

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Manak, Nicky FIN:EX](#)  
**Cc:** [Geary, Vanessa PREM:EX](#)  
**Subject:** change in STOB 61 in DMO  
**Date:** November 30, 2018 12:35:51 PM

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Nicky – please increase it by another \$45K for this fiscal. Thank you.

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** ["Pelletier12, Michel \(SSC/SPC\)"](#)  
**Subject:** interior photos  
**Date:** November 29, 2018 2:05:57 PM  
**Attachments:** [Interior 1.jpg](#)  
[Interior 2.jpg](#)

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Michel – here are some photos from the inside of the room – evidently, the walls are 2 feet thick.  
There are no windows – it is all solid walls

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** ["Pelletier12, Michel \(SSC/SPC\)"](#)  
**Subject:** Ceiling photos  
**Date:** November 29, 2018 2:03:34 PM  
**Attachments:** [Ceiling 1.jpg](#)  
[Ceiling 2.jpg](#)

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Michel – there is no false ceiling in the proposed room – the walls and ceiling are solid – you can see the duct work, steam pipes and lights are exposed.

Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** ["Pelletier12, Michel \(SSC/SPC\)"](#)  
**Subject:** Photos of the doorway in our proposed location  
**Date:** November 29, 2018 2:02:24 PM  
**Attachments:** [Door from hallway.jpg](#)  
[Door from inside.jpg](#)

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Michel – sorry for the angle of these photos but I can't seem to flip them – here are photos of the door outside the proposed room and the a photo of the door from inside the room.

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Dhanota, Surjit LASS:EX](#)  
**Subject:** RE: We may have found another location for our secure phone  
**Date:** November 29, 2018 1:19:55 PM

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Surjit – see the chart below – the two things we would have to get is the Intrusion Alarm System and the Motion Detector (I hope they will send me the requirements for each so we can cost them out). Will let you know once I hear more detail from them.

Shelley

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**From:** Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]  
**Sent:** Tuesday, November 27, 2018 3:11 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: We may have found another location for our secure phone

Sorry I guess I miss that.

- s.15; s.17
- 

If you want I can bring in Lock smith and get proper answer. I think s.15; is much better than 2<sup>nd</sup> fl storage space.

Regards  
Surjit S Dhanota  
Facility Manager  
250-952-8137

---

**From:** Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]  
**Sent:** Tuesday, November 27, 2018 2:55 PM  
**To:** Dhanota, Surjit <[Surjit.Dhanota@leg.bc.ca](mailto:Surjit.Dhanota@leg.bc.ca)>  
**Subject:** RE: We may have found another location for our secure phone

Many thanks, Surjit – that was fast.

Just checking – for the questions relating to s.15; s.17 – would the answers be ‘no’?

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**From:** Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]  
**Sent:** Tuesday, November 27, 2018 2:15 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Ennis, Randall LASS:EX  
**Subject:** RE: We may have found another location for our secure phone

Hi Shelly  
I filled this form (in Red) as per my best knowledge, If they need more info. Please let me know.

s.15; s.17

s.15; s.17

Regards  
Surjit S Dhanota  
Facility Manager  
250-952-8137

---

**From:** Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]  
**Sent:** Tuesday, November 27, 2018 12:57 PM  
**To:** Dhanota, Surjit <[Surjit.Dhanota@leg.bc.ca](mailto:Surjit.Dhanota@leg.bc.ca)>

**Subject:** FW: We may have found another location for our secure phone

Hello, Surjit – would you have time to fill out the facilities-related parts of the form below? This is not a rush – but when you have time.

Thanks

Shelley

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**From:** Pelletier12, Michel (SSC/SPC) [<mailto:michel.pelletier12@canada.ca>]

**Sent:** Tuesday, November 27, 2018 12:46 PM

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

**Subject:** RE: We may have found another location for our secure phone

Good Afternoon Mrs. Canitz (Shelley), in preparation for our conversation I am forwarding a checklist to validate the  
s.15; s.17

Michel Pelletier  
Team Lead, Technical COMSEC Inspection  
Facilities and Emissions Security, Cyber & IT Security  
Shared Services Canada/Government of Canada  
[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca) / (613) 218-7051

Chef de section, Inspection Technique SECOM  
Sécurité des Installations et des Émissions, Cybersécurité et sécurité de la TI  
Service Partages Canada / Gouvernement du Canada  
[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca) / (613) 218-7051



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du Canada

Canada

---

**From:** Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]  
**Sent:** November-26-18 3:31 PM  
**To:** Pelletier12, Michel (SSC/SPC) <[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca)>  
**Subject:** RE: We may have found another location for our secure phone

Many thanks, Michel – I am available from 9 am to 2 pm PST – noon to 5 Ottawa time, I believe – my number is 250 356 1499. Would anything in that window work for you?

Shelley

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**From:** Pelletier12, Michel (SSC/SPC) [<mailto:michel.pelletier12@canada.ca>]  
**Sent:** Monday, November 26, 2018 12:22 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: We may have found another location for our secure phone

Good afternoon Shelley, Hope all is well, I could reach to you tomorrow or mid-week based on your availability.

I am scheduling to conduct a site survey off-site this afternoon but will make this a priority to schedule a discussion with you in next 48 Hrs if you are available.

Please advise  
Regards

Michel Pelletier  
Team Lead, Technical COMSEC Inspection  
Facilities and Emissions Security, Cyber & IT Security  
Shared Services Canada/Government of Canada  
[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca) / (613) 218-7051

Chef de section, Inspection Technique SECOM  
Sécurité des Installations et des Émissions, Cybersécurité et sécurité de la TI

Service Partages Canada / Gouvernement du Canada  
[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca) / (613) 218-7051



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---

**From:** Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]  
**Sent:** November-26-18 2:01 PM  
**To:** Pelletier12, Michel (SSC/SPC) <[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca)>  
**Subject:** RE: We may have found another location for our secure phone

Michel – would you have time for a short call to discuss? Thanks

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 14, 2018 11:32 AM  
**To:** 'Pelletier12, Michel (SSC/SPC)'  
**Subject:** We may have found another location for our secure phone

Michel – we may have found another site in our building that might work for the secure phone. Would you have anyone heading out this way soon who could check if the site works? Would there be any way to use a Skype call or something similar to do a preliminary assessment?

Many thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [McLean, Gordon FIN:EX](#); [Williams, Thandi FIN:EX](#)  
**Cc:** [Henry, David A FIN:EX](#)  
**Subject:** RE: CRA Interdependency Reminder  
**Date:** November 28, 2018 4:00:14 PM  
**Attachments:** [Annex 2 linkages.docx](#)

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Yes, Gordon, I am ok with you sending your outline of the OIC process to Allison. I am also attaching a schematic from an early Premier's office continuity document that should some of the relationships between our offices – it too may be helpful.

Shelley

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**From:** McLean, Gordon FIN:EX  
**Sent:** Wednesday, November 28, 2018 1:52 PM  
**To:** Williams, Thandi FIN:EX; Canitz, Shelley L PREM:EX  
**Cc:** Henry, David A FIN:EX  
**Subject:** Fwd: CRA Interdependency Reminder

Hi Thandi and Shelley,

s.22

Are you comfortable with me forwarding what I wrote to Alison? If I do I will send to Alison to discuss before forwarding onto the larger group.

Regards,

Gordon

Begin forwarded message:

**From:** "Lenz, Allison EMBC:EX" <[Allison.Lenz@gov.bc.ca](mailto:Allison.Lenz@gov.bc.ca)>  
**To:** "Ryan-Lloyd, Kate LASS:EX" <[Kate.Ryan-Lloyd@leg.bc.ca](mailto:Kate.Ryan-Lloyd@leg.bc.ca)>, "Woodward, Hilary LASS:EX" <[Hilary.Woodward@leg.bc.ca](mailto:Hilary.Woodward@leg.bc.ca)>, "Mullen, Alan LASS:EX" <[Alan.Mullen@leg.bc.ca](mailto:Alan.Mullen@leg.bc.ca)>, "Brownridge, Jerymy FIN:EX" <[Jerymy.Brownridge@gov.bc.ca](mailto:Jerymy.Brownridge@gov.bc.ca)>, "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>, "Lennox, Brenda PREM:EX" <[Brenda.Lennox@gov.bc.ca](mailto:Brenda.Lennox@gov.bc.ca)>, "Henry, David A FIN:EX" <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>, "McLean, Gordon FIN:EX" <[Gordon.x.McLean@gov.bc.ca](mailto:Gordon.x.McLean@gov.bc.ca)>, "Williams, Thandi FIN:EX" <[Thandi.Williams@gov.bc.ca](mailto:Thandi.Williams@gov.bc.ca)>, "Lauser, Jennifer FIN:EX" <[Jennifer.Lauser@gov.bc.ca](mailto:Jennifer.Lauser@gov.bc.ca)>, "van Marum, Karen IGRS:EX" <[Karen.vanMarum@gov.bc.ca](mailto:Karen.vanMarum@gov.bc.ca)>, "Quesnel, Jacqueline LASS:EX" <[Jacqueline.Quesnel@leg.bc.ca](mailto:Jacqueline.Quesnel@leg.bc.ca)>, "Gorman, Frances A IGRS:EX" <[Frances.Gorman@gov.bc.ca](mailto:Frances.Gorman@gov.bc.ca)>, "Periwal, Sukumar IGRS:EX" <[Sukumar.Periwal@gov.bc.ca](mailto:Sukumar.Periwal@gov.bc.ca)>  
**Cc:** "Han, Olivia EMBC:EX" <[Olivia.Han@gov.bc.ca](mailto:Olivia.Han@gov.bc.ca)>, "Hemming, Angela LASS:EX" <[Angela.Hemming@leg.bc.ca](mailto:Angela.Hemming@leg.bc.ca)>, "Carrelli, John I CITZ:EX" <[John.Carrelli@gov.bc.ca](mailto:John.Carrelli@gov.bc.ca)>, "Branch, Natalie J CITZ:EX" <[Natalie.J.Branch@gov.bc.ca](mailto:Natalie.J.Branch@gov.bc.ca)>, "Rothe, Karen J EMBC:EX"

<Karen.Rothe@gov.bc.ca>

**Subject: CRA Interdependency Reminder**

Good afternoon, everyone.

Thank you again for your attendance at the November 15<sup>th</sup> CRA Kick-Off Meeting. As some of you may remember, at the meeting it was agreed that you would all get together again to discuss your CRAs, with a particular focus on any interdependencies your CRAs share. To that end, a meeting has been scheduled for December 5<sup>th</sup> and SMEs from the Resources for Critical Services Working Group will be attending to help facilitate your discussion. For your convenience, please find attached your CRAs and some other supporting material.

In preparation for the meeting next week, we all agreed that it would be beneficial for you to identify your CRA interdependencies ahead of time so that those you have interdependencies with can have an opportunity to think about their role in your process and how your plans can work together before we meet to discuss. As we are now one week away from the meeting, I am fulfilling our commitment to send a reminder to you about sharing your interdependencies. Please share any identified interdependencies with the whole group by replying all to this email. It would be ideal if you could provide the information by the end of this week, so that other attendees can be more prepared for the discussion on December 5<sup>th</sup>.

If you have any questions, please do not hesitate to contact me. We look forward to seeing you next week.

Take care,  
Allison

**Allison Lenz**

*Senior Policy Analyst*

Office of the Deputy Minister of Emergency Management

Phone: 778.974.5192

Cell: 250.818.6255

<LEG.XLSX>

<IGRS.XLSX>

<CABOPS.XLSX>

<PO.XLSX>

<LG.XLSX>

<Stream 2 Workshop Playbook - V1.docx>

<Copy of 18.08.20 TEMPLATE 2 (IRP-CRA Resource Gathering  
Template).xlsx>

**From:** [Mulloy, Eleanor PREM:EX](#)  
**To:** [Phillips, Dawn-Lynn PSA:EX](#)  
**Cc:** [Canitz, Shelley L PREM:EX](#); [Parte, Maura PSA:EX](#)  
**Subject:** RE: For Review - Employee Attendance Reports  
**Date:** November 28, 2018 3:02:37 PM

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Hello Dawn-Lynn, I have consulted with Shelley and if we could please have Kim Henderson removed from our reports as she is no longer an advisor for our offices.

Thank you very much for your assistance with this matter.

Eleanor

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 28, 2018 2:18 PM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** Fwd: For Review - Employee Attendance Reports

Eleanor - can you see what we need to do to have Kim taken off our active employee list?

Begin forwarded message:

**From:** "Critchley, Pauline FIN:EX" <[Pauline.Critchley@gov.bc.ca](mailto:Pauline.Critchley@gov.bc.ca)>  
**Date:** November 28, 2018 at 1:06:10 PM PST  
**To:** "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>, "Geary, Vanessa PREM:EX" <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: For Review - Employee Attendance Reports

Hi Shelley,

Sorry but I am unable to remove her. I checked CHIPS and she is still showing as an "active" employee which is why she is still showing on any reports we run. (I ran the reports on active employees)

In this case, my hands are tied but recommend you contact MYHR.

Pauline

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** November 28, 2018 12:18 PM  
**To:** Critchley, Pauline FIN:EX <[Pauline.Critchley@gov.bc.ca](mailto:Pauline.Critchley@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: For Review - Employee Attendance Reports

Pauline – Kim Henderson's report is on page 8 of the 2<sup>nd</sup> attachment s.22

s.22

Are you able to remove

her from the list?

Thanks  
Shelley

---

**From:** Critchley, Pauline FIN:EX  
**Sent:** Wednesday, November 28, 2018 11:49 AM  
**To:** Geary, Vanessa PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** For Review - Employee Attendance Reports

Good morning,

Attached are the Employee Attendance Reports (EAR) for your Division, Branch or Department for the **period January 1 – December 8, 2018**. The report shows all accumulated and used leave for each staff member. This includes vacation, sick leave (STIIP), and special leave.

The report allows you to identify any leave not taken in order to better manage your Department's leave liability. Inaccuracies in leave reporting can cause increased leave liability costs and may result in overpayments to employees.

**We are requesting** employees and supervisors take the time to review each EAR report to ensure all leaves are recorded correctly in the system.

**Please print and distribute** this to staff for their review and approval.

- It's recommended **each employee sign and date the document** and return it to you for secure retention once they agree with the balances.
- **Retain approved forms** on file for one calendar year, then you may destroy securely.

### **Leave Corrections**

The EARs are for your records and not returned to payroll unless there is an error or omission.

If an error is identified:

- These can be entered into the Time and Leave system by an employee up to two pay periods after the leave period has ended.
- A Leave Approver can enter missed leave on behalf of an employee in Time and Leave up to four pay periods after the leave period has ended.
- If you need to go **back further than four pay periods**, you need to submit the electronic leave form or a manual leave form.

**Note: Any vacation entitlement that is not taken by the end of the calendar year will become a leave liability which will result in a charge to the ministry.**

- Please discuss with staff who have **significant unused vacation** to ensure they have plans to use this time before the calendar year end.

If you have any questions or concerns, please feel free to contact me.

Thank you for doing your part to ensure the accuracy of financial information and in helping to reduce the leave liability costs to the ministry.

Pauline Critchley

Senior Budget Analyst

Financial Planning and Budgets • Ministry of Finance

Phone: (250) 893-3429 • Fax: (250) 356-7326 • 3rd Fl – 617 Government St, Victoria  
BC V8W 9V1

**From:** [Massy, Michelle E PREM:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Subject:** RE: For Review - Employee Attendance Reports  
**Date:** November 28, 2018 2:50:49 PM

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Thanks Shelley – will do

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** November 28, 2018 12:23 PM  
**To:** Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>  
**Subject:** FW: For Review - Employee Attendance Reports

Michelle – please see the attachment and instructions below. Would you be able to have CabOps staff review and sign? Please see note that they are to go back to Payroll only if there is an error or omission.

