don't hesitate to reach out.

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



Where ideas work

Colleagues:

Thank you to those who have already registered for an Executive Leadership Innovation Session later this month. To help you prepare for your session, I've attached:

- Bios for the facilitators from our partner [States of Change](#).
- A pre-session reading package.

If you haven't already signed up, there are still a few seats available for this opportunity to explore some of the themes highlighted in the new Leadership Expectations. Register today for a tailored session with practical ideas and approaches to foster an innovative culture in your organization as an executive leader.

**REGISTER NOW**

- **When:** Choose one of the three options below. Space is limited to 25 seats per session.
  - Thursday, January 24, 9:00-12:00
  - Thursday, January 24, 1:00-4:00
  - Friday, January 25, 1:00-4:00
- **Where:** Parkside Hotel - Urban Ballroom, 810 Humboldt St., Victoria

Looking forward to seeing you there!

Sincerely,

Lori Halls  
Deputy Minister, BC Public Service Agency



## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 15, 2019 8:34 AM  
**To:** Hendry, Jackie PREM:EX; Wensink, Alison PREM:EX; Shortt, Amanda PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** RE: Working from home today

s.22

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

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

From: Hendry, Jackie PREM:EX  
Sent: January 15, 2019 7:20 AM  
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
Subject: Working from home today

Good morning-s.22  
work from home today.  
Please feel free to connect.  
Hopefully I'll be in tomorrow.  
Thank you,  
Jackie

I am going to

Sent from my iPhone

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 15, 2019 8:35 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Home today

s.22

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

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

From: Mulloy, Eleanor PREM:EX  
Sent: January 15, 2019 6:45 AM  
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>  
Cc: Miller, Amy PREM:EX <Amy.Miller@gov.bc.ca>; Basi, Selena PREM:EX <Selena.Basi@gov.bc.ca>; Witter, Allison PREM:EX <Allison.Witter@gov.bc.ca>  
Subject: Home today

I am staying home today<sup>s.22</sup>

Thank you to Keira, Alison and Amanda for their invaluable help!

Eleanor

Sent from my iPhone

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 15, 2019 11:49 AM  
**To:** Shortt, Amanda PREM:EX; Wensink, Alison PREM:EX  
**Subject:** Info to save - feel free to change any of it once in the account

BC Ferries ALT – sign in: s.15; s.17  
Pass: s.15; s.17  
Security questions: s.15; s.17

### **Corporate Westjet**

Account: s.15; s.17  
Pass: s.15; s.17

### **Helijet login - Christine**

Heli #: s.22  
Password: s.15; s.17  
Account #: s.17

### **Helijet Login – Don**

Heli #: s.22  
Password: s.15; s.17  
Account #: s.17

### **Keira Higgins, Executive Administrative Coordinator**

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

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 15, 2019 12:48 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** Emailing: DMC Attendance - Dec 14, 2018  
**Attachments:** DMC Attendance - Dec 14, 2018.docx

Hi Alison,

I keep this chart on my H drive and update it every Thursday prior to DMC and print it for Don's daily binder.

Thanks,

Keira

Your message is ready to be sent with the following file or link attachments:

DMC Attendance - Dec 14, 2018

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 15, 2019 1:12 PM  
**To:** Shortt, Amanda PREM:EX; Brubacher, Kelly IGRS:EX  
**Subject:** DM contact info

Hi Amanda/Kelly,

Amanda – as an Associate DM Christine will now be on the DM distribution list which contains the following private (to DMOs) information. Please update to include her home address and home phone.

Kelly – please add in the fax number for your office for Okenge.

Once I receive the following info I am going to send an update with all the changes out to the DMOs.

