

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 3:36 PM
To: Parte, Maura PSA:EX
Subject: RE: DRAFT Questions May 2019 SENIOR MA .docx

Thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Parte, Maura PSA:EX
Sent: Wednesday, June 5, 2019 3:16 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: DRAFT Questions May 2019 SENIOR MA .docx

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 3:36 PM
To: Hockin, Amber PREM:EX
Subject: RE: Industrial Camps update

Ok thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 5, 2019 3:35 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Industrial Camps update

Yes and labour too please

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 3:07 PM
To: Hockin, Amber PREM:EX
Subject: FW: Industrial Camps update

Hi Amber;

I have scheduled this meeting for **Tuesday June 11th @ 11:am.** I have invited the following people
Amber H
Christine K
Anne-Marie Sam
Don Bain – to call in
Melissa Sanderson.

Would you like me to invite an MA from Forests as well?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Dunnett, Jennifer PREM:EX
Sent: Wednesday, May 29, 2019 11:42 AM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: FW: Industrial Camps update

Do you know who "all of us" would include from reading this email?

Thanks!



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

From: Hockin, Amber PREM:EX

Sent: May 22, 2019 5:22 PM

To: Sam, Anne-Marie IRR:EX <AnneMarie.Sam@gov.bc.ca>

Cc: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Bain, Don PREM:EX <Don.Bain@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Subject: Re: Industrial Camps update

Thanks Anne Marie. Christine Kennedy did up a quick summary of all Ministry work on work camps a couple of weeks ago following our request for a report on where things are at. We were to schedule a meeting in the near future to discuss. I will ask Jennifer to schedule that meeting for the week following our last week of session with all of us and Christine so that we can have the conversations necessary. Amber

Sent from my iPad

On May 22, 2019, at 3:21 PM, Sam, Anne-Marie IRR:EX <AnneMarie.Sam@gov.bc.ca> wrote:

Hello ,

In our weekly meeting MSF had a discussion about the Industrial Camps and plans going forward, I was asked to bring this forward to you and Amber to see if we can have a discussion about next steps. It is not clear to staff which Ministry is to take the lead, so Health has gone off and started reviewing, a consultant was hired and a report will come out about what work is being done across government, Michelle Carr has been following what the company is doing, It was mentioned to me that a new MA position should be created for this work, also heard that someone in the PO staff was looking into this work, and I was also told that the Premier office was going to hand this work all over to PS Dean to lead???? It is not clear to staff who is the lead, but they are continuing to work on it? A lot of the focus has been internal to what government is doing, yet construction of camps will begin and First Nations communities and all communities in the north have not heard from a central voice of what the governments plan will be???

This work started with EMPR under the LNG office that was headed by Dave N at the time, but since then it has not had clear direction on how to engage communities on what is being done, and if a Ministry was to take the lead what does that mean? How will that work, if you are the lead but not the ministry that holds the development of regulations, enforcement and compliancy ,

There are a number of questions to answer and this is cross ministries, EMPR, Health, Environment/ EA, FLNRORD, MIRR, can we clarify next steps

Thank you,

Anne Marie Sam / Senior Ministerial Assistant / Ministry of Indigenous Relations and Reconciliation / 778-584-5506

From: Sam, Anne-Marie IRR:EX
Sent: Wednesday, April 10, 2019 11:07 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: FW: Briefing with MSF re: Industrial Camps

Good Morning Amber,

We requested an update on what we are doing to prepare for the construction camps, I am feeling the shift has been away from community involvement in planning to an internal process focussed on the many layers of Government Ministries and while that work is important and needs to be done, communities are left feeling ignored.

This latest letter from LBN highlights how disconnected they feel and this is a Nation that has been invited and involved in the Indigenous Communities and Industrial Camps working group, imagine all the communities that have not been at this table. I had asked many months ago that a gathering of all the communities along the route be organized so that the BC government can share what has been done by government and the focus has remained on this internal review.

I personally, feel that we are leaving it to the company to do a better job, to make sure communities are not being impacted, but again this is planning done outside of community and we are not building the capacity in communities to prepare for and minimize impacts. And it is very clear from the letter attached Lake Babine is willing to be on the ground hosting these important sessions in community.

We asked staff to:

1. Start planning for outreach to the 20 communities along the route of the pipeline, including possible community engagement sessions
2. s.12; s.13
3. More than 2 nations and First Nations LNG Alliance be invited to the next working group session on April 17th here in Victoria
(a session that maybe you might be interested in attending also ?)

If you have any question please let me know

Anne Marie Sam / Senior Ministerial Assistant / Ministry of Indigenous Relations and Reconciliation / 778-584-5506

<Communities and Construction Camps.pdf>
<BN for Information_Camps_MSF_April 9.docx>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 3:22 PM
To: Sanford, Donna L GCPE:EX
Subject: Check in Meeting on Friday June 7th

Hi Donna;

Amber Hockin will call your cell for this meeting, as she will be travelling to Vancouver.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 3:21 PM
To: Hockin, Amber PREM:EX
Subject: RE: check in with Donna Sanford on Friday

Great thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 5, 2019 3:17 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: check in with Donna Sanford on Friday

It can be a phone call please. Thanks

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 1:30 PM
To: Hockin, Amber PREM:EX
Subject: check in with Donna Sanford on Friday

Hi Amber;

Would you like me to cancel the weekly meeting with Donna for this Friday, or we could make it a phone call as you will be travelling back to Vancouver.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 3:02 PM
To: Hockin, Amber PREM:EX
Subject: RE: request for meeting

This has been for Friday June 7th @ 9:00am

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 5, 2019 10:46 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: request for meeting

Debbie, could you please set up a meeting with Jon Robinson, Chantille Viaud, Paul Squires and Paula Gunn and myself for Friday am if possible? It's to discuss childcare policy. Thanks, Amber

Amber Hockin, Deputy Chief of Staff
Office of the Premier
Cell: 778-584-0867
Email: amber.hockin@gov.bc.ca

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 2:55 PM
To: Hockin, Amber PREM:EX
Subject: FW: Employee Performance Reviews
Attachments: CHECKLIST - Employee Performance Review 2019.pdf; Employee Self-Assessment Guide 2019 Fillable Form.pdf; Minister Input Guide 2019 Fillable PDF.pdf; Employee Input Guide Fillable PDF.pdf; Employee Performance Review Guide 2019 SENIOR MA Fillable Form.pdf; Employee Performance Review Guide MA EA - Fillable Form.pdf; Employee Performance Review Guide AC 2019 PDF.pdf; Employee Performance Review Guide AA 2019 Fillable.pdf; Administrative Assistant Job Profile Clerk 9 March 2019.docx; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Senior Ministerial Assistant Feb 2019.docx; Probationary Assessment 2019.pdf

FYI – I sent out the below email this morning. I hope to get the outstanding performance reviews / self assessments in by end of this week, and will get the meetings scheduled asap.

Thanks

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

***Ministers Input Review
Employee Self Assessment form for Senior MA***

If you have any questions please let me know.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes. It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: [778-698-9278](tel:778-698-9278) | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 2:54 PM
To: Hockin, Amber PREM:EX
Subject: PDF
Attachments: Employee Performance Review Guide 2019 SENIOR MA Fillable Form.pdf

As requested

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 2:18 PM
To: Hembree, Sara PSSG:EX
Subject: RE: Employee Performance Reviews

Yes, thank you Sara!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hembree, Sara PSSG:EX
Sent: Wednesday, June 5, 2019 2:18 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Employee Performance Reviews

Good afternoon Debbie,

Nimmi asked me to tell you she will get you her review on Monday s.22

Is that ok?

Thank you!

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

**Ministers Input Review
Employee Self Assessment form for Senior MA**

If you have any questions please let me know.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA

- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 2:15 PM
To: Smith, Jessica C AG:EX
Subject: RE: Meeting with Amber

Ok, your right, it's probably not needed.
Thanks for checking in!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Smith, Jessica C AG:EX
Sent: Wednesday, June 5, 2019 2:14 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with Amber

It was a process question/issue, it was resolved on our phone call last week though.

Jessica

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

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 2:13 PM
To: Smith, Jessica C AG:EX <Jessica.C.Smith@gov.bc.ca>
Subject: RE: Meeting with Amber

Strange! What was the topic ?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Smith, Jessica C AG:EX
Sent: Wednesday, June 5, 2019 2:12 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with Amber

Hi Debbie,

OK! That's funny, it's still in both Derrick and I's calendar. I'm sure we don't need to meet anymore, I just wanted to double-confirm on your end before deleting it.

Cheers,

Jessica

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

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 1:52 PM
To: Smith, Jessica C AG:EX <Jessica.C.Smith@gov.bc.ca>
Subject: FW: Meeting with Amber

Hi Jessica;

I don't think so, Amber has another meeting at 2:30pm, and I don't see anything else in her calendar indicating a time with you and Derrick.

I can double check with her when she's out of her current meeting.
thx

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Dunnett, Jennifer PREM:EX
Sent: Wednesday, June 5, 2019 1:50 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Meeting with Amber

Could you check with Amber?

Jenn

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

From: Smith, Jessica C AG:EX
Sent: June 5, 2019 12:35 PM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Cc: Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>
Subject: Meeting with Amber

Hi Jennifer,

Just wanted to make sure Amber still didn't need us at 2:30pm today. We connected by phone last week so I think we covered it.

Thanks,

Jessica

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 1:51 PM
To: Dunnett, Jennifer PREM:EX
Subject: RE: Meeting with Amber

You bet!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Dunnett, Jennifer PREM:EX
Sent: Wednesday, June 5, 2019 1:50 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Meeting with Amber

Could you check with Amber?

Jenn

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

From: Smith, Jessica C AG:EX
Sent: June 5, 2019 12:35 PM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Cc: Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>
Subject: Meeting with Amber

Hi Jennifer,

Just wanted to make sure Amber still didn't need us at 2:30pm today. We connected by phone last week so I think we covered it.

Thanks,

Jessica

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 1:48 PM
To: Arslan, Alan CITZ:EX
Subject: Accepted: IM117 Training - Premier's Office

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 5, 2019 1:40 PM
To: Meggs, Geoff PREM:EX
Subject: Accepted: s.22

Wade, Debbie PREM:EX

Subject: s.22**Location:****Start:** Tue 2019-06-18 5:00 PM**End:** Tue 2019-06-18 8:00 PM**Show Time As:** Tentative**Recurrence:** (none)**Meeting Status:** Not yet responded**Organizer:** Meggs, Geoff PREM:EX**Required Attendees:** Hockin, Amber PREM:EX

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 5, 2019 1:39 PM
To: Wright, Don J. PREM:EX
Subject: Declined: LNG Steering Committee - bi-weekly meeting

Geoff will be in Vancouver and will not be able to make the meeting.
thanks

Wade, Debbie PREM:EX

Subject: Canceled: HOLD - BIPOC Meeting
Location: Amber's Office

Start: Wed 2019-06-05 3:30 PM
End: Wed 2019-06-05 4:00 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

Importance: High

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 1:21 PM
To: Ranjan, Ramesh TAC:EX
Cc: Dunnett, Jennifer PREM:EX; Parte, Maura PSA:EX
Subject: RE: BIPOC Meetings

Great thanks Ramesh!! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Ranjan, Ramesh TAC:EX
Sent: Wednesday, June 5, 2019 1:21 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: BIPOC Meetings

Hi Debbie,

No meeting planned. Our BIPOC group met late last week. We're just coordinating next items to discuss and other details. Will be in touch with you on booking a time.

Ramesh



Ramesh Ranjan, Ministerial Assistant

Hon. Minister Lisa Beare's Office

Ministry of Tourism, Arts & Culture, Responsible for
Sport and Multiculturalism

☎ 604-220-5303



From: Wade, Debbie PREM:EX
Sent: June 5, 2019 12:54 PM
To: Ranjan, Ramesh TAC:EX <Ramesh.Ranjan@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: BIPOC Meetings

Hi Ramesh;

I have a hold in Ambers calendar for a BIPOC meeting today at 3:30pm. Can you please confirm if this is confirmed.

Thanks!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Dunnnett, Jennifer PREM:EX
Sent: Tuesday, May 28, 2019 10:57 AM
To: Ranjan, Ramesh TAC:EX <Ramesh.Ranjan@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: BIPOC Meetings

Great, thank you!



Jennifer Dunnnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

From: Ranjan, Ramesh TAC:EX
Sent: May 27, 2019 9:54 AM
To: Dunnnett, Jennifer PREM:EX <Jennifer.Dunnnett@gov.bc.ca>
Subject: Re: BIPOC Meetings

Hi Jennifer,

We've set up our next BIPOC meeting for this Wednesday. Will have an answer for you then!

Ramesh

Ramesh Ranjan
Ministerial Assistant to the Honourable Lisa Beare,
Minister of Tourism, Arts and Culture
Ph: [604-220-5303](tel:604-220-5303)

On May 22, 2019, at 11:19 AM, Dunnnett, Jennifer PREM:EX <Jennifer.Dunnnett@gov.bc.ca> wrote:

Hi Ramesh,

Maura asked me to set up the future BIPOC meetings and I was just wondering if you can confirm who I should add to the invite from the BIPOC Committee.

Thank you!

<image001.jpg> **Jennifer Dunnnett | Communications Assistant**

Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 12:56 PM
To: Squance, Leah SDPR:EX
Subject: Performance Review Self assessment

Tracking:	Recipient	Read
	Squance, Leah SDPR:EX	Read: 2019-06-05 12:56 PM

Hi Leah;

Have you completed your self assessment review? I don't seem to have a copy. s.22
s.22

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

Subject: Cariboo check-in -follow up phone call
Location: Tel: s.15; s.17 / Participant code: s.15; s.17

Start: Mon 2019-06-10 12:30 PM
End: Mon 2019-06-10 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Aaron, Sage PREM:EX; Howlett, Tim GCPE:EX; Farmer, Leila GCPE:EX; Renneberg, Tim FLNR:EX; Milne, Gala ENV:EX

Requested by Amber H (June 5th DW)

Premier's Office concall line Tel: s.15; s.17

Participant code: s.15; s.17

Moderator code: AMBER Hockin

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 12:24 PM
To: Nash, Amber PREM:EX; Dunnett, Jennifer PREM:EX
Subject: RE: Meetings for this week

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Nash, Amber PREM:EX
Sent: Wednesday, June 5, 2019 12:14 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Fwd: Meetings for this week

Amber

Begin forwarded message:

From: s.16
Date: June 5, 2019 at 10:57:49 AM PDT
To: "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Subject: RE: Meetings for this week

Yes, I will see amber at 3! Can you please send me an invite?

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

From: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Sent: June 4, 2019 7:45 PM
To: s.16
Subject: RE: Meetings for this week

Ok - going to connect you with Kelly in TAC for this one. She will have best contacts.

What time do you have open for meetings? Would like to schedule Amber H in for 3pm on Thursday if possible.

Amber

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

From: s.16
Sent: June 4, 2019 4:09 PM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>

Subject: Re: Meetings for this week

The actual museum if possible! Whomever you work with most with. I would also be open to meeting with your staff lead if your team thinks that is helpful

Sent from my iPhone

On Jun 4, 2019, at 3:55 PM, Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca> wrote:

Hi s.16

For BC Museum - would you like our Ministry contact or with the museum?

Amber

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

From:s.16

Sent: June 4, 2019 2:00 PM

To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>

Subject: Meetings for this week

Hi Amber and Amber!

It was nice to see your Premier at Women Deliver this week and for him and the PM to see each other briefly by the stage last night.

Amber H, I land Thursday at 12:15 via helijet. Would you be available to meet at 12:45? We can discuss the highway 16, updates on caribou and some potential events between our teams on money laundering (Ministers)

Amber N, if possible I am hoping to also have the following meetings to move a couple of files forward from the meeting Amber and Geoff had with me and Katie. Can you possibly help with the below? I am there an available Thursday afternoon and Friday morning!

-Community Culture and rec funding: meeting with Minister Robinson's MA, discuss some potential support from us on the review of projects (our department is looking at this)

-meeting with Don Wright or another member of the team with eyes on the gas field electrification project to discuss next steps

-short meeting with an official or staffer for a briefing potential gun legislation (just for information purposes, we are in our own processes right now)

-can you please connect me to your contacts with the royal bc museum?

-lastly, if a member of the AG's office would like to have any conversations on money laundering I would be happy to meet but no need if they are feeling set.

Thanks!

s.16

Sent from my iPhone

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 12:23 PM
To: Farmer, Leila GCPE:EX
Subject: follow up meeting

Hi Leila;

Amber asked me to schedule a follow up call next week re: Cariboo check in. Can you please advise the names of all that attended this meeting. Sorry I can't see in the calendar invite.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 12:08 PM
To: Finn, Heather GCPE:EX
Subject: RE: Rescheduling a meeting

Great! Thank you Heather, I have accepted in Geoff's calendar.s.22



Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Finn, Heather GCPE:EX
Sent: Wednesday, June 5, 2019 12:01 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Poorooshasb, Nammi GCPE:EX <Nammi.Poorooshasb@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Rescheduling a meeting

Thanks Debbie. Rescheduled to 11:30 on Friday, June 21.

Heather Finn
778-679-2104

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 9:53 AM
To: Poorooshasb, Nammi GCPE:EX <Nammi.Poorooshasb@gov.bc.ca>
Cc: Finn, Heather GCPE:EX <Heather.Finn@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Rescheduling a meeting

Hi Nammi;

Geoff's next available date is Friday June 21st. I'll wait to hear back from Heather next week to see if that works for everyone.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Poorooshasb, Nammi GCPE:EX
Sent: Tuesday, June 4, 2019 12:50 PM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Cc: Finn, Heather GCPE:EX <Heather.Finn@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Rescheduling a meeting

Oh. Boo. Was hoping that we didn't have to impose on poor Heather s.22 . Thanks
Jenn.

I'll reach out to folks on the invite list individually to let them know of the postponement.

If we are rescheduling, when would you suggest we reschedule to, in order to accommodate Geoff's sched?

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: Tuesday, June 4, 2019 at 12:09 PM
To: "Poorooshasb, Nammi GCPE:EX" <Nammi.Poorooshasb@gov.bc.ca>
Cc: "Finn, Heather GCPE:EX" <Heather.Finn@gov.bc.ca>, "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Rescheduling a meeting

Hi Nammi,

It looks like Heather Finn is the holder of that invite, so I copied her on this email in hopes she can do that on her end. 😊

Thank you!



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

From: Poorooshasb, Nammi GCPE:EX
Sent: June 4, 2019 12:01 PM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Rescheduling a meeting

Hi Jenn!

Any help/guidance you can offer is greatly appreciated!

Nammi

From: "Poorooshasb, Nammi GCPE:EX" <Nammi.Poorooshasb@gov.bc.ca>
Date: Tuesday, June 4, 2019 at 12:00 PM

To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>

Subject: Rescheduling a meeting

Hi Debbie,

We have a budget research meeting scheduled for tomorrow afternoon but I realize that Geoff is away. We'd like to reschedule it for after his return as there isn't any immediate urgency to do it this week.

I just want to be sure I'm going through the proper channels to do so. Do you have any advice / windows of time that might be better than others?

Thanks,

Nammi Poorooshasb
250-208-3072

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:41 AM
To: Hockin, Amber PREM:EX
Cc: Robinson, Jon PREM:EX
Subject: RE: s.12; s.13

Yes! I have printed out 2 copies for you.

Thx!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 5, 2019 11:38 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: s.12; s.13

Could you print out for my meeting this afternoon please?

Annotations in the attached document can be seen with Acrobat Reader on the computer. To view annotations on iOS device, use compatible app like PDF Expert.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:25 AM
To: Reid, Heidi FIN:EX
Subject: RE: Employee Performance Reviews

You're the best!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Reid, Heidi FIN:EX
Sent: Wednesday, June 5, 2019 11:25 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Employee Performance Reviews

Okay...I've asked him for it...working on it now!

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 11:23 AM
To: Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Subject: RE: Employee Performance Reviews

I received both of Robyn's Ministers Input & self assessment form, but just need Liam's self assessment form please (I've received Carole's Minister Input form for him) 😊

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Reid, Heidi FIN:EX
Sent: Wednesday, June 5, 2019 11:21 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Employee Performance Reviews

Ummm...do you have what you need from me? I don't remember seeing the Self assessment form...only the one that Carole filled in 😊

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 11:19 AM

To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>

Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review

Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

From: Parte, Maura PSA:EX

Sent: Friday, May 31, 2019 1:09 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX

Sent: May 31, 2019 12:54 PM

To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>

Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Potheary, Meagan JTT:EX
Subject: RE: Dial in details needed

Yes please!
Thanks Meagan.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Potheary, Meagan JTT:EX
Sent: Wednesday, June 5, 2019 10:57 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>
Subject: RE: Dial in details needed

Thanks Debbie.

I will send out invite...did we want to have Geoff to dial in?

Thanks

Meagan

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 10:24 AM
To: Potheary, Meagan JTT:EX <Meagan.Potheary@gov.bc.ca>
Cc: Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>
Subject: RE: Dial in details needed

Hi Meagan;

Geoff is returning from France on Thursday night June 13th, and has not confirmed if he will be coming into the office or not, however perhaps we can schedule it for 1:00pm on that day, and I will let you know if any changes.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Potheary, Meagan JTT:EX
Sent: Wednesday, June 5, 2019 10:20 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>
Subject: RE: Dial in details needed

Hi Debbie,

I was hoping that we could reschedule the 30 min call with Geoff, Fazil, Silas and Jane (from May 30).