---

**From:** Critchley, Pauline FIN:EX  
**Sent:** Wednesday, November 28, 2018 11:49 AM  
**To:** Geary, Vanessa PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** For Review - Employee Attendance Reports

Good morning,

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Financial Planning and Budgets • Ministry of Finance

Phone: (250) 893-3429 • Fax: (250) 356-7326 • 3rd Fl – 617 Government St, Victoria BC V8W 9V1

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Basi, Selena PREM:EX](#); [Hendry, Jackie PREM:EX](#); [s.22](#); [Kennedy, Christine PREM:EX](#); [Kristianson, Eric PREM:EX](#); [Miller, Amy PREM:EX](#); [Mulloy, Eleanor PREM:EX](#); [Shortt, Amanda PREM:EX](#); [Wensink, Alison PREM:EX](#); [Witter, Allison PREM:EX](#); [Wright, Don J. PREM:EX](#); [Yuma Morisho, Okenge PSA:EX](#)  
**Subject:** copy of your current leave balance coming to you  
**Date:** November 28, 2018 12:28:31 PM

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Hello, all – Eleanor will soon bring you a hard copy of your current leave balance. Please review and approve it (or let us know if there are errors) as soon as possible.

It is important that all leave is correctly noted. If you are also considering time off with your current 2018 vacation allotment, please take it – any unused vacation is a liability for our budget.

Many thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Mulloy, Eleanor PREM:EX](#)  
**Cc:** [Hendry, Jackie PREM:EX](#)  
**Subject:** FW: For Review - Employee Attendance Reports  
**Date:** November 28, 2018 12:25:19 PM  
**Attachments:** [EXEC OPS EAR - Shelly Canitz, Vanessa Geary.pdf](#)

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Eleanor – would you please print this out for DMO staff and have them sign if correct? I have sent a copy to Cab Ops so they can get their staff to handle.

Please see instructions for how long to keep the docs on file. Please also see what to do if a staff person says there is an error or omission.

---

**From:** Critchley, Pauline FIN:EX  
**Sent:** Wednesday, November 28, 2018 11:49 AM  
**To:** Geary, Vanessa PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** For Review - Employee Attendance Reports

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leave form or a manual leave form.

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- Please discuss with staff who have **significant unused vacation** to ensure they have plans to use this time before the calendar year end.

If you have any questions or concerns, please feel free to contact me.

Thank you for doing your part to ensure the accuracy of financial information and in helping to reduce the leave liability costs to the ministry.

Pauline Critchley

Senior Budget Analyst

Financial Planning and Budgets • Ministry of Finance

Phone: (250) 893-3429 • Fax: (250) 356-7326 • 3rd Fl – 617 Government St, Victoria BC V8W 9V1

**From:** [Trip Kennedy](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Subject:** RE: input towards budget changes  
**Date:** November 28, 2018 11:52:28 AM

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Thank you, Shelley.

Trip

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**From:** Canitz, Shelley L PREM:EX [mailto:[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)]  
**Sent:** 27 Nov 2018 15:25  
**To:** 'Trip Kennedy' s.22  
**Subject:** input towards budget changes

Trip – please accept my apologies for the delay in getting back to you on how a discussion on user fees might occur. I think the best way would be within the public consultation on the proposed budget. While this year's report is complete - <https://www.leg.bc.ca/content-committees/Pages/Finance-Budget-Consultation.aspx> - this is a regularly occurring consultation and you could submit your proposal in the future.

The document does reference user fees in some forms (e.g. fees to promote conservation) so this issue is one for consideration this year and beyond.

All the best,  
Shelley



Virus-free. [www.avast.com](http://www.avast.com)

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** ["Pelletier12, Michel \(SSC/SPC\)"](#)  
**Subject:** FW: We may have found another location for our secure phone  
**Date:** November 27, 2018 3:37:22 PM

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Michel – here is some additional information, **s.15; s.17**  
**s.15; s.17**

s.15; s.17

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**From:** Pelletier12, Michel (SSC/SPC) [<mailto:michel.pelletier12@canada.ca>]  
**Sent:** Tuesday, November 27, 2018 12:46 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: We may have found another location for our secure phone

Good Afternoon Mrs. Canitz (Shelley), in preparation for our conversation I am forwarding a checklist to validate the  
s.15; s.17

Michel Pelletier  
Team Lead, Technical COMSEC Inspection  
Facilities and Emissions Security, Cyber & IT Security  
Shared Services Canada/Government of Canada  
[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca) / (613) 218-7051

Chef de section, Inspection Technique SECOM  
Sécurité des Installations et des Émissions, Cybersécurité et sécurité de la TI  
Service Partages Canada / Gouvernement du Canada  
[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca) / (613) 218-7051



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Canada

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**From:** Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]  
**Sent:** November-26-18 3:31 PM  
**To:** Pelletier12, Michel (SSC/SPC) <[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca)>  
**Subject:** RE: We may have found another location for our secure phone

Many thanks, Michel – I am available from 9 am to 2 pm PST – noon to 5 Ottawa time, I believe – my number is 250 356 1499. Would anything in that window work for you?

Shelley

---

**From:** Pelletier12, Michel (SSC/SPC) [<mailto:michel.pelletier12@canada.ca>]  
**Sent:** Monday, November 26, 2018 12:22 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: We may have found another location for our secure phone

Good afternoon Shelley, Hope all is well, I could reach to you tomorrow or mid-week based on your availability.

I am scheduling to conduct a site survey off-site this afternoon but will make this a priority to schedule a discussion with you in next 48 Hrs if you are available.

Please advise  
Regards

Michel Pelletier  
Team Lead, Technical COMSEC Inspection

Facilities and Emissions Security, Cyber & IT Security  
Shared Services Canada/Government of Canada  
[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca) / (613) 218-7051

Chef de section, Inspection Technique SECOM  
Sécurité des Installations et des Émissions, Cybersécurité et sécurité de la TI  
Service Partages Canada / Gouvernement du Canada  
[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca) / (613) 218-7051



Government  
of Canada

Gouvernement  
du Canada

Canada

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**From:** Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]  
**Sent:** November-26-18 2:01 PM  
**To:** Pelletier12, Michel (SSC/SPC) <[michel.pelletier12@canada.ca](mailto:michel.pelletier12@canada.ca)>  
**Subject:** RE: We may have found another location for our secure phone

Michel – would you have time for a short call to discuss? Thanks

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 14, 2018 11:32 AM  
**To:** 'Pelletier12, Michel (SSC/SPC)'  
**Subject:** We may have found another location for our secure phone

Michel – we may have found another site in our building that might work for the secure phone. Would you have anyone heading out this way soon who could check if the site works? Would there be any way to use a Skype call or something similar to do a preliminary assessment?

Many thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Mulloy, Eleanor PREM:EX](#)  
**Subject:** RE: Access to Room 32 617 Government  
**Date:** November 27, 2018 1:58:12 PM

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approved

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 27, 2018 1:57 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Access to Room 32 617 Government

Can you approve this?

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:33 AM  
**To:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: Access to Room 32 617 Government

Yes, this needs to be approved.

Thanks!  
Jackie

---

**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Tuesday, November 27, 2018 11:26 AM  
**To:** Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>  
**Subject:** FW: Access to Room 32 617 Government

Ok? I am assuming so!

---

**From:** Trimble, Brett FIN:EX  
**Sent:** Tuesday, November 27, 2018 10:49 AM  
**To:** Mulloy, Eleanor PREM:EX; Magee, Tracey FIN:EX  
**Cc:** PREM Tech  
**Subject:** Access to Room 32 617 Government

Hi Eleanor,  
Would you be able to approve our team's door access to room 32 617 Government St.

Regards, Brett

**Brett Trimble**  
Systems Analyst  
Ministry of Finance | Offices of the Premier  
Tel: 778-698-3782  
Cel: 250-634-4966

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Dhaliwal, Sunny CITZ:EX](#)  
**Cc:** [Mulloy, Eleanor PREM:EX](#)  
**Subject:** RE: New Offices  
**Date:** November 27, 2018 1:31:51 PM

---

Sunny – we are so appreciative of having the space completed. Many thanks to the members of your team who made this happen – such an improvement.

As I understand it, there are still some details being worked out (e.g. some electrical issues re fridge) and Eleanor from our office will continue to facilitate that with CITZ. I believe she has been working with Kayla but if she should contact someone else, please let us know.

Again, many thanks for leading this change.  
Shelley

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** Tuesday, November 27, 2018 8:44 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** New Offices

Hi Shelley,  
I was told that your staff has moved into the new offices at 617 Govt St.  
Just wanted to make sure everything is ok and as per your expectations?  
Thanks

**Sunny Dhaliwal | Assistant Deputy Minister**  
Real Property Division | Ministry of Citizens' Services  
Ph: 778-698-5807 | Cell: 250-380-8311 |  
e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

**From:** Canitz, Shelley L PREM:EX  
**To:** Manak, Nicky FIN:EX  
**Subject:** RE: November Forecast  
**Date:** November 27, 2018 10:40:03 AM  
**Attachments:** image003.png  
image004.png

---

I think this is STOB 61

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 27, 2018 10:26 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: November Forecast

Ok thank you. I have cut out the high level explanations for the 2 contract stobs (below). It depends on what the terms of the contract are as to where it would go. It seems most would go under 61 as that is where you have the most expenditures to date. You do have 3K spent in stob 60. What is that for and will it continue? Then we can sort how much to forecast there and put the rest in Stob 61

60	PROF SERV-OPER and REG			PROFESSIONAL SERVICES-OPERATIONAL & REGULATORY	INCLUDES ONLY AMOUNTS FOR SERVICES PROVIDED AND BILLED DIRECTLY TO GOVERNMENT; INCLUDES CONTRACTS THAT PROVIDE A GOOD OR SERVICE THAT IS REQUIRED BY STATUTE OR REGULATION. IF A PAYMENT IS MADE TO AN INDIVIDUAL OR ORGANIZATION TO PROVIDE GOODS OR SERVICES TO A THIRD PARTY, THE PAYMENT IS CONSIDERED A CONTRIBUTION, NOT A SERVICE CONTRACT
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EB61	EC61	61	PROF SERV-ADVISORY	PROFESSIONAL SERVICES-ADVISORY	DISCRETIONARY CONTRACTS THAT PROVIDE PROFESSIONAL ADVICE THAT WILL ASSIST IN THE DEVELOPMENT OF POLICY AND/OR PROGRAMS; OR IMPROVE OR CHANGE THE DELIVERY OF EXISTING PROGRAMS (SUCH AS MANAGEMENT CONSULTING)
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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, 27 November 2018 10:19 AM  
**To:** Manak, Nicky FIN:EX <Nicky.Manak@gov.bc.ca>  
**Subject:** RE: November Forecast

There should be \$100 in contracts – I think they should all be in either STOB 60 or 61 (which one?)

(Donnie Wing - \$70k, Lucy Watson - \$19, 520, Context Research - \$10K)

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, November 27, 2018 9:43 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: November Forecast

Sorry the last time should have said 110K not 120K?

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Tuesday, 27 November 2018 9:14 AM  
**To:** Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>  
**Subject:** RE: November Forecast

Right now there is 15K forecast (3K spent) in stob 60 and 46K spent and forecasted in Stob 61. The notes are Lucy Watson – 25K beside stob 61. So should the 80 K should be in addition to the 25K for Lucy and the 15 K already in stob 60? For a total of 120K?

---

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

**Sent:** Monday, 26 November 2018 3:09 PM  
**To:** Manak, Nicky FIN:EX <[Nicky.Manak@gov.bc.ca](mailto:Nicky.Manak@gov.bc.ca)>  
**Cc:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: November Forecast

Correction: Donnie Wing – up to \$70K  
Our second contract in 18/19 is Context Research – up to \$10K

So our total DMO contract amount should be \$80,000

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, November 26, 2018 2:49 PM  
**To:** Manak, Nicky FIN:EX  
**Cc:** Geary, Vanessa PREM:EX  
**Subject:** RE: November Forecast

Nicky – we have a contract with Donnie Wong – I think it is set against STOB 60 but I wonder if it should be STOB 61. Whichever STOB that it is in should be increased to \$70,000. (I had thought it would be \$40,000 but it should be \$70,000.

Thanks  
Shelley

---

**From:** Manak, Nicky FIN:EX  
**Sent:** Wednesday, November 21, 2018 8:25 AM  
**Subject:** FW: November Forecast  
**Importance:** High

FYI – With the information below in mind, can you please let me know of any changes that I should be making to your November forecasts before **December 10<sup>th</sup>**? We are asked to submit the most accurate forecast possible.

Thank you,  
Nicky

---

**From:** Critchley, Pauline FIN:EX  
**Sent:** Wednesday, 21 November 2018 8:07 AM  
**To:** Bergthorson, Sheena PSEC:EX <[Sheena.Bergthorson@gov.bc.ca](mailto:Sheena.Bergthorson@gov.bc.ca)>; Clark, Susan J FIN:EX <[Susan.Clark@ficombc.ca](mailto:Susan.Clark@ficombc.ca)>; Dmytar, Nicole M FIN:EX <[Nicole.Dmytar@gov.bc.ca](mailto:Nicole.Dmytar@gov.bc.ca)>; Dunn, Paula FIN:EX <[Paula.Dunn@gov.bc.ca](mailto:Paula.Dunn@gov.bc.ca)>; Saito, Osami FIN:EX <[Osami.Saito@gov.bc.ca](mailto:Osami.Saito@gov.bc.ca)>; Yee, Stephanie FIN:EX <[Stephanie.Yee@gov.bc.ca](mailto:Stephanie.Yee@gov.bc.ca)>; Duong-Aihara, Lina FIN:EX <[Lina.Duong-Aihara@gov.bc.ca](mailto:Lina.Duong-Aihara@gov.bc.ca)>; Grainger, Keith FIN:EX <[Keith.Grainger@gov.bc.ca](mailto:Keith.Grainger@gov.bc.ca)>; Headen, Lorri FIN:EX <[Lorri.Headen@gov.bc.ca](mailto:Lorri.Headen@gov.bc.ca)>; Meroniuk, Vance A FIN:EX <[Vance.Meroniuk@gov.bc.ca](mailto:Vance.Meroniuk@gov.bc.ca)>; Gill, Manjit FIN:EX <[Manjit.Gill@ficombc.ca](mailto:Manjit.Gill@ficombc.ca)>; Michell, Jennifer FIN:EX <[Jennifer.Michell@gov.bc.ca](mailto:Jennifer.Michell@gov.bc.ca)>; Olson, Lianna FIN:EX <[Lianna.Olson@gov.bc.ca](mailto:Lianna.Olson@gov.bc.ca)>; He, Kina FIN:EX <[Kina.He@gov.bc.ca](mailto:Kina.He@gov.bc.ca)>; Knowles, Jessica D FIN:EX <[Jessica.D.Knowles@gov.bc.ca](mailto:Jessica.D.Knowles@gov.bc.ca)>; Williams, Thandi FIN:EX <[Thandi.Williams@gov.bc.ca](mailto:Thandi.Williams@gov.bc.ca)>; Mow, Jeanie FIN:EX <[Jeanie.Mow@gov.bc.ca](mailto:Jeanie.Mow@gov.bc.ca)>; Ng'ang'a W, Irene FIN:EX <[Irene.NgangaW@gov.bc.ca](mailto:Irene.NgangaW@gov.bc.ca)>; Bridge, Jannea FIN:EX <[Jannea.Bridge@gov.bc.ca](mailto:Jannea.Bridge@gov.bc.ca)>; Anderson, Willow P FIN:EX <[Willow.Anderson@gov.bc.ca](mailto:Willow.Anderson@gov.bc.ca)>; Giesbrecht, Mandy FIN:EX <[Mandy.Giesbrecht@gov.bc.ca](mailto:Mandy.Giesbrecht@gov.bc.ca)>  
**Cc:** Manak, Nicky FIN:EX <[Nicky.Manak@gov.bc.ca](mailto:Nicky.Manak@gov.bc.ca)>; Dicks, Erin L FIN:EX <[Erin.Dicks@gov.bc.ca](mailto:Erin.Dicks@gov.bc.ca)>; Ngo, Dawn FIN:EX <[Dawn.Ngo@gov.bc.ca](mailto:Dawn.Ngo@gov.bc.ca)>  
**Subject:** November Forecast

Hello everyone,

For the upcoming November forecast, we have some changes around the due date and submission requirement.