DEPUTY MINISTER	ASSIST	MINISTRY	OFFICE ADDRESS	OFFICE	PRIVATE
<b>KENNEDY, Christine</b> Christine.Kennedy@gov.bc.ca	<b>Amanda Shortt</b>	Office of the Premier	Room 272 West Annex Parl Bldgs PO Box 9041 Stn Prov Govt Victoria BC V8W 9E1	(250) 356-2206	(250)
<b>YUMA MORISHO, Okenge</b> Okenge.YumaMorisho@gov.bc.ca	<b>Kelly Brubacher</b>	Intergovernmental Relations Secretariat	2nd Floor - 620 Superior Street Victoria BC V8V 1V2	(250) 0752 387-	(250) 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:** January 15, 2019 1:18 PM  
**To:** 'Kristina Hegyes'; Wensink, Alison PREM:EX  
**Subject:** RE: Meeting Request for Don Wright from VIU's Ralph Nilson

Hi Kristina,

My apologies but <sup>s.22</sup> and it is not likely we will be able to check in with him regarding scheduling prior to January 28<sup>th</sup>. Would it please be possible to touch base the next time Ralph is in Victoria?

Thanks,

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

---

**From:** Kristina Hegyes <Kristina.Hegyes@viu.ca>  
**Sent:** January 15, 2019 12:30 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Meeting Request for Don Wright from VIU's Ralph Nilson

Hi Keira,

I'm writing to you on behalf of Ralph Nilson President and Vice-Chancellor Vancouver Island University requesting a meeting with Don Wright on January 28<sup>th</sup> at 4pm?  
Please let me know if this is going to be possible.

Kind regards,

Kristina Hegyes

Office of the President  
Vancouver Island University  
Tel: (250) 740-6660  
Fax: (250) 740-6555  
[www.viu.ca](http://www.viu.ca)

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 15, 2019 1:32 PM  
**To:** Wensink, Alison PREM:EX  
**Subject:** RE: Labels

I already gave Alex his pass so will print the other 2 labels.

**Keira 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:** January 15, 2019 1:31 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Labels

Hi Keira,

Would you be able to print these three labels for me? (I don't have a label maker set up at the moment). Thanks so much!!

Neilane Mayhew, Deputy Minister  
Mental Health and Addictions  
PO Box 9672 Stn Prov Govt  
Victoria BC V8W 9P6

Alex MacLennan, Deputy Cabinet Secretary  
Cabinet Operations  
Room 049, 617 Government Street  
Victoria BC, V8W 9V1

Okenge Yuma Morisho, Deputy Minister  
Intergovernmental Relations Secretariat  
2<sup>nd</sup> Floor, 620 Superior Street  
Victoria BC V8V 1V2

**Alison Wensink, Executive Administrative Coordinator**  
*Deputy Minister's Office | Office of the Premier*  
*Room 272 - West Annex, Parliament Buildings*  
*Victoria BC V8W 9E1*  
*Phone: (778) 974-5757*

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 15, 2019 2:27 PM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** FW: Leadership expectations  
**Attachments:** Leadership Exepctations - Final.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:** Higgins, Keira PREM:EX  
**Sent:** November 26, 2018 10:34 AM  
**To:** Allan, John FLNR:EX <John.Allan@gov.bc.ca>; Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>; Bond, Allison MCF:EX <Allison.Bond@gov.bc.ca>; Brown, Stephen R HLTH:EX <Stephen.Brown@gov.bc.ca>; Carroll, Sandra TAC:EX <Sandra.Carroll@gov.bc.ca>; Caul, Doug D IRR:EX <Doug.Caul@gov.bc.ca>; Dawes, Jacquie MAH:EX <Jacquie.Dawes@gov.bc.ca>; Denlinger, Becky EMBC:EX <Becky.Denlinger@gov.bc.ca>; Fyfe, Richard J AG:EX <Richard.Fyfe@gov.bc.ca>; Galbraith, David J SDPR:EX <David.Galbraith@gov.bc.ca>; Halls, Lori D PSA:EX <Lori.D.Halls@gov.bc.ca>; Hughes, Doug J MMHA:EX <Doug.Hughes@gov.bc.ca>; Hughes, Trevor LBR:EX <Trevor.Hughes@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Kot, Jill CITZ:EX <Jill.Kot@gov.bc.ca>; Lloyd, Evan GCPE:EX <Evan.Lloyd@gov.bc.ca>; MacDonald, Scott D EDUC:EX <D.Scott.MacDonald@gov.bc.ca>; MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca>; Main, Grant TRAN:EX <Grant.Main@gov.bc.ca>; Mayhew, Neilane MMHA:EX <Neilane.Mayhew@gov.bc.ca>; Mihlar, Fazil JTT:EX <Fazil.Mihlar@gov.bc.ca>; Nikolejsin, Dave EMPR:EX <Dave.Nikolejsin@gov.bc.ca>; Plecas, Bobbi ENV:EX <Bobbi.Plecas@gov.bc.ca>; Shoemaker, Wes AGRI:EX <Wes.Shoemaker@gov.bc.ca>; Sieben, Mark PSSG:EX <Mark.Sieben@gov.bc.ca>; Wanamaker, Lori FIN:EX <Lori.Wanamaker@gov.bc.ca>; Wood, Heather FIN:EX <Heather.Wood@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>; Yuma Morisho, Okenge PREM:EX <Okenge.YumaMorisho@gov.bc.ca>; Zacharias, Mark ENV:EX <Mark.Zacharias@gov.bc.ca>; Zacharuk, Christina PSEC:EX <Christina.Zacharuk@gov.bc.ca>  
**Subject:** Leadership expectations