Would Geoff be available on Friday June 14 between 1030-130pm?

Thanks

Meagan

From: Wade, Debbie PREM:EX
Sent: May 27, 2019 11:30 AM
To: Potheary, Meagan JTT:EX <Meagan.Potheary@gov.bc.ca>
Subject: RE: Dial in details needed

Great I have entered that into Geoff's calendar.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Potheary, Meagan JTT:EX
Sent: Monday, May 27, 2019 11:27 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Dial in details needed

Hi Debbie,

That would be ideal. Fazil's cell # s.17

Thank you,

Meagan

From: Wade, Debbie PREM:EX
Sent: May 27, 2019 11:14 AM
To: Potheary, Meagan JTT:EX <Meagan.Potheary@gov.bc.ca>

Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Subject: FW: Dial in details needed

Hi Meghan;

If you would like to provide DM Mihlar's cell number, I can have Geoff call him from the polycom.

Thanks!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Nash, Amber PREM:EX

Sent: Monday, May 27, 2019 11:09 AM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Subject: FW: Dial in details needed

From: Potheary, Meagan JTT:EX

Sent: May 27, 2019 11:08 AM

To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>

Subject: Dial in details needed

Good morning Amber,

I am uncertain if you are the right person to contact for dial in details for the meeting with Geoff Meggs and JTT/TRANS re: high speed rail on May 30th at 11:30am.

DM Mihlar is no longer able to come to Victoria that day and will need to call in.

Thank you,

Meagan

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX; Normand, Nicole AG:EX; Banh, Lindsay MCF:EX; Fleurant, Kathleen CITZ:EX; Silverio, Lisa FLNR:EX; Robb, Amanda JTT:EX; Waters, Leah TRAN:EX; Hembree, Sara PSSG:EX; Roberts, Connie A IRR:EX; Garnier, Jack LBR:EX; Reid, Heidi FIN:EX
Cc: Parte, Maura PSA:EX
Subject: FW: Employee Performance Reviews
Attachments: CHECKLIST - Employee Performance Review 2019.pdf; Employee Self-Assessment Guide 2019 Fillable Form.pdf; Minister Input Guide 2019 Fillable PDF.pdf; Employee Input Guide Fillable PDF.pdf; Employee Performance Review Guide 2019 SENIOR MA Fillable Form.pdf; Employee Performance Review Guide MA EA - Fillable Form.pdf; Employee Performance Review Guide AC 2019 PDF.pdf; Employee Performance Review Guide AA 2019 Fillable.pdf; Administrative Assistant Job Profile Clerk 9 March 2019.docx; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Senior Ministerial Assistant Feb 2019.docx; Probationary Assessment 2019.pdf

Tracking:	Recipient	Read
	Oldham, Lisa E AGRI:EX	Read: 2019-06-05 11:40 AM
	Normand, Nicole AG:EX	Read: 2019-06-05 11:48 AM
	Banh, Lindsay MCF:EX	
	Fleurant, Kathleen CITZ:EX	Read: 2019-06-10 1:25 PM
	Silverio, Lisa FLNR:EX	
	Robb, Amanda JTT:EX	Read: 2019-06-05 1:03 PM
	Waters, Leah TRAN:EX	Read: 2019-06-24 8:35 AM
	Hembree, Sara PSSG:EX	Read: 2019-06-05 11:23 AM
	Roberts, Connie A IRR:EX	Read: 2019-06-05 11:24 AM
	Garnier, Jack LBR:EX	Read: 2019-06-05 11:20 AM
	Reid, Heidi FIN:EX	Read: 2019-06-05 11:19 AM
	Parte, Maura PSA:EX	Read: 2019-06-05 11:49 AM

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review
Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes. It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: [778-698-9278](tel:778-698-9278) | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 10:28 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for AOC meeting June 11, 2019

Hi Dawn;

Geoff will not be attending as he is in France with the Premier.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Brown, Dawn A PREM:EX
Sent: Tuesday, June 4, 2019 9:18 AM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Beresford, Charley FIN:EX <Charley.Beresford@gov.bc.ca>; Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>; Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>; Duguay, Ilene JTT:EX <Ilene.Duguay@gov.bc.ca>; Giuliano, Angela LASS:EX <Angela.Giuliano@leg.bc.ca>; Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Martin, Victoria FIN:EX <Victoria.Martin@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; Moran, Roseanne LASS:EX <Roseanne.Moran@leg.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Olson, Lianna FIN:EX <Lianna.Olson@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Scambler, Teresa LASS:EX <Teresa.Scambler@leg.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Virk, Rajmeet LASS:EX <Rajmeet.Virk@leg.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; White, Emily MCF:EX <Emily.White@gov.bc.ca>
Subject: Attendance confirmation for AOC meeting June 11, 2019
Importance: High

Good morning,

Please confirm your Minister/Officials' attendance at the following meeting by responding to this email **ASAP**.

Also, please indicate **where** your Minister/Officials will be attending.

If requesting leave please contact Rajmeet Virk, and CC: Michelle Massy and myself for the attendance survey.

AOC

Tuesday, June 11, 2019
9:00 a.m. – 10:00 a.m.
VCO/Chambers

Thank you,

Dawn-Alena Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 778.974.5082 / Cell: 778.584.0197

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 10:28 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet meeting June 12, 2019

Hi Dawn;

Geoff Meggs will not be attending. Amber Hockin will 😊

thx

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Brown, Dawn A PREM:EX
Sent: Tuesday, June 4, 2019 9:17 AM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Addo, Wolfgang AG:EX <Wolfgang.Addo@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Beresford, Charley FIN:EX <Charley.Beresford@gov.bc.ca>; Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>; Demelo, Paula IRR:EX <Paula.Demelo@gov.bc.ca>; Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>; Drew, Ashley ENV:EX <Ashley.Drew@gov.bc.ca>; Dubuc, Michelle PREM:EX <Michelle.Dubuc@gov.bc.ca>; Duguay, Ilene JTT:EX <Ilene.Duguay@gov.bc.ca>; Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Fullaway, Elijah HLTH:EX <Elijah.Fullaway@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Grant, Lisa EDUC:EX <Lisa.Grant@gov.bc.ca>; Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>; Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>; Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Harrison, Veronica EDUC:EX <Veronica.Harrison@gov.bc.ca>; Hay, Lorna JTT:EX <Lorna.Hay@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>; Hrenyk, Alyssa FIN:EX <Alyssa.Hrenyk@gov.bc.ca>; Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>; Hunt, Charlotte PSSG:EX <Charlotte.Hunt@gov.bc.ca>; Iliffe, Liam GCPE:EX <Liam.Iliffe@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Larson, Lori FIN:EX <Lori.Larson@gov.bc.ca>; Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>; Leverman, Charly TRAN:EX <Charly.Leverman@gov.bc.ca>; London, Kathy HLTH:EX <Kathy.London@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Michell, Jennifer FIN:EX <Jennifer.Michell@gov.bc.ca>; Moran, Roseanne LASS:EX <Roseanne.Moran@leg.bc.ca>; Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Neilson, Kirsten ENV:EX <Kirsten.Neilson@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Olson, Lianna FIN:EX <Lianna.Olson@gov.bc.ca>; Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>; Purdy, Sandra FLNR:EX <Sandra.Purdy@gov.bc.ca>; Rayner, Jena MAH:EX <Jena.Rayner@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Roberts, Connie A IRR:EX

<Connie.Roberts@gov.bc.ca>; Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Saadati, Negin AEST:EX <Negin.Saadati@gov.bc.ca>; Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>; Scambler, Teresa LASS:EX <Teresa.Scambler@leg.bc.ca>; Shaw, Brea BRDO:EX <Brea.Shaw@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>; Virk, Rajmeet LASS:EX <Rajmeet.Virk@leg.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Walters, Hailey JTT:EX <Hailey.Walters@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; White, Christine MAH:EX <Christine.White@gov.bc.ca>; White, Emily MCF:EX <Emily.White@gov.bc.ca>

Subject: Attendance confirmation for Cabinet meeting June 12, 2019

Importance: High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.

If requesting leave, please contact Amber Hockin, and CC: Michelle Massy, and myself for the attendance survey.

CABINET

Wednesday, June 12, 2019

9:00 a.m. – 11:30 a.m.

VCO

Thank you,

Dawn-Alena Brown

Cabinet Operations | Office of the Premier

Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1

Ph: 778.974.5082 / Cell: 778.584.0197

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 10:20 AM
To: Szakacs, Kaylee LASS:EX
Subject: RE: Meeting with MLA Glumac

Wonderful, thanks Kaylee, I have confirmed this in Geoff's calendar as well.

Debb

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Szakacs, Kaylee <Kaylee.Szakacs@leg.bc.ca>
Sent: Wednesday, June 5, 2019 9:49 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with MLA Glumac

Hi Debbie,

My apologies in the delay getting back to you. s.22

MLA Glumac is available at 2:00pm on June 20 and I will add that to his schedule. Thank you for organizing this!

Best wishes,



Kaylee Szakacs | Legislative Assistant | New Democrat BC Government Caucus
T: 250-356-7205 | kaylee.szakacs@leg.bc.ca | www.bcnepcaucus.ca

From: Kesteven, Torey
Sent: Monday, June 03, 2019 9:59 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Szakacs, Kaylee <Kaylee.Szakacs@leg.bc.ca>
Subject: RE: Meeting with MLA Glumac

Hi Debbie,

I'm CC'd Kaylee Szakacs, Rick's current LA to assist with this request.

Best,

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 03, 2019 9:54 AM
To: Kesteven, Torey <Torey.Kesteven@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting with MLA Glumac

Good morning Torey;

I have been asked to schedule a meeting with Geoff Meggs and MLA Glumac. Can you please advise if the following time might work for Rick's schedule;

DATE: *Thursday, June 20th*
TIME: *2:00pm*
Location: *Vancouver Cabinet Office*

Thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 5, 2019 10:17 AM
To: PREM CAL PREM:EX
Subject: Accepted: HOLD Briefing: FNLG

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 5, 2019 10:17 AM
To: PREM CAL PREM:EX
Subject: Accepted: HOLD Briefing: FNLG

Wade, Debbie PREM:EX

Subject: Canceled: Bi-weekly Meetings with Bobbi Plecas
Location: Geoff's Office

Start: Wed 2019-06-12 4:00 PM
End: Wed 2019-06-12 4:30 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every 2 week(s) on Wednesday from 4:00 PM to 4:30 PM

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: Plecas, Bobbi IGRS:EX

Importance: High

Confirmed with Jelene Baker – Feb. 28th -DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 10:16 AM
To: Baker, Jelene IGRS:EX
Subject: RE: On-going Meeting with Bobbi and Geoff

Good morning Jelene;

I have extended these meetings until Dec. 11th. I will be having to cancel June 12th meeting as Geoff is in Europe.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Baker, Jelene IGRS:EX
Sent: Wednesday, June 5, 2019 10:07 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: On-going Meeting with Bobbi and Geoff

Hi Debbie,

Can we please set up the ongoing meetings until the end of the year? I believe the series ends June 12.

Thank you!

Jelene Baker
Senior Executive Assistant to
Bobbi Plecas, Deputy Minister
Intergovernmental Relations Secretariat | Office of the Premier
Office: 250-356-8794 | Mobile: 778-678-5684

Wade, Debbie PREM:EX

Subject: Bi-weekly Meetings with Bobbi Plecas
Location: Geoff's Office

Start: Wed 2019-03-06 4:00 PM
End: Wed 2019-03-06 4:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every 2 week(s) on Wednesday from 4:00 PM to 4:30 PM

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: Plecas, Bobbi IGRS:EX

Confirmed with Jelene Baker – Feb. 28th -DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 10:10 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2019-93113 Records Due June 7, 2019

I have no records

Thanks

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: OOP FOI PREM:EX
Sent: Monday, June 3, 2019 3:06 PM
To: LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>
Subject: Call for Records OOP-2019-93113 Records Due June 7, 2019

Hello all,

Please see the below request and please let me know by June 7th, whether or not you have any records:

Canvassed: Executive Office, Vancouver Office

All correspondence between the Premier's Office and the community organization S.U.C.C.E.S.S.

*(Date Range for Record Search: From **07/01/2017 To 05/15/2019**) Date Format is MM/DD/YYYY*

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

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: (778) 974-5757*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 10:05 AM
To: s.22
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: Request to Rebook Interview

Great thanks s.22 !

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: s.22 >
Sent: Monday, June 3, 2019 3:31 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Request to Rebook Interview

That's perfect.

s.22

On Jun 3, 2019, at 1:39 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Thanks s.22 ;

We had a conflict for 1pm so I have moved your interview until 2pm same day (June 6th) hope that works for you!

Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: s.22
Sent: Monday, June 3, 2019 11:16 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Request to Rebook Interview

I will be available.

You can reach me at s.22

Thanks!

s.22

On Jun 3, 2019, at 10:45 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good morning s.22

Sorry for the delay in getting back to you. Can you please advise if you would be available for an interview on **Thursday June 6th @ 1:00pm.**

Thanks so much.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: s.22

Sent: Friday, May 31, 2019 10:00 AM

To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Re: Request to Rebook Interview

Hi Jennifer and Debbie,

I am looking forward to this interview and hoping we can confirm a date and time soon.

I am also attaching a more fulsome resume and cover letter that I have updated since my initial email to Amber.

Thanks very much for your consideration -- and have a great weekend!

s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 5, 2019 10:02 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Accepted: AMBER: HARBOUR AIR: Victoria to Vancouver (3:00 PM)

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 5, 2019 9:42 AM
To: Geary, Vanessa PREM:EX
Subject: Declined: Directors meeting

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 5, 2019 9:41 AM
To: Zacharuk, Christina PSEC:EX
Subject: Declined: Call: Christina Zacharuk / Don Wright / Geoff Meggs re: Bargaining Update

Geoff will not be able to make this call as he is in France. Back in the office on June 17th
Thanks!

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 9:17 AM
To: WPC Inc.
Subject: Re: Call request

Hi mike

I will be in the office in about 30 minutes. Will give u a call then

Thx
Debb

Sent from my Samsung Galaxy smartphone.

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

From: "WPC Inc." <wpc@telus.net>
Date: 2019-06-05 9:10 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call request

Hi Debbie,

I would very much appreciate it if you could give me a quick call at 604-684-2228.

Thanks very much and I look forward to speaking with you.

Cheers,

Mike Bailey

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 7:01 AM
To: Hockin, Amber PREM:EX
Subject: Fwd: New Procedures mtg with Amber Hockin on Monday June 3rd 11am

Good morning Amber

Can you please let me know if you are ok doing this meeting by phone today?

Thx

Sent from my Samsung Galaxy smartphone.

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

From: Alison James <ajames@victoria.ca>
Date: 2019-06-05 6:41 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: New Procedures mtg with Amber Hockin on Monday June 3rd 11am

Good morning Debbie,
I am hoping it is possible to hold today's meeting by phone, as back to back meetings have come up, making it difficult to get there and back! Can you confirm this is possible and if so what number I can call?
Many thanks,
Alison

Get [Outlook for iOS](#)

From: Wade, Debbie PREM:EX <debbie.wade@gov.bc.ca>
Sent: Friday, May 31, 2019 12:20 PM
To: Alison James
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: New Procedures mtg with Amber Hockin on Monday June 3rd 11am

Wonderful! thanks Alison.

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Alison James <ajames@victoria.ca>
Sent: Friday, May 31, 2019 12:16 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: New Procedures mtg with Amber Hockin on Monday June 3rd 11am

Hi Debbie,
Not a problem, June 5 at 11 works as well.
Thanks,
Alison

Alison James
Head of Strategic Operations – Mayor's Office
City of Victoria
T 250 361 0513



From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: May 31, 2019 10:55 AM
To: Alison James <ajames@victoria.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: New Procedures mtg with Amber Hockin on Monday June 3rd 11am

Good morning Alison;

It looks like we have to reschedule this meeting with Amber Hockin, as she is now needing to go to Vancouver for a Cabinet Committee meeting. Can you please advise if you are available on Wednesday June 5th @ 11:00am?

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 4, 2019 8:44 AM
To: Hockin, Amber PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: Planning session with Maura

Hi Amber;

FYI - Maura asked me to move this meeting to start at 9:30am today instead of 9:00am.

thanks!

Wade, Debbie PREM:EX

Subject: Planning Session
Location: Amber's Office

Start: Tue 2019-06-04 9:30 AM
End: Tue 2019-06-04 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

Categories: Government Meetings

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 4, 2019 8:04 AM
To: Dunnett, Jennifer PREM:EX
Subject: Fwd: Follow up

Hi Jenn

Do you mind looking for a couple times in Ambers calendar and getting back to Will. She is heading to Vancouver later Thursday afternoon.

Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: "Beale, William TRAN:EX" <William.Beale@gov.bc.ca>
Date: 2019-06-03 4:13 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: "Machell, Aileen TRAN:EX" <Aileen.Machell@gov.bc.ca>
Subject: Follow up

Hi Debbie,

Hoping you can assist scheduling a follow up meeting with Amber, Aileen, Liam L and myself?

Can you let us know one or two times that work later this week?

Thank you,

William Beale
Sr MA Transportation

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 4:51 PM
To: Henry, David A FIN:EX; Dunnett, Jennifer PREM:EX
Cc: PREM Tech; Wynans, Tim ISMC:EX
Subject: Re: Bluetooth keyboard

Thanks so much David
I think Geoff got connected.

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>
Date: 2019-06-03 4:34 PM (GMT-08:00)
To: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>, "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>, "Wynans, Tim ISMC:EX" <Tim.Wynans@gov.bc.ca>
Subject: RE: Bluetooth keyboard

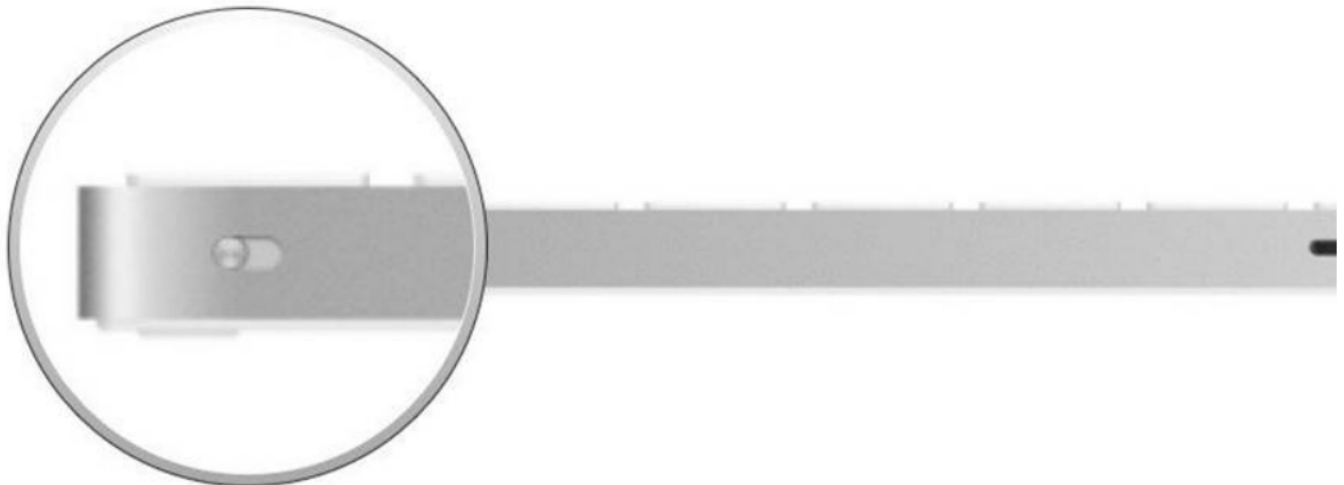
Debbie and Jennifer,

Here is some generic info on setting up one:

How to pair a Bluetooth keyboard to your iPhone and iPad

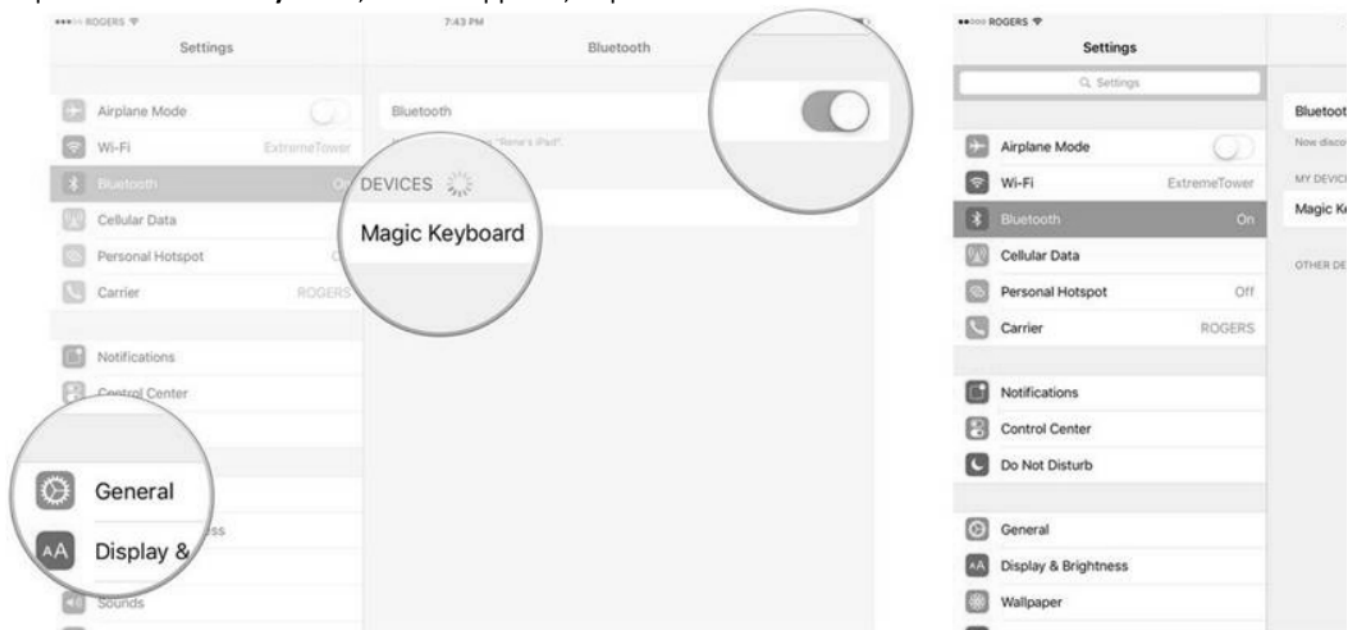
To set up a Bluetooth keyboard on iPad and iPhone, you have to go through Bluetooth setting.