Due to the short turnaround time for the Q3 forecast in January, we will be treating the November forecast as the Q3 forecast. Divisions should focus their best efforts on their November forecasts to ensure the most accurate forecasts are submitted. There will still be a December forecast, however, only significant changes (\$100K or greater in total) that occur in December should be included.

In order to give divisions time to prepare for the best possible forecast, the November forecast due date will be extended to Thursday, **December 14<sup>th</sup>**. Budgets will be doing an extensive review of all forecasts and divisions should be prepared to answer questions over the following week. We will try to make contact as early as possible, but as there are many divisions, that may not always be possible. If your staff are going to be unavailable for the period December 14<sup>th</sup> to 24<sup>th</sup>, please let us know so we can work around the schedule as best as we can. Please provide as much details as possible in your explanations/comments. The more information you provide, the less questions you will get from us ☺

Thanks in advance for your cooperation. If you have any questions, please contact FIN Budgets FIN:EX.

Pauline Critchley

Senior Budget Analyst

Financial Planning and Budgets • Ministry of Finance

Phone: (250) 893-3429 • Fax: (250) 356-7326 • 3rd Fl – 617 Government St, Victoria BC V8W 9V1

**From:** [Canitz, Shelley L](#) PREM:EX  
**To:** [Kennedy, Christine](#) PREM:EX  
**Subject:** RE: PREM - Leadership Engagement Series December 10 Invitation List  
**Date:** November 27, 2018 9:39:23 AM

---

Done.

---

**From:** Kennedy, Christine PREM:EX  
**Sent:** Tuesday, November 27, 2018 9:26 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: PREM - Leadership Engagement Series December 10 Invitation List

Selena is unable to attend as she is away on that date. She will go to a subsequent session.

Christine

On Nov 27, 2018, at 9:20 AM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Christine – FYI – please let me know if there are changes

Shelley

---

**From:** Halls, Lori D PSA:EX  
**Sent:** Tuesday, November 27, 2018 6:59 AM  
**To:** Wright, Don J. PREM:EX  
**Cc:** Canitz, Shelley L PREM:EX; Oliver, Chrissy PSA:EX  
**Subject:** PREM - Leadership Engagement Series December 10 Invitation List

Don

Thank you for submitting your prioritized list of participants for the Leadership Engagement Series signature event, taking place on December 10, 2018.

Below, is the confirmed list of your office's invitees. The invitees will receive a formal invitation directly from the Public Service Agency on Thursday. Please let [Chrissy.Oliver@gov.bc.ca](mailto:Chrissy.Oliver@gov.bc.ca) know if there are any changes to the list below, by end of day Wednesday, November 28.

If you have additional Band 4-6 names you would like to put forward for future Leadership Engagement Series events, I would encourage you to submit them, directly to [Chrissy Oliver](#).

The original participant list, as submitted by your office is attached for your reference. Please don't hesitate to contact me if you have any questions or concerns.

Lori Halls  
Deputy Minister  
BC Public Service Agency

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Name	Title	Band	Ready now	Ready within 12 months	Ready within 2 years	Ready in 3-5 years	Ready in 5+ years
Selena Basi	Executive Director	5		Yes			
Amy Miller	Director	4		Yes			

<List of participants for Dec 10 event.docx>

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Basi, Selena PREM:EX](#)  
**Subject:** RE: Projected Government Business  
**Date:** November 27, 2018 9:18:01 AM

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Feel free to contact Liam Lawson for detail/plans – but I think it will have to come back in February

---

**From:** Basi, Selena PREM:EX  
**Sent:** Tuesday, November 27, 2018 6:23 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Projected Government Business

Thanks for this Shelley- is my understanding correct then in reading this that the ALC bill will not go through 1-3 reading this session... only item scheduled is today's debate committee of the whole ?

SB

Sent from my iPhone

On Nov 23, 2018, at 9:04 AM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Very short week next week – and last week for 2018!

---

**From:** Lawson, Liam PSSG:EX  
**Sent:** Thursday, November 22, 2018 5:03 PM  
**To:** LP Ministerial Assistants; LP Senior Ministerial Assistants; Aaron, Sage PREM:EX; Moran, Roseanne LASS:EX; Gibbs, Robb GCPE:EX; Parte, Maura PSA:EX; Meggs, Geoff PREM:EX; Sanford, Donna L GCPE:EX; Kristianson, Eric PREM:EX; Nash, Amber PREM:EX; Machell, Aileen GCPE:EX; Canitz, Shelley L PREM:EX; Arora, Jasleen MCF:EX; May, Ed LASS:EX; Chandra Herbert.MLA, Spencer LASS:EX; Scambler, Teresa LASS:EX; Connor, Tamara LASS:EX; Kang, Gurbrinder LASS:EX; Madevon, Solenn LASS:EX; Virk, Rajmeet LASS:EX; Wall, Selina LASS:EX; Dewar, Bob PREM:EX; Copage, Caitlin GCPE:EX; LP Administrative Coordinators; Wright, Don J. PREM:EX; Scott, Heidi LASS:EX; Howlett, Tim GCPE:EX; Machell, Aileen GCPE:EX; Holmwood, Jen PREM:EX; Lowe, Mike GCPE:EX; Geary, Vanessa PREM:EX; LP Support Staff; Oreck, Mira PREM:EX; Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; Scott, Samantha AG:EX; Giuliano, Angela LASS:EX; Scott, Samantha AG:EX; Hockin, Amber PREM:EX; Bain, Don PREM:EX; Sherlock, Stephanie GCPE:EX; Tounsi, Marielle GCPE:EX; Zaharia, Sarah GCPE:EX; Zadravec, Don GCPE:EX; LeGuilloux, Marg GCPE:EX; Hannah, Matt LASS:EX  
**Subject:** Projected Government Business

Hi all,

Please see the attached projected government business for the week ahead. If you have questions or if there is anyone you think should be included on these emails in the future please let me know,

Liam Lawson  
Senior Ministerial Assistant  
Ministry of Public Safety and Solicitor General  
P: 250-356-2173 | C: 250-812-2547

<Projected Government Business 2018-11-22.docx>

**From:** Canitz, Shelley L PREM:EX  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87455 Records Due December 7, 2018  
**Date:** November 26, 2018 4:06:12 PM  
**Attachments:** NR

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One email is attached – Gary Lenz’ email address in in it

I also had a meeting on November 5, 2019 with Gary Lenz – it is in my calendar but I don’t know how to add it as a record.

Shelley

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**From:** OOP FOI PREM:EX  
**Sent:** Monday, November 26, 2018 3:32 PM  
**To:** LP PO Deputy Minister; LP PO Executive Office; LP Premiers Vancouver Office  
**Subject:** Call for Records OOP-2018-87455 Records Due December 7, 2018

Hello,

Please see the below request and please let me know by December 7<sup>th</sup> whether or not you have any records:

**Canvassed: All Staff**

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*All internal correspondence regarding Craig James or Gary Lenz.*

*(Date Range for Record Search: From **10/01/2018 To 11/22/2018**) Date Format is MM/DD/YYYY*

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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

**From:** [Garside, Kimberley JTT:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Cc:** [Hunter, Jaclynn JTT:EX](#)  
**Subject:** Copy of last year's response to the Chamber's policy manual  
**Date:** November 26, 2018 11:24:08 AM  
**Attachments:** [2017-18 BC Chamber of Commerce Pol Pos Jan 2017 NEW.DOCX](#)  
[image001.png](#)

---

Good Morning Shelley,

Per your conversation with Jaclynn Hunter regarding the BC Chamber of Commerce policy manual, please find attached the response from the government of British Columbia to the 2017/18 BC Chamber of Commerce Policy and Position Manual resolutions sent last year.

Please let me know if you have any questions.

Regards,

**Kimberley Garside** | Policy Analyst  
Ministry of Jobs, Trade and Technology | Province of British Columbia  
p: 778-698-1675 | f: 250-952-0113 | e: [kimberley.garside@gov.bc.ca](mailto:kimberley.garside@gov.bc.ca)



The Open for Business Awards are a great way to celebrate BC communities that are committed to supporting small business. Nominations are open until November 30<sup>th</sup>. [Nominate](#) your community today.

---

**From:** "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>  
**Date:** November 23, 2018 at 3:19:30 PM PST  
**To:** "Hunter, Jaclynn JTT:EX" <[Jaclynn.Hunter@gov.bc.ca](mailto:Jaclynn.Hunter@gov.bc.ca)>  
**Subject:** copy of last year's response to the Chamber's policy manual

Jaclynn – might your office have a copy you could send me?

Many thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Dale, Raman GCPE:EX](#); [Parte, Maura PSA:EX](#)  
**Subject:** Please have staffing OICs in well before Dec 13  
**Date:** November 26, 2018 10:04:55 AM

---

Hello - Cab Ops will be shut down at the end of the day Dec 13 – so any staffing OICs should be in well before that time so we can get the LG to sign before Cab Ops leaves. If there is something urgent that needs to move during the Christmas break, we can still do that – it just may take a while to get signed.

Thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Dubuc, Michelle PREM:EX](#)  
**Subject:** RE: How long does it take for staffing OICs to get reported out to Cabinet?  
**Date:** November 26, 2018 9:55:58 AM

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The 5<sup>th</sup> is fine - thanks

---

**From:** Dubuc, Michelle PREM:EX  
**Sent:** Monday, November 26, 2018 9:50 AM  
**To:** Massy, Michelle E PREM:EX  
**Cc:** Canitz, Shelley L PREM:EX  
**Subject:** RE: How long does it take for staffing OICs to get reported out to Cabinet?

No problem,

Shelley – the ones from today will go on the Dec 5<sup>th</sup> Cabinet Agenda. Unfortunately we need to finalize the materials for Cabinet about a week prior, so it's too late to get them onto Nov 28<sup>th</sup>.

If there is a need for them to get reported sooner than Dec 5<sup>th</sup>, please let me know.

Cheers,

Michelle Dubuc  
OIC Coordinator | Cabinet Operations  
New number: 778 974 5080

---

**From:** Massy, Michelle E PREM:EX  
**Sent:** November 26, 2018 9:48 AM  
**To:** Dubuc, Michelle PREM:EX <[Michelle.Dubuc@gov.bc.ca](mailto:Michelle.Dubuc@gov.bc.ca)>  
**Cc:** Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>  
**Subject:** Fwd: How long does it take for staffing OICs to get reported out to Cabinet?

Hi Michelle - can you assist Shelley with her question? Thanks!

Begin forwarded message:

**From:** "Canitz, Shelley L PREM:EX" <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>  
**Date:** November 26, 2018 at 9:46:29 AM PST  
**To:** "Massy, Michelle E PREM:EX" <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>  
**Subject:** How long does it take for staffing OICs to get reported out to Cabinet?

Michelle – if an OIC is made public today, would it be in this week's Cabinet agenda or

the next?

Thanks  
Shelley

**From:** Canitz, Shelley L PREM:EX  
**To:** "CPAB CSIMS External / Extrne SGICI DGCAP (HC/SC)"  
**Subject:** RE: Cleaning validation guide (GUI-0028) and Guide to validating drug dosage forms (GUI-0029)  
**Date:** November 26, 2018 8:37:56 AM

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Many thanks

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**From:** Gunawardhane, Tilak (HC/SC) [mailto:tilak.gunawardhane@canada.ca] **On Behalf Of** CPAB CSIMS External / Extrne SGICI DGCAP (HC/SC)  
**Sent:** Monday, November 26, 2018 5:56 AM  
**To:** Canitz, Shelley L PREM:EX; 'CSIMS-External@hc-sc.gc.ca'  
**Subject:** RE: Cleaning validation guide (GUI-0028) and Guide to validating drug dosage forms (GUI-0029)

Good morning Ms. Canitz:

Thank you for your email. We have archived your record.

Please do not hesitate to contact me should you have any questions.

Tilak

---

**From:** Canitz, Shelley L PREM:EX [mailto:Shelley.Canitz@gov.bc.ca]  
**Sent:** 2018-11-21 12:36 PM  
**To:** 'CSIMS-External@hc-sc.gc.ca'  
**Subject:** FW: Cleaning validation guide (GUI-0028) and Guide to validating drug dosage forms (GUI-0029)

Hello – I have lost my signin information some time ago, and want to stop receiving all of these notifications. Are you able to unsubscribe me from these notices?

---

**From:** hc.hpil.consultation-ipsop.sc@canada.ca [mailto:hc.hpil.consultation-ipsop.sc@canada.ca]  
**Sent:** Wednesday, November 21, 2018 5:12 AM  
**Subject:** Cleaning validation guide (GUI-0028) and Guide to validating drug dosage forms (GUI-0029)

You are receiving this message because you joined the Health Canada and the Public Health Agency of Canada's stakeholder registry.

We would like to inform you that we have recently launched a consultation on one of the topics of interest to you.

To find out more about this consultation on Release of draft guidance documents for consultation: Cleaning validation guide (GUI-0028) and Guide to validating drug dosage forms (GUI-0029)

please click on the following link: [Release of draft guidance documents for consultation: Cleaning validation guide \(GUI-0028\) and Guide to validating drug dosage forms \(GUI-0029\)](#)

Questions or comments? Contact us at . [hc.hpil.consultation-ipsop.sc@canada.ca](mailto:hc.hpil.consultation-ipsop.sc@canada.ca)

If you no longer wish to receive notifications of consultations on this topic, you can do so by logging in to your [CSIMS](#) account and revising your "Areas of Interest".

Issues logging in to your account? Please email: [CSIMS-External@hc-sc.gc.ca](mailto:CSIMS-External@hc-sc.gc.ca)

**Lisa Matte**

Corporate Regulatory Compliance and Enforcement Officer/Agent de conformité et d'application de la loi

Regulatory Operations and Regions Branch (RORB)/ Direction générale des opérations réglementaires et des régions (DGORR)

Health Canada /Government of Canada/ Santé Canada/ Gouvernement du Canada

[lisa.matte@canada.ca](mailto:lisa.matte@canada.ca) / Tel: 613-301-9485

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Kennedy, Christine PREM:EX](#)  
**Subject:** Re: Update  
**Date:** November 25, 2018 1:00:14 PM

---

Ok

On Nov 24, 2018, at 5:59 PM, Kennedy, Christine PREM:EX  
<[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)> wrote:

I talked to DW about the Chamber document process. On Monday he will send the chamber a letter replacing the current consolidated written response with an engagement process coordinated by JTT, including online meetings etc. Fazil knows. Thanks for raising this – procedurally the approach was out of date, and there are better ways to engage with Chambers and accommodate their collective and regional views in policy development.