*Please see below email and attachment sent on behalf of Deputy Minister Don Wright.*

Dear Colleagues:

Attached is the final version of the new leadership expectations for executives in the BC Public Service. As we discussed when these were endorsed by the Deputy Ministers' Council, these are designed to sit alongside our Oath of Employment, the Standards of Conduct and the BC Public Service Values to provide clarity and guidance on how we expect senior leaders in the public service to do their work.

Please share and socialize these expectations with your executive teams with the understanding that they will now be one component of how we assess executive performance, potential and development. They will be integrated into the next round of executive performance and succession planning, and we will be providing learning and development opportunities that align with the Leadership Expectations over the next year.



Beginning with the Leadership Engagement Series event on December 10, we will also be sharing these with Band 4-6 level employees to help inform the career planning and development of those who aspire to senior leadership and executive roles.

Thank you for your input into the development of these expectations and your support for their implementation as part of our ongoing commitment to executive and leadership development.

Page 207 of 245 to/à Page 208 of 245

Withheld pursuant to/removed as

s.22

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 16, 2019 9:15 AM  
**To:** Piotrowicz, Eddie P FIN:EX  
**Subject:** Re: PREM: GAL Updates x2

Hi Eddie,

I am so sorry that was a typo. It should read "Kennedy".

Thanks,

Keira

Sent from my iPhone

On Jan 16, 2019, at 9:10 AM, Piotrowicz, Eddie P FIN:EX <[Eddie.Piotrowicz@gov.bc.ca](mailto:Eddie.Piotrowicz@gov.bc.ca)> wrote:

Hello Keira, I cannot find the name Christine Kenndey is this the correct name?

Do you know Christines IDIR?

**From:** [Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca) <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Sent:** January 14, 2019 11:01 AM  
**To:** FIN IMB Service Desk (78912) FIN:EX <[78912@gov.bc.ca](mailto:78912@gov.bc.ca)>; Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** PREM: GAL Updates x2

### Checkout Information

**On-Site Address:** Room 272 West Annex, Parliament Buildings, Victoria  
**On-Site Contact Name:** Amanda Shortt  
**On-Site Contact Phone:** (250)356-2206  
**Account:** PREM-DEPUTY MINISTER'S OFFICE  
**Ministry Number:** 004  
**Responsibility Centre:** 36B10  
**Service Code:** 36205  
**Project Number:** 3600000  
**Expense Authority:** Jacqueline Hendry

### Service Requests

#### **Account - GAL Update**

**First Name:** Christine

**Last Name:** Kenndey

**Update GAL:** Updates Title - Associate Deputy Minister Assistant - Amanda Shortt

#### **Account - GAL Update**

**First Name:** Don

**Last Name:** Wright(s.15 )

**Update GAL:** Updates Assistant - Alison Wensink

*Requestor:* Higgins, Keira PREM:EX

*Email:* [Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)

*Time:* 2019-01-14 11:00:42

Page 211 of 245 to/à Page 212 of 245

Withheld pursuant to/removed as

s.22

## **Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 8:48 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2019-90230 Records Due January 23, 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:** January 16, 2019 12:49 PM  
**To:** LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>; LP  
Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>  
**Subject:** Call for Records OOP-2019-90230 Records Due January 23, 2019