1. Turn the Bluetooth keyboard **on** if it isn't already. Otherwise, switch it **off** and then **on** to make it discoverable.
(Some keyboards might have other procedures for putting them in pairing mode — check with the manufacturer for details.)



2. Launch the **Settings** app on your iPhone or iPad.
3. Tap on **Bluetooth**.
4. Make sure **Bluetooth** is set to **On**, then let it search for devices.

5. Tap on a **Bluetooth keyboard**, when it appears, to pair.



Depending on the keyboard, you might have to enter an authorization code. Otherwise, you'll be good to go.

From: Henry, David A FIN:EX

Sent: June 3, 2019 4:30 PM

To: Wynans, Tim ISMC:EX <Tim.Wynans@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>

Subject: RE: Bluetooth keyboard

Hi,

Sorry for the confusion, what we need is the brand/model of the Bluetooth keyboard. They maybe somewhat generic in setup.. so can send some basic info.. possibly but without the details it may not work.

David

From: Wynans, Tim ISMC:EX

Sent: June 3, 2019 4:28 PM

To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Cc: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Bluetooth keyboard

Hi Jennifer,

Geoff loaner devices are;

iPad 6th Gen LTE (32 GB Space Gray) on IOS 12.3.1

Phone 8 (64 GB Space Gray) on IOS 12.3.1

-Tim

From: Dunnett, Jennifer PREM:EX

Sent: June 3, 2019 4:25 PM

To: Wynans, Tim ISMC:EX <Tim.Wynans@gov.bc.ca>

Cc: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: FW: Bluetooth keyboard

Hi Tim,

Do you know the model of the devices that were given to Geoff?

Or can you or David let me know where Geoff can get this information from on the devices?

Thank you,



Jennifer Dunnett | Communications Assistant

Office of the Premier | Government of BC

West Annex, Parliament Buildings

Phone: 250.704.3034

From: Henry, David A FIN:EX

Sent: June 3, 2019 3:12 PM

To: Wade, Debbie PREM:EX

Cc: Dunnett, Jennifer PREM:EX; PREM Tech

Subject: RE: Bluetooth keyboard

Hi Debbie, do we know what model this may be for the keyboard? The instructions may be different.. based on brand etc.

David

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

From: Wade, Debbie PREM:EX

Sent: June 3, 2019 2:12 PM

To: PREM Tech <PREM.Tech@gov.bc.ca>

Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Subject: FW: Bluetooth keyboard

Hi there;

Could we please get instructions for Geoff on his request below.

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier

778-974-6075

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

From: Meggs, Geoff PREM:EX

Sent: Monday, June 3, 2019 2:08 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Bluetooth keyboard

Debbie, please get instructions from PREM tech on how to link the iPad keyboard to the iPad

Geoff

Sent from my iPad

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 2:46 PM
To: Hagglund, Jarrett PREM:EX; Dunnett, Jennifer PREM:EX
Subject: RE: Geoff's D-Day Juno Beach Ticket

The hard copy was put in his folder. Jenn do you have the email with the electronic ticket?

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hagglund, Jarrett PREM:EX
Sent: Monday, June 3, 2019 2:45 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Geoff's D-Day Juno Beach Ticket

Hey you two,

Do you happen to have Geoff's Juno Beach D-Day ticket. I want to get an extra copy to Evan so he has a back up on site.

Thanks!

Jarrett

Jarrett Hagglund | Executive Coordinator
Office of the Premier
604-817-1458 | Jarrett.Hagglund@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 2:27 PM
To: Tsang, Robin FIN:EX
Subject: RE: Bluetooth keyboard

Great thanks Robin.

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Tsang, Robin FIN:EX
Sent: Monday, June 3, 2019 2:27 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Bluetooth keyboard

That's good Debbie. I am here until at least the PA is over. Let me know if other assistance is required.

Thanks,
Robin

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

From: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Date: 2019-06-03 2:24 p.m. (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>
Subject: RE: Bluetooth keyboard

He's in PA – but I think he got it figured out.

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Tsang, Robin FIN:EX
Sent: Monday, June 3, 2019 2:24 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Bluetooth keyboard

Hi Debbie:

If you email the files to him, I will help him to download to the iPad pdfExpert.

Is he in the PA? Or in one of the Office?

Thanks,
Robin

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

From: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Date: 2019-06-03 2:15 p.m. (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>
Subject: FW: Bluetooth keyboard

Hi Robin;

I am thinking Geoff is needing to upload the attached documents for his trip to Europe tomorrow. He is at VCO right now. Can you assist him?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

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

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 2:13 PM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Subject: RE: Bluetooth keyboard

Will do - thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Meggs, Geoff PREM:EX
Sent: Monday, June 3, 2019 2:08 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Bluetooth keyboard

Debbie, please get instructions from PREM tech on how to link the iPad keyboard to the iPad

Geoff

Sent from my iPad

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 2:22 PM
To: Tsang, Robin FIN:EX
Subject: FW: Bluetooth keyboard

Hi Robin;

Looks like Geoff got it connected.
thx

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Meggs, Geoff PREM:EX
Sent: Monday, June 3, 2019 2:20 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Bluetooth keyboard

It's okay, finally connected it.

G

Sent from my iPad

> On Jun 3, 2019, at 2:12 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

>

> Will do - thanks

>

> Debbie Wade

> Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin

> - Deputy Chief of Staff Office of the Premier

> 778-974-6075

>

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

> From: Meggs, Geoff PREM:EX

> Sent: Monday, June 3, 2019 2:08 PM

> To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

> Subject: Bluetooth keyboard

>

> Debbie, please get instructions from PREM tech on how to link the iPad

> k ybao d to the iPad

>

> Geoff

>

> Sent from my iPad

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 2:21 PM
To: Meggs, Geoff PREM:EX
Subject: RE: Bluetooth keyboard

Ok, Robin Tsang is over at VCO - if you end up needing help let me know and I'll contact him.
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Meggs, Geoff PREM:EX
Sent: Monday, June 3, 2019 2:20 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Bluetooth keyboard

It's okay, finally connected it.

G

Sent from my iPad

> On Jun 3, 2019, at 2:12 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

>

> Will do - thanks

>

> Debbie Wade

> Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin

> - Deputy Chief of Staff Office of the Premier

> 778-974-6075

>

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

> From: Meggs, Geoff PREM:EX

> Sent: Monday, June 3, 2019 2:08 PM

> To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

> Subject: Bluetooth keyboard

>

> Debbie, please get instructions from PREM tech on how to link the iPad

> k ybao d to the iPad

>

> Geoff

>

> Sent from my iPad

Page 079 of 574 to/à Page 080 of 574

Withheld pursuant to/removed as

s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 1:44 PM
To: Normand, Nicole AG:EX
Subject: RE: NEW PROCESS for seeking Ministerial Vacation

Your welcome! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Normand, Nicole AG:EX
Sent: Monday, June 3, 2019 1:43 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: NEW PROCESS for seeking Ministerial Vacation

Thanks!!

From: Wade, Debbie PREM:EX
Sent: June 3, 2019 1:34 PM
To: Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>
Subject: RE: NEW PROCESS for seeking Ministerial Vacation

Hi Nicole;

Please check with his acting Minister's first. Once they've approved, please send to Danny Loubert and cc myself and Vanessa Geary.

Thanks so much!!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Normand, Nicole AG:EX
Sent: Monday, June 3, 2019 1:06 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: NEW PROCESS for seeking Ministerial Vacation

Hi Debbie,

Minister Eby has changed his vacation time slightly from what is reflected in the document you provided. Would you like me to check with his acting Ministers first or advise you of the dates change first? 😊

s.22

Thanks so much.

From: Wade, Debbie PREM:EX

Sent: May 8, 2019 10:28 AM

To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>

Cc: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>;

Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: NEW PROCESS for seeking Ministerial Vacation

Good morning everyone;

We would like to inform you of the new process when seeking confirmation for Minister's Vacation time. Vanessa Geary, Executive Director for Operations and Strategic Initiatives, has completed an updated (as of this morning) excel sheet for all Ministers Vacations. Please review carefully to ensure dates are correct. We will send this list out regularly as it fills up.

Moving forward please follow the process below when seeking confirmation of Minister's vacations:

- Once you receive dates from your Minister, **check dates with your 1st Acting Minister's AC, and 2nd if necessary**, to confirm that they are able to provide back up. *Please note, vacation requests are on a first come, first serve basis, so unless the Minister being asked to be backup has official business or extenuating circumstances, the request takes precedence.*
- Once you've confirmed backup Minister is available, submit dates and confirmation of Acting Minister via email to **Danny Loubert** in the PO and copy myself and Vanessa Geary.
- Danny will review with Amber Hockin and send confirmation within one week.

If you have any questions or if you see any glitches with the list, please let me know. Danny s.22
s.22 , so if there are requests that require confirmation this week, please send to myself and Vanessa Geary.

Thank you!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 1:43 PM
To: Dunnett, Jennifer PREM:EX
Subject: Interview with s.22 on Thursday June 6th

Hi Jenn;

Amber asked me to schedule a meeting on Thursday from 10:00-11:00am. Would you be able to contact s.22 and ask if 9:00am works for the interview?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 1:35 PM
To: Hagglund, Jarrett PREM:EX
Subject: RE: EBinder

Thanks Jarrett! 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Hagglund, Jarrett PREM:EX
Sent: Monday, June 3, 2019 1:31 PM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: EBinder

Here you go Geoff. Along with instructions.

If you have any issues at all please let me know.

Jarrett

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

From: Meggs, Geoff PREM:EX
Sent: June 3, 2019 1:25 PM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: EBinder

Jarrett, don't seem to have the EBinder for the trip - could you please resend?

Geoff

Sent from my iPad

Page 085 of 574 to/à Page 087 of 574

Withheld pursuant to/removed as

s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 12:43 PM
To: Hembree, Sara PSSG:EX
Subject: RE: Meeting with Minister Farnworth

Hi Sara;

Geoff is out of the country with the Premier, and won't be back until June 17th. He is scheduled to be in Vancouver on June 20th and is available anytime between 2:30-4:00pm. Typically we usually schedule Geoff's meeting for Victoria, but can make Vancouver work if needed.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hembree, Sara PSSG:EX
Sent: Monday, June 3, 2019 11:56 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Meeting with Minister Farnworth

Good afternoon Debbie

Hope you had a great weekend.

My MA has asked me to inquire about best locations to have a meeting between Minister Farnworth and Geoff Meggs. We were hoping to set up a meeting in Vancouver on June 13th at VCO. Does Geoff Meggs schedule meetings there or will it typically be scheduled for Victoria?

Thanks for your help Debbie!

Sara

**Sara Hembree**

Administrative Coordinator to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
T: 778-974-6049
E: sara.hembree@gov.bc.ca

Wade, Debbie PREM:EX

Subject: Phone call Interview w/ s.22
Location: Amber to call s.22 @ s.22

Start: Thu 2019-06-06 2:00 PM
End: Thu 2019-06-06 2:45 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

Confirmed with s.22 June 3rd DW

Wade, Debbie PREM:EX

Subject: Phone call Interview w/ s.22
Location: Amber to call s.22 @s.22

Start: Thu 2019-06-06 2:00 PM
End: Thu 2019-06-06 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

Confirmed with s.22 June 3rd DW

Wade, Debbie PREM:EX

Subject: Phone call Interview w/s.22
Location: Amber to call s.22 @ s.22

Start: Thu 2019-06-06 1:00 PM
End: Thu 2019-06-06 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

Confirmed with s.22 June 3rd DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 11:07 AM
To: Dunnett, Jennifer PREM:EX
Subject: FW: JOB profiles - Political positions
Attachments: Job Profile Senior Ministerial Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx

Hi Jenn

I would send him these three. They are all the political positions.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Thursday, May 9, 2019 1:47 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: JOB profiles - Political positions

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 11:01 AM
To: s.22
Subject: RE: Request for Interview with Amber Hockin

Thanks s.22 !

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: s.22
Sent: Monday, June 3, 2019 10:58 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Request for Interview with Amber Hockin

Ok sounds good!

On Mon, Jun 3, 2019, 10:36 AM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

His.22 ;

Sure let's confirm 4:15pm on Wednesday June 5th for your interview.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: s.22

Sent: Sunday, June 2, 2019 5:51 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Re: Request for Interview with Amber Hockin

Hi Debbie,

I'll be unavailable at that time, could we aim for after 3:30pm on the 5th? Or we could do the 6th earlier in the day.

Let me know!

s.22

On Fri, May 31, 2019, 1:38 PM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good afternoon s.22 ;

My apologies, however we will need to reschedule your interview for Monday June 3rd, as Amber now has to attend a Cabinet meeting in Vancouver on that day. Can you please advise if you are available on Wednesday June 5th @ 10:00am instead?

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

From: s.22
Sent: Wednesday, May 8, 2019 2:29 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Request for Interview with Amber Hockin



On Wed, May 8, 2019, 3:24 PM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Your welcome!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: s.22
Sent: Wednesday, May 8, 2019 2:24 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Request for Interview with Amber Hockin

Sounds great, thanks girl!

On Wed, May 8, 2019, 3:22 PM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

No worries! Ok let's confirm Monday June 3rd at 2:30pm (PST) If anything changes I will let you know immediately.

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

From: s.22

Sent: Wednesday, May 8, 2019 2:18 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Re: Request for Interview with Amber Hockin

Hi Debbie,

I just saw that :)

I can definitely do 27th - June 3rd between 10am -5pm MST.

Let me know what works!

s.22

On Wed, May 8, 2019, 2:30 PM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi sorry I should be more specific. You mentioned you were not available on May 17th or 21st, Amber's calendar is fully booked until after those date. If you could please provide dates the week of May 27th and June 3rd.

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

From: Wade, Debbie PREM:EX

Sent: Wednesday, May 8, 2019 1:29 PM

To: s.22

Subject: RE: Request for Interview with Amber Hockin

Hi s.22 ;

Thanks so much for the updated resume. Can you please advise a few dates that you would be available for a telephone interview with Amber Hockin.

Thanks so much!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

From: s.22

Sent: Saturday, May 4, 2019 2:38 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Re: Request for Interview with Amber Hockin

Hi Debbie,

It was great chatting with you yesterday!

I'm attaching my most recent resume for you and Amber.

Talk to you on Monday,

s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:56 AM
To: Parte, Maura PSA:EX
Subject: RE: Questions for 11:30 interview

Thanks Maura, I have printed questions and Resume.

See you shortly

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Parte, Maura PSA:EX
Sent: Monday, June 3, 2019 10:31 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Questions for 11:30 interview

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:55 AM
To: Sanford, Donna L GCPE:EX
Subject: RE: Request: updated MO staff list

Your welcome!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Sanford, Donna L GCPE:EX
Sent: Monday, June 3, 2019 10:53 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Request: updated MO staff list

Thanks Debbie!

From: Wade, Debbie PREM:EX
Sent: June 3, 2019 10:37 AM
To: Sanford, Donna L GCPE:EX <Donna.Sanford@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Request: updated MO staff list

Hi Donna;

Please find attached the most recent MO staff list.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Sanford, Donna L GCPE:EX
Sent: Monday, June 3, 2019 10:35 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Request: updated MO staff list

Hi Jennifer and Debbie. Could you please forward the most recent MO staff list?

Thank you!
-Donna

Donna Sanford
Executive Director
Confidence and Supply Agreement Secretariat
250-893-4771

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:54 AM
To: Hockin, Amber PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: Today's calendar conflicts

Hi Amber;

Sorry I changed the meeting last week Friday with Alison, it will now take place this week Wed. June 5th in Victoria.

Thanks! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Monday, June 3, 2019 10:50 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Today's calendar conflicts

Great - but I'm back to Vancouver Thursday. Can we meet by phone?

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

On Jun 3, 2019, at 7:01 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good morning Amber

I moved Alison on Friday to June 5th. I'm thinking your phone may not have updated that change. As well I contacted s.22 on Friday to advise her that we need to reschedule her interview. She got back to me yesterday so I will confirm new time today.
Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>

Date: 2019-06-03 6:14 AM (GMT-08:00)

To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>

Subject: Today's calendar conflicts

Good Morning. Looking at my calendar I seem to have a conflict with Alison James and s.22 as I am travelling to vancouver today. Could we move those two meetings please? Thanks and see you later this am. Amber.

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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:51 AM
To: Meggs, Geoff PREM:EX
Cc: Hockin, Amber PREM:EX
Subject: RE: Upcoming IM117 Session - June 20

H Geoff;

I have scheduled a separate session for you, Amber H and Sage, which will take place on Monday June 17th @ 12:30-1:30pm in the Rose room.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Monday, June 3, 2019 10:48 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Upcoming IM117 Session - June 20

I may have to do this in my own

G

Sent from my iPhone

Begin forwarded message:

From: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Date: June 3, 2019 at 10:42:02 AM PDT
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>, LP Ministerial Assistants <LPMAs@Victoria1.gov.bc.ca>, LP Executive Assistants <LPEAS@Victoria1.gov.bc.ca>, LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>, LP Support Staff <LPSUPPORT@Victoria1.gov.bc.ca>, LP Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>, LP PREM Directors <PREMDIR@Victoria1.gov.bc.ca>, LP PO Correspondence Branch <LPPOCB@Victoria1.gov.bc.ca>
Cc: "Hendry, Jackie PREM:EX" <Jackie.Hendry@gov.bc.ca>
Subject: Upcoming IM117 Session - June 20

To: All Premier's Office and Ministers' Office Staff

Thank you to all you were able to attend an IM117 session in the past couple of weeks.

We have another session scheduled in Victoria coming up, please plan on attending as this will be the last face to face session scheduled and it is mandatory for all staff to complete by July 15, 2019.

Wednesday, June 12
10:00AM-11:30AM
Room 223, Legislature

A calendar invitation will be sent to all staff shortly – please decline or ignore if you have recently taken the revised course.

There is a webinar session offered to staff working outside of Victoria, a calendar invitation has already been sent for that.

Please share this with anyone in your office we may have missed.

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:35 AM
To: Tsang, Robin FIN:EX; Hockin, Amber PREM:EX
Subject: RE: URGENT -Amber Hockins cell phone

Yes correct!
Thanks Robin

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Tsang, Robin FIN:EX
Sent: Monday, June 3, 2019 10:31 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Re: URGENT -Amber Hockins cell phone

I am still on my way there. Once I arrive, I will let you know. Should be around noon.

I assume it's the calendar not synced?

Thanks,
Robin

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

From: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Date: 2019-06-03 10:24 a.m. (GMT-08:00)
To: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Cc: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>
Subject: FW: URGENT -Amber Hockins cell phone

Hi Amber;

Robin can meet you at VCO Just before noon to take a look at your phone. Will that work for you?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Tsang, Robin FIN:EX
Sent: Monday, June 3, 2019 10:22 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Re: URGENT -Amber Hockins cell phone

Hi Debbie:

Is she heading to VCO? If yes and she has a cycle, I can meet her there. Is her email or calendar not synced?

Thanks,
Robin

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

From: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Date: 2019-06-03 10:12 a.m. (GMT-08:00)
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: URGENT -Amber Hockins cell phone

Sorry she is having to leave now, perhaps we can have someone come tomorrow.

Thanks!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:08 AM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: URGENT -Amber Hockins cell phone

Hi there;

Amber's phone is not syncing, and is heading to Vancouver in 45 minutes. Would someone be able to pop over and fix it.

Thanks!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:23 AM
To: Tsang, Robin FIN:EX; PREM Tech
Subject: RE: URGENT -Amber Hockins cell phone

Yes she is heading to VCO –

Thanks Robin!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Tsang, Robin FIN:EX
Sent: Monday, June 3, 2019 10:22 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Re: URGENT -Amber Hockins cell phone

Hi Debbie:

Is she heading to VCO? If yes and she has a cycle, I can meet her there. Is her email or calendar not synced?