**Christine Kennedy**

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

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Kennedy, Christine PREM:EX](#)  
**Subject:** RE: ACTION REQUIRED: Chamber of Commerce Policy Manual Coordination for 2018  
**Date:** November 23, 2018 3:20:15 PM

---

Christine – the Chamber regularly sends this as a yearly request to government and JTT volunteers to co-ordinate the responses. JTT received the Chamber's manual yesterday and they hope to send responses to the Chamber by March 1. JTT says the Chamber would like the report in advance of their AGM in May.

JTT will be sending me a copy of a previous year's response and I will forward that when it comes

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 9:53 AM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** RE: ACTION REQUIRED: Chamber of Commerce Policy Manual Coordination for 2018

There are four - [http://www.bccchamber.org/sites/default/files/2017-2018-%20Policy%20and%20Positions%20Manual%20-%20Revised%2020170720\\_Branded\\_0.pdf](http://www.bccchamber.org/sites/default/files/2017-2018-%20Policy%20and%20Positions%20Manual%20-%20Revised%2020170720_Branded_0.pdf).  
- Would we reply or forward to ministries? Happy to discuss with you.

---

**From:** Kennedy, Christine PREM:EX  
**Sent:** Friday, November 23, 2018 9:48 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: ACTION REQUIRED: Chamber of Commerce Policy Manual Coordination for 2018

Was there an attachment we were supposed to review to respond to? If this initiative is based on responding to letters, I don't think our office received one. Thanks Shelley.

Christine

On Nov 23, 2018, at 9:30 AM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

If you will be providing any responses, please let me know. If not, I will presume OoP will not respond.

Thanks

---

**From:** Mihlar, Fazil JTT:EX  
**Sent:** Friday, November 23, 2018 8:49 AM  
**To:** BCPSA Agency DMC List  
**Cc:** BCPSA Agency DMC Admin & Operational Support; Little, Christine JTT:EX; Hunter, Jaclynn JTT:EX; Garside, Kimberley JTT:EX  
**Subject:** ACTION REQUIRED: Chamber of Commerce Policy Manual Coordination for 2018

Dear Colleagues,

As you may be aware, the BC Chamber of Commerce has recently written to Ministers

across government providing their respective policy manual resolutions for 2018.

As per previous years, the Small Business Branch in my ministry will be compiling the consolidated cross-ministry response for the 2018 Policy Resolutions manual.

Please provide the name of your ministry's coordinating contact to Kimberley Garside ([Kimberley.Garside@gov.bc.ca](mailto:Kimberley.Garside@gov.bc.ca)) by **end of day Friday, November 30th**. We will then proceed with getting out instructions to your ministry contacts and begin the coordination process.

If you have any questions or follow up, please contact Jackie Hunter, Executive Director of the Small Business Branch ([Jaclynn.Hunter@gov.bc.ca](mailto:Jaclynn.Hunter@gov.bc.ca) or 778.698.1662).

Thank you for your collaboration on this cross-government effort. We look forward to working with you again.

Kind regards,

Fazil.

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Owens, Anita PSA:EX](#)  
**Subject:** RE: Holiday Season and OICs  
**Date:** November 23, 2018 12:53:46 PM  
**Attachments:** [image001.png](#)

---

Anita – Cab Ops will be shut down at the end of the day Dec 13 – so any staffing OICs should be in well before that time so we can get the LG to sign before Cab Ops leaves

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 22, 2018 4:18 PM  
**To:** Owens, Anita PSA:EX  
**Cc:** Higgins, Keira PREM:EX  
**Subject:** RE: Holiday Season and OICs

Anita – I forgot to add that quite often Cab Ops shuts down except for the most urgent of OICs – I will get that date for you and get back to you.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 22, 2018 4:17 PM  
**To:** Owens, Anita PSA:EX  
**Cc:** Higgins, Keira PREM:EX  
**Subject:** RE: Holiday Season and OICs

Anita – I think Don will be around, as will Keira and I, until Christmas. While Don is on holiday after Christmas, we may be able to arrange for Christine Kennedy to sign documents in his absence – would just need advance warning . Keira and I will be here through the holiday season.

Shelley

---

**From:** Owens, Anita PSA:EX  
**Sent:** Thursday, November 22, 2018 2:54 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Holiday Season and OICs

When is the best time to have OICs to you before things slow down staffing/cabinet wise in December.

Also when is Don off and will he have an alternate?

Anita Owens, Executive Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency

4<sup>th</sup> Floor – 810 Blanshard Street | Victoria BC | V8W 2H2 | 250 361-8614 or 778-698-7966

*Acknowledging with gratitude the Lekwungen Peoples, Traditional Keepers of this Land, where this email is coming to you from.*



Where ideas work

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Burbee, Jon CITZ:EX](#)  
**Subject:** RE: what is the move in date for the office space at 617 Govt  
**Date:** November 23, 2018 11:03:08 AM

---

Many thanks

---

**From:** Burbee, Jon CITZ:EX  
**Sent:** Friday, November 23, 2018 10:55 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX  
**Subject:** RE: what is the move in date for the office space at 617 Govt

Will do Shelley

**Jon Burbee** | Executive Director | Asset Management Branch  
Real Property Division | Ministry of Citizens' Services  
**Ph:** 250 213-7439 | **e:** [Jon.Burbee@gov.bc.ca](mailto:Jon.Burbee@gov.bc.ca) | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
| **wp** W311C, 4000 Seymour Pl, Saanich BC



Real Property  
Division

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 23, 2018 10:16 AM  
**To:** Burbee, Jon CITZ:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX  
**Subject:** RE: what is the move in date for the office space at 617 Govt

Jon – would you please check that Allison's desk will go into the end office opposite the MFD?  
Eleanor was just by and saw a desk that may not be height-adjustable so we wanted to check.

---

**From:** Burbee, Jon CITZ:EX  
**Sent:** Tuesday, November 20, 2018 4:31 PM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX  
**Subject:** RE: what is the move in date for the office space at 617 Govt

Will do

**Jon Burbee** | Executive Director | Asset Management Branch  
Real Property Division | Ministry of Citizens' Services  
**Ph:** 250 213-7439 | **e:** [Jon.Burbee@gov.bc.ca](mailto:Jon.Burbee@gov.bc.ca) | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1



Real Property  
Division

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 20, 2018 4:29 PM  
**To:** Burbee, Jon CITZ:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX; Witter, Allison PREM:EX  
**Subject:** RE: what is the move in date for the office space at 617 Govt

Jon –an update – please move Allison’s adjustable desk to the far end of the renovated space – the one at the end opposite the MFD

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 20, 2018 2:55 PM  
**To:** Burbee, Jon CITZ:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX  
**Subject:** RE: what is the move in date for the office space at 617 Govt

Jon – hope the attachment comes through. Allison’s height adjusted desk should go in room 32-E – see attachment.

As well, the other staff would like their desks placed as noted in the attachment. Will that be a problem?

Thanks  
Shelley

---

**From:** Burbee, Jon CITZ:EX  
**Sent:** Tuesday, November 20, 2018 9:30 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX  
**Subject:** RE: what is the move in date for the office space at 617 Govt

Hi Shelley,

Nov 26. One quick question though to help us meet the deadline as Sunny is unavailable and has this info: we want to ensure the one height adjustable desk is situated properly. Can you provide us (or direct to Kayla Cockle) where it is to be located?

**Jon Burbee** | Executive Director | Asset Management Branch  
Real Property Division | Ministry of Citizens’ Services  
**Ph:** 250 213-7439 | **e:** [Jon.Burbee@gov.bc.ca](mailto:Jon.Burbee@gov.bc.ca) | **m:** PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
| **wp** W311C, 4000 Seymour Pl, Saanich BC



## Real Property Division

---

**From:** Burbee, Jon CITZ:EX  
**Sent:** Tuesday, November 20, 2018 9:13 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX  
**Subject:** Re: what is the move in date for the office space at 617 Govt

Will find out.

Jon Burbee  
Executive Director Asset Management  
Ministry of Citizens' Services  
Real Property Division  
(250) 213-7439 jon.burbee@gov.bc.ca

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 20, 2018 09:11  
**To:** Burbee, Jon CITZ:EX  
**Cc:** Mulloy, Eleanor PREM:EX; Higgins, Keira PREM:EX  
**Subject:** what is the move in date for the office space at 617 Govt

Jon -s.22                      are you able to remind me of the move-in date for the new offices at 617 Govt?

Thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Yuma Morisho, Okenge PREM:EX](#); [Massy, Michelle E PREM:EX](#); [Geary, Vanessa PREM:EX](#)  
**Cc:** [Manak, Nicky FIN:EX](#)  
**Subject:** please send list of your 18/19 contract to Nicky as soon as possible.  
**Date:** November 22, 2018 1:12:51 PM

---

Hello, would you or a member of your team please send Nicky as soon as possible a list of all your 18/19 contracts, including any planned for later this fiscal?

Thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Bertrand, Francois JTT:EX](#)  
**Subject:** RE: Copy of economic strategy - who should I contact?  
**Date:** November 22, 2018 11:27:59 AM

---

Thank you, Francois

---

**From:** Bertrand, Francois JTT:EX  
**Sent:** Thursday, November 22, 2018 10:42 AM  
**To:** Canitz, Shelley L PREM:EX; Shaw, Mary A PSSG:EX  
**Subject:** RE: Copy of economic strategy - who should I contact?

Materials are attached (and substantively the same as last DMWG meeting).

**Francois Bertrand**

Executive Director  
Sector and Regulatory Competitiveness  
Ministry of Jobs, Trade and Technology  
Cell: 250-415-1970

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 22, 2018 10:33 AM  
**To:** Shaw, Mary A PSSG:EX  
**Cc:** Bertrand, Francois JTT:EX  
**Subject:** RE: Copy of economic strategy - who should I contact?

Many thanks

---

**From:** Shaw, Mary A PSSG:EX  
**Sent:** Thursday, November 22, 2018 10:32 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Bertrand, Francois JTT:EX  
**Subject:** RE: Copy of economic strategy - who should I contact?

Hi Shelley – Francois Bertrand, copied here, will be able to provide the materials.

Thanks,  
Mary

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 22, 2018 9:40 AM  
**To:** Shaw, Mary A PSSG:EX  
**Subject:** Copy of economic strategy - who should I contact?

Mary – I want to get a copy of the economic strategy in advance of Monday's meeting – who should I contact?

Thanks  
Shelley

Page 051 of 113

Withheld pursuant to/removed as

s.22

**From:** [Halls, Lori D PSA:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Subject:** RE: Policies for former DMs, Associate DMs  
**Date:** November 20, 2018 12:29:33 PM  
**Attachments:** [Post Employment Restrictions May 2018.pdf](#)

---

Attached is the Post Employment Restrictions.

Here is the link on MyHR: <https://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/policy/hr-policy-pdf?keyword=Post-Employment&keyword=Restrictions>

Lori Halls  
Deputy Minister  
BC Public Service Agency

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 20, 2018 12:18 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** RE: Policies for former DMs, Associate DMs

Please send me the link when you have time – not a rush

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, November 19, 2018 2:51 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** Policies for former DMs, Associate DMs

Lori – is there a policy on these people contracting back with government?

Thanks

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [CFFSHELP, FIN FIN:EX](#)  
**Cc:** [Wensink, Alison PREM:EX](#)  
**Subject:** FW: Nov 3 PCard Reconciliation  
**Date:** November 20, 2018 12:17:32 PM  
**Attachments:** [Nov 3 P Card Receipts.pdf](#)  
[WENSINKA s.17 03NOV18.xlsx](#)

---

approved

---

**From:** Wensink, Alison PREM:EX  
**Sent:** Tuesday, November 20, 2018 12:16 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Nov 3 PCard Reconciliation

Hi Shelley,

Attached is my PCard Reconciliation and receipts for your approval s.22

Thank you,

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

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [MacMillan, Elizabeth PREM:EX](#)  
**Cc:** [Massy, Michelle E PREM:EX](#)  
**Subject:** RE: ANSWER: TONIGHT: work being done in Room 033  
**Date:** November 20, 2018 8:32:49 AM

---

Thank you

---

**From:** MacMillan, Elizabeth PREM:EX  
**Sent:** Tuesday, November 20, 2018 7:51 AM  
**To:** Canitz, Shelley L PREM:EX  
**Cc:** Massy, Michelle E PREM:EX  
**Subject:** FW: ANSWER: TONIGHT: work being done in Room 033

FYI and we'll keep you posted

---

**From:** MacMillan, Elizabeth PREM:EX  
**Sent:** November 20, 2018 7:51 AM  
**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>  
**Cc:** Massy, Michelle E PREM:EX <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>  
**Subject:** RE: ANSWER: TONIGHT: work being done in Room 033

Or perhaps you have already reported it?

---

**From:** MacMillan, Elizabeth PREM:EX  
**Sent:** November 20, 2018 7:50 AM  
**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>  
**Cc:** Massy, Michelle E PREM:EX <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>  
**Subject:** FW: ANSWER: TONIGHT: work being done in Room 033  
**Importance:** High

Thanks for this information Sunny. We'll check with the CIO this morning to determine whether and who should report the security breach.

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** November 19, 2018 9:19 PM  
**To:** MacMillan, Elizabeth PREM:EX <[Elizabeth.MacMillan@gov.bc.ca](mailto:Elizabeth.MacMillan@gov.bc.ca)>  
**Subject:** FW: ANSWER: TONIGHT: work being done in Room 033  
**Importance:** High

Hi Elizabeth,  
Fyi...

**Sunny Dhaliwal | Assistant Deputy Minister**  
Real Property Division | Ministry of Citizens' Services  
Ph: 778-698-5807 | Cell: 250-380-8311 |  
e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

---

**From:** St Hilair, Diane CITZ:EX  
**Sent:** Monday, November 19, 2018 9:13 PM  
**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>  
**Subject:** FW: ANSWER: TONIGHT: work being done in Room 033  
**Importance:** High

I have confirmation from WSI that all contractors are offsite. Further electrical requiring 033 access, or activities related to removing the wall on the 033 side will be communicated via a schedule update tomorrow. (also I updated my room numbers below)

---

**From:** St Hilair, Diane CITZ:EX  
**Sent:** Monday, November 19, 2018 8:48 PM  
**To:** Dhaliwal, Sunny CITZ:EX  
**Subject:** ANSWER: TONIGHT: work being done in Room 033  
**Importance:** High

WSI has confirmed there was an error made by Globe Contracting. Because Globe had clearance to work in 032 and 033 they extended this to their sub-contractor, without understanding the need for pre-authorization for any further work to happen in ~~032~~ 033 after the November 12<sup>th</sup> completion of ~~032~~ 033. I've attached the schedule for clarity.

Tonight it was scheduled for removal of the temporary wall, but Graphic needed an additional part, so was *NOT* on site, but Graphic have assured us they will still meet the target of November 23<sup>rd</sup>. **(we should have been notified by WSI about this)** The contractor that was in the suite was Paladin Security installing the security pad for ~~032~~ 033. **(again, this should also have been communicated to RPD from WSI)**

To answer your access card question, the contractors have access cards and these were pre-authorized by Cabinet Operations and allow access to both 032 and 033 until Paladin can complete the security coding to separate the suites. As above, there was a misunderstanding on the part of the contractor. **The contractor removed Paladin immediately once I notified the WSI PM.**

-

Feel free to call me if you need clarity or to discuss any of the above.