*Hello,*

*Please see the below request and please let me know by January 23<sup>rd</sup> whether or not you have any records:*

**Canvassed: All staff**

---

*All records regarding ride-sharing company Kater and affiliates.*

*(Date Range for Record Search: From 06/01/2015 To 01/08/2019) 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:** January 17, 2019 9:30 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  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists  
**Attachments:** 17 January 2019- DM Confidential and Public Lists.xlsx

*Hi everyone,*

*Please see the updated DM confidential and public contact lists.* <sup>s.22</sup>

<sup>s.22</sup> *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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:** January 17, 2019 9:36 AM  
**To:** Hourston, Sveah LBR:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thanks Sveah!

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

---

**From:** Hourston, Sveah LBR:EX  
**Sent:** January 17, 2019 9:35 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

Sveah

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 9:30 AM  
**To:** BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>  
**Cc:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; McConnell, Sheena PREM:EX <Sheena.McConnell@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

*Hi everyone,*

*Please see the updated DM confidential and public contact lists. s.22*

s.22 *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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:** January 17, 2019 9:39 AM  
**To:** Johnson, Tracey MAH:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

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:** Johnson, Tracey MAH:EX  
**Sent:** January 17, 2019 9:37 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Looks good for MAH.

Thank you Keira,<sup>s.22</sup>

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:** January 17, 2019 9:30 AM  
**To:** Baker, Jelene ENV:EX; Barnes, Renee A EMBC:EX; Berkes, Andrea TAC:EX; Berry, Julia F HLTH:EX; Bridges, Kelsey PSEC:EX; Brubacher, Kelly IGRS:EX; Cameron, Tara D ENV:EX; Canitz, Shelley L PREM:EX; Casanova, Tamara MMHA:EX; Cochrane, Marlene EMPR:EX; Cook, Jeannette CITZ:EX; Detlefsen, Kirsten PSA:EX; Eckardt, Dana R FLNR:EX; Engelbrecht, Maya AG:EX; Faust, Marnie L GCPE:EX; Fraser, Agnes EMBC:EX; French, Shawna IRR:EX; Gedney, Vanessa R MAH:EX; Gooderham, Coleen E ENV:EX; Hansen, Erin AGRI:EX; Hendry, Jackie PREM:EX; Higgins, Keira PREM:EX; Hourston, Sveah LBR:EX; Howie, Matthew IRR:EX; Jang, Monica JTT:EX; Johnson, Tracey MAH:EX; Kennedy, Karla ENV:EX; Kwan, Shirley JTT:EX; Larkin, Brenda FLNR:EX; Lenz, Allison GPEB:EX; Lewthwaite, Jennifer TRAN:EX; Lyttle, Shawna AGRI:EX; MacMillan, Karen SDPR:EX; Massy, Michelle E PREM:EX; McCann, Meghan EMPR:EX; Michell, Jennifer FIN:EX; Molyneux, Jennifer CITZ:EX; Moulton, Holly HLTH:EX; Mulloy, Eleanor PREM:EX; O'Connor, Lara FIN:EX; Oliver, Chrissy PSA:EX; Quigley, Shanna SDPR:EX; Richter, Connie AG:EX; Ringma, Shalegh FIN:EX; Roe, Sandra PSA:EX; Samath, Mayura LBR:EX; Sampson, Laura EDUC:EX; Shang, Cindy TAC:EX; Smith, Victoria TRAN:EX; Teng, Zita EDUC:EX; Tupper, Linsey PSSG:EX; Turner, Julie AEST:EX; Walker, Leah MCF:EX; Walsh, Sara M HLTH:EX; Wensink, Alison PREM:EX; Whitford, Kelly M AEST:EX; Wierenga, Mikayla E EMBC:EX; Woodcock, Danielle EMBC:EX  
**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. s.22*

s.22 *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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:** January 17, 2019 9:39 AM  
**To:** Walsh, Sara M HLTH:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thank you Sara!