Thanks,
Robin

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

From: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Date: 2019-06-03 10:12 a.m. (GMT-08:00)
To: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: URGENT -Amber Hockins cell phone

Sorry she is having to leave now, perhaps we can have someone come tomorrow.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:08 AM

To: PREM Tech <PREM.Tech@gov.bc.ca>

Subject: URGENT -Amber Hockins cell phone

Hi there;

Amber's phone is not syncing, and is heading to Vancouver in 45 minutes. Would someone be able to pop over and fix it.

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:22 AM
To: Wade, Debbie PREM:EX
Subject: FW: Brochure for CABRO process

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: June 3, 2019 8:58 AM
To: Miller, Sarah LASS:EX; Sproule, Spencer LASS:EX
Cc: Beresford, Charley FIN:EX; Dunnett, Jennifer PREM:EX
Subject: Brochure for CABRO process

Dear colleagues,

From time to time MLAs are asked how someone can put his or her name forward to serve on a government board or agency. CABRO has produced a simple brochure to answer this question. I will make sure your office gets some sample copies – more can be obtained from Charley Beresford, copied above.

Regards

Geoff

GEOFF MEGGS
Chief of Staff, Premier's Office
West Annex, Parliament Buildings
Victoria, BC, V8V 1K7
250 387-1715

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:21 AM
To: Dunnett, Jennifer PREM:EX
Subject: RE: Brochure for CABRO process

You bet!
Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Dunnett, Jennifer PREM:EX
Sent: Monday, June 3, 2019 10:19 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Brochure for CABRO process

This is the note Geoff sent out for those brochures – can you send them inter office to Liberal Caucus and Green Caucus?

Thank you! ☺

Jenn

From: Meggs, Geoff PREM:EX
Sent: June 3, 2019 8:58 AM
To: Miller, Sarah LASS:EX; Sproule, Spencer LASS:EX
Cc: Beresford, Charley FIN:EX; Dunnett, Jennifer PREM:EX
Subject: Brochure for CABRO process

Dear colleagues,

From time to time MLAs are asked how someone can put his or her name forward to serve on a government board or agency. CABRO has produced a simple brochure to answer this question. I will make sure your office gets some sample copies – more can be obtained from Charley Beresford, copied above.

Regards

Geoff

GEOFF MEGGS
Chief of Staff, Premier's Office
West Annex, Parliament Buildings
Victoria, BC, V8V 1K7
250 387-1715

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 10:01 AM
To: Kesteven, Torey LASS:EX
Cc: Dunnett, Jennifer PREM:EX; Szakacs, Kaylee LASS:EX
Subject: RE: Meeting with MLA Glumac

Oh Great! Thanks so much (I must have been looking at an old list!)

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Kesteven, Torey <Torey.Kesteven@leg.bc.ca>
Sent: Monday, June 3, 2019 9:59 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Szakacs, Kaylee LASS:EX <Kaylee.Szakacs@leg.bc.ca>
Subject: RE: Meeting with MLA Glumac

Hi Debbie,

I'm CC'd Kaylee Szakacs, Rick's current LA to assist with this request.

Best,

Torey Kesteven | Research and Communications Officer | New Democrat BC Government Caucus
T: 250-356-5612 | C: 604-217-2512 | Torey.Kesteven@leg.bc.ca | www.bcndpcaucus.ca

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 03, 2019 9:54 AM
To: Kesteven, Torey <Torey.Kesteven@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting with MLA Glumac

Good morning Torey;

I have been asked to schedule a meeting with Geoff Meggs and MLA Glumac. Can you please advise if the following time might work for Rick's schedule;

DATE: Thursday, June 20th
TIME: 2:00pm
Location: Vancouver Cabinet Office

Thank you!

Debbie Wade

*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff*

Office of the Premier

778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 9:49 AM
To: Dunnett, Jennifer PREM:EX
Subject: RE: Meeting with Rick Glumac

Thank you!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Dunnett, Jennifer PREM:EX
Sent: Monday, June 3, 2019 9:48 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with Rick Glumac

Geoff ☺

From: Wade, Debbie PREM:EX
Sent: June 3, 2019 9:47 AM
To: Dunnett, Jennifer PREM:EX
Subject: Meeting with Rick Glumac

Hi Jenn;

In regards to scheduling a meeting with MLA Glumac – was this for Geoff or Amber?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

Subject: Interview - s.22
Location: Room 153

Start: Wed 2019-06-05 4:15 PM
End: Wed 2019-06-05 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

Confirmed with s.22 – June 3rd DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 9:41 AM
To: Mulloy, Eleanor PREM:EX
Cc: Loubert, Leslie M PREM:EX
Subject: RE: Book Rose room for June 17th 12:30-1:30pm

Thank you Ma'am! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Mulloy, Eleanor PREM:EX
Sent: Monday, June 3, 2019 9:33 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Loubert, Leslie M PREM:EX <Leslie.M.Loubert@gov.bc.ca>
Subject: RE: Book Rose room for June 17th 12:30-1:30pm

Done 😊

From: Wade, Debbie PREM:EX
Sent: June 3, 2019 9:31 AM
To: Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>
Cc: Loubert, Leslie M PREM:EX <Leslie.M.Loubert@gov.bc.ca>
Subject: Book Rose room for June 17th 12:30-1:30pm

Hi ladies;

Could I please book the rose room for Geoff on the above date and time.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

Subject: being rescheduled - Interview - §.22
Location: Room 153

Start: Wed 2019-06-05 4:15 PM
End: Wed 2019-06-05 5:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

Confirmed with §.22 – June 3rd DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 9:33 AM
To: PREM Rose Room PREM:EX
Subject: Accepted: Booked for Geoff Meggs

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 3, 2019 9:28 AM
To: Begley, Rhianna CITZ:EX
Cc: Dunnett, Jennifer PREM:EX; Reed, Matt CITZ:EX; Throp, Elizabeth CITZ:EX
Subject: RE: Next Sessions

Wonderful thanks Rhianna!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Begley, Rhianna CITZ:EX
Sent: Monday, June 3, 2019 9:17 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>; Throp, Elizabeth CITZ:EX <Elizabeth.Throp@gov.bc.ca>
Subject: RE: Next Sessions

Hi Debbie,

Thanks for your note. Matt is able to attend the revised time and we can forward to include Kerry if she is able to attend.

Thanks,
Rhianna

From: Wade, Debbie PREM:EX
Sent: Friday, May 31, 2019 10:07 AM
To: Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>
Subject: RE: Next Sessions

Hi Rhianna;

Yes that would be great thanks! We can hold this in the Rose Room here in the Premiers office. Can we revise the time to 12:30-1:30pm, as Geoff's calendar has changed slightly.

I will send a calendar invite to Matt and can include Kerry if able to attend.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff

Office of the Premier
778-974-6075

From: Begley, Rhianna CITZ:EX
Sent: Friday, May 31, 2019 8:47 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Reed, Matt CITZ:EX <Matt.Reed@gov.bc.ca>
Subject: RE: Next Sessions

Hi Debbie,

Thank you for your note. Matt Reed, Executive Director of the Privacy, Compliance and Training Branch will deliver this session. Would you like Matt to come to you for the session. I am confirming with my ADMO whether Kerry Pridmore is also able to attend.

Thanks,

Rhianna Begley | Director, Strategic Privacy, Policy and Training (She/Her)
[Privacy, Compliance and Training Branch \(PCT\)](#) | [Corporate Information and Records Management Office \(CIRMO\)](#)
Ministry of Citizens' Services
Mobile – (250) 507-5110

From: Wade, Debbie PREM:EX
Sent: Wednesday, May 29, 2019 12:03 PM
To: Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Next Sessions

Good morning Rhianna;

Further to your email below, I am happy to provide a time that works for a face to face session with Geoff Meggs, Amber Hockin and Sage Aaron. Unfortunately June is extremely busy for Geoff as he will be away travelling with the Premier. Please advise if the below time works for you. If not we can perhaps look into July / August.

Monday June 17th @ 1:00-2:00pm

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Begley, Rhianna CITZ:EX
Sent: Tuesday, May 28, 2019 3:11 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Arslan, Alan CITZ:EX <Alan.Arslan@gov.bc.ca>; Throp, Elizabeth CITZ:EX <Elizabeth.Throp@gov.bc.ca>
Subject: RE: Next Sessions

Hi all,

Please let me know if there are outstanding booking needs for the DMO and for OOP. I don't believe these have been scheduled to date. I have been in contact with Jelene to schedule something for IGRS (though this date has not been set).

Once we have narrowed down dates I will confirm speaker availability.

Thank you,
Rhianna

From: Parte, Maura PSA:EX
Sent: Tuesday, May 28, 2019 3:08 PM
To: Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca>
Cc: Arslan, Alan CITZ:EX <Alan.Arsalan@gov.bc.ca>; Throp, Elizabeth CITZ:EX <Elizabeth.Throp@gov.bc.ca>; McKamey, Kristy CITZ:EX <Kristy.McKamey@gov.bc.ca>; Elbahir, Cindy CITZ:EX <Cindy.Elbahir@gov.bc.ca>; Laidlaw, Susan CITZ:EX <Susan.Laidlaw@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Next Sessions

Thanks Rhianna.

Yes, the Thursday, June 20 webinar session (not June 30, sorry!) will replace the June 12 webinar session.

For the OOP, the person to contact is Debbie Wade, Executive Coordinator to the Chief of Staff, I have copied her to this email. Jackie Hendry is coordinating for the DMO and IGRS.

Maura

From: Begley, Rhianna CITZ:EX
Sent: May 28, 2019 3:05 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Arslan, Alan CITZ:EX <Alan.Arsalan@gov.bc.ca>; Throp, Elizabeth CITZ:EX <Elizabeth.Throp@gov.bc.ca>; McKamey, Kristy CITZ:EX <Kristy.McKamey@gov.bc.ca>; Elbahir, Cindy CITZ:EX <Cindy.Elbahir@gov.bc.ca>; Laidlaw, Susan CITZ:EX <Susan.Laidlaw@gov.bc.ca>
Subject: RE: Next Sessions

Hey Maura,

This sounds good. We can do both June 12 (in-person) and June 30 (webinar).

I'm cc'ing Kristy/Susan so that they can have someone from GRS attend and Cindy so that she can have someone from IAO attend.

I'm also cc'ing Elizabeth to request her support in tracking and preparing materials. Elizabeth please connect with Alan when ^{§.22} for details. As we get closer to can you please let us know the estimated number of people so we can have resources printed.

I'm also cc'ing Alan re: overall organization/tracking and to schedule the webinar session.

If I've missed anything/anyone please let me know.

Thanks,
Rhianna

From: Parte, Maura PSA:EX
Sent: Tuesday, May 28, 2019 2:57 PM
To: Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca>
Subject: Next Sessions

Hi Rhianna,

I'd like to set up more training sessions in the coming weeks. I recommend the following:

- One face to face session during the week of June 10-14, preferably on Wednesday, June 12, from 10:00AM-11:30AM, this will be for employees who have missed the earlier sessions, from both the MO and PO, Band 1-4 – Confirm for June 12th at 10.
- A webinar session during the week of June 17-21, preferably on Thursday, June 30, from 2:00PM-3:30PM. Confirmed that Alan or myself will provide webinar session. Maura may I confirm that this replaces the tentative webinar session that you had suggested earlier for June 12th?
- A stand alone face to face session for the OOP, including the Chief of Staff, Deputy Chief of Staff and Director of Communications – for this session I think it would be best to have someone from Matt's office coordinating directly with their support person. – PCT will reach out to OOP. May I confirm that we should do this through Jackie Hendry?

Thank you,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: [778-698-9278](tel:778-698-9278) | Cell:s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 3:03 PM
To: Parte, Maura PSA:EX
Subject: RE: tomorrows meeting with Amber

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Parte, Maura PSA:EX
Sent: Monday, June 10, 2019 3:02 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: tomorrows meeting with Amber

Yes, thank you

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 2:58 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: tomorrows meeting with Amber

Hi Maura;

I just wanted to make sure you saw that the meeting tomorrow has been changed to a phone call (instead of in person), as Amber will be staying in Vancouver.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 2:47 PM
To: LP Administrative Coordinators
Cc: Dunnett, Jennifer PREM:EX
Subject: FW: Employee Performance Reviews
Attachments: CHECKLIST - Employee Performance Review 2019.pdf; Employee Self-Assessment Guide 2019 Fillable Form.pdf; Minister Input Guide 2019 Fillable PDF.pdf; Employee Input Guide Fillable PDF.pdf; Employee Performance Review Guide 2019 SENIOR MA Fillable Form.pdf; Employee Performance Review Guide MA EA - Fillable Form.pdf; Employee Performance Review Guide AC 2019 PDF.pdf; Employee Performance Review Guide AA 2019 Fillable.pdf; Administrative Assistant Job Profile Clerk 9 March 2019.docx; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Senior Ministerial Assistant Feb 2019.docx; Probationary Assessment 2019.pdf

Good afternoon everyone;

Further to my email last week, I would like to clarify that Amber Hockin will only be doing the Performance Reviews for your **Senior MA's**. Although all of you will be filling out your own Self-Assessment, these will be reviewed by your Supervisor in each office. We would like those to be completed and reviewed by your supervisor by the end of July.

We are still waiting on several Minister Input forms (for Senior MA's) and your Senior MA's Self-assessment form. If you could please assist in getting those sent to me (cc Jennifer Dunnett) that would be much appreciated.

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the

forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

***Ministers Input Review
Employee Self Assessment form for Senior MA***

If you have any questions please let me know.

Thanks so much!

***Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075***

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide

- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 2:41 PM
To: Silverio, Lisa FLNR:EX
Subject: FW: Employee Performance Reviews
Attachments: CHECKLIST - Employee Performance Review 2019.pdf; Employee Self-Assessment Guide 2019 Fillable Form.pdf; Minister Input Guide 2019 Fillable PDF.pdf; Employee Input Guide Fillable PDF.pdf; Employee Performance Review Guide 2019 SENIOR MA Fillable Form.pdf; Employee Performance Review Guide MA EA - Fillable Form.pdf; Employee Performance Review Guide AC 2019 PDF.pdf; Employee Performance Review Guide AA 2019 Fillable.pdf; Administrative Assistant Job Profile Clerk 9 March 2019.docx; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Senior Ministerial Assistant Feb 2019.docx; Probationary Assessment 2019.pdf

Hi Lisa;

Just touching base on the Senior MA performance Reviews. I know we spoke last week, but couldn't remember if you said the Minister was working on Tim's or if had been completed. Tim has just sent me his Employee Self Assessment form, so just needing the one from the Minister.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review

Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade

***Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075***

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA

- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes. It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 2:28 PM
To: Renneberg, Tim FLNR:EX
Subject: RE: Employee Performance Review

Thanks Tim!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Renneberg, Tim FLNR:EX
Sent: Monday, June 10, 2019 2:24 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Review

Hi Debbie,

My self-assessment is attached

Tim Renneberg
Ministerial Assistant
Minister of Forests, Lands, Natural Resource Operations and Rural Development
250-387-6240
tim.renneberg@gov.bc.ca

The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately **notify** the sender by reply e-mail or phone and **delete** this message and its attachments, if any.

From: Hockin, Amber PREM:EX
Sent: Monday, March 25, 2019 1:51 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Employee Performance Review

To: Senior Ministerial Assistants

In the next few weeks I will be meeting with each of you regarding your performance review.

A key part of this process is the employee self assessment which allows you to give input into your review and let me know how you think we can best support your ongoing learning and development. I will be reviewing

your self assessment prior to meeting with you and as such one-to-one meetings will only be scheduled after you have completed the attached Employee Self Assessment Guide.

Once it is completed please send to me directly and cc Debbie Wade. Debbie will then reach out to schedule a meeting.

We are hoping to have the reviews completed by **May 30, 2019**, so I would encourage you to get the assessment back soon so we can schedule over a couple of months. Also, if you couldn't attend the briefing on the assessment process or need any documents please contact Maura Parte.

Thank you and I look forward to meeting with you.

Amber

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Monday, June 10, 2019 2:02 PM
To: Aaron, Sage PREM:EX
Subject: Declined: Planning Session

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 1:28 PM
To: Hockin, Amber PREM:EX
Subject: RE: Call for Records OOP-2019-93150 Records Due June 13, 2019
Attachments: FW: s.13

Hi Amber;

s.13

Please advise if you would like me to send this to OOP FOI.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Monday, June 10, 2019 1:21 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Call for Records OOP-2019-93150 Records Due June 13, 2019

Could you please do a search on this for me? Thanks.

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

Begin forwarded message:

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: June 10, 2019 at 11:41:22 AM PDT
To: "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>, "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>, "Dewar, Bob PREM:EX" <Bob.Dewar@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>, "Fogg, Bruce PREM:EX" <Bruce.Fogg@gov.bc.ca>, "Girn, Naveen PREM:EX" <Naveen.Girn@gov.bc.ca>, "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>, "Holmwood, Jen PREM:EX" <Jen.Holmwood@gov.bc.ca>, "McConnell, Sheena PREM:EX" <Sheena.McConnell@gov.bc.ca>, "McLaren, Chris PREM:EX" <Chris.McLaren@gov.bc.ca>, "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>, "Privett, Don PREM:EX" <Don.Privett@gov.bc.ca>, "Robinson, Jon PREM:EX" <Jon.Robinson@gov.bc.ca>, "Smith, George PREM:EX" <George.Smith@gov.bc.ca>, "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>, "Kennedy, Christine PREM:EX"

<Christine.Kennedy@gov.bc.ca>, "Kristianson, Eric PREM:EX" <Eric.Kristianson@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>

Subject: Call for Records OOP-2019-93150 Records Due June 13, 2019

Hello,

Apologies for the short turnaround time on this one. Please see the below request and please let me know by June 13th whether or not you have any records:

Canvassed: all Exec staff, Don Wright, Christine Kennedy, Eric Kristianson, Shelley Canitz

Provide copies of all documents, including e-mails, texts, BMs, slack messages, and WhatsApp messages, memos, briefing notes, etc., regarding Kate Gillie and the concerns raised, including all documents relating to the review conducted by the Premier's Chief of Staff.

*(Date Range for Record Search: **From 01/01/2019 To 05/16/2019**) Date Format is MM/DD/YYYY*

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (778) 974-5757

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 1:21 PM
To: Hockin, Amber PREM:EX
Subject: RE: Call for Records OOP-2019-93150 Records Due June 13, 2019

Absolutely!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Monday, June 10, 2019 1:21 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Call for Records OOP-2019-93150 Records Due June 13, 2019

Could you please do a search on this for me? Thanks.

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

Begin forwarded message:

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: June 10, 2019 at 11:41:22 AM PDT
To: "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>, "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>, "Dewar, Bob PREM:EX" <Bob.Dewar@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>, "Fogg, Bruce PREM:EX" <Bruce.Fogg@gov.bc.ca>, "Girn, Naveen PREM:EX" <Naveen.Girn@gov.bc.ca>, "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>, "Holmwood, Jen PREM:EX" <Jen.Holmwood@gov.bc.ca>, "McConnell, Sheena PREM:EX" <Sheena.McConnell@gov.bc.ca>, "McLaren, Chris PREM:EX" <Chris.McLaren@gov.bc.ca>, "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>, "Privett, Don PREM:EX" <Don.Privett@gov.bc.ca>, "Robinson, Jon PREM:EX" <Jon.Robinson@gov.bc.ca>, "Smith, George PREM:EX" <George.Smith@gov.bc.ca>, "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>, "Kennedy, Christine PREM:EX" <Christine.Kennedy@gov.bc.ca>, "Kristianson, Eric PREM:EX" <Eric.Kristianson@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: Call for Records OOP-2019-93150 Records Due June 13, 2019

Hello,

Apologies for the short turnaround time on this one. Please see the below request and please let me know by June 13th whether or not you have any records:

Canvassed: all Exec staff, Don Wright, Christine Kennedy, Eric Kristianson, Shelley Canitz

Provide copies of all documents, including e-mails, texts, BMs, slack messages, and WhatsApp messages, memos, briefing notes, etc., regarding Kate Gillie and the concerns raised, including all documents relating to the review conducted by the Premier's Chief of Staff.

*(Date Range for Record Search: **From 01/01/2019 To 05/16/2019**) Date Format is MM/DD/YYYY*

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (778) 974-5757

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Monday, June 10, 2019 1:11 PM
To: Zacharuk, Christina PSEC:EX
Subject: Declined: FW: Call: Christina Zacharuk / Don Wright / Geoff Meggs re: Bargaining Update

Wade, Debbie PREM:EX

Subject: Canceled: Weekly Meetings with Naveen
Location: VCO / Phone call

Start: Tue 2019-06-11 2:00 PM
End: Tue 2019-06-11 2:30 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Tuesday from 2:00 PM to 2:30 PM

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Girn, Naveen PREM:EX

Importance: High

Weekly check in meeting - May 7th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 12:43 PM
To: Girn, Naveen PREM:EX
Subject: RE: Weekly Meetings with Naveen

Great thanks Naveen

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Girn, Naveen PREM:EX
Sent: Monday, June 10, 2019 12:36 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Weekly Meetings with Naveen

Thank you, Debbie. Yes that works for me.

Best wishes,
Naveen.

Sent from my iPhone

Naveen Girn
Director of Strategic Outreach & Stakeholder Relations
Office of the Premier | Government of British Columbia
501 Belleville St, Victoria, BC V8V 2L8 | 250.812.5295
E-mail: naveen.girn@gov.bc.ca

On Jun 10, 2019, at 12:33 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Ok thanks Naveen – I will cancel this meeting - Shall I leave it up to you to touch base with Amber while your over there?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Girn, Naveen PREM:EX
Sent: Monday, June 10, 2019 12:24 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Weekly Meetings with Naveen

Hi Debbie,

Unfortunately this week I have a conflicting meeting. I'll try to meet with Amber while I'm in Vancouver.