Diane St. Hilair, A/Executive Director  
Workplace Development Services | Real Property Division | Ministry of Citizens' Services  
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1  
Office 250.952.9525 | Cell 778.677.4199 | [Diane.StHilair@gov.bc.ca](mailto:Diane.StHilair@gov.bc.ca)

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** Monday, November 19, 2018 7:44 PM  
**To:** St Hilair, Diane CITZ:EX  
**Subject:** FW: TONIGHT: work being done in Room 033  
**Importance:** High

Do you have any information about the below?

**Sunny Dhaliwal | Assistant Deputy Minister**  
Real Property Division | Ministry of Citizens' Services  
Ph: 778-698-5807 | Cell: 250-380-8311 |  
e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

---

**From:** MacMillan, Elizabeth PREM:EX  
**Sent:** Monday, November 19, 2018 7:39 PM  
**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>  
**Cc:** Massy, Michelle E PREM:EX <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>  
**Subject:** TONIGHT: work being done in Room 033

Hi Sunny — please give me a call re note below asap tonight.

Thanks  
Elizabeth  
250-812-4618

Begin forwarded message:

**From:** "Powell, Charlotte PREM:EX" <[Charlotte.Powell@gov.bc.ca](mailto:Charlotte.Powell@gov.bc.ca)>  
**Date:** November 19, 2018 at 4:51:03 PM PST  
**To:** "Massy, Michelle E PREM:EX" <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>, "Brown, Dawn A PREM:EX" <[Dawn.A.Brown@gov.bc.ca](mailto:Dawn.A.Brown@gov.bc.ca)>  
**Subject:** work being done in Room 033

Hi Michelle and Dawn — as I was taking over materials for binders, I discovered a contractor doing work in Room 033 tonight. I've moved the current binders and in-box into Dawn's office. There is a pile of binders in a box for shedding — I've flipped the top one face down to make it (hopefully) less tempting. But there are a bunch of meeting files on the cabinets by the windows — I don't know what to do with those.

I thought they were supposed to let us know before doing work....

**\*\*please note new phone number: 778-974-5085**

Charlotte Powell | Cabinet Operations | phone: 778-974-5085 |  
mobile: 250-361-5381 | [charlotte.powell@gov.bc.ca](mailto:charlotte.powell@gov.bc.ca)

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**From:** [Kennedy, Christine PREM:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#); [Wright, Don J. PREM:EX](#)  
**Subject:** RE: new hire for DMO  
**Date:** November 19, 2018 3:39:46 PM

---

We haven't yet, but I absolutely will let you know as soon as someone is selected.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, November 19, 2018 2:11 PM  
**To:** Wright, Don J. PREM:EX; Kennedy, Christine PREM:EX  
**Subject:** new hire for DMO

Hello – just a reminder that if you have settled on a new hire for Christine's team, please let me know salary etc so I can plan out budget and admin can start set-up process.

Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [BCPSA Agency DMC Admin & Operational Support](#)  
**Subject:** RE: Information on event with BC Chamber of Commerce November 27 - Vancouver  
**Date:** November 19, 2018 2:25:04 PM

---

Thank you all for letting me know if your DM would be attending this dinner. If the Chamber has contacted you directly, please feel free to reply to their RSVP.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 7, 2018 4:04 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** Information on event with BC Chamber of Commerce November 27 - Vancouver

Hello, all – as discussed at DMC, please let me know as soon as possible if your DM will be attending this event – here are the details:

Location is Hyatt Regency - 655 Burrard Street.

Evening begins at 5:30 with registration and reception, following by dinner and presentations/Qs and As. It will end at 9 pm.

**Would you please let me know by Monday 4:30 pm if your DM will be attending.**  
(So far, Trevor Hughes, Scott MacDonald, Fazil Mihlar and Wes Shoemaker have confirmed their attendance.)

Please also let our office know if you will be attending before you respond to any invitation from the Chamber of Commerce.

Any other questions?

Thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Walsh, Sara M HLTH:EX](#)  
**Subject:** RE: Information on event with BC Chamber of Commerce November 27 - Vancouver  
**Date:** November 19, 2018 2:22:22 PM

---

Sara, thanks for that offer – this will be for DMs only.

---

**From:** Walsh, Sara M HLTH:EX  
**Sent:** Monday, November 19, 2018 1:22 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Information on event with BC Chamber of Commerce November 27 - Vancouver

Hi Shelley,

Unfortunately, DM Brown will not be able to attend the dinner that evening. However, Sabine Feulgen would be pleased to attend on his behalf.

*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)*

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---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Monday, November 19, 2018 11:47 AM  
**To:** Walsh, Sara M HLTH:EX  
**Subject:** RE: Information on event with BC Chamber of Commerce November 27 - Vancouver

Sara – has there been a decision yet if DM Brown will attend the dinner?

Thanks  
Shelley

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 13, 2018 2:50 PM  
**To:** Walsh, Sara M HLTH:EX  
**Subject:** RE: Information on event with BC Chamber of Commerce November 27 - Vancouver

Thanks – will await further word

---

**From:** Walsh, Sara M HLTH:EX  
**Sent:** Tuesday, November 13, 2018 2:49 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Information on event with BC Chamber of Commerce November 27 - Vancouver

Hi Shelley,

Holly has not had a chance to speak with DM Brown regarding this. Hopefully we can advise before end of day or at latest tomorrow.

Apologies for being late with this response.

*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:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 13, 2018 12:47 PM  
**To:** Larkin, Brenda FLNR:EX; Walsh, Sara M HLTH:EX; Shang, Cindy TAC:EX; Johnson, Tracey MAH:EX; Detlefsen, Kirsten PSA:EX; Bates, Nancy MMHA:EX; Bridges, Kelsey PSEC:EX  
**Subject:** FW: Information on event with BC Chamber of Commerce November 27 - Vancouver

Hello – just a reminder to get back to me by end of day if your DM is going to this event - thanks

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 7, 2018 4:23 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** RE: Information on event with BC Chamber of Commerce November 27 - Vancouver

Make that Tuesday by 4:30! (Though earlier is better!)

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, November 7, 2018 4:04 PM  
**To:** BCPSA Agency DMC Admin & Operational Support  
**Cc:** Wensink, Alison PREM:EX  
**Subject:** Information on event with BC Chamber of Commerce November 27 - Vancouver

Hello, all – as discussed at DMC, please let me know as soon as possible if your DM will be attending this event – here are the details:

Location is Hyatt Regency - 655 Burrard Street.  
Evening begins at 5:30 with registration and reception, following by dinner and presentations/Qs and As. It will end at 9 pm.

**Would you please let me know by Monday 4:30 pm if your DM will be attending.**  
(So far, Trevor Hughes, Scott MacDonald, Fazil Mihlar and Wes Shoemaker have confirmed their attendance.)

Please also let our office know if you will be attending before you respond to any

invitation from the Chamber of Commerce.

Any other questions?

Thanks

Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Landry, Dara M MMHA:EX](#)  
**Subject:** what date is the MHA TB discussion?  
**Date:** November 19, 2018 11:36:37 AM

---

Dara – and may I also see the next version of the TB sub?

Thanks  
Shelley

**From:** Canitz, Shelley L PREM:EX  
**To:** Parte, Maura PSA:EX  
**Subject:** info on stand up desks  
**Date:** November 19, 2018 10:45:32 AM

---

Maura – our corporate services are provided by MoFinance, so here are the forms for the desk – doctor's note, etc. (it needs to be medically required.) -  
[http://gwww.fin.gov.bc.ca/osh\\_new/ergo/index.stm](http://gwww.fin.gov.bc.ca/osh_new/ergo/index.stm)

Dean from our PremTech can do our ergonomic assessments

Whomever from downstairs wants to do this could talk to Eleanor Mulloy. She can fill them in on the steps needed.

(In fact, when you get these kinds of questions on ordering/finance/etc, usually it is a service provided to us from Finance and downstairs staff can just ask one of our admin)

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Lenz, Allison EMBC:EX](#)  
**Subject:** RE: thinking about changing our CRAs  
**Date:** November 16, 2018 1:27:38 PM

---

Allison – I also have questions over what role the Premier or DM to the Premier has in each of your CRAs. For example, will either of them need to be involved in CERRC? If there was a way to show me which of your actions involve the Prem or DM to the Premier, I will make sure we have that in our plan. For example, I know Becky and Jill will use the robo-call thing (forgot its name) to call DMs and ministers. I would want to put in our plan that the Premier and DM to the Premier need to await that call.

Please let me know if I am heading in the wrong way on this - thanks  
Shelley

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 15, 2018 1:43 PM  
**To:** Lenz, Allison EMBC:EX  
**Subject:** thinking about changing our CRAs

Allison – as mentioned, I am thinking that I may want to change our CRAs but want to talk it out first to make sure I am not heading in the wrong direction. Would you have some time this afternoon or tomorrow to discuss by phone?

Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Basi, Selena PREM:EX](#); [Miller, Amy PREM:EX](#); [Witter, Allison PREM:EX](#)  
**Cc:** [Higgins, Keira PREM:EX](#)  
**Subject:** FW: question on furniture etc in renovated 617 space  
**Date:** November 16, 2018 1:03:01 PM

---

Hello, all – just a FYI on the furniture that will be in your new work space.

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** Friday, November 16, 2018 1:00 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: question on furniture etc in renovated 617 space

Hi Shelley,

Furniture is being brought in on November 21<sup>st</sup> at 8:30 am for initial set up.  
Offices will include the following :

1. Cherry desk
2. 1 matching 2 drawer lateral filing cabinet
3. 1 matching meeting table with two chairs
4. Wardrobe locker that has storage and available space for clothes
5. Task chair

Exterior open spaces include the following:

1. L-shaped desk with pedestal
2. Medium locker
3. Task Chair

Open collaboration space includes:

1. Bench style seating
2. Table
3. 2 chairs

I'll get back to you on the IT piece.

Thanks

**Sunny Dhaliwal | Assistant Deputy Minister**  
Real Property Division | Ministry of Citizens' Services  
Ph: 778-698-5807 | Cell: 250-380-8311 |  
e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

**From:** [Klak, Steve M FIN:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#); [Geary, Vanessa PREM:EX](#)  
**Cc:** [Spaven, Teri FIN:EX](#); [Parmar, Ranbir S CSNR:EX](#); [Roland, Michelle CSNR:EX](#)  
**Subject:** RE: Budget transfer for Suzanne Christensen  
**Date:** November 16, 2018 9:11:16 AM  
**Attachments:** [image001.png](#)

---

Understood. Thanks Shelley. We will continue to JV costs on an annual basis.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** November 16, 2018 9:09 AM  
**To:** Klak, Steve M FIN:EX <[Steve.Klak@gov.bc.ca](mailto:Steve.Klak@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** RE: Budget transfer for Suzanne Christensen

Steve – please allow for this amount (minus the leave liability) to be JV'd from IRR. I do not want to transfer the amount permanently – only while she is in that position.

---

**From:** Klak, Steve M FIN:EX  
**Sent:** Thursday, November 15, 2018 4:31 PM  
**To:** Canitz, Shelley L PREM:EX; Geary, Vanessa PREM:EX  
**Subject:** FW: Budget transfer for Suzanne Christensen

Shelly/Vanessa, can you please confirm that OOP is comfortable transferring the budget quoted below. Thank you.

---

**From:** Roland, Michelle CSNR:EX  
**Sent:** November 15, 2018 4:25 PM  
**To:** Klak, Steve M FIN:EX <[Steve.Klak@gov.bc.ca](mailto:Steve.Klak@gov.bc.ca)>  
**Subject:** RE: Budget transfer for Suzanne Christensen

Hi Steve,

Below is the breakdown of the budget based on Suzanne's current salary that we would like to transfer over to MIRR. If you are in agreement I can ask my team to initiate the e-form.

bi weekly	7,474.33
payperiods	26.1
Salary	195,080.01
Leave Liability (1.5%)	2,926.20
STOB 50	198,006.21
STOB 5298 (24.8%)	49,105.54
<b>TOTAL Salary</b>	<b>247,111.75</b>
cellphone/data	1,500.00
travel & ops	3,500.00
<b>Total</b>	<b>252,111.75</b>
<b>TOTAL Transfer</b>	<b>\$252,000</b>

Thanks,  
Michelle  
778-698-3752

---

**From:** Klak, Steve M FIN:EX  
**Sent:** Thursday, November 15, 2018 11:22 AM  
**To:** Parmar, Ranbir S CSNR:EX  
**Cc:** Roland, Michelle CSNR:EX; Scadding, Tanya CSNR:EX; Livingstone, Rob FIN:EX; Ngo, Dawn FIN:EX; Dicks, Erin L FIN:EX  
**Subject:** RE: Budget transfer for Suzanne Christensen

Ok thanks

---

**From:** Parmar, Ranbir S CSNR:EX  
**Sent:** November 15, 2018 9:20 AM  
**To:** Klak, Steve M FIN:EX <[Steve.Klak@gov.bc.ca](mailto:Steve.Klak@gov.bc.ca)>  
**Cc:** Roland, Michelle CSNR:EX <[Michelle.Roland@gov.bc.ca](mailto:Michelle.Roland@gov.bc.ca)>; Scadding, Tanya CSNR:EX <[Tanya.Scadding@gov.bc.ca](mailto:Tanya.Scadding@gov.bc.ca)>; Livingstone, Rob FIN:EX <[Rob.Livingstone@gov.bc.ca](mailto:Rob.Livingstone@gov.bc.ca)>  
**Subject:** Re: Budget transfer for Suzanne Christensen

Hi Steve.

s.22 I will ask Michelle Roland to connect with you for the budget tsf for next fiscal and outgoing yrs. We will JV this yrs costs at appropriate intervals.

Thanks

Sent from my iPhone

On Nov 15, 2018, at 8:02 AM, Spaven, Teri FIN:EX <[Teri.Spaven@gov.bc.ca](mailto:Teri.Spaven@gov.bc.ca)> wrote:

Thanks Ranbir. I will let you and Steve sort out the details on this.

---

**From:** Parmar, Ranbir S CSNR:EX  
**Sent:** November 15, 2018 6:13 AM  
**To:** Spaven, Teri FIN:EX <[Teri.Spaven@gov.bc.ca](mailto:Teri.Spaven@gov.bc.ca)>  
**Cc:** Klak, Steve M FIN:EX <[Steve.Klak@gov.bc.ca](mailto:Steve.Klak@gov.bc.ca)>; Livingstone, Rob FIN:EX <[Rob.Livingstone@gov.bc.ca](mailto:Rob.Livingstone@gov.bc.ca)>  
**Subject:** Fwd: Budget transfer for Suzanne Christensen

Hi Teri

As a follow up to my email of yesterday, please see below confirmation of the budget transfer.

For this fiscal, we will JV the costs over.

Appreciate your assistance in moving this forward from your end.

Thanks

Sent from my iPhone

Begin forwarded message:

**From:** "Caul, Doug D IRR:EX" <[Doug.Caul@gov.bc.ca](mailto:Doug.Caul@gov.bc.ca)>  
**Date:** November 14, 2018 at 10:33:04 PM PST  
**To:** "Kennedy, Christine PREM:EX" <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)>  
**Cc:** "Wright, Don J. PREM:EX" <[Don.J.Wright@gov.bc.ca](mailto:Don.J.Wright@gov.bc.ca)>, "Parmar, Ranbir S CSNR:EX" <[Ranbir.Parmar@gov.bc.ca](mailto:Ranbir.Parmar@gov.bc.ca)>, "French, Shawna IRR:EX" <[Shawna.French@gov.bc.ca](mailto:Shawna.French@gov.bc.ca)>  
**Subject: Re: Budget transfer for Suzanne Christensen**

Thanks Christine.