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

---

**From:** Walsh, Sara M HLTH:EX  
**Sent:** January 17, 2019 9:38 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

*Kind regards,*  
*Sara Walsh*  
*Senior Executive Assistant to Deputy Minister, Stephen Brown*  
*Ministry of Health | 1515 Blanshard St, Victoria, BC*  
*Tel: 250-952-1590 | Email: [Sara.Walsh@gov.bc.ca](mailto:Sara.Walsh@gov.bc.ca)*

**CONFIDENTIALITY NOTICE:**

This email (and any attachment) was intended for a specific recipient. It may contain information that is privileged, confidential or exempt from disclosure. Any privilege that exists is not waived. If you are not the intended recipient: \* do not copy it, distribute it to another person or use it for any other purpose; and \* delete it and advise me by return email or telephone.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:30 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  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

*Hi everyone,*

*Please see the updated DM confidential and public contact lists.* s.22

s.22 *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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:** January 17, 2019 9:42 AM  
**To:** McCann, Meghan EMPR:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

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:** McCann, Meghan EMPR:EX  
**Sent:** January 17, 2019 9:41 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:39 AM  
**To:** McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

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:** McCann, Meghan EMPR:EX  
**Sent:** January 17, 2019 9:38 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:36 AM  
**To:** McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thanks Meghan!

**Keira 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:** January 17, 2019 9:32 AM  
**To:** Higgins, Keira PREM:EX <[Keira.Higgins@gov.bc.ca](mailto:Keira.Higgins@gov.bc.ca)>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:30 AM  
**To:** BCPSA Agency DMC Admin & Operational Support <[PSADMAS@Victoria1.gov.bc.ca](mailto:PSADMAS@Victoria1.gov.bc.ca)>  
**Cc:** Nash, Amber PREM:EX <[Amber.Nash@gov.bc.ca](mailto:Amber.Nash@gov.bc.ca)>; Kristianson, Eric PREM:EX <[Eric.Kristianson@gov.bc.ca](mailto:Eric.Kristianson@gov.bc.ca)>; Kennedy, Christine PREM:EX <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)>; McConnell, Sheena PREM:EX <[Sheena.McConnell@gov.bc.ca](mailto:Sheena.McConnell@gov.bc.ca)>; Van Meer-Mass, Kate PREM:EX <[Kate.VanMeer-Mass@gov.bc.ca](mailto:Kate.VanMeer-Mass@gov.bc.ca)>; Aaron, Sage PREM:EX <[Sage.Aaron@gov.bc.ca](mailto:Sage.Aaron@gov.bc.ca)>; Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

*Hi everyone,*

*Please see the updated DM confidential and public contact lists.* <sup>s.22</sup>

s.22 *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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:** January 17, 2019 9:44 AM  
**To:** Howie, Matthew IRR:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

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:** Howie, Matthew IRR:EX  
**Sent:** January 17, 2019 9:40 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

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

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:30 AM  
**To:** BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>  
**Cc:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; McConnell, Sheena PREM:EX <Sheena.McConnell@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

*Hi everyone,*

*Please see the updated DM confidential and public contact lists.* <sup>s.22</sup>

s.22 *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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

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Withheld pursuant to/removed as

s.22



## Wensink, Alison PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 9:55 AM  
**To:** Faust, Marnie L GCPE:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thanks so much Marnie!

**Keira 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:** January 17, 2019 9:52 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

Marnie

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:30 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  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

*Hi everyone,*

*Please see the updated DM confidential and public contact lists.<sup>s.22</sup>*

<sup>s.22</sup> *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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:** January 17, 2019 10:12 AM  
**To:** Michell, Jennifer FIN:EX; Canitz, Shelley L PREM:EX  
**Cc:** O'Connor, Lara FIN:EX; Wensink, Alison PREM:EX  
**Subject:** RE: DMC Feb 8th

Hi Shelley,

Over to you – thanks.

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

---

**From:** Michell, Jennifer FIN:EX  
**Sent:** January 17, 2019 10:12 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Cc:** O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>  
**Subject:** DMC Feb 8th

Hi Keira

Lori has asked to be on agenda this day so she can discuss the 18/19 Corporate Risk Register Report.