Best wishes,
Naveen

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

From: Wade, Debbie PREM:EX **On Behalf Of** Hockin, Amber PREM:EX

Sent: June 10, 2019 11:31 AM

To: Girn, Naveen PREM:EX

Subject: Weekly Meetings with Naveen

When: June 11, 2019 2:00 PM-2:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: VCO / Phone call

Weekly check in meeting - May 7th DW

Wade, Debbie PREM:EX

Subject: Interview - s.22
Location: VCO / Phone call -Amber to call s.22 cell @ s.22

Start: Thu 2019-06-13 1:30 PM
End: Thu 2019-06-13 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

June 10th DW – confirmed

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 12:32 PM
To: s.22
Subject: RE: Request for Interview for Political position with BC Government

Thanks so much! This would be 1:30pm PST ☺

I will confirm this in Ambers calendar. Please advise the best number for Amber to call you at.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: s.22
Sent: Monday, June 10, 2019 12:25 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Request for Interview for Political position with BC Government

Hello Debbie,

Thank you for your email. I am indeed available for a telephone interview on Thursday, June 13 at 1:30 PM at s.22

Just to clarify, will that be 1:30 Pacific Time or 1:30 Mountain Time? I'm available at either time.

Sincerely,

s.22

On Mon, Jun 10, 2019 at 10:34 AM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good morning s.22 ;

I have been asked to schedule an interview with you and Amber Hockin, Deputy Chief of Staff to the Premier of BC. Can you please advise if you are available on **Thursday June 13th @ 1:30pm** for an interview via phone call.

Please find attached 3 political job profiles for your information.

I look forward to hearing back from you.

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

--
s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 12:31 PM
To: Wensink, Alison PREM:EX
Subject: FW: Call for Records OOP-2019-93150 Records Due June 13, 2019

FYI – thanks! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Monday, June 10, 2019 12:26 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Call for Records OOP-2019-93150 Records Due June 13, 2019

s.13

Geoff

Sent from my iPad

On Jun 10, 2019, at 8:07 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

OK thanks Geoff, I will take a look at your emails and calendar

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Monday, June 10, 2019 11:48 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Call for Records OOP-2019-93150 Records Due June 13, 2019

s.13

Geoff

Sent from my iPhone

Begin forwarded message:

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: June 10, 2019 at 7:41:22 PM GMT+1
To: "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>, "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>, "Dewar, Bob PREM:EX" <Bob.Dewar@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>, "Fogg, Bruce PREM:EX" <Bruce.Fogg@gov.bc.ca>, "Girn, Naveen PREM:EX" <Naveen.Girn@gov.bc.ca>, "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>, "Holmwood, Jen PREM:EX" <Jen.Holmwood@gov.bc.ca>, "McConnell, Sheena PREM:EX" <Sheena.McConnell@gov.bc.ca>, "McLaren, Chris PREM:EX" <Chris.McLaren@gov.bc.ca>, "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>, "Privett, Don PREM:EX" <Don.Privett@gov.bc.ca>, "Robinson, Jon PREM:EX" <Jon.Robinson@gov.bc.ca>, "Smith, George PREM:EX" <George.Smith@gov.bc.ca>, "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>, "Kennedy, Christine PREM:EX" <Christine.Kennedy@gov.bc.ca>, "Kristianson, Eric PREM:EX" <Eric.Kristianson@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: Call for Records OOP-2019-93150 Records Due June 13, 2019

Hello,

Apologies for the short turnaround time on this one. Please see the below request and please let me know by June 13th whether or not you have any records:

Canvassed: all Exec staff, Don Wright, Christine Kennedy, Eric Kristianson, Shelley Canitz

Provide copies of all documents, including e-mails, texts, BMs, slack messages, and WhatsApp messages, memos, briefing notes, etc., regarding Kate Gillie and the concerns raised, including all documents relating to the review conducted by the Premier's Chief of Staff.

*(Date Range for Record Search: **From 01/01/2019 To 05/16/2019**) Date Format is MM/DD/YYYY*

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (778) 974-5757

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 12:31 PM
To: Meggs, Geoff PREM:EX
Subject: RE: Call for Records OOP-2019-93150 Records Due June 13, 2019

Ok thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Monday, June 10, 2019 12:26 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Call for Records OOP-2019-93150 Records Due June 13, 2019

s.13

Geoff

Sent from my iPad

On Jun 10, 2019, at 8:07 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

OK thanks Geoff, I will take a look at your emails and calendar

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Monday, June 10, 2019 11:48 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Call for Records OOP-2019-93150 Records Due June 13, 2019

s.13

Geoff

Sent from my iPhone

Begin forwarded message:

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: June 10, 2019 at 7:41:22 PM GMT+1
To: "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>, "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>, "Dewar, Bob PREM:EX" <Bob.Dewar@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>, "Fogg, Bruce PREM:EX" <Bruce.Fogg@gov.bc.ca>, "Girn, Naveen PREM:EX" <Naveen.Girn@gov.bc.ca>, "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>, "Holmwood, Jen PREM:EX" <Jen.Holmwood@gov.bc.ca>, "McConnell, Sheena PREM:EX" <Sheena.McConnell@gov.bc.ca>, "McLaren, Chris PREM:EX" <Chris.McLaren@gov.bc.ca>, "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>, "Privett, Don PREM:EX" <Don.Privett@gov.bc.ca>, "Robinson, Jon PREM:EX" <Jon.Robinson@gov.bc.ca>, "Smith, George PREM:EX" <George.Smith@gov.bc.ca>, "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>, "Kennedy, Christine PREM:EX" <Christine.Kennedy@gov.bc.ca>, "Kristianson, Eric PREM:EX" <Eric.Kristianson@gov.bc.ca>, "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>
Subject: Call for Records OOP-2019-93150 Records Due June 13, 2019

Hello,

Apologies for the short turnaround time on this one. Please see the below request and please let me know by June 13th whether or not you have any records:

Canvassed: all Exec staff, Don Wright, Christine Kennedy, Eric Kristianson, Shelley Canitz

Provide copies of all documents, including e-mails, texts, BMs, slack messages, and WhatsApp messages, meeting notes, briefing notes, etc., regarding Kate Gillie and the concerns raised, including all documents relating to the review conducted by the Premier's Chief of Staff.

*(Date Range for Record Search: **From 01/01/2019 To 05/16/2019**) Date Format is MM/DD/YYYY*

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (778) 974-5757

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 11:52 AM
To: Meggs, Geoff PREM:EX
Subject: RE: Phone call with Charley Beresford today?

Perfect! I will let her know.
Thanks Geoff

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Monday, June 10, 2019 11:52 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Phone call with Charley Beresford today?

I can call her when I get back to the hotel within the hour.

Geoff

Sent from my iPhone

On Jun 10, 2019, at 6:13 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Charley has some time sensitive items she would like to discuss with you before her meeting tomorrow morning at 9:00am. Are you available for a telephone call anytime today or this evening? Charley will make herself available. Please advise if this is a possibility.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Monday, June 10, 2019 11:45 AM
To: Hockin, Amber PREM:EX
Subject: Accepted: Shannon Russell re: Public Service

Wade, Debbie PREM:EX

Subject: Shannon Russell re: Public Service
Location: Geoff's office

Start: Fri 2019-06-21 3:30 PM
End: Fri 2019-06-21 4:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Russell, Shannon CITZ:EX; Meggs, Geoff PREM:EX

As requested by Amber – DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 11:42 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2019-93150 Records Due June 13, 2019

I have no records.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: OOP FOI PREM:EX
Sent: Monday, June 10, 2019 11:41 AM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Brown, Evan PREM:EX <Evan.Brown@gov.bc.ca>; Dewar, Bob PREM:EX <Bob.Dewar@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Fogg, Bruce PREM:EX <Bruce.Fogg@gov.bc.ca>; Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>; McConnell, Sheena PREM:EX <Sheena.McConnell@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>; Smith, George PREM:EX <George.Smith@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: Call for Records OOP-2019-93150 Records Due June 13, 2019

Hello,

Apologies for the short turnaround time on this one. Please see the below request and please let me know by June 13th whether or not you have any records:

Canvassed: all Exec staff, Don Wright, Christine Kennedy, Eric Kristianson, Shelley Canitz

Provide copies of all documents, including e-mails, texts, BMs, slack messages, and WhatsApp messages, memos, briefing notes, etc., regarding Kate Gillie and the concerns raised, including all documents relating to the review conducted by the Premier's Chief of Staff.

*(Date Range for Record Search: **From 01/01/2019 To 05/16/2019**) Date Format is MM/DD/YYYY*

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

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (778) 974-5757

Wade, Debbie PREM:EX

Subject: Follow-up: Cultural events/festivals
Location: PHONE CALL - Amber will call Ramesh cell

Start: Tue 2019-06-11 1:00 PM
End: Tue 2019-06-11 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Ranjan, Ramesh TAC:EX; Girn, Naveen PREM:EX

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Monday, June 10, 2019 11:41 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Declined: AMBER: HARBOUR AIR: Victoria to Vancouver (3:00 PM)

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 11:34 AM
To: 'Brian Cochrane (Business Manager)'
Subject: RE: Meeting with Amber Hockin

Great thanks Brian



*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Brian Cochrane (Business Manager) <bcochrane@iuoe115.ca>
Sent: Monday, June 10, 2019 11:32 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Meeting with Amber Hockin

Perfect - thanks Debbie.
Same office as Al - this will work fine.
Cheers

Brian Cochrane
Business Manager
IUOE Local 115
604-291-8831

On Jun 10, 2019, at 11:20 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

*** External E-mail ***

Good morning Brian;

Further to our telephone conversation earlier this morning, I would like to confirm a meeting with you, Amber Hockin, and Sarah Zaharia, Executive Director – Community Benefits Office, for **Thursday June 20th @ 2:30pm**. Amber would like to introduce Sarah, and discuss CBA's and the Community Benefit Office. Amber and Sarah are confirmed to meet with Al Cooper at 1:30pm that day. He is booking a meeting room. Please provide any office location details (if different from Al's) that I can pass along.

Thanks so much for making yourself available for this meeting.

Debb

Debbie Wade

*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

Subject: Weekly Meetings with Naveen
Location: VCO / Phone call

Start: Tue 2019-06-11 2:00 PM
End: Tue 2019-06-11 2:30 PM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: every Tuesday from 2:00 PM to 2:30 PM

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Girn, Naveen PREM:EX

Weekly check in meeting - May 7th DW

Wade, Debbie PREM:EX

Subject: Maura Parte
Location: Phone call - Amber to call Maura's cell

Start: Tue 2019-06-11 12:00 PM
End: Tue 2019-06-11 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

AC Proposal / STIIP – Debb

Wade, Debbie PREM:EX

Subject: Brian Cochrane -IUOE local 115
Location: 4333 Ledger Avenue

Start: Thu 2019-06-20 2:30 PM
End: Thu 2019-06-20 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Zaharia, Sarah FIN:EX

Spoke with Brian @ 604-240-0827 (cell) DW (June 10th)

Wade, Debbie PREM:EX

Subject: Industrial Camps Update
Location: Geoff's office

Start: Fri 2019-06-21 9:00 AM
End: Fri 2019-06-21 9:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX

Required Attendees: Sam, Anne-Marie IRR:EX; Kennedy, Christine PREM:EX; Bain, Don PREM:EX; Sanderson, Melissa EMPR:EX; Cooling, Karen LBR:EX

Moved to 930am - JD (June 6th)

June 5th DW

Wade, Debbie PREM:EX

Subject: Canceled: Check in - Ravi Parmar
Location: Amber's Office

Start: Tue 2019-06-11 10:00 AM
End: Tue 2019-06-11 10:30 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parmar, Ravi CITZ:EX

Importance: High

Check in meeting requested by Amber.

Ravi - If this times does not work, please let me know and we can work to find another time.



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

Wade, Debbie PREM:EX

Subject: Canceled: Childcare - Check with Jon & Chantille
Location: Ambers Office

Start: Tue 2019-06-11 11:30 AM
End: Tue 2019-06-11 12:00 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every 2 week(s) on Tuesday from 11:30 AM to 12:00 PM

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Robinson, Jon PREM:EX; Viaud, Chantille MCF:EX

Importance: High

Requested by Jon (March 26th)DW

Wade, Debbie PREM:EX

Subject: Al Cooper IUOE local 115 -Dispatcher
Location: 4333 Ledger Ave - Burnaby

Start: Thu 2019-06-20 1:30 PM
End: Thu 2019-06-20 2:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Zaharia, Sarah FIN:EX

Al Cooper has booked a meeting room for 1:30pm – June 10th DW

International Union of Operating Engineers Local 115

Direct: 604-473-5231

acooper@iuoe115.ca

www.iuoe115.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 11:04 AM
To: 'Al Cooper (Dispatcher)'
Subject: RE: Scheduling a meeting with Amber Hockin

Wonderful!
thanks Al

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Al Cooper (Dispatcher) <acooper@iuoe115.ca>
Sent: Monday, June 10, 2019 10:59 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Scheduling a meeting with Amber Hockin

My office is at 4333 Ledger Ave in Burnaby. I will arrange a meeting room for 1:30 Pm Thursday June 20th

Al Cooper
Dispatcher



International Union of Operating Engineers Local 115
Direct: 604-473-5231
acooper@iuoe115.ca
www.iuoe115.ca

4333 Ledger Avenue
Burnaby, BC
Canada V5G 3T3
General: 604-291-8831
Toll Free: 1-888-486-3115
Fax: 604-473-5235

This e-mail message (including attachments, if any) is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, proprietary, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this e-mail message immediately. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 10, 2019 10:57 AM
To: Al Cooper (Dispatcher)
Subject: RE: Scheduling a meeting with Amber Hockin

*** External E-mail ***

Hi Al;

Amber Hockin and Sarah Zaharia, Executive Director with the Community Benefits Office, will come to your office. If you don't mind confirming your office location that would be great!
Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Al Cooper (Dispatcher) <acooper@iuoe115.ca>
Sent: Monday, June 10, 2019 10:51 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Scheduling a meeting with Amber Hockin

Good morning Debbie,

I am fairly open on most days so June 20th at 1:30 pm is fine with me.
Where is the meeting going to take place?

Al Cooper
Dispatcher



International Union of Operating Engineers Local 115

Direct: 604-473-5231
acooper@iuoe115.ca
www.iuoe115.ca

4333 Ledger Avenue
Burnaby, BC
Canada V5G 3T3
General: 604-291-8831
Toll Free: 1-888-486-3115
Fax: 604-473-5235

This e-mail message (including attachments, if any) is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, proprietary, confidential and exempt from disclosure. If you are not the intended recipient, you are notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender and erase this e-mail message immediately. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 10, 2019 10:44 AM

To: Al Cooper (Dispatcher)

Subject: Scheduling a meeting with Amber Hockin

*** External E-mail ***

Good morning Al;

I was just speaking with Brian Cochrane in regards to scheduling a meeting with Amber Hockin, Deputy Chief of Staff, on Thursday June 20th, to discuss CBA's and Community Benefits Office. Amber would also like to meet with your dispatcher to discuss how their systems work. Could you please advise if we could schedule a time on Thursday June 20th @ 1:30pm? We are currently holding 2:30pm to meet with Brian.

I look forward to hearing back from you, at your convenience.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 11:02 AM
To: Hockin, Amber PREM:EX
Subject: FW: Industrial Camps Update Meeting

Amber, we could schedule this industrial camps meeting in person on June 21st, however you would miss the 9:00 am Directors meeting. Would you like me to go ahead and book this time, or do the phone call on June 27th?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Shortt, Amanda PREM:EX
Sent: Friday, June 7, 2019 4:00 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Industrial Camps Update Meeting

Hi Debbie,

Christine is in a meeting with Don for Silverdaisy at this time. She has 9-10 open this day.

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 3:52 PM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Subject: Industrial Camps Update Meeting

Hi Amanda;

Can you please advise if Christine would be available for this meeting on Friday June 21st @ 3pm?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 10:55 AM
To: Zaharia, Sarah FIN:EX
Subject: RE: Meeting with BC Building Trades

I am sorry! I did say that ☹️ Ok I'll see what works for the union folks.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Zaharia, Sarah FIN:EX
Sent: Monday, June 10, 2019 10:52 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

All good – your email from this morning said next week but can move things around for this week as well. These meetings are a priority for me so I'll work around her schedule.

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 10:50 AM
To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Oh my apologies – Amber H had suggested this Thursday / Friday, but that may not work for everyone.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Zaharia, Sarah FIN:EX
Sent: Monday, June 10, 2019 10:49 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Sorry I thought we were looking at afternoon of 20 and 21? I've held both.

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 10:48 AM

To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Hi Sarah;

Looks like we are also looking at Thursday June 20th (afternoon) Will this work for you? Please continue to hold Friday afternoon as well.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Zaharia, Sarah FIN:EX
Sent: Monday, June 10, 2019 9:37 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

I can be open both afternoons. I'll block them now and wait to hear from you.

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 9:37 AM
To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Good morning Sarah;

I just spoke with Amber again, and she is now asking me to try and fit these meetings in next week Thursday afternoon or Friday afternoon. What does your schedule look like?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Zaharia, Sarah FIN:EX
Sent: Monday, June 10, 2019 9:06 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Hi Debbie, that's fine. The earlier in July the better for me.

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 12:11 PM
To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Hi Sarah;

I spoke with Amber this morning, she suggested we maybe postpone these meetings that she was going to do next week until early July. This month is proving to be extremely busy for her schedule. Does that work for you?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Zaharia, Sarah FIN:EX
Sent: Thursday, June 6, 2019 10:12 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Yes, she had a few meetings she was going to line up. I don't have any contact info or guidance to offer there unfortunately.

From: Wade, Debbie PREM:EX
Sent: June 6, 2019 10:09 AM
To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Meeting with BC Building Trades

Thanks so much Sarah;

I am s.22 , but will enter the details into Amber's calendar tomorrow. She also mentioned something about taking you to a few offices next week. Do you know any further details on that?

thanks so much!

Debb

From: Zaharia, Sarah FIN:EX
Sent: Thursday, June 06, 2019 9:12 AM
To: Wade, Debbie PREM:EX
Subject: Meeting with BC Building Trades

Hi Debbie,

I promised Amber I would follow up with you about a meeting in July with the Building Trades that she was planning on attending. Below is all the information that I have from Tom Sigurdson at this point.

Location – Hilton Whistler

Dates – July 8/9/10

Roughly it is from Monday late morning through to Wednesday July 8 – 10. Wednesday will be dedicated to provincial and federal issues. Don Davies MP for Vancouver Kingsway will be attending. Tom is hoping to have Harry Bains attend and perhaps Bob Dewar and maybe Alan Bruce. All this on the Wednesday.

Cheers,

Sarah Zaharia

Executive Director | Community Benefits Office
Ministry of Finance
(778) 584-1258

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 10:53 AM
To: s.22
Subject: Request for Interview with Amber Hockin
Attachments: Job Profile Senior Ministerial Assistant Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx

Good morning s.22 ;

I have been asked to schedule an interview with you and Amber Hockin, Deputy Chief of Staff to the Premier of BC. Can you please advise if you are available on **Thursday June 13th @ 2:30pm** for a phone call interview.

I have attached 3 political job profiles for your information.

I look forward to hearing back from you, at your earliest convenience.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 10:40 AM
To: Hockin, Amber PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: request for meetings

I just spoke with Brian, and s.22 . We discussed next Thursday June 20th @ 2:30pm. I will follow up with Sarah, and get back to Brian to confirm details.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Monday, June 10, 2019 10:13 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: request for meetings

Correct. Thanks! I May have some extra time next week after cabinet if you want to book then- next Friday ?

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

On Jun 10, 2019, at 9:43 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Oh great! Thanks Amber. Just want to confirm the meeting with Clyde Scollon will not include Sarah?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Monday, June 10, 2019 9:41 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: request for meetings

Hi Debbie, sorry I addressed this to Chantille - likely I was sending another email at the same time.
Sent from my iPad

Begin forwarded message:

From: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Date: June 5, 2019 at 9:55:48 AM PDT
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: request for meetings

Hi Chantille: We wanted to set up a few meetings with Sarah Zaharia and myself with some of the key building trades on CBAs and the Community Benefit Office. Could I please give you a list of folks to contact? I have some time on the 13th, 14th and 17th and possibly the 21st as I will stay in Vancouver following cabinet retreat.

1. Brian Cochrane, 604 240 0827 office 604 291 8831 – would also like a meeting with their dispatcher to discuss how their system works
2. Jim Lofty, Business Manager Ibew 213, 6045716500 - would also request that a meeting with Mandeep Saggu be included to discuss/ ask questions about their dispatch system
3. Liuna Local 1611 604 541 1611 , Nav Mahotra, Businesss Manager and or Mark Olsen, President.

A separate coffee meeting with Clyde Scollon – not with Sarah as well please. His number is 604 524 4911 or 604 802 0856 and email is Clydes@clra-bc.com
Thanks, Amber

Amber Hockin, Deputy Chief of Staff
Office of the Premier
Cell: 778-584-0867
Email: amber.hockin@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 10:15 AM
To: Hockin, Amber PREM:EX
Subject: FW: Canfor Vavenby Closure - Meeting with Government

Hi Amber;

FYI – this meeting is not happening.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Dunnett, Jennifer PREM:EX
Sent: Sunday, June 9, 2019 9:52 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Canfor Vavenby Closure - Meeting with Government

Can you just let Amber know in the morning this meeting isn't happening please?