Ranbir - over to you for follow up. Thanks.  
Dc

Doug Caul  
Deputy Minister  
Ministry of Indigenous Relations and Reconciliation

On Nov 14, 2018, at 6:45 PM, Kennedy, Christine PREM:EX <[Christine.Kennedy@gov.bc.ca](mailto:Christine.Kennedy@gov.bc.ca)> wrote:

Hey Doug, Sorry for being slow to reply - it has been a busy

day.

Yes, I can confirm that our office will arrange to transfer the cost of Suzanne's salary from our budget to MIRR.

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

From: Caul, Doug D IRR:EX

Sent: Wednesday, November 14, 2018 8:42 AM

To: Kennedy, Christine PREM:EX

Cc: Wright, Don J. PREM:EX; Parmar, Ranbir S CSNR:EX;  
French, Shawna IRR:EX

Subject: Budget transfer for Suzanne Christensen

Hi Christine - in Don's absence, would you please confirm this? Don verbally told me that the PO would send the budget for Suzanne when she joined MIRR. We are trying now to get all the paper work done, and the Ministry of Finance needs a confirmation from Don's (your) office.

Thanks.

DC

Sent from my iPad

**From:** [Klak, Steve M FIN:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Cc:** [Manak, Nicky FIN:EX](#); [Dicks, Erin L FIN:EX](#); [Ngo, Dawn FIN:EX](#)  
**Subject:** RE: copy of Resource Summary needed for Service Plan  
**Date:** November 15, 2018 3:50:39 PM

---

Hi Shelley, yes, we provide the resource summary each year, once the numbers have been confirmed by TBS (usually in January)

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** November 15, 2018 3:48 PM  
**To:** Klak, Steve M FIN:EX <Steve.Klak@gov.bc.ca>  
**Subject:** copy of Resource Summary needed for Service Plan

Hello, Steve – would you be able to provide a Resource Summary chart for the OoP Service Plan?

Many thanks  
Shelley

**From:** [Halls, Lori D PSA:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Subject:** RE: advice needed on service plan targets for OoP  
**Date:** November 15, 2018 2:50:50 PM

---

Agreed....and I think it should be for just DMs.

Lori Halls  
Deputy Minister  
BC Public Service Agency

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 15, 2018 2:11 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** advice needed on service plan targets for OoP

Lori – as discussed, I am finalizing our Service Plan and in the past, one of our performance measures has been “Performance targets in place for Deputy Ministers and Associate Deputy Ministers”

I know you and Don are still finalizing the details, but I believe this target could be used again in our Service Plan – would you concur? Should it just be for DMs or are Associates also included?

Thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Nash, Amber PREM:EX](#)  
**Cc:** [Higgins, Keira PREM:EX](#)  
**Subject:** RE: Fax -s.22  
**Date:** November 15, 2018 2:37:30 PM

---

Thank you, Amber

---

**From:** Nash, Amber PREM:EX  
**Sent:** Thursday, November 15, 2018 2:37 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Fax - s.22

I do. s.15

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 15, 2018 2:34 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** FW: Fax s.22

Amber – do you have a protocol when angry/upset people state they may come to the Premier’s office?

Shelley

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, November 15, 2018 2:31 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Fax -s.22

FYI.

I will log this as FYI but wanted to make you aware as the tone is quite threatening.

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

---

**From:** Samath, Mayura LBR:EX  
**Sent:** Thursday, November 15, 2018 1:46 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** Fax - s.22

Good Afternoon Keira,

I am forwarding a fax received at LBR addressed to Trevor.  
The writer is angry and has referenced coming over to the PO.  
Just wanted to ensure that your office is informed.

Thank you,

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

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Spaven, Teri FIN:EX](#)  
**Subject:** RE: material on office expenses  
**Date:** November 15, 2018 11:55:40 AM

---

No, nothing specific – if it is just the CPPM, we will just use that.

---

**From:** Spaven, Teri FIN:EX  
**Sent:** Thursday, November 15, 2018 10:51 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: material on office expenses

Hi Shelley, I'm not sure if we have specifics outside of what would be in core policy, but I can ask the team.

Is there a specific question you are trying to answer – i.e. what are eligible expenses or ?

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** November 9, 2018 9:35 AM  
**To:** Spaven, Teri FIN:EX <Teri.Spaven@gov.bc.ca>  
**Subject:** material on office expenses

Teri – did you say you had an overview on policies related to office expenses?

Many thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Dhanota, Surjit LASS:EX](#)  
**Subject:** RE: Facilities -s.22  
**Date:** November 15, 2018 8:33:53 AM

---

Thank you, Surjit

---

**From:** Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]  
**Sent:** Thursday, November 15, 2018 8:24 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Facilities -s.22

Good Morning Shelly

Normally if it's one or two data lines I will try to help by using internal resources, for example Desco secure phone move.

Unfortunately, this time I have to contract out this job because of the project size.

As per my knowledge, and past history this cost will be part of executive council (Premier office).

Regards  
Surjit S Dhanota  
Facility Manager  
250-952-8137

---

**From:** Canitz, Shelley L PREM:EX [<mailto:Shelley.Canitz@gov.bc.ca>]  
**Sent:** Wednesday, November 14, 2018 3:31 PM  
**To:** Dhanota, Surjit <[Surjit.Dhanota@leg.bc.ca](mailto:Surjit.Dhanota@leg.bc.ca)>  
**Subject:** FW: Facilities s.22

Surjit – does this come out of the Legislative budget?

---

**From:** McLean, Gordon FIN:EX  
**Sent:** Wednesday, November 14, 2018 3:17 PM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Facilities s.22

Hi Shelley,

Thank you! This work is needed to have a Polycom in each office (estimate attached) and it is \$8,000 total for all 14 offices. I'll contact our budget office and get the coding for the budget line.

Regards,  
Gordon

---

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

**Sent:** November 14, 2018 3:12 PM  
**To:** McLean, Gordon FIN:EX <[Gordon.x.McLean@gov.bc.ca](mailto:Gordon.x.McLean@gov.bc.ca)>  
**Cc:** Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)>  
**Subject:** RE: Facilities -s.22

Hi Gordon,

Shelley is filling in s.22 I have cc'd her on this email so she is aware of the request.

Thanks,

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

---

**From:** McLean, Gordon FIN:EX  
**Sent:** Wednesday, November 14, 2018 2:41 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** Facilities - in s.22

Good afternoon Keira,

s.22 , who would be that appropriate person to discuss tenant improvements in Ministers Offices. There is a requirement to add cabling to enable Polycom devices in each Ministers office and the cost is just under \$8,000 for 14 offices requiring the lines.

Regards,

Gordon

**Gordon McLean** - Client Business Manager

Ministry of Finance, Corporate Services, Information Management Branch  
Supporting Finance, Office of the Premier and Government House  
**Cell: 250-216-1641** FAX: 250-356-1494



**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Shortt, Amanda PREM:EX](#)  
**Subject:** RE: Request approval for JTT Minister's Office access to closed email accounts  
**Date:** November 14, 2018 12:44:18 PM

---

Amanda – you can approve and cc me and Jackie – thanks.

---

**From:** Shortt, Amanda PREM:EX  
**Sent:** Wednesday, November 14, 2018 12:44 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Request approval for JTT Minister's Office access to closed email accounts

Hi Shelley,

David clarified a bit more:

"Hi Amanda, for sure, these are for access by DMOs for FOI requests for the Ministry offices. Normally Jackie approves. We get them the access if approved. There is an archive share setup with one folder for each MO. Access is given ONLY for that MO folder (so someone in FIN DMO would not get TRAN etc.)"

Would it be okay to ask you to approve this [s.22](#) ? It looks like John-Michael McColl in the JTT Minister's Office requires access to email accounts that have been closed for Kathie Currie, Meghan Sali, Jacqueline Louie. It looks like there was a cross government FOI request that is now past due.

-Amanda

---

**From:** Henry, David A FIN:EX  
**Sent:** Wednesday, November 14, 2018 12:20 PM  
**To:** Shortt, Amanda PREM:EX  
**Cc:** McColl, John-Michael JTT:EX; MacNair, Tara MAH:EX; FOI Economy Sector MAH:EX; Trimble, Brett FIN:EX  
**Subject:** REQUEST: Question? CALL FOR RECORDS - New FOI Request: JTT-2018-84209 (Senior MA emails, Oct 2017) - please respond by July 31

Good afternoon Amanda, [s.22](#) ... can this be approved for access?

Thanks very much,  
**David Henry**  
**Service Manager**  
**Ministry of Finance | Offices of the Premier | Government House**  
**#: 250-888-8803**

---

**From:** FOI Economy Sector MAH:EX  
**Sent:** November 7, 2018 4:06 PM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>  
**Cc:** McColl, John-Michael JTT:EX <JohnMichael.McColl@gov.bc.ca>; MacNair, Tara MAH:EX

<Tara.MacNair@gov.bc.ca>; FOI Economy Sector MAH:EX <FOI.Inbox@gov.bc.ca>

**Subject:** FW: Question? CALL FOR RECORDS - New FOI Request: JTT-2018-84209 (Senior MA emails, Oct 2017) - please respond by July 31

Hi David,

Would you be able to grant access to John-Michael McColl in the JTT Minister's Office for the following closed email accounts:

**Kathie Currie**  
**Meghan Sali**  
**Jacqueline Louie**

As this is for an FOI request which is past due, we would greatly your assistance as soon as possible.

Thanks very much.

**John Flatman**

**A/Manager**

**Information Management and Strategic Initiatives,  
Management Services Division**

Ph: 778 698-3505 | e: [John.Flatman@gov.bc.ca](mailto:John.Flatman@gov.bc.ca)

*Providing services to: The Ministry of Municipal Affairs and Housing, the Ministry of Jobs, Trade and Technology,  
the Ministry of Labour, and the Ministry of Tourism, Arts and Culture*

---

**From:** McColl, John-Michael JTT:EX

**Sent:** Tuesday, November 6, 2018 3:23 PM

**To:** FOI Economy Sector MAH:EX

**Subject:** RE: Question? CALL FOR RECORDS - New FOI Request: JTT-2018-84209 (Senior MA emails, Oct 2017) - please respond by July 31

Hello Tara,

Yes, we do have records for this request.

The people who staffed these positions have all since left Government (Kathie Currie Meghan Sali, Jacqueline Louie). I am assured that their records have been preserved, but I do not have access to them.

In the past, the IT team has retrieved the records – so I know there is some process for doing this, but I'm not familiar with it. Could I ask you to look into this?

Cheers,

JM

***John Michael McColl***

***Senior Ministerial Assistant to Hon. Bruce Ralston***

***Minister of Jobs, Trade and Technology***

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

johnmichael.mccoll@gov.bc.ca|250.208.6051

---

**From:** FOI Economy Sector MAH:EX

**Sent:** Tuesday, November 6, 2018 11:31 AM

**To:** McColl, John-Michael JTT:EX <JohnMichael.McColl@gov.bc.ca>

**Subject:** Question? CALL FOR RECORDS - New FOI Request: JTT-2018-84209 (Senior MA emails, Oct 2017) - please respond by July 31

Hi John-Micheal,

Would you hold records for this request? Stephanie Chang has responded with no records for Mos.

Thanks.

Tara MacNair

Senior Analyst, FOIPPA

Information Management and Strategic Initiatives

Management Services Division

Office: 778.698.2331

Providing Services to:

Ministry of Municipal Affairs and Housing

Ministry of Jobs, Trade and Technology

Ministry of Tourism, Arts and Culture

Ministry of Labour

---

**From:** FOI Economy Sector MAH:EX

**Sent:** Monday, June 25, 2018 2:29 PM

**To:** Louie, Jacqueline JTT:EX; Sali, Meghan JTT:EX; McColl, John-Michael JTT:EX

**Cc:** Hourston, Sveah JTT:EX; Jang, Monica JTT:EX; FOI Economy Sector MAH:EX; Campbell, Tracy MAH:EX; Leduc, Danine MAH:EX

**Subject:** CALL FOR RECORDS - New FOI Request: JTT-2018-84209 (Senior MA emails, Oct 2017) - please respond by July 4

The Ministry of Jobs, Trade and Technology (JTT) has received the following new FOI request from a Political Party applicant:

***Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages—excluding attachments – sent from the Minister’s Senior Ministerial Assistant(s) - where such a position existed and was staffed during the period (Date Range of search: 10/01/2017 - 10/31/2017)***

-

**Please note:**

- This is a x-government request sent to all ministries and the Office of the Premier.
- If you expect this search for records to take more than 3 hours, please do not proceed. Contact our office immediately.

Please forward the responsive records to our team FOI inbox at [FOI.Inbox@gov.bc.ca](mailto:FOI.Inbox@gov.bc.ca)

Response is requested by **Wednesday, July 4, 2018** if possible.

Thank you,

**Matthew Lebrun**

FOI Analyst, Information Management and Strategic Initiatives  
Management Services Division - Economy Sector  
T: 778.945.0608 | E: [Matthew.Lebrun@gov.bc.ca](mailto:Matthew.Lebrun@gov.bc.ca)

**Providing Services to:**

Ministry of Jobs, Trade and Technology  
Ministry of Labour  
Ministry of Municipal Affairs and Housing  
Ministry of Tourism, Arts and Culture

**From:** [Canitz, Shelley L. PREM:EX](#)  
**To:** [Wright, Don J. PREM:EX](#)  
**Cc:** [Higgins, Keira PREM:EX](#)  
**Subject:** FW: Moose Hide Campaign 2019  
**Date:** November 14, 2018 10:27:00 AM

---

Don – these are the next dates for DMC where a Moose Hide presentation may be possible:  
– December 7 (Doug Caul has ‘Implementation of the draft 10 Principles’ on that day); or  
– December 14, January 25, February 1

Please let me know which would work and we can finalize details with Paul and Raven

---

**From:** David Stevenson [<mailto:Dstevenson@moosehidecampaign.ca>]  
**Sent:** Tuesday, October 23, 2018 5:27 PM  
**To:** Wright, Don J. PREM:EX  
**Cc:** Higgins, Keira PREM:EX; Paul Lacerte; Raven Lacerte  
**Subject:** Moose Hide Campaign 2019

Hi Don

Was good to run into you in the airport a few weeks back. I mentioned then, we are now doing our lead up engagement for the 2019 Moose Hide Campaign. Paul, Raven and I are hoping to schedule a time with you in the next couple weeks to discuss this year’s campaign and to brief you on a number of developments with the campaign at the Provincial, Federal and FPT levels.

Some Background.

We have already begun our work with the PSA, MIRR and PSSG who are co-leading the campaign with us this year. As well, this year we will have a focus on Education, so we have also reached out to Scott. We have also recently received full and formal endorsement through resolutions from the BCAFN, UBCIC and FNS and will have an increased focus in our partnership on reconciliation and implementing the UNDRIP and TRC Calls to Action.

This year our plan is to have all ministries engaged, and we have begun work with the PSA Strategic HR council to implement a “PECEF-like” model with coordinators / champions at each ministry who will promote and track engagement. We will also be doing direct work with supervisors across government to support their understanding of the campaign and how employee engagement supports key government priorities, noted in both the Ministers’ mandate letters and corporate strategies such as the Diversity and Inclusion Plan.

Your role as executive sponsor was critical to the success of last year's Moose Hide Campaign day. We hope you will be able to help us out again this year.

If you did not have an opportunity to see our video of the day from last year, below is a link.

I have cc'd Keira to help with coordinates.

Thanks Don, and look forward to seeing you soon.

Moose Hide Day Video from last year.