**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](mailto:Jennifer.Michell@gov.bc.ca)

**Wensink, Alison PREM:EX**

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 10:41 AM  
**To:** Shortt, Amanda PREM:EX  
**Subject:** Emailing: CONFERENCE DETAILS  
**Attachments:** CONFERENCE DETAILS.docx

Your message is ready to be sent with the following file or link attachments:

CONFERENCE DETAILS

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

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Withheld pursuant to/removed as

s.17 ; s.22

## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 10:45 AM  
**To:** Hansen, Erin AGRI:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thank you so much Erin!

**Keira 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:** January 17, 2019 10:31 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22



**ERIN HANSEN**  
Senior Executive Assistant  
Deputy Minister's Office  
Ministry of Agriculture  
☎ 250-356-1800 | ✉ [Erin.Hansen@gov.bc.ca](mailto:Erin.Hansen@gov.bc.ca)

Please consider the environment before printing.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:30 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  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists.<sup>s.22</sup>

s.22 Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.

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:** January 17, 2019 10:51 AM  
**To:** Wensink, Alison PREM:EX  
**Subject:** FW: Declaration Regarding Conflict of Interest: Jill Kot  
**Attachments:** Letter from Wright to Kot re COI\_Jan 2019.docx

FYI – this is in Don's Office for signature.

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

---

**From:** Halls, Lori D PSA:EX  
**Sent:** January 10, 2019 11:46 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** FW: Declaration Regarding Conflict of Interest: Jill Kot

Keira

Here is a draft letter for Don's review/signature...this is not urgent and s.22  
s.22 See email below.

Lori Halls  
Deputy Minister  
BC Public Service Agency

---

**From:** Kot, Jill CITZ:EX  
**Sent:** Wednesday, January 9, 2019 9:47 PM  
**To:** Halls, Lori D PSA:EX  
**Cc:** Wright, Don J. PREM:EX  
**Subject:** Re: Declaration Regarding Conflict of Interest: Jill Kot

Thanks.

Sent from my iPhone

On Jan 9, 2019, at 9:42 PM, Halls, Lori D PSA:EX <[Lori.D.Halls@gov.bc.ca](mailto:Lori.D.Halls@gov.bc.ca)> wrote:

Nothing more needed on Jill's end. We will draft a response for your signature so that assessment and mitigation steps are documented per our conflict of interest policy.

Lori Halls  
Deputy Minister  
BC Public Service Agency

On Jan 9, 2019, at 9:10 PM, Wright, Don J. PREM:EX <[Don.J.Wright@gov.bc.ca](mailto:Don.J.Wright@gov.bc.ca)> wrote:

Thanks Jill.

Lori,

Given our new policy, does Jill need any more paperwork than this?

Thanks.

Don

---

**From:** Jill Kot <[Jill.Kot@gov.bc.ca](mailto:Jill.Kot@gov.bc.ca)>

**Date:** Thursday, January 3, 2019 at 4:29 PM

**To:** "Wright, Don J. PREM:EX" <[Don.J.Wright@gov.bc.ca](mailto:Don.J.Wright@gov.bc.ca)>

**Cc:** Lori Halls <[Lori.D.Halls@gov.bc.ca](mailto:Lori.D.Halls@gov.bc.ca)>

**Subject:** Declaration Regarding Conflict of Interest: Jill Kot

January 2, 2019

Mr. Don Wright  
Deputy Minister to the Premier  
Suite 272 West Annex  
Parliament Buildings  
Victoria, BC V8W 9E1

Dear Don:

I am writing to make you aware of circumstances that may constitute a perceived conflict of interest involving myself s.22

s.22

Please advise if you need any additional information or if I am required to take any further steps.

Yours truly,

Jill

*Jill Kot  
Deputy Minister  
Ministry of Citizens' Services  
PO Box 9440 Stn Prov Govt*

Victoria BC V8W 9V3  
Jill.kot@gov.bc.ca  
(250) 387-8852



## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 10:56 AM  
**To:** Holman, Melissa FIN:EX  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: Cancel BMO PCard

Hi Melissa,

Thank you. I will destroy the card and as per our discussion today, my account is reconciled up to date. I have not booked any travel on it within the last month.