Thank you!

Jenn

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 11:21 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Canfor Vavenby Closure - Meeting with Government

Hi Jenn;

Please let me know if you need me to do anything on this one.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Dunnett, Jennifer PREM:EX
Sent: Thursday, June 6, 2019 12:15 PM

To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Canfor Vavenby Closure - Meeting with Government

Will do!

From: Nash, Amber PREM:EX

Sent: June 6, 2019 12:04 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Subject: FW: Canfor Vavenby Closure - Meeting with Government

Can you connect with Eleanor in Don Wright's office to get details of the below mentioned meeting and ensure Amber H is invited?

A

From: Hockin, Amber PREM:EX

Sent: June 4, 2019 6:01 PM

To: Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>

Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>

Subject: Re: Canfor Vavenby Closure - Meeting with Government

Thanks Christine. If possible could I sit in on that meeting? Amber

Amber Hockin

Deputy Chief of Staff

7785840867

Amber.hockin@gov.bc.ca

Sent from my iPhone

On Jun 4, 2019, at 5:49 PM, Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca> wrote:

John Allan and Jeff Bromley spoke earlier today about Larry Pedersen's role. They agreed to a follow up call that will include Jeff, John, Marty Gibbons and Larry Pedersen.

We will keep you posted on these discussions and you can evaluate whether a meeting is needed once PJH is back from Europe.

<Canfor Vavenby Closure Meeting Request - June 4, 2019.pdf>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 10:09 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for AOC meeting June 17, 2019

Geoff has another meeting with the Premier during this time, and will not be able to attend.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Brown, Dawn A PREM:EX
Sent: Monday, June 10, 2019 8:25 AM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Beresford, Charley FIN:EX <Charley.Beresford@gov.bc.ca>; Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>; Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>; Duguay, Ilene JTT:EX <Ilene.Duguay@gov.bc.ca>; Giuliano, Angela LASS:EX <Angela.Giuliano@leg.bc.ca>; Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Martin, Victoria FIN:EX <Victoria.Martin@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; Moran, Roseanne LASS:EX <Roseanne.Moran@leg.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Olson, Lianna FIN:EX <Lianna.Olson@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Scambler, Teresa LASS:EX <Teresa.Scambler@leg.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>; Virk, Rajmeet LASS:EX <Rajmeet.Virk@leg.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; White, Emily MCF:EX <Emily.White@gov.bc.ca>
Subject: Attendance confirmation for AOC meeting June 17, 2019
Importance: High

Good morning,

Please confirm your Minister/Officials' attendance at the following meeting by responding to this email **ASAP**.

Also, please indicate **where** your Minister/Officials will be attending.

If requesting leave please contact Rajmeet Virk, and CC: Michelle Massy and myself for the attendance survey.

AOC

Monday, June 17, 2019
3:15 p.m. – 4:15 p.m.
VCO/Chambers

Thank you,

Dawn-Alena Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 778.974.5082 / Cell: 778.584.0197

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 10:07 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet meeting June 20,2019

Geoff and Amber will be there
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Brown, Dawn A PREM:EX
Sent: Monday, June 10, 2019 8:25 AM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Addo, Wolfgang AG:EX <Wolfgang.Addo@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Beresford, Charley FIN:EX <Charley.Beresford@gov.bc.ca>; Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>; Demelo, Paula IRR:EX <Paula.Demelo@gov.bc.ca>; Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>; Drew, Ashley ENV:EX <Ashley.Drew@gov.bc.ca>; Dubuc, Michelle PREM:EX <Michelle.Dubuc@gov.bc.ca>; Duguay, Ilene JTT:EX <Ilene.Duguay@gov.bc.ca>; Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Fullaway, Elijah HLTH:EX <Elijah.Fullaway@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Grant, Lisa EDUC:EX <Lisa.Grant@gov.bc.ca>; Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>; Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>; Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Harrison, Veronica EDUC:EX <Veronica.Harrison@gov.bc.ca>; Hay, Lorna JTT:EX <Lorna.Hay@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>; Hrenyk, Alyssa FIN:EX <Alyssa.Hrenyk@gov.bc.ca>; Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>; Hunt, Charlotte PSSG:EX <Charlotte.Hunt@gov.bc.ca>; Iliffe, Liam GCPE:EX <Liam.Iliffe@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Larson, Lori FIN:EX <Lori.Larson@gov.bc.ca>; Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>; Leverman, Charly TRAN:EX <Charly.Leverman@gov.bc.ca>; London, Kathy HLTH:EX <Kathy.London@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Michell, Jennifer FIN:EX <Jennifer.Michell@gov.bc.ca>; Moran, Roseanne LASS:EX <Roseanne.Moran@leg.bc.ca>; Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Neilson, Kirsten ENV:EX <Kirsten.Neilson@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Olson, Lianna FIN:EX <Lianna.Olson@gov.bc.ca>; Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>; Purdy, Sandra FLNR:EX <Sandra.Purdy@gov.bc.ca>; Rayner, Jena MAH:EX <Jena.Rayner@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Saadati, Negin AEST:EX <Negin.Saadati@gov.bc.ca>; Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>; Scambler, Teresa LASS:EX <Teresa.Scambler@leg.bc.ca>; Shaw, Brea BRDO:EX <Brea.Shaw@gov.bc.ca>; Shortt, Amanda PREM:EX

<Amanda.Shortt@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>; Virk, Rajmeet LASS:EX <Rajmeet.Virk@leg.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Walters, Hailey JTT:EX <Hailey.Walters@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; White, Christine MAH:EX <Christine.White@gov.bc.ca>; White, Emily MCF:EX <Emily.White@gov.bc.ca>

Subject: Attendance confirmation for Cabinet meeting June 20,2019

Importance: High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.

If requesting leave, please contact Amber Hockin, and CC: Michelle Massy, and myself for the attendance survey.

CABINET

Thursday, June 20, 2019

9:00 a.m. – 11:30 a.m.

VCO

Thank you,

Dawn-Alena Brown

Cabinet Operations | Office of the Premier

Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1

Ph: 778.974.5082 / Cell: 778.584.0197

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 10:06 AM
To: Brown, Dawn A PREM:EX
Subject: RE: Attendance confirmation for Cabinet Planning Session Summer 2019

Geoff and Amber will be there
Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Brown, Dawn A PREM:EX
Sent: Monday, June 10, 2019 8:37 AM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Addo, Wolfgang AG:EX <Wolfgang.Addo@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Beresford, Charley FIN:EX <Charley.Beresford@gov.bc.ca>; Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>; Demelo, Paula IRR:EX <Paula.Demelo@gov.bc.ca>; Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>; Drew, Ashley ENV:EX <Ashley.Drew@gov.bc.ca>; Dubuc, Michelle PREM:EX <Michelle.Dubuc@gov.bc.ca>; Duguay, Ilene JTT:EX <Ilene.Duguay@gov.bc.ca>; Duncan, Kate EMPR:EX <Kate.Duncan@gov.bc.ca>; Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Fullaway, Elijah HLTH:EX <Elijah.Fullaway@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>; Grant, Lisa EDUC:EX <Lisa.Grant@gov.bc.ca>; Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>; Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>; Hansen, Lucy HLTH:EX <Lucy.Hansen@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Harrison, Veronica EDUC:EX <Veronica.Harrison@gov.bc.ca>; Hay, Lorna JTT:EX <Lorna.Hay@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>; Hrenyk, Alyssa FIN:EX <Alyssa.Hrenyk@gov.bc.ca>; Hubley, Holly CITZ:EX <Holly.Hubley@gov.bc.ca>; Hunt, Charlotte PSSG:EX <Charlotte.Hunt@gov.bc.ca>; Iliffe, Liam GCPE:EX <Liam.Iliffe@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Larson, Lori FIN:EX <Lori.Larson@gov.bc.ca>; Leppard, Brianna AGRI:EX <Brianna.Leppard@gov.bc.ca>; Leverman, Charly TRAN:EX <Charly.Leverman@gov.bc.ca>; London, Kathy HLTH:EX <Kathy.London@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; McKnight, Valerie SDPR:EX <Valerie.McKnight@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Michell, Jennifer FIN:EX <Jennifer.Michell@gov.bc.ca>; Moran, Roseanne LASS:EX <Roseanne.Moran@leg.bc.ca>; Morton, Kaitlin MCF:EX <Kaitlin.Morton@gov.bc.ca>; Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Neilson, Kirsten ENV:EX <Kirsten.Neilson@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; O'Connor, Lara FIN:EX <Lara.OConnor@gov.bc.ca>; Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Olson, Lianna FIN:EX <Lianna.Olson@gov.bc.ca>; Pommelet, Lisa EMPR:EX <Lisa.Pommelet@gov.bc.ca>; Purdy, Sandra FLNR:EX <Sandra.Purdy@gov.bc.ca>; Rayner, Jena MAH:EX <Jena.Rayner@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>; Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>; Saadati, Negin AEST:EX <Negin.Saadati@gov.bc.ca>; Sather, Kelly ENV:EX <Kelly.Sather@gov.bc.ca>; Scambler, Teresa LASS:EX <Teresa.Scambler@leg.bc.ca>; Shaw, Brea BRDO:EX <Brea.Shaw@gov.bc.ca>; Shortt, Amanda PREM:EX

<Amanda.Shortt@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>; Virk, Rajmeet LASS:EX <Rajmeet.Virk@leg.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Walters, Hailey JTT:EX <Hailey.Walters@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; White, Christine MAH:EX <Christine.White@gov.bc.ca>; White, Emily MCF:EX <Emily.White@gov.bc.ca>

Subject: Attendance confirmation for Cabinet Planning Session Summer 2019

Importance: High

Good morning,

Please confirm the attendance of your Minister/Official by responding to this email **ASAP**.

If requesting leave, please contact Amber Hockin, and CC: Michelle Massy, and myself for the attendance survey.

CABINET PLANNING SESSION

Tuesday, June 18, 2019

9:00 a.m. – 5:00 p.m.

VCO

And

Wednesday, June 19, 2019

9:00 a.m. – 5:00 p.m.

VCO

Thank you,

Dawn-Alena Brown

Cabinet Operations | Office of the Premier

Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1

Ph: 778.974.5082 / Cell: 778.584.0197

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 9:49 AM
To: Zaharia, Sarah FIN:EX
Subject: RE: Meeting with BC Building Trades

OK great thanks, I will work on scheduling a time and get back to you asap.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Zaharia, Sarah FIN:EX
Sent: Monday, June 10, 2019 9:37 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

I can be open both afternoons. I'll block them now and wait to hear from you.

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 9:37 AM
To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Good morning Sarah;

I just spoke with Amber again, and she is now asking me to try and fit these meetings in next week Thursday afternoon or Friday afternoon. What does your schedule look like?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Zaharia, Sarah FIN:EX
Sent: Monday, June 10, 2019 9:06 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Hi Debbie, that's fine. The earlier in July the better for me.

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 12:11 PM
To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Hi Sarah;

I spoke with Amber this morning, she suggested we maybe postpone these meetings that she was going to do next week until early July. This month is proving to be extremely busy for her schedule. Does that work for you?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Zaharia, Sarah FIN:EX
Sent: Thursday, June 6, 2019 10:12 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Yes, she had a few meetings she was going to line up. I don't have any contact info or guidance to offer there unfortunately.

From: Wade, Debbie PREM:EX
Sent: June 6, 2019 10:09 AM
To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Meeting with BC Building Trades

Thanks so much Sarah;

I am s.22 , but will enter the details into Amber's calendar tomorrow. She also mentioned something about taking you to a few offices next week. Do you know any further details on that?

thanks so much!

Debb

From: Zaharia, Sarah FIN:EX
Sent: Thursday, June 06, 2019 9:12 AM
To: Wade, Debbie PREM:EX
Subject: Meeting with BC Building Trades

Hi Debbie,

I promised Amber I would follow up with you about a meeting in July with the Building Trades that she was planning on attending. Below is all the information that I have from Tom Sigurdson at this point.

Location – Hilton Whistler

Dates – July 8/9/10

Roughly it is from Monday late morning through to Wednesday July 8 – 10. Wednesday will be dedicated to provincial and federal issues. Don Davies MP for Vancouver Kingsway will be attending. Tom is hoping to have Harry Bains attend and perhaps Bob Dewar and maybe Alan Bruce. All this on the Wednesday.

Cheers,

Sarah Zaharia

Executive Director | Community Benefits Office
Ministry of Finance
(778) 584-1258

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 9:48 AM
To: Martin, Victoria FIN:EX; Meggs, Geoff PREM:EX; Dunnett, Jennifer PREM:EX
Subject: RE: Materials for call with Geoff today 2:30

Good morning Victoria;

Sorry I thought this call had been cancelled as Geoff is in France with the Premier until Friday. Can we reschedule for Friday afternoon? Let me know if that works for her schedule.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Martin, Victoria FIN:EX
Sent: Monday, June 10, 2019 9:41 AM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Materials for call with Geoff today 2:30

Hi Debbie/ Jennifer,

*For Geoff's call today with Charley at 2:30.
Charley will call his cell .
Thanks so much .
Best,
Victoria*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 9:34 AM
To: s.22
Subject: Request for Interview for Political position with BC Government
Attachments: Job Profile Senior Ministerial Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx

Good morning s.22 ;

I have been asked to schedule an interview with you and Amber Hockin, Deputy Chief of Staff to the Premier of BC. Can you please advise if you are available on **Thursday June 13th @ 1:30pm** for an interview via phone call.

Please find attached 3 political job profiles for your information.

I look forward to hearing back from you.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 9:09 AM
To: Hockin, Amber PREM:EX
Subject: RE: Check in with Geoff

Good morning Amber;

Sure, I will schedule a call for later in the morning if that's ok with you, s.22
s.22

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Hockin, Amber PREM:EX
Sent: Monday, June 10, 2019 8:54 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Check in with Geoff

Could you set up a time for Geoff and I to have a call on Friday morning please? We will need to check in on a number of things. Thanks

Sent from my iPad

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Sunday, June 9, 2019 10:22 PM
To: Dunnett, Jennifer PREM:EX
Subject: Re: Canfor Vavenby Closure - Meeting with Government

Will do
Thanks Jenn!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-09 9:52 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Canfor Vavenby Closure - Meeting with Government

Can you just let Amber know in the morning this meeting isn't happening please?

Thank you!

Jenn

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 11:21 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Canfor Vavenby Closure - Meeting with Government

Hi Jenn;

Please let me know if you need me to do anything on this one.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Dunnett, Jennifer PREM:EX
Sent: Thursday, June 6, 2019 12:15 PM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Canfor Vavenby Closure - Meeting with Government

Will do!

From: Nash, Amber PREM:EX
Sent: June 6, 2019 12:04 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Canfor Vavenby Closure - Meeting with Government

Can you connect with Eleanor in Don Wright's office to get details of the below mentioned meeting and ensure Amber H is invited?

A

From: Hockin, Amber PREM:EX
Sent: June 4, 2019 6:01 PM
To: Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: Re: Canfor Vavenby Closure - Meeting with Government

Thanks Christine. If possible could I sit in on that meeting? Amber

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

On Jun 4, 2019, at 5:49 PM, Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca> wrote:

John Allan and Jeff Bromley spoke earlier today about Larry Pedersen's role. They agreed to a follow up call that will include Jeff, John, Marty Gibbons and Larry Pedersen.

We will keep you posted on these discussions and you can evaluate whether a meeting is needed once PJH is back from Europe.

<Canfor Vavenby Closure Meeting Request - June 4, 2019.pdf>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Saturday, June 8, 2019 10:01 AM
To: Meggs, Geoff PREM:EX
Subject: Re: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Ok thanks Geoff!

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: 2019-06-08 3:35 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Fwd: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Debbie, see below - perhaps get it signed by Grant Main, thanks - cc the ministers

G

Sent from my iPhone

Begin forwarded message:

From: "Plecas, Bobbi IGRS:EX" <Bobbi.Plecas@gov.bc.ca>
Date: June 8, 2019 at 9:13:01 AM GMT+1
To: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Subject: Re: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

I have no concerns about the content.

s.13; s.16

Bobbi

On Jun 8, 2019, at 8:33 AM, Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca> wrote:

Looks good to me - any concerns?

Sent from my iPhone

Begin forwarded message:

From: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Date: June 7, 2019 at 9:05:09 PM GMT+1
To: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Subject: FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Hi Geoff;

We are looking for your feedback and or approval on the attached letter that will be signed by several Ministers. At your convenience, please advise if this needs editing or is good to go out.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Farmer, Susan PREM:EX
Sent: Friday, June 7, 2019 12:56 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>
Subject: FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)
Importance: High

Hi Debbie – I msg'd Jen about this & she said that she'd like Geoff to review the attached response as she hadn't been in the loop on this one.

If you could let me and/or Allegra know when it's good (or needs edits), that'd be great.

Thanks!

From: Leverman, Charly TRAN:EX
Sent: June 7, 2019 11:48 AM
To: Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Cc: Watson, Amanda PREM:EX <Amanda.Watson@gov.bc.ca>; Shepard, Aaron TRAN:EX <Aaron.Shepard@gov.bc.ca>; Plamondon, Lea TRAN:EX <Lea.Plamondon@gov.bc.ca>; Sanderson, Melanie TRAN:EX <Melanie.Sanderson@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>
Subject: FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)
Importance: High

Good morning,

As below we are looking for feedback and approval on the attached letter to make sure that it doesn't create any problems within the federal negotiations.

Many thanks,

<image001.png>

Charly Leverman

Administrative Assistant to the

Honourable Claire Trevena

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: Charly.Leverman@gov.bc.ca

**I acknowledge and respect that I live, learn, and work on the traditional territories of the Lkwungen Peoples on whose traditional territories the Lkwungen (Songhees), Wyomilth (Esquimalt), and WSÁNEĆ (Saanich) peoples have a continuous relationship with.*

***Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies*

From: Plamondon, Lea TRAN:EX

Sent: June 6, 2019 4:05 PM

To: Leverman, Charly TRAN:EX <Charly.Leverman@gov.bc.ca>; Beale, William TRAN:EX <William.Beale@gov.bc.ca>; Machell, Aileen TRAN:EX <Aileen.Machell@gov.bc.ca>; Sanderson, Melanie TRAN:EX <Melanie.Sanderson@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>

Cc: Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>

Subject: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Importance: High

Good afternoon:

Following the multi-Ministers' meeting on May 27th, the attached letter was drafted for their signatures.

Please see comments below from Kevin Volk's department.

As discussed, once this gets to our MO, IGRS has requested they seek feedback from the PO to ensure this letter doesn't create any conflicts with larger federal negotiations.

Upon approval from PO, our DM can send an email to his colleagues, sharing a copy of the letter, and letting them know that our MO staff will be circulating it for signature to the other MOs.

Deadline is June 14 to send the letter so it has arrived with the federal ministers in time for MLB to meet with Minister Joly on June 17.

Hope this all makes sense. Let me know if you have any questions.

Thank you

Lea

<286397 - Belleville Funding Request - Champagne and Joly.pdf>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 3:55 PM
To: Wade, Debbie PREM:EX
Subject: FW: Industrial Camps Update Meeting

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 3:52 PM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Subject: Industrial Camps Update Meeting

Hi Amanda;

Can you please advise if Christine would be available for this meeting on Friday June 21st @ 3pm?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 3:41 PM
To: Reid, Heidi FIN:EX
Subject: RE: PS - staffing

Perfect!
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Reid, Heidi FIN:EX
Sent: Friday, June 7, 2019 3:38 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: PS - staffing

All good...I was on the phone w/her when you sent this note 😊

Thanks...

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 3:28 PM
To: Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Subject: PS - staffing

Hi Heidi;

Maura Parte is going to give you a call on this. She advised that your MA Angela Liu should be assisting with staffing needs for MLA Dean. Let me know if you need any further clarification. 😊

Debb

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 3:19 PM
To: Parte, Maura PSA:EX
Subject: RE: Staffing for Parliamentary Secretary's

Ok great – thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Parte, Maura PSA:EX
Sent: Friday, June 7, 2019 3:18 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Staffing for Parliamentary Secretary's

Hi Debbie, in that office Angela Liu is assigned to support PS Dean but that wouldn't involve travel and scheduling. We have 7 PS in total and all other offices have the same administrative staff complement but it depends on what type of work Alyssa is doing.

I will call Heidi. Thank you

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 3:13 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Staffing for Parliamentary Secretary's

Hi Maura;

Do you know whose job description would include working with the Parliamentary Secretary's ie; booking trips, calendar, and gathering background material? s.13

s.13 I think I overheard
Amber H talking about looking for an MA specifically for her PS role, but wasn't sure if what process we have in place now. I can ask Amber as well, but thought I would double check with you first. Previously it was the EA's that worked with the LA's to support the PS's.

Would appreciate your thoughts.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 1:31 PM
To: Hockin, Amber PREM:EX
Subject: s.22 resume
Attachments: Scan_20190228.pdf

As requested 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

Subject: Paul Kariya
Location: Vancouver Cabinet Office - Suite 740 - 999 Canada Place.