<https://m.youtube.com/watch?v=hbyDmHI1guY>

Video of Newfoundland Labrador Legislature holding an all-party Moose Hide Campaign Fast in their Legislature.

[https://m.youtube.com/watch?v=ND\\_tGMrLBjU](https://m.youtube.com/watch?v=ND_tGMrLBjU)

David Stevenson

Senior Director

Moose Hide Campaign

250-889-6455

[d Stevenson@moosehidecampaign.ca](mailto:d Stevenson@moosehidecampaign.ca)

[www.moosehidecampaign.ca](http://www.moosehidecampaign.ca)



**From:** [Canitz, Shelley L. PREM:EX](#)  
**To:** [Wright, Don J. PREM:EX](#)  
**Cc:** [Higgins, Keira PREM:EX](#)  
**Subject:** DMs attending Chamber of Commerce event November 27 (Vancouver)  
**Date:** November 13, 2018 2:52:52 PM

---

Don – the following DMs are attending the dinner:

- Doug Caul
- Jacquie Dawes
- David Galbraith
- Jill Kot
- Grant Main
- Scott MacDonald
- Fazil Mihlar (and ADM Tracey Campbell)
- Trevor Hughes
- Evan Lloyd
- Wes Shoemaker
- Lori Wanamaker
- Mark Zacharias

TBD

- Stephen Brown

Many have said they received invitations from the C of C – they will confirm directly with the Chamber.

Shelley

**From:** Canitz, Shelley L PREM:EX  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87300 Records Due November 26, 2018  
**Date:** November 9, 2018 3:03:48 PM

---

Alison – there is one folder in the file called ‘Discovery’ – it contains emails related to work for my old job in Health – I had an examination for discovery. As I recall, Jackie checked and I still needed to release the documents, even though they don’t relate to my work in OoP.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Friday, November 9, 2018 2:59 PM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87300 Records Due November 26, 2018

Alison – emails are copied into folder

---

**From:** OOP FOI PREM:EX  
**Sent:** Friday, November 9, 2018 1:52 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Call for Records OOP-2018-87300 Records Due November 26, 2018

Hi Shelley,

Please see the request below and please let me know by November 26<sup>th</sup> whether or not you have any records. Please PDF records into this folder:

J:\ADMINISTRATION - 100-499\292 FOI\292-30 FOI Requests General\2018\Sept - Dec 2018\OOP-2018-87300 - Shelley Canitz all sent June\Records

Please let Alison know if you need any help with PDF’ing these records.

**To PDF records:**

- Shift and up arrow to select emails (batches of about 100-150 emails at a time)
- File, Print, change printer to Adobe PDF
- Save in LAN folder

---

**Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages - excluding attachments - sent from Shelley Canitz**

**(Date Range for Record Search: From 06/01/2018 To 06/30/2018) Date Format is MM/DD/YYYY**

---

**Amanda Shortt, Administrative Assistant**  
Deputy Minister's Office | Office of the Premier

*Room 272 - West Annex, Parliament Buildings*  
*Victoria BC V8W 9E1*

Page 086 of 113 to/à Page 089 of 113

Withheld pursuant to/removed as

s.22

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Kennedy, Christine PREM:EX](#)  
**Subject:** RE: Launch of the Leadership Engagement Series  
**Date:** November 8, 2018 3:37:29 PM

---

Should have been clearer – please let Selena and Amy know you have approved their participation

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 8, 2018 3:34 PM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** RE: Launch of the Leadership Engagement Series

Names sent on to PSA – please let them know you have approved their participation.

Shelley

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 8, 2018 10:46 AM  
**To:** Kennedy, Christine PREM:EX  
**Subject:** RE: Launch of the Leadership Engagement Series

Yes, can indeed send this in – let me know when you are free, as I need some quick info from you

---

**From:** Kennedy, Christine PREM:EX  
**Sent:** Thursday, November 8, 2018 10:33 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: Launch of the Leadership Engagement Series

Shelley are you managing this for our office.

I believe that Amy and Selena would be most interested in attending this or another similar session in the future.

---

**From:** Halls, Lori D PSA:EX  
**Sent:** Wednesday, November 7, 2018 8:16 AM  
**To:** BCPSA Agency DMC List  
**Cc:** Colyn, Iris PSA:EX; Valley, Nancy PSA:EX  
**Subject:** Launch of the Leadership Engagement Series

Colleagues:

As discussed at DMC last Friday, November 2, Don will be sending out the message tomorrow (November 8) to Bands 4-6 employees to launch the ***Leadership Engagement Series***.

Also attached for your reference are:

- 1) Leadership Engagement Series ppt presented at DMC
- 2) Don's message to Bands 4-6 employees
- 3) Key Messages
- 4) Invitee Template

Your role is to identify participants within Bands 4-6 in your ministry, for the December 10<sup>th</sup> event.

What we need from you:

- a) Ensure that your executive members are aware of the ***Leadership Engagement Series*** and ready to have conversations with those who express interest in potentially taking on executive roles in the future.
- b) Identify a contact person (Operations Manager, SHR etc.) to liaise with the Agency and send their name to [Nancy.Valley@gov.bc.ca](mailto:Nancy.Valley@gov.bc.ca) **by Tuesday, Nov 13.**
- c) Canvass interest among Bands 4-6 in your ministry. Leaders are encouraged to discuss their interest with their executive member. It's important to recognize that while some folks may be on your radar screen as a future potential executive, they might be hesitant to come forward and so proactive outreach/conversations are encouraged.
- d) Please use the invitee template to compile a proposed list of those who expressed interest and send to [Iris.Colyn@gov.bc.ca](mailto:Iris.Colyn@gov.bc.ca) **by Thursday, 22 Nov.** Priority seating will ensure representation from each Ministry and will be assigned by potential readiness to take on an executive role. Please ensure completed template is kept strictly confidential.
- e) Once the PSA has received all participant names, a final list will be provided to your office and formal invites will be sent to participants from the Agency. Those who are waitlisted will also be notified by the Agency.

Should you or your identified contact person have any questions, please don't hesitate to contact me or Iris Colyn, Executive Director, Executive Talent Management.

Thanks,

Lori Halls  
Deputy Minister  
BC Public Service Agency

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Colyn, Iris PSA:EX](#)  
**Subject:** Names for Leadership Engagement meeting  
**Date:** November 8, 2018 3:33:15 PM  
**Attachments:** [List of participants for Dec 10 event.docx](#)

---

Iris – here are two names of our office – many thanks.

Please let me know if you have any questions.

Shelley

**From:** [Landry, Dara M MMHA:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Subject:** RE: DRAFT TB Sub  
**Date:** November 8, 2018 1:56:15 PM  
**Sensitivity:** Confidential

---

The key feedback/changes are highlighted in yellow – other small edits were made too

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 8, 2018 1:55 PM  
**To:** Landry, Dara M MMHA:EX  
**Subject:** RE: DRAFT TB Sub  
**Sensitivity:** Confidential

Dara – are the highlighted areas the only changes, or are the changes throughout in non-highlighted areas?

---

**From:** Landry, Dara M MMHA:EX  
**Sent:** Thursday, November 8, 2018 1:52 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: DRAFT TB Sub  
**Sensitivity:** Confidential

Yes – latest draft attached

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 8, 2018 1:50 PM  
**To:** Landry, Dara M MMHA:EX  
**Subject:** RE: DRAFT TB Sub  
**Sensitivity:** Confidential

Dara – thank you. When the next version becomes available (I understand there is a meeting with the minister this afternoon), may I please see a copy?

Thanks  
Shelley

---

**From:** Landry, Dara M MMHA:EX  
**Sent:** Tuesday, November 6, 2018 7:17 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** FW: DRAFT TB Sub  
**Sensitivity:** Confidential

Hi,

Draft TB sub and related Appendix A attached – note option 3 will be reshaped based on Minister's direction today – should have updated draft to share later in the week.

Dara

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Halls, Lori D PSA:EX](#)  
**Subject:** RE: appointments in the next week  
**Date:** November 8, 2018 12:01:43 PM

---

thanks

---

**From:** Halls, Lori D PSA:EX  
**Sent:** Thursday, November 8, 2018 12:01 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: appointments in the next week

Likely just David Byers.

Lori Halls  
Deputy Minister  
BC Public Service Agency

On Nov 8, 2018, at 9:46 AM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Lori –<sup>s.22</sup> I know you  
have briefed him on the Byers appointment – did you brief him on any others? Please  
let me know if you have and Christine Kennedy will sign paperwork<sup>s.22</sup>

Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [van Marum, Karen IGRS:EX](#)  
**Subject:** RE: Service Plan  
**Date:** November 7, 2018 12:53:58 PM

---

Many thanks, Karen.

---

**From:** van Marum, Karen IGRS:EX  
**Sent:** Wednesday, November 7, 2018 12:24 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Service Plan

Shelley – IGRS is proposing the following two bullets be added to Goal 3 to capture the work that the Office of Protocol and our US Relations unit do. I'll leave you to order it however you think it best flows. Pierrette has approved.

- Lead and coordinate government ceremonial, protocol and diplomatic activities that are key to advancing B.C.'s priorities.
- Advocate for and defend B.C.'s interests in the context of rising American protectionism and work in partnership with the Canadian federal government, other provincial and territorial governments, and likeminded U.S. state governments.

### **Goal 3: Foster intergovernmental relations**

#### **Objective 3.1: Build strong and productive relationships with the Government of Canada, other provinces and territories, and key international partners**

The Intergovernmental Relations Secretariat (IGRS) advances British Columbia's priorities through leadership in intergovernmental partnerships and international relations.

##### **Key Strategies:**

- Engage the federal government in achieving B.C. priorities.
- Strengthen partnerships with other provinces through bilateral and multilateral co-operation on shared priorities discussed at the Council of the Federation, Western Premiers' Conference and other Premiers' meetings.
- Positively influence the policies and programs of other governments that affect the interests of British Columbia through enhanced economic, cultural and diplomatic ties, programs and advocacy.
- Maintain regional leadership and establish shared economic and environmental

priorities through the Pacific Coast Collaborative, British Columbia's participation in the Pacific NorthWest Economic Region (PNWER) and other opportunities as they arise.

**From:** [Wright, Don J. PREM:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Cc:** [Wensink, Alison PREM:EX](#)  
**Subject:** Re: do you have a contact at BC Chamber of Commerce re Nov 27 dinner?  
**Date:** November 6, 2018 3:40:19 PM

---

Hi Shelley.

I talked to Val Litwin today. They will be confirming details in an email to me in the next 24 hours.

I think they will be sending invitations to the DMs shortly as well, but I would like to coordinate with DMs before they respond.

Let's find 5 minutes to discuss tomorrow.

Thanks.

Don.

Sent from my iPhone

On Nov 6, 2018, at 11:42 AM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:

Don – DMOs are asking for details about the dinner on the 27<sup>th</sup>. Did you get a formal invitation letter or should we contact admin staff at the Chamber to get additional information?

Thanks  
Shelley

**From:** [Elliott, Genevieve IGRS:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Subject:** RE: time for a call today or tomorrow?  
**Date:** November 6, 2018 3:34:26 PM

---

Hi Shelley,

IGRS is currently underspent in STOB 65 by \$45,642 but overspent in STOB 57 by \$50,005. The over budget in 57 is mainly from increased focus on US Engagement. If you would still like to discuss, I'm available between now and 4:30 or tomorrow morning. If you prefer, I could schedule a meeting?

Genevieve

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 6, 2018 2:18 PM  
**To:** Elliott, Genevieve IGRS:EX  
**Subject:** RE: time for a call today or tomorrow?

Genevieve – would there be time we could talk? Not urgent – just when you might have a gap.

Thanks  
Shelley

---

**From:** Mercier, Veronique IGRS:EX  
**Sent:** Tuesday, November 6, 2018 1:52 PM  
**To:** Canitz, Shelley L PREM:EX; Elliott, Genevieve IGRS:EX  
**Subject:** RE: time for a call today or tomorrow?

Hi Shelley,

You IGRS contact for your question is Genevieve Elliott, Manager, Finance & Administration. I will let you two coordinate.

Thank you,

**Véronique Mercier**

Director, HR, Corporate Initiatives and Francophone Affairs  
Directrice, RH, initiatives organisationnelles et Programme des affaires francophones  
Tel : (250) 387 – 4791 Cell: 250-216-5416  
[Intergovernmental Relations Secretariat](#) | [Secrétariat aux Affaires intergouvernementales](#)



**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 6, 2018 11:07 AM  
**To:** Mercier, Veronique IGRS:EX  
**Subject:** time for a call today or tomorrow?

Veronique – would you have time for a call today or tomorrow? I am working on our budget forecast and want to understand what cost pressures you think IGRS will have with STOB 65 and travel til the end of the year.

Many thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Dhaliwal, Sunny CITZ:EX](#)  
**Cc:** [Yuma Morisho, Okenge](#)  
**Subject:** RE: costs for IGRS changes  
**Date:** November 6, 2018 1:29:41 PM

---

Many thanks

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** Tuesday, November 6, 2018 12:44 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: costs for IGRS changes

Hi Shelley,  
It should not be a major expense, and we'll take care of it.  
Thanks

**Sunny Dhaliwal | Assistant Deputy Minister**  
Real Property Division | Ministry of Citizens' Services  
Ph: 778-698-5807 | Cell: 250-380-8311 |  
e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 6, 2018 12:01 PM  
**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>  
**Subject:** costs for IGRS changes

Sunny – I know plans are still being developed for the changes at IGRS. Did you discuss whose budget will cover those changes?

Thanks  
Shelley

**From:** [Steenvoorden, Tom PSSG:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Subject:** RE: where are the other secure phones in Victoria?  
**Date:** November 6, 2018 10:10:04 AM

---

Pursuant to this agreement there are no other secure phones in Victoria.

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, November 6, 2018 10:00 AM  
**To:** Steenvoorden, Tom PSSG:EX  
**Subject:** RE: where are the other secure phones in Victoria?

Tom – where are the other secure phones in Victoria?

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, October 31, 2018 10:58 AM  
**To:** Steenvoorden, Tom PSSG:EX  
**Subject:** where are the other secure phones in Victoria?

Tom – I believe you told me but I can't recall - thanks

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [OOP FOI PREM:EX](#)  
**Subject:** RE: Consultation GCP-2018-86630 Additional Pages Due: Nov 20  
**Date:** November 5, 2018 3:54:59 PM

---

I do not have any concerns with the release of page 7

---

**From:** OOP FOI PREM:EX  
**Sent:** Monday, November 5, 2018 3:52 PM  
**To:** McConnell, Sheena PREM:EX; Nash, Amber PREM:EX; Meggs, Geoff PREM:EX; Canitz, Shelley L PREM:EX  
**Subject:** Consultation GCP-2018-86630 Additional Pages Due: Nov 20

Hi all,

GCPE received this FOI request from a Political Party:

*Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from Matt Hannah. (Date Range for Record Search: From 03/01/2018 To 04/30/2018)*

They identified the attached document as responsive records. Could you please review the below pages and please let me know if you have any concerns with the disclosure of the emails you authored?

**Please ignore the pages numbers listed on the bottom right corner of the pages – the page numbers below apply to the page number of the actual PDF document. apologies for the confusion**

Sheena – page 1

Amber – pages 2-5

Geoff – Layne's email on page 6

Shelley – page 7

Thank you so much!

Alison

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Wright, Don J. PREM:EX](#); [Kennedy, Christine PREM:EX](#)  
**Subject:** FW: Office Plan  
**Date:** November 5, 2018 2:48:37 PM  
**Attachments:** [2018.11.02 617Government 4Offices Option1B.PDF](#)  
[Screen Shot 2018-11-02 at 10.07.02 AM.PNG](#)

---

Don and Christine – please see Sunny’s note below and attached floorplans.