Alison – my statements are in the financial folders if ever required.

Thanks,

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

---

**From:** Holman, Melissa FIN:EX  
**Sent:** January 17, 2019 10:53 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Cancel BMO PCard

Hi there,

I will cancel your BMO Purchase Card Account.

**Card** - Please cut up and destroy your card there, I do not need it returned to me.

**Last Statement** – Please be sure your last statement is reconciled or all of the information left with someone in your office to do your final reconciliation.

**Automatic Debits** - If any “automatic” debits were set up on your card, pls be sure you call the vendor directly to cancel these. These will continue even after a card is cancelled if you do not notify the vendor directly.

Thank you,

**Melissa Holman**  
Financial Services Representative

Corporate Financial and Facilities Services Branch | Ministry of Finance  
(778) 698-1969 | [Melissa.Holman@gov.bc.ca](mailto:Melissa.Holman@gov.bc.ca) | Website: <http://www.fin.gov.bc.ca/>



## Wensink, Alison PREM:EX

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 12:50 PM  
**To:** Michell, Jennifer FIN:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thank you! <sup>s.22</sup>

**Keira 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:** January 17, 2019 11:25 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thanks Keira.

s.22

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

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 9:30 AM  
**To:** BCPSA Agency DMC Admin & Operational Support <PSADMAS@Victoria1.gov.bc.ca>  
**Cc:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; McConnell, Sheena PREM:EX <Sheena.McConnell@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists. <sup>s.22</sup>

<sup>s.22</sup> Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.

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:** January 17, 2019 12:50 PM  
**To:** Larkin, Brenda FLNR:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thank you 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:** Larkin, Brenda FLNR:EX  
**Sent:** January 17, 2019 11:14 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

Brenda

---

**From:** Higgins, Keira PREM:EX  
**Sent:** January 17, 2019 9:30 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  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

*Hi everyone,*

*Please see the updated DM confidential and public contact lists. s.22*

s.22 *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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:** January 17, 2019 12:50 PM  
**To:** Eckardt, Dana R FLNR:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thank you Dana!!

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

---

**From:** Eckardt, Dana R FLNR:EX  
**Sent:** January 17, 2019 12:27 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:30 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  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

*Hi everyone,*

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<sup>s.22</sup> *Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.*

*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:** January 17, 2019 12:51 PM  
**To:** Samath, Mayura LBR:EX; Wensink, Alison PREM:EX  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Thank you Mayura.

Alison – please note changes below. I would wait another day (at least) before sending out the update.

Thanks,

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

---

**From:** Samath, Mayura LBR:EX  
**Sent:** January 17, 2019 11:39 AM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

s.22

There are some changes to the contact details for DM Hughes.  
Private s.17 is still current.  
His new home number is s.22

Thanks so much,  
Wishing you happy days ahead!  
Mayura

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, January 17, 2019 9:30 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  
**Subject:** RE: Deputy Minister Contact list - Confidential and Public Lists

Hi everyone,

Please see the updated DM confidential and public contact lists. s.22  
s.22 Christine Kennedy's scheduling will now be managed by Amanda Shortt. All other items previously handled by me (including the scheduling for Don Wright) will now be taken care of by Alison Wensink.

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:** January 17, 2019 2:50 PM  
**To:** Wade, Debbie PREM:EX  
**Subject:** RE: Request for Rose Room - Jan. 23rd

Done – thanks!

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

---

**From:** Wade, Debbie PREM:EX  
**Sent:** January 17, 2019 2:43 PM  
**To:** Higgins, Keira PREM:EX <Keira.Higgins@gov.bc.ca>  
**Subject:** Request for Rose Room - Jan. 23rd

Hi Keira;

Can we please request the Rose room on Wed. Jan. 23<sup>rd</sup> from 9:45- 12:30, for Geoff to do interviews.

Please advise  
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:** January 17, 2019 2:55 PM  
**To:** Trimble, Brett FIN:EX  
**Subject:** New phone won't be here 3:15 - 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

Page 245 of 245

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s.22