Start: Thu 2019-06-20 3:00 PM
End: Thu 2019-06-20 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: pkariya@coastalfirstnations.ca

Confirmed with Paul on Friday June 7th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 1:20 PM
To: Meggs, Geoff PREM:EX
Subject: FW: Hi Geoff. I wonder if I could meet in Vancouver or Victoria. Paul

FYI - I have confirmed meeting with Paul for Thursday June 20th @ VCO.
thx

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Paul Kariya <pkariya@coastalfirstnations.ca>
Sent: Friday, June 7, 2019 1:10 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Hi Geoff. I wonder if I could meet in Vancouver or Victoria. Paul

Yes Debbie. Tc

June 20 at 3::00 is good

Tc. Paul

Paul Kariya
Coastal First Nations-Great Bear Initiative pkariya@coastalfirstnations.ca
604-696-9889
604-818-1827 cel

> On Jun 7, 2019, at 10:52 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:
>
> Good morning Paul;
>
> Geoff will be travelling to Vancouver on Thursday June 20th. Can you please advise if you are available to meet him at the Vancouver Cabinet Office at 3:00pm.
>
> Thanks!
>
> Debbie Wade
> Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin
> - Deputy Chief of Staff Office of the Premier
> 778-974-6075
>
> -----Original Message-----
> From: Meggs, Geoff PREM:EX
> Sent: Thursday, June 6, 2019 1:22 PM
> To: Paul Kariya <pkariya@coastalfirstnations.ca>
> Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Wade, Debbie

> PREM:EX <Debbie.Wade@gov.bc.ca>
> Subject: Re: Hi Geoff. I wonder if I could meet in vancouver or
> Victoria. Paul
>
> Paul, I'm with the Premier in Europe and not available for a while. Debbie Wade can try to arrange something.
>
> Geoff
>
> Sent from my iPhone
>
>> On Jun 6, 2019, at 8:04 PM, Paul Kariya <pkariya@coastalfirstnations.ca> wrote:
>>
>> A phone chat too could work if a face to face is hard to arrange
>>
>> Tx Paul
>>
>> Paul Kariya
>> Coastal First Nations-Great Bear Initiative
>> pkariya@coastalfirstnations.ca
>> 604-696-9889
>> 604-818-1827 cel

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 1:11 PM
To: Hockin, Amber PREM:EX
Subject: FW: Meeting with BC Building Trades

Hi Amber;

Attached email is from Sarah regarding the Building Trades Convention in Whistler, she said you were planning on attending. This is happening during the time you will be in Saskatoon with PJH for COFI convention. Would you like me to enter into your calendar as an FYI?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Zaharia, Sarah FIN:EX
Sent: Thursday, June 6, 2019 9:13 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Meeting with BC Building Trades

Hi Debbie,

I promised Amber I would follow up with you about a meeting in July with the Building Trades that she was planning on attending. Below is all the information that I have from Tom Sigurdson at this point.

Location – Hilton Whistler

Dates – July 8/9/10

Roughly it is from Monday late morning through to Wednesday July 8 – 10. Wednesday will be dedicated to provincial and federal issues. Don Davies MP for Vancouver Kingsway will be attending. Tom is hoping to have Harry Bains attend and perhaps Bob Dewar and maybe Alan Bruce. All this on the Wednesday.

Cheers,

Sarah Zaharia
Executive Director | Community Benefits Office
Ministry of Finance
(778) 584-1258

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 1:03 PM
To: Farmer, Susan PREM:EX
Cc: Wolansky, Allegra PREM:EX
Subject: RE: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Hi Susan;

I will forward to Geoff. He is in France with the Premier until the end of next week, however I'll try and get an answer from him asap.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Farmer, Susan PREM:EX
Sent: Friday, June 7, 2019 12:56 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>
Subject: FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)
Importance: High

Hi Debbie – I msg'd Jen about this & she said that she'd like Geoff to review the attached response as she hadn't been in the loop on this one.

If you could let me and/or Allegra know when it's good (or needs edits), that'd be great.

Thanks!

From: Leverman, Charly TRAN:EX
Sent: June 7, 2019 11:48 AM
To: Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Cc: Watson, Amanda PREM:EX <Amanda.Watson@gov.bc.ca>; Shepard, Aaron TRAN:EX <Aaron.Shepard@gov.bc.ca>; Plamondon, Lea TRAN:EX <Lea.Plamondon@gov.bc.ca>; Sanderson, Melanie TRAN:EX <Melanie.Sanderson@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>
Subject: FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)
Importance: High

Good morning,

As below we are looking for feedback and approval on the attached letter to make sure that it doesn't create any problems within the federal negotiations.

Many thanks,



Charly Leverman

Administrative Assistant to the

Honourable Claire Trevena

Minister of Transportation and Infrastructure

Main: 250 387 1978

Email: Charly.Leverman@gov.bc.ca

**I acknowledge and respect that I live, learn, and work on the traditional territories of the Lkwungen Peoples on whose traditional territories the Lkwungen (Songhees), Wyomilth (Esquimalt), and WSÁNEĆ (Saanich) peoples have a continuous relationship with.*

***Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies*

From: Plamondon, Lea TRAN:EX

Sent: June 6, 2019 4:05 PM

To: Leverman, Charly TRAN:EX <Charly.Leverman@gov.bc.ca>; Beale, William TRAN:EX <William.Beale@gov.bc.ca>; Machell, Aileen TRAN:EX <Aileen.Machell@gov.bc.ca>; Sanderson, Melanie TRAN:EX <Melanie.Sanderson@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>

Cc: Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>

Subject: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Importance: High

Good afternoon:

Following the multi-Ministers' meeting on May 27th, the attached letter was drafted for their signatures.

Please see comments below from Kevin Volk's department.

As discussed, once this gets to our MO, IGRS has requested they seek feedback from the PO to ensure this letter doesn't create any conflicts with larger federal negotiations.

Upon approval from PO, our DM can send an email to his colleagues, sharing a copy of the letter, and letting them know that our MO staff will be circulating it for signature to the other MOs.

Deadline is June 14 to send the letter so it has arrived with the federal ministers in time for MLB to meet with Minister Joly on June 17.

Hope this all makes sense. Let me know if you have any questions.

Thank you

Lea

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 12:52 PM
To: Hockin, Amber PREM:EX
Subject: RE: 2019 Summer Meeting of Canada's Premiers - Registration Confirmation

Thank you!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Friday, June 7, 2019 12:21 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: 2019 Summer Meeting of Canada's Premiers - Registration Confirmation

For the trip file.

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

Begin forwarded message:

From: COF Secretariat <info@canadaspremiers.ca>
Date: June 7, 2019 at 11:56:36 AM PDT
To: amber.hockin@gov.bc.ca
Subject: 2019 Summer Meeting of Canada's Premiers - Registration Confirmation
Reply-To: "COF Secretariat" <info@canadaspremiers.ca>

Thank you for registering for the 2019 Summer Meeting of Canada's Premiers.

Please review your registration details at the bottom of this email. Should you have changes to be made to your registration, you may log into the registration system by clicking [here](#) and entering your email address and the following password: s.15: s.17

On-site Registration

Registration will be available in the s.15

s.15 on **Monday, July 8 from 8:00 am - 8:00 pm** and **Tuesday, July 9 from 8:00 am - 5:00 pm.**

Partner and Youth Program

If your partner and/or child(ren) will be accompanying you, and if you have not already done so, please click [here](#) to complete their registration.

We look forward to seeing you in Saskatchewan!

Sincerely,

Jason Quilliam
Chief of Protocol
Protocol Office, Executive Council
Government of Saskatchewan
(306) 787-3109
jason.quilliam@gov.sk.ca

Thaïs Martín Navas
Manager, Events and Communications
Council of the Federation Secretariat
(613) 563-4066
thais@canadaspremiers.ca

Basic Information

First Name	Amber
Last Name	Hockin
Status	Delegate
Title	Deputy Chief of Staff
Department	Office of the Premier
Province/Territory	BC
Phone Number	250-387-1715
Cell Number	778-584-0867
Email	amber.hockin@gov.bc.ca
Jacket Size Men	None
Jacket Size Women	s.22
Partner	No
Children	No

Travel Information

Arrival Transportation Type	Commercial Flight
Arrival Date	08-07-2019
Arrival Time	16:44
Arrival Flight Number	AC 8574
Departure Transportation Type	Commercial Flight
Departure Date	11-07-2019
Departure Time	17:20
Departure Flight Number	AC 8575

Accommodation

Arrival Date in Saskatoon	07/07/2019
Departure Date from Saskatoon	11/07/2019

Special Accommodation Requests Room on the same floor as the Premier

Social Program

July 9 6:00 pm	Welcome Reception
July 9 7:30 pm	Chiefs of Staff dinner
July 10 7:30 pm	Sunset on the Saskatchewan

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 12:52 PM
To: Hockin, Amber PREM:EX
Subject: RE: Meeting: Industrial Camps Update

If it's not super urgent, I can schedule for week of July 8th, otherwise I can schedule a conference call on June 27th.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Friday, June 7, 2019 12:37 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Meeting: Industrial Camps Update

Thanks. Planning to s.22
s.22 ?

so that doesn't work. How about the week s.22

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

On Jun 7, 2019, at 12:34 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

You are scheduled to be in Vancouver s.22 . The only
day we could possible schedule meetings in Vict. would be **Thursday June 27th** – calendar indicates a
VCO day, but what are your thoughts if I fly you over in the morning and back later that afternoon, as
you s.22

Let me know at your convenience.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Friday, June 7, 2019 12:21 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Re: Meeting: Industrial Camps Update

Thanks Debbie. We need the info from Christine so will need to reschedule. Later in the month perhaps?

Amber Hockin

Deputy Chief of Staff

7785840867

Amber.hockin@gov.bc.ca

Sent from my iPhone

On Jun 7, 2019, at 11:30 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Amber;

I had scheduled this meeting for next week Tuesday June 11th @ 9:30am. Christine Kennedy has advised she is booked solid all day and cannot be available. Please advise if you'd like to proceed with Anne-Marie Sam, Melissa, Don Bain & Karen Cooling, or re-schedule for the following week?

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

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

From: Shortt, Amanda PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX

Sent: Thursday, June 6, 2019 10:54 AM

To: Wade, Debbie PREM:EX

Subject: Declined: Industrial Camps Update

When: Tuesday, June 11, 2019 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: Geoffs office

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 12:50 PM
To: Parte, Maura PSA:EX
Subject: AC Job Profiles
Attachments: Scan_20190607.pdf; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx

Hi Maura;

As discussed please find attached the 2 AC Job Profiles. The Sept. 2017 version is the one you sent the AC's in Feb. 2019, and is the version they feel is most accurate to their job description. The May 2018 version is the one that was attached to the Employee Performance Reviews.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 12:45 PM
To: Vasilev, Susan LASS:EX
Subject: RE: Ministry Responsibilities

Thanks so much!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Friday, June 7, 2019 12:33 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Ministry Responsibilities

Hey Debbie - here it is and thanks for following up with me about it 😊

From: Vasilev, Susan
Sent: Thursday, June 6, 2019 5:37 PM
To: Moran, Roseanne <Roseanne.Moran@leg.bc.ca>; Giuliano, Angela <Angela.Giuliano@leg.bc.ca>
Cc: Scambler, Teresa <Teresa.Scambler@leg.bc.ca>
Subject: Ministry Responsibilities

Mystery solved and legwork done by Teresa to figure out where this attached document actually came from.

Back in August 2017, someone cut and pasted it into a word document from this link to the government page listing Ministry responsibilities: <https://news.gov.bc.ca/releases/2017PREM0061-001322>

We assume this document is still up to date (and the responsibility areas under each ministry have not changed) as it the exact same information that is currently on the government website.

Wade, Debbie PREM:EX

Subject: Maura Parte
Location: Ambers office

Start: Tue 2019-06-11 12:00 PM
End: Tue 2019-06-11 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parte, Maura PSA:EX

AC Proposal / STIIP – Debb

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 12:30 PM
To: Hockin, Amber PREM:EX
Subject: RE: Meeting: Industrial Camps Update

You bet!
Thank you.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Friday, June 7, 2019 12:21 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Meeting: Industrial Camps Update

Thanks Debbie. We need the info from Christine so will need to reschedule. Later in the month perhaps?

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

On Jun 7, 2019, at 11:30 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Amber;

I had scheduled this meeting for next week Tuesday June 11th @ 9:30am. Christine Kennedy has advised she is booked solid all day and cannot be available. Please advise if you'd like to proceed with Anne-Marie Sam, Melissa, Don Bain & Karen Cooling, or re-schedule for the following week?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

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

From: Shortt, Amanda PREM:EX **On Behalf Of** Kennedy, Christine PREM:EX
Sent: Thursday, June 6, 2019 10:54 AM
To: Wade, Debbie PREM:EX

Subject: Declined: Industrial Camps Update

When: Tuesday, June 11, 2019 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: Geoff's office

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 12:29 PM
To: Parte, Maura PSA:EX
Subject: Can you please give me a call - not urgent -thx

Tracking:

Recipient

Parte, Maura PSA:EX

Read

Deleted: 2019-06-11 4:45 PM

When you have a spare minute ☺

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 12:26 PM
To: 'Cynthia Shore'
Subject: RE: email

Hi Cindy;

Sorry for the delay in getting back to you, I was s.22 . The best email is
Geoff.meggs@gov.bc.ca

Geoff is out of the country until June 14th, but has been checking emails on occasion.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Cynthia Shore <cynthia.shore@telus.net>
Sent: Thursday, June 6, 2019 9:59 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: email

Hi,
I hope all is well.
I would like to c.c. Geoff with an email I am sending Don Wright. What is the best email address to use?
Thanks,
Cindy

Cynthia (Cindy) Shore
Partner



THE PROGRESSIVE GROUP
1605-1166 Alberni Street
Vancouver, BC V6E 3Z3
www.progressivegroup.ca
T: 604 684-1149
C: 604 290-3745

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 12:15 PM
To: Vasilev, Susan LASS:EX
Subject: RE: 2017 Ministry responsibilities

Hi Susan;

Did you have any luck with this?

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Thursday, June 6, 2019 10:03 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: 2017 Ministry responsibilities

I am going to try Cab Ops and Maura Part and if no luck, I'll get back to you, Thanks so much!

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Thursday, June 6, 2019 9:42 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: Re: 2017 Ministry responsibilities

Hi Susan

Sorry i am s.22 . I am not aware of anything done up on this from our office. I know the BC Gov home page has all the Ministries and their responsibilities. I am happy to look into this tomorrow for you, if you dont have any luck.

Let me know
Thanks

Sent from my Samsung Galaxy smartphone.

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

From: "Vasilev, Susan" <Susan.Vasilev@leg.bc.ca>
Date: 2019-06-06 9:25 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: 2017 Ministry responsibilities

HI Debbie - Roseanne is looking for an update version of this document.

Any chance you or anyone in the PO has one?

Thanks, Susan

Wade, Debbie PREM:EX

Subject: Check in - Ravi Parmar
Location: Amber's Office

Start: Tue 2019-06-11 10:00 AM
End: Tue 2019-06-11 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Parmar, Ravi CITZ:EX

Check in meeting requested by Amber.

Ravi - If this times does not work, please let me know and we can work to find another time.



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 11:57 AM
To: Loubert, Danny PREM:EX
Cc: Parte, Maura PSA:EX
Subject: FW: s.22 Resume, AA
Attachments: s.22 Resume.pdf

For our AA Resume file
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: White, Christine MAH:EX
Sent: Friday, June 7, 2019 11:55 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: s.22 Resume, AA

Hello,

Please find attached to this email a resume for s.22
Administrative Assistant position.

She may be a good potential candidate for the

Thank you kindly,

Christine White
Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 778.974.6045



Please consider the environment before printing this email.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 11:54 AM
To: Sam, Anne-Marie IRR:EX
Subject: RE: Industrial Camps update

Hi Anne-Marie;

I think I may have to reschedule for another day, as Christine Kennedy is not available that day at all, just waiting to hear back from Amber Hockin.

I will let you know.
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Sam, Anne-Marie IRR:EX
Sent: Friday, June 7, 2019 11:50 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Industrial Camps update

Hi Debbie,

I accepted the change in time for the Industrial camp meeting on June 11 but realize I am over lapping with a meeting Minister Fraser has set for 8;30 to 10am

Can this be set for 10 am ? sorry for my oversight

Anne Marie Sam / Senior Ministerial Assistant / Ministry of Indigenous Relations and Reconciliation / 778-584-5506

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 3:10 PM
To: Sam, Anne-Marie IRR:EX <AnneMarie.Sam@gov.bc.ca>
Subject: RE: Industrial Camps update

Ok, I'll ask Amber on that one.

Thanks again,

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff

*and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Sam, Anne-Marie IRR:EX
Sent: Wednesday, June 5, 2019 3:07 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Industrial Camps update

Yes to include Don and Christine, the other office might be a rep from PS Dean's office ?

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 2:59 PM
To: Sam, Anne-Marie IRR:EX <AnneMarie.Sam@gov.bc.ca>
Subject: RE: Industrial Camps update

Great thank you for your input. And do you agree to include Christine K and Don Bain?

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Sam, Anne-Marie IRR:EX
Sent: Wednesday, June 5, 2019 2:58 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Industrial Camps update

June 11 at 11am would work for my schedule, the original lead on this file was EMPR so I would think Melissa Sanderson, maybe FLNRORD MA ?

Sent from my iPhone

On Jun 5, 2019, at 2:40 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good afternoon Anne-Marie;

I am looking at scheduling this meeting for next week Tuesday June 11th @ 11:00am. Can you please confirm who should be involved with this initial meeting. Thinking....

Amber H
Christine Kennedy
Anne-Marie
Don Bain – can call in.

Please confirm
Thanks!

Debbie Wade

*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Dunnett, Jennifer PREM:EX
Sent: Wednesday, May 29, 2019 11:42 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Industrial Camps update

Do you know who "all of us" would include from reading this email?

Thanks!

<image001.jpg> **Jennifer Dunnett | Communications Assistant**
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

From: Hockin, Amber PREM:EX
Sent: May 22, 2019 5:22 PM
To: Sam, Anne-Marie IRR:EX <AnneMarie.Sam@gov.bc.ca>
Cc: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Bain, Don PREM:EX <Don.Bain@gov.bc.ca>;
Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Industrial Camps update

Thanks Anne Marie. Christine Kennedy did up a quick summary of all Ministry work on work camps a couple of weeks ago following our request for a report on where things are at. We were to schedule a meeting in the near future to discuss. I will ask Jennifer to schedule that meeting for the week following our last week of session with all of us and Christine so that we can have the conversations necessary. Amber

Sent from my iPad

On May 22, 2019, at 3:21 PM, Sam, Anne-Marie IRR:EX <AnneMarie.Sam@gov.bc.ca> wrote:

Hello ,

In our weekly meeting MSF had a discussion about the Industrial Camps and plans going forward, I was asked to bring this forward to you and Amber to see if we can have a discussion about next steps. It is not clear to staff which Ministry is to take the lead, so Health has gone off and started reviewing, a consultant was hired and a report will come out about what work is being done across government, Michelle Carr has been following what the company is doing, It was mentioned to me that a new MA position should be created for this work, also heard that someone in the PO staff was looking into this work, and I was also told that the Premier office was going to hand this work all over to PS Dean to lead???? It is not clear to staff who is the lead, but they are continuing to work on it? A lot of the focus has been internal to what government is doing, yet construction of camps will begin and First Nations communities and all

communities in the north have not heard from a central voice of what the governments plan will be???

This work started with EMPR under the LNG office that was headed by Dave N at the time, but since then it has not had clear direction on how to engage communities on what is being done, and if a Ministry was to take the lead what does that mean? How will that work, if you are the lead but not the ministry that holds the development of regulations, enforcement and compliancy ,

There are a number of questions to answer and this is cross ministries, EMPR, Health, Environment/ EA, FLNRORD, MIRR, can we clarify next steps

Thank you,

Anne Marie Sam / Senior Ministerial Assistant / Ministry of Indigenous Relations and Reconciliation / 778-584-5506

From: Sam, Anne-Marie IRR:EX
Sent: Wednesday, April 10, 2019 11:07 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: FW: Briefing with MSF re: Industrial Camps

Good Morning Amber,

We requested an update on what we are doing to prepare for the construction camps, I am feeling the shift has been away from community involvement in planning to an internal process focussed on the many layers of Government Ministries and while that work is important and needs to be done, communities are left feeling ignored.

This latest letter from LBN highlights how disconnected they feel and this is a Nation that has been invited and involved in the Indigenous Communities and Industrial Camps working group, imagine all the communities that have not been at this table. I had asked many months ago that a gathering of all the communities along the route be organized so that the BC government can share what has been done by government and the focus has remained on this internal review.

I personally, feel that we are leaving it to the company to do a better job, to make sure communities are not being impacted, but again this is planning done outside of community and we are not building the capacity in communities to prepare for and minimize impacts. And it is very clear from the letter attached Lake Babine is willing to be on the ground hosting these important sessions in community.

We asked staff to:

1. Start planning for outreach to the 20 communities along the route of the pipeline, including possible community engagement sessions
2. s.12; s.13

3. More than 2 nations and First Nations LNG Alliance be invited to the next working group session on April 17th here in Victoria
(a session that maybe you might be interested in attending also ?)