First attachment: the open area on the left is Cap Ops staging area – the DMO area is the 4 offices on the right with 2 spare work stations and a corner meeting area.

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** Saturday, November 3, 2018 8:52 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Office Plan

Hi Shelley,

Final office plans attached.

As you can see, there’s no room for a meeting room, but we have endeavoured to create a small open meeting area in the corner.

It will look like the picture enclosed.

Thanks

**Sunny Dhaliwal | Assistant Deputy Minister**  
Real Property Division | Ministry of Citizens’ Services  
Ph: 778-698-5807 | Cell: 250-380-8311 |  
e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 1, 2018 10:15 AM  
**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>  
**Subject:** RE: Building occupancy charges

It would be helpful if it could be. We have a shortage of meeting spaces.

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** Wednesday, October 31, 2018 10:20 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Building occupancy charges

If there is space, for sure. But looking at the footprint, there is unlikely to be so much space after the offices are made.

We’ll certainly explore it.

Thanks

**Sunny Dhaliwal | Assistant Deputy Minister**  
Real Property Division | Ministry of Citizens’ Services  
Ph: 778-698-5807 | Cell: 250-380-8311 |

e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Wednesday, October 31, 2018 9:27 AM  
**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>  
**Subject:** RE: Building occupancy charges

Sunny – is it possible to have the offices ready on schedule and a meeting room to come after 4 to 6 weeks?

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** Tuesday, October 30, 2018 4:54 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Building occupancy charges

Hi Shelley,  
Yes, Christine discussed, but with the given timelines and that the walls are prefabricated elsewhere, this will not be possible. If we have another 4-6 weeks, we can try and make changes.  
However, we can have some open spaces/meeting booths, but not an enclosed meeting room  
Thanks

**Sunny Dhaliwal | Assistant Deputy Minister**  
Real Property Division | Ministry of Citizens' Services  
Ph: 778-698-5807 | Cell: 250-380-8311 |  
e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

---

**From:** Canitz, Shelley L PREM:EX  
**Sent:** Tuesday, October 30, 2018 4:02 PM  
**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>  
**Subject:** RE: Building occupancy charges

Sunny – will there be space for a small meeting room with the larger space? Christine believes it was discussed but it wasn't in Don's email.

Thanks  
Shelley

---

**From:** Dhaliwal, Sunny CITZ:EX  
**Sent:** Monday, October 29, 2018 12:28 PM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** RE: Building occupancy charges

Hi Shelley,  
There will be no additional charges to you.  
BOCs  
-this is an owned building  
-space is already occupied by the Premier's Office

- any costs have already been appropriated
- Therefore, no additional costs

Project costs

- typically, client requested projects have clients pay for Amortization and one-time expenses
- given the client and urgency, we will take care of these expenses
- new costs will continue to be paid by us including:
  - recent changes to the floor design in the collation centre
  - furniture for offices in the collation centre and in the 3 vacant offices.

Thanks

**Sunny Dhaliwal | Assistant Deputy Minister**

Real Property Division | Ministry of Citizens' Services

Ph: 778-698-5807 | Cell: 250-380-8311 |

e-mail: [Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)

---

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

**Sent:** Monday, October 29, 2018 11:38 AM

**To:** Dhaliwal, Sunny CITZ:EX <[Sunny.Dhaliwal@gov.bc.ca](mailto:Sunny.Dhaliwal@gov.bc.ca)>

**Subject:** Building occupancy charges

Sunny – do you know if there will be occupancy charges for the 617 offices once the renos are complete?

Thanks  
Shelley

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Denlinger, Becky EMBC:EX](#)  
**Subject:** Re: Contact Amber Hockin, Deputy Chief of Staff  
**Date:** November 2, 2018 4:11:06 PM

---

Cc Debbie Wade, her assistant

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

> On Nov 2, 2018, at 4:09 PM, Canitz, Shelley L PREM:EX <[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)> wrote:  
>  
> To brief MAs on satellite phones  
>  
> Shelley Canitz  
> Executive Director, Corporate Initiatives  
> Office of the Deputy Minister to the Premier  
>

**From:** [Trip Kennedy](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Subject:** RE: Labour review  
**Date:** November 2, 2018 11:55:37 AM

---

Thanks, Shelley.

Good to see you again; thanks for making the time.

Trip

---

**From:** Canitz, Shelley L PREM:EX [mailto:[Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)]  
**Sent:** 02 Nov 2018 11:31  
**To:** 'Trip Kennedy' s.22  
**Subject:** Labour review

Trip – here is some information on the panel established to review on consult on labour relations - <https://news.gov.bc.ca/releases/2018LBR0002-000147> and the report - <https://news.gov.bc.ca/releases/2018LBR0019-002073>. There is a comment period until the end of the month.

There is background on a range of other labour issues on the Ministry's news site - <https://news.gov.bc.ca/ministries/labour>

Shelley



Virus-free. [www.avast.com](http://www.avast.com)

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Ryckman, Scott GCPE:EX](#)  
**Cc:** [Geary, Vanessa PREM:EX](#)  
**Subject:** RE: Staff added to TNO distribution list?  
**Date:** November 2, 2018 11:08:50 AM

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Scott – here are some changes:

- Lynne Holt has left government; Leila Farmer has moved to GCPE so she may still need access but in another ministry; Stephanie Papik and Suzanne Christensen have moved to ministries

Vanessa – any changes from your shop – additions or removals?

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**From:** Ryckman, Scott GCPE:EX  
**Sent:** Friday, November 2, 2018 11:00 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Staff added to TNO distribution list?

Allegra	Wolansky	<a href="mailto:Allegra.Wolansky@gov.bc.ca">Allegra.Wolansky@gov.bc.ca</a>	Office of the Premier
Allison	Witter	<a href="mailto:Allison.Witter@gov.bc.ca">Allison.Witter@gov.bc.ca</a>	Office of the Premier
Amber	Nash	<a href="mailto:Amber.Nash@gov.bc.ca">Amber.Nash@gov.bc.ca</a>	Office of the Premier
Amy	Miller	<a href="mailto:Amy.Miller@gov.bc.ca">Amy.Miller@gov.bc.ca</a>	Office of the Premier
Angela	McCartney	<a href="mailto:Angela.McCartney@gov.bc.ca">Angela.McCartney@gov.bc.ca</a>	Office of the Premier
Bob	Dewar	<a href="mailto:Bob.Dewar@gov.bc.ca">Bob.Dewar@gov.bc.ca</a>	Office of the Premier
Chantille	Viaud	<a href="mailto:Chantille.Viaud@gov.bc.ca">Chantille.Viaud@gov.bc.ca</a>	Office of the Premier
Charlotte	Kingston	<a href="mailto:Charlotte.Kingston@gov.bc.ca">Charlotte.Kingston@gov.bc.ca</a>	Office of the Premier
Charlotte	Powell	<a href="mailto:Charlotte.Powell@gov.bc.ca">Charlotte.Powell@gov.bc.ca</a>	Office of the Premier
Don	Bain	<a href="mailto:Don.Bain@gov.bc.ca">Don.Bain@gov.bc.ca</a>	Office of the Premier
Elizabeth	MacMillan	<a href="mailto:Elizabeth.MacMillan@gov.bc.ca">Elizabeth.MacMillan@gov.bc.ca</a>	Office of the Premier
Eric	Kristianson	<a href="mailto:Eric.Kristianson@gov.bc.ca">Eric.Kristianson@gov.bc.ca</a>	Office of the Premier
Erin	Richards	<a href="mailto:Erin.Richards@gov.bc.ca">Erin.Richards@gov.bc.ca</a>	Office of the Premier
Evan	Basi	<a href="mailto:Selena.Basi@gov.bc.ca">Selena.Basi@gov.bc.ca</a>	Office of the Premier
Evan	Brown	<a href="mailto:Evan.Brown@gov.bc.ca">Evan.Brown@gov.bc.ca</a>	Office of the Premier
Geoff	Meggs	<a href="mailto:Geoff.Meggs@gov.bc.ca">Geoff.Meggs@gov.bc.ca</a>	Office of the Premier
Jean	Hanna	<a href="mailto:Jean.Hanna@gov.bc.ca">Jean.Hanna@gov.bc.ca</a>	Office of the Premier
Jen	Holmwood	<a href="mailto:Jen.Holmwood@gov.bc.ca">Jen.Holmwood@gov.bc.ca</a>	Office of the Premier
Jon	Robinson	<a href="mailto:Jon.Robinson@gov.bc.ca">Jon.Robinson@gov.bc.ca</a>	Office of the Premier
Leila	Farmer	<a href="mailto:Leila.Farmer@gov.bc.ca">Leila.Farmer@gov.bc.ca</a>	Office of the Premier
Lynne	Holt	<a href="mailto:Lynne.Holt@gov.bc.ca">Lynne.Holt@gov.bc.ca</a>	Office of the Premier
Mira	Oreck	<a href="mailto:Mira.Oreck@gov.bc.ca">Mira.Oreck@gov.bc.ca</a>	Office of the Premier
Paul	Finkel	<a href="mailto:Paul.Finkel@gov.bc.ca">Paul.Finkel@gov.bc.ca</a>	Office of the Premier
Sage	Aaron	<a href="mailto:Sage.Aaron@gov.bc.ca">Sage.Aaron@gov.bc.ca</a>	Office of the Premier
Shandi	Shiach	<a href="mailto:Shandi.Shiach@gov.bc.ca">Shandi.Shiach@gov.bc.ca</a>	Office of the Premier
Sheena	McConnell	<a href="mailto:Sheena.McConnell@gov.bc.ca">Sheena.McConnell@gov.bc.ca</a>	Office of the Premier
Shelley	Canitz	<a href="mailto:Shelley.Canitz@gov.bc.ca">Shelley.Canitz@gov.bc.ca</a>	Office of the Premier
Stephanie	Papik	<a href="mailto:Stephanie.Papik@gov.bc.ca">Stephanie.Papik@gov.bc.ca</a>	Office of the Premier
Susan	Farmer	<a href="mailto:Susan.Farmer@gov.bc.ca">Susan.Farmer@gov.bc.ca</a>	Office of the Premier
Suzanne	Christensen	<a href="mailto:Suzanne.Christensen@gov.bc.ca">Suzanne.Christensen@gov.bc.ca</a>	Office of the Premier
Vanessa	Geary	<a href="mailto:Vanessa.Geary@gov.bc.ca">Vanessa.Geary@gov.bc.ca</a>	Office of the Premier

On 2018-11-02, at 10:52 AM, Canitz, Shelley L PREM:EX wrote:

Indeed

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

On Nov 2, 2018, at 10:42 AM, Ryckman, Scott GCPE:EX <[Scott.Ryckman@gov.bc.ca](mailto:Scott.Ryckman@gov.bc.ca)> wrote:

Hi Shelley,

Accounts have been issued to Amy and Selena.

Could I please send you my current list for OoP clients and have you confirm if everyone is still working there?

Scott  
TNO

On 2018-11-01, at 9:35 AM, Canitz, Shelley L PREM:EX wrote:

Scott – would it be possible to add to new staff in our offices to Today's News Online? Amy Miller and Selena Basi's emails are attached.

Please let me know if you need anything further.

Thanks  
Shelley Canitz

**From:** Canitz, Shelley L PREM:EX  
**To:** Wright, Don J. PREM:EX; Baskerville, Shannon AEST:EX; Bond, Allison MCF:EX; Brown, Stephen R HLTH:EX; Carroll, Sandra TAC:EX; Caul, Doug D IRR:EX; Nash, Laurel IRR:EX; Dawes, Jacquie MAH:EX; Denlinger, Becky EMBC:EX; Fyfe, Richard J AG:EX; Harvey, James AG:EX; Halls, Lori D PSA:EX; Main, Grant TRAN:EX; MacDonald, Scott D EDUC:EX; MacMillan, Elizabeth PREM:EX; Mihlar, Fazil JTT:EX; Mayhew, Neilane MMHA:EX; Hughes, Trevor LBR:EX; Lloyd, Evan GCPE:EX; Nikolejsin, Dave EMPR:EX; MacLaren, Les EMPR:EX; Plecas, Bobbi ENV:EX; Allan, John FLNR:EX; Sieben, Mark PSSG:EX; Lapointe, Lisa PSSG:EX; Shoemaker, Wes AGRI:EX; Galbraith, David J SDPR:EX; Wanamaker, Lori FIN:EX; Wood, Heather FIN:EX; Yuma Morisho, Okenge PREM:EX; Zacharias, Mark ENV:EX; Zacharuk, Christina PSEC:EX; Kennedy, Christine PREM:EX  
**Cc:** Kot, Jill CITZ:EX  
**Subject:** CITZ PECSF video  
**Date:** November 2, 2018 9:54:39 AM

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<https://youtu.be/eN1BZtfixwA>

**From:** [Canitz, Shelley L PREM:EX](#)  
**To:** [Miller, Amy PREM:EX](#)  
**Cc:** [Kennedy, Christine PREM:EX](#)  
**Subject:** Corrected OIC  
**Date:** November 1, 2018 2:53:17 PM

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Amy – there was an error in your original OIC. It referenced the Salary Range Regulation, which is not in effect in our office. We are now processing a new OIC that does not reference that reg – I will let you know when it is signed and public.

Shelley

**From:** [Sieben, Mark PSSG:EX](#)  
**To:** [Canitz, Shelley L PREM:EX](#)  
**Cc:** [Shaw, Mary A PSSG:EX](#)  
**Subject:** RE: Econ dev meeting with Ministers  
**Date:** November 1, 2018 9:07:07 AM

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Yes, will note that for Mary and have the secretariat follow up, Shelley. I'm not certain we will decide it next Monday but a couple of the points to address in due course will be whether to bring the topic to a cc table, which table that would be and at what point or when we should do so.

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**From:** Canitz, Shelley L PREM:EX  
**Sent:** Thursday, November 1, 2018 8:36 AM  
**To:** Sieben, Mark PSSG:EX <Mark.Sieben@gov.bc.ca>  
**Subject:** RE: Econ dev meeting with Ministers

Yes, but cannot! If someone could give me an overview afterwards, it would be appreciated. Just a short call the next day?

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**From:** Sieben, Mark PSSG:EX  
**Sent:** Thursday, November 1, 2018 8:34 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Econ dev meeting with Ministers

No, scheduled for next Monday Nov 5 at 5 pm in Hemlock room, Shelley. Want to come?

Sent from my BlackBerry — the most secure mobile device

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**From:** [Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)  
**Sent:** November 1, 2018 8:29 AM  
**To:** [Mark.Sieben@gov.bc.ca](mailto:Mark.Sieben@gov.bc.ca)  
**Subject:** RE: Econ dev meeting with Ministers

Mark – did this meeting occur?

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**From:** Sieben, Mark PSSG:EX  
**Sent:** Wednesday, October 10, 2018 7:52 AM  
**To:** Canitz, Shelley L PREM:EX  
**Subject:** Re: Econ dev meeting with Ministers

You bet.

Sent from my BlackBerry — the most secure mobile device

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**From:** [Shelley.Canitz@gov.bc.ca](mailto:Shelley.Canitz@gov.bc.ca)  
**Sent:** October 10, 2018 7:49 AM  
**To:** [Mark.Sieben@gov.bc.ca](mailto:Mark.Sieben@gov.bc.ca)  
**Subject:** Econ dev meeting with Ministers

Mark – when the 2 ministers get briefed on the economic development work plan, may I sit in?

Thanks  
Shelley