If you have any question please let me know

Anne Marie Sam / Senior Ministerial Assistant / Ministry of Indigenous Relations and Reconciliation / 778-584-5506

<Communities and Construction Camps.pdf>

<BN for Information_Camps_MSF_April 9.docx>

Wade, Debbie PREM:EX

Subject: Industrial Camps Update**Location:** Geoff's office**Start:** Tue 2019-06-11 9:30 AM**End:** Tue 2019-06-11 10:00 AM**Show Time As:** Tentative**Recurrence:** (none)**Meeting Status:** Not yet responded**Organizer:** Hockin, Amber PREM:EX**Required Attendees:** Sam, Anne-Marie IRR:EX; Kennedy, Christine PREM:EX; Bain, Don PREM:EX; Sanderson, Melissa EMPR:EX; Cooling, Karen LBR:EXMoved to 930am - JD (June 6th)June 5th DW

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 11:23 AM
To: Viaud, Chantille MCF:EX
Subject: FW: Employee Performance Reviews
Attachments: CHECKLIST - Employee Performance Review 2019.pdf; Employee Self-Assessment Guide 2019 Fillable Form.pdf; Minister Input Guide 2019 Fillable PDF.pdf; Employee Input Guide Fillable PDF.pdf; Employee Performance Review Guide 2019 SENIOR MA Fillable Form.pdf; Employee Performance Review Guide MA EA - Fillable Form.pdf; Employee Performance Review Guide AC 2019 PDF.pdf; Employee Performance Review Guide AA 2019 Fillable.pdf; Administrative Assistant Job Profile Clerk 9 March 2019.docx; Administrative Coordinator Job Profile Minister's Office Feb 2019.docx; Job Profile Executive Assistant Feb 2019.docx; Job Profile Ministerial Assistant Feb 2019.docx; Job Profile Senior Ministerial Assistant Feb 2019.docx; Probationary Assessment 2019.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Hi Chantille;

Just checking to see if you've had a chance to fill out your Employee Self Assessment form. I received your Minister's input form from Lindsay yesterday, but still needing yours.

Thanks so much!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review
Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA

- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

Subject: Phone call with Christine Kennedy
Location: Amber to call Christine on her cell s.17

Start: Fri 2019-06-07 1:30 PM
End: Fri 2019-06-07 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Kennedy, Christine PREM:EX

Confirmed with Amanda – June 7th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 11:12 AM
To: Shortt, Amanda PREM:EX
Subject: RE: Phone call with Christine

I will send an invite -Amber has just left for the ferry, she only said she had a few things to discuss with Christine re: PO coordination.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Shortt, Amanda PREM:EX
Sent: Friday, June 7, 2019 10:57 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Phone call with Christine

Thanks!

s.17 – will you send an invite and let me know a topic (if you can)

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 10:56 AM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Subject: RE: Phone call with Christine

Sure! I'll move her 1:30 and put Christine in that time slot.

Thanks! - can you please remind me what her cell is.

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Shortt, Amanda PREM:EX
Sent: Friday, June 7, 2019 10:56 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Phone call with Christine

Hi Debbie,

Christine has a call from 2-3 – is Amber available at 1 or 130?

-Amanda

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 10:35 AM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Subject: Phone call with Christine

Hi Amanda;

Amber has asked me to schedule a phone call with Christine today if possible. Can you please advise if she is available this afternoon around 2pm?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 10:57 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Amber H - Harbour air Monday morning

Ok strange, I had booked her a flight for Tuesday morning. And I see that flight is gone, and there is one in for Monday now that was booked by you. I'll call them and double check.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, June 7, 2019 10:48 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Amber H - Harbour air Monday morning

Hi Debbie,

I'm not sure Debbie. Jen came and asked me the same thing, but Amber hasn't said anything about changing flights to me.

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 9:45 AM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: Amber H - Harbour air Monday morning

Hi Elizabeth;

Did Amber want to come to Victoria on Monday instead of Tuesday next week?
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

Subject: Phone call with Derrick Harder
Location: Amber to call Derrick on his cell 250-893-4238

Start: Fri 2019-06-07 2:00 PM
End: Fri 2019-06-07 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Harder, Derrick AG:EX

Confirmed with Derrick – June 7th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 10:39 AM
To: Renneberg, Tim FLNR:EX
Subject: s.22
Attachments: Scan_20190607.pdf

Tracking:

Recipient

Renneberg, Tim FLNR:EX

Read

Read: 2019-06-07 11:00 AM

Good morning Tim;

s.22

Please let us know if you require anything further.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 10:33 AM
To: Geary, Vanessa PREM:EX
Subject: RE: Email list



*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Geary, Vanessa PREM:EX
Sent: Friday, June 7, 2019 10:33 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Email list

s.22

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 10:32 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Email list

s.22

Debb

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Geary, Vanessa PREM:EX
Sent: Friday, June 7, 2019 10:24 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Email list

s.22

XV

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 10:22 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Email list

s.22

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Geary, Vanessa PREM:EX
Sent: Friday, June 7, 2019 10:16 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Email list

No problem – Danny has capacity to take this on so let's let him 😊

s.22

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 10:13 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: Email list

Yes there are lists for all of them. Thanks for addressing this Vanessa, this is something I probably should have been overseeing, but has fallen through the cracks! So appreciate you getting this sorted out! 😊

Debb

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Geary, Vanessa PREM:EX
Sent: Friday, June 7, 2019 10:00 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: Email list

Super, Danny and I spoke and he also agrees – thank you!

Danny, would you please review the SMA, MA, EA (are there AC and AA lists?) to ensure they are accurate in terms of who is on the list, their titles (ie SMA vs MA), ministries (if this matters), emails etc and from now on, update as needed.

Thanks again VG

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 9:54 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: Email list

It makes perfect sense!

Thanks Vanessa 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Geary, Vanessa PREM:EX
Sent: Friday, June 7, 2019 9:38 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: Email list

We need a system, if it doesn't exist already, to ensure that the lists are updated on a proactive regular basis as staff change. This applies to all MO staff. Just like the "paper" list.

As Danny is now responsible (with help from Debbie) for ensuring the paper list is up to date, and as he is working with Maura on onboarding, I suggest that he also take on the responsibility to ensure that the group distribution lists for MOs are up to date. The "ownership" of these lists currently rests with Jackie and Alison, but Danny (and Debbie) has access so that should be ok.

Does this make sense?

Thanks Vanessa

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 9:25 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: Email list

Hi Vanessa;

I believe Danny, Alison Wensink and myself have access to these. I will add Aileen to the Sr. MA list.

Thanks!

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

From: Geary, Vanessa PREM:EX
Sent: Friday, June 7, 2019 9:23 AM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Email list

Another list issue. Who keeps and updates the MA and SMA email lists?

From: Machell, Aileen TRAN:EX
Sent: Friday, June 7, 2019 9:18 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Email list

Hi Vanessa,

I have been missed on a few emails that go out to all Senior MAs and all Mas. Do you know who I can talk to about being added to the list? My email has changed since moving out of GCPE so it's possible it needs to be re-entered.

Thanks,

Aileen Machell

**Senior Ministerial Assistant
Ministry of Transportation and Infrastructure
250.818.7581**

Wade, Debbie PREM:EX

Subject: Phone call with Derrick Harder
Location: Amber to call Derrick on his cell 250-893-4238

Start: Fri 2019-06-07 1:30 PM
End: Fri 2019-06-07 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Harder, Derrick AG:EX

Confirmed with Derrick – June 7th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 10:25 AM
To: Harder, Derrick AG:EX
Subject: RE: phone call with Amber today

Great. What's the best number for her to call you on?

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Harder, Derrick AG:EX
Sent: Friday, June 7, 2019 10:24 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: phone call with Amber today

Sure

Sent from my iPhone

On Jun 7, 2019, at 10:19 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Derrick;

Amber has asked me to set up a phone call with you today to discuss the Cabinet retreat. Can you please advise if 1:30pm will work for your schedule?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 10:23 AM
To: Silverio, Lisa FLNR:EX
Subject: RE: Employee Performance Reviews

Ok, I will follow up with her to see. Things are a little crazy this morning until Amber leaves around 11:30am. Will touch base after that.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Silverio, Lisa FLNR:EX
Sent: Friday, June 7, 2019 10:22 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Employee Performance Reviews

No, have still to hear anything. Maura advised me that the PO would be recommendations on the proposal and we would know more in June.

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 9:22 AM
To: Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>
Subject: RE: Employee Performance Reviews

Oh sorry! Lol I was thinking something else was sent out yesterday. Have you heard anything further regarding the proposal?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Silverio, Lisa FLNR:EX
Sent: Friday, June 7, 2019 9:15 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Thanks Debbie,
Let me know when we can chat.

I reviewed the AC Job description that went out in your email yesterday. I noticed that the description has changed somewhat and is Noted as Draft from May 2018.

When we submitted our proposal in the early spring, I followed up with Maura and confirmed if I had a current job description and she in fact confirmed in Feb of this year that I had a current job description but the one attached here is from May of 2018?

I would like to ask about our proposal as well.

Thank you,

Lisa

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

***Ministers Input Review
Employee Self Assessment form for Senior MA***

If you have any questions please let me know.

Thanks so much!

***Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075***

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>

Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 9:33 AM
To: McCann, Meghan EMPR:EX
Subject: RE: BN to support MOU

Thanks Meghan, I will raise this with Geoff when he returns from France on June 17th.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: McCann, Meghan EMPR:EX
Sent: Thursday, June 6, 2019 3:38 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Debbie,

Sorry for the delay in getting back to you. I have been advised that if we could get it all wrapped up during this calendar month that would be great. Thanks.

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 10:01 AM
To: McCann, Meghan EMPR:EX <McGhan.McCann@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: BN to support MOU

Hi Meghan;

Please see Geoff's comments below, and advise if there is a deadline. Premier and Geoff are away in France and not back until June 17th

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Tuesday, June 4, 2019 10:58 AM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: BN to support MOU

I assume this is the Jogmec MOU. Don and I^{s.13}
with the Premier. Is there a deadline?

but we have not had the opportunity to review

Geoff

From: Wade, Debbie PREM:EX
Sent: June 4, 2019 8:42 AM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Fw: BN to support MOU

Hi Geoff;

Can you please advise the status of this MOU?

thanks!

From: Nash, Amber PREM:EX
Sent: Tuesday, June 04, 2019 8:27 AM
To: McCann, Meghan EMPR:EX
Cc: Wensink, Alison PREM:EX; Wade, Debbie PREM:EX
Subject: RE: BN to support MOU

This was reviewed with Geoff & Don Wright. Copying Debbie and Alison here to follow up.

Amber

From: McCann, Meghan EMPR:EX
Sent: June 3, 2019 9:46 AM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Amber,

Just checking in on status of this MOU, thanks.

From: McCann, Meghan EMPR:EX
Sent: May 27, 2019 2:03 PM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Amber, see attached, thanks.

From: Nash, Amber PREM:EX
Sent: May 27, 2019 1:47 PM
To: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>
Subject: BN to support MOU

Hi Meghan,

Can you please send me the BN to support the MOU you dropped off last week?

A

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 9:31 AM
To: Renneberg, Tim FLNR:EX
Subject: RE: s.22

Tracking:	Recipient	Read
	Renneberg, Tim FLNR:EX	Read: 2019-06-07 9:35 AM

Hi Tim;

s.22

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Renneberg, Tim FLNR:EX
Sent: Thursday, June 6, 2019 5:04 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: s.22

Hi Debbie,

s.22

Tim Renneberg
Ministerial Assistant
Minister of Forests, Lands, Natural Resource Operations and Rural Development
250-387-6240
tim.renneberg@gov.bc.ca

The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately **notify** the sender by reply e-mail or phone and **delete** this message and its attachments, if any.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 7, 2019 9:10 AM
To: Silverio, Lisa FLNR:EX
Subject: RE: Questions

Hi Lisa;

Yes I am in today, busy until about 10:30am. I don't recall seeing anything yesterday, do you mind forwarding to me?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Silverio, Lisa FLNR:EX
Sent: Friday, June 7, 2019 8:43 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Questions

Hi Debbie,

Will you be in today, I have some questions and concerns in regards to the review process and the ac job description that was sent out yesterday.

Let me know, thanks.



Lisa Silverio
Administrative Coordinator to the
Honourable Doug Donaldson
Minister of Forests, Lands, Natural Resource Operations and Rural Development
t 778.974.5999 f 250.387.1040

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at:

<https://www.lobbyistsregistrar.bc.ca/>.

The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail or phone and delete this message and its attachments, if any.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 6:35 PM
To: Renneberg, Tim FLNR:EX
Subject: Re: s.22

Hi Tim

s.22

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Renneberg, Tim FLNR:EX" <Tim.Renneberg@gov.bc.ca>
Date: 2019-06-06 5:03 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: s.22

Hi Debbie,

s.22

Tim Renneberg
Ministerial Assistant
Minister of Forests, Lands, Natural Resource Operations and Rural Development
250-387-6240
tim.renneberg@gov.bc.ca

The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately **notify** the sender by reply e-mail or phone and **delete** this message and its attachments, if any.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 2:34 PM
To: Zaharia, Sarah FIN:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: Re: Meeting with BC Building Trades

Ok thanks Sarah, Jennifer and I will discuss with Amber.

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Zaharia, Sarah FIN:EX" <Sarah.Zaharia@gov.bc.ca>
Date: 2019-06-06 10:12 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with BC Building Trades

Yes, she had a few meetings she was going to line up. I don't have any contact info or guidance to offer there unfortunately.

From: Wade, Debbie PREM:EX
Sent: June 6, 2019 10:09 AM
To: Zaharia, Sarah FIN:EX <Sarah.Zaharia@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Meeting with BC Building Trades

Thanks so much Sarah;

I am ^{s.22}, but will enter the details into Amber's calendar tomorrow. She also mentioned something about taking you to a few offices next week. Do you know any further details on that?

thanks so much!

Debb

From: Zaharia, Sarah FIN:EX
Sent: Thursday, June 06, 2019 9:12 AM
To: Wade, Debbie PREM:EX
Subject: Meeting with BC Building Trades

Hi Debbie,

I promised Amber I would follow up with you about a meeting in July with the Building Trades that she was planning on attending. Below is all the information that I have from Tom Sigurdson at this point.

Location – Hilton Whistler

Dates – July 8/9/10

Roughly it is from Monday late morning through to Wednesday July 8 – 10. Wednesday will be dedicated to provincial and federal issues. Don Davies MP for Vancouver Kingsway will be attending. Tom is hoping to have Harry Bains attend and perhaps Bob Dewar and maybe Alan Bruce. All this on the Wednesday.

Cheers,

Sarah Zaharia

Executive Director | Community Benefits Office
Ministry of Finance
(778) 584-1258

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 2:32 PM
To: Banh, Lindsay MCF:EX
Subject: Re: Employee Performance Reviews

Wonderful!
Thanks Lindsay.

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Banh, Lindsay MCF:EX" <Lindsay.Banh@gov.bc.ca>
Date: 2019-06-06 1:44 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Employee Performance Reviews

Hi Debbie,

Here is the Minister's Input form for Chantille Viaud.

Thank you,

Lindsay Banh
Administrative Assistant
The Hon. Katrina Chen
Minister of State for Child Care

Room 027 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250 356-5781 | Email: lindsay.banh@gov.bc.ca

From: Wade, Debbie PREM:EX
Sent: June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>

Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review

Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

From: Parte, Maura PSA:EX

Sent: Friday, May 31, 2019 1:09 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX

Sent: May 31, 2019 12:54 PM

To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>

Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte

- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 1:35 PM
To: Dunnett, Jennifer PREM:EX
Subject: Re: June 11th Flight for Amber

Hi Jenn

No need to change anything. I moved her from a 930am flight to an 830am flight but lets just keep her on that one.

Thanks!!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-06 11:21 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: June 11th Flight for Amber

Hi Deb,

Please see Amanda's message below:

Shortt, Amanda PREM:EX:

Hi Jennifer

Unfortunately Tuesday the 11 totally doesnt work for Christine

I know that Debbie got Amber an earlier flight (thank you so much)

Is it possible to get her back on her original flight for her convenience?

Did you change the flight, it looks like it is still booked for 3pm. Do I need to call and make any changes or leave as is?



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 10:57 AM
To: Dunnett, Jennifer PREM:EX
Subject: Re: FYI - FOI June 11th / June 17th

Ok great.
Thx jenn!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-06 10:29 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: FYI - FOI June 11th / June 17th

Hi Debbie,

I just wanted to let you know I spoke with Jackie this morning and she mentioned we could move the FOI training scheduled on June 11th to be amalgamated with the training on June 17th from 1230 – 130pm, so I cancelled the June 11th one. Jackie said Kerry and Chad are aware of this change, I will touch base with Wendy to see if I should add them to the meeting invite you created.

Thank you!



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 10:08 AM
To: Vasilev, Susan LASS:EX
Subject: Re: 2017 Ministry responsibilities

Ok sounds great!
thanks

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Thursday, June 06, 2019 10:03 AM
To: Wade, Debbie PREM:EX
Subject: RE: 2017 Ministry responsibilities

I am going to try Cab Ops and Maura Part and if no luck, I'll get back to you, Thanks so much!

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Thursday, June 6, 2019 9:42 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: Re: 2017 Ministry responsibilities

Hi Susan

Sorry i am s.22 I am not aware of anything done up on this from our office. I know the BC Gov home page has all the Ministries and their responsibilities. I am happy to look into this tomorrow for you, if you dont have any luck.

Let me know
Thanks

Sent from my Samsung Galaxy smartphone.

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

From: "Vasilev, Susan" <Susan.Vasilev@leg.bc.ca>
Date: 2019-06-06 9:25 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: 2017 Ministry responsibilities

Hi Debbie - Roseanne is looking for an update version of this document.

Any chance you or anyone in the PO has one?

Thanks, Susan

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 10:07 AM
To: Hendry, Jackie PREM:EX
Subject: Re: can you give me a call when you're in? Thank you!

No bother at all! and thank you!

From: Hendry, Jackie PREM:EX
Sent: Thursday, June 06, 2019 9:50 AM
To: Wade, Debbie PREM:EX
Subject: RE: can you give me a call when you're in? Thank you!

Hi Debbie...

So sorry to bother you...s.22

I just chatted with Jennifer so all is good.

s.22

Jackie

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 9:44 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: Re: can you give me a call when you're in? Thank you!

Hi Jackie;

I am s.22 , but back in tomorrow. If it's urgent I'm happy to give you a call s.22
s.22 . Jennifer Dunnett is at my desk assisting with Amber and Geoff's schedules if that helps.

let me know!
thanks
debb

From: Hendry, Jackie PREM:EX
Sent: Thursday, June 06, 2019 9:18 AM
To: Wade, Debbie PREM:EX
Subject: can you give me a call when you're in? Thank you!

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 10:06 AM
To: Faust, Marnie L GCPE:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: Re: 30 Minute Update-Touch Base

Hi Marnie;

Geoff will be back on Friday June 14th, however not sure if he's coming into the office or not. The following week he is in Vancouver for most of the week, but we can schedule a call if we can't find a time for one on one meeting

I'll let Geoff know that the call can wait till he gets back.

thanks!

From: Faust, Marnie L GCPE:EX
Sent: Thursday, June 06, 2019 9:10 AM
To: Wade, Debbie PREM:EX
Subject: RE: 30 Minute Update-Touch Base

Hi again,
Just spoke to Donna and she said it can wait. Sorry for all the back and forth.

We will wait till he is back in the Country.

Thanks again,
Katie

From: Wade, Debbie PREM:EX
Sent: June 6, 2019 8:35 AM
To: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: 30 Minute Update-Touch Base

Geoff said that time will work for him.

Unless Donna would like to wait?

Sent from my Samsung Galaxy smartphone.

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

From: "Faust, Marnie L GCPE:EX" <Marnie.Faust@gov.bc.ca>
Date: 2019-06-06 8:18 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>

Subject: RE: 30 Minute Update-Touch Base

Good morning,
I spoke to Donna and if it works for Geoff another time its completely fine – it is not urgent.

Thanks,
Katie for Marnie

From: Wade, Debbie PREM:EX
Sent: June 6, 2019 6:37 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Cc: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Subject: Fwd: 30 Minute Update-Touch Base

Good morning Jenn

Please see Geoff's email below, can you please confirm with Marnie that Donna can call Geoff on his cell at 11am this morning.

Thanks!
Sent from my Samsung Galaxy smartphone.

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

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: 2019-06-06 12:01 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: 30 Minute Update-Touch Base

Should be okay - that's tonight, Thursday, right?

Sent from my iPhone

On Jun 5, 2019, at 8:38 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Looking to schedule a time for you and Donna Evans to chat. Would 7pm (your time) tomorrow evening work for you? If so I will arrange for her to call you on your cell at that time.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Tuesday, June 4, 2019 3:02 PM

To: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Re: 30 Minute Update-Touch Base

Sorry, I'll be in Europe. There's an eight-hour difference and my evenings are pretty free. Debbie (copied above) May be able to set up a call

Geoff

Sent from my iPhone

On Jun 4, 2019, at 2:35 PM, Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca> wrote:

Hi Geoff,

What is your schedule like on the 6th of June between 11am-2pm?

Donna is wanting to catch up with you.

Thanks,

Katie for Marnie

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 8:36 AM
To: Dunnett, Jennifer PREM:EX
Subject: Re: Changes re: Interview at 2pm

Thankyou Jenn!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-06 8:35 AM (GMT-08:00)
To: s.22
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Changes re: Interview at 2pm

Good morning s.22

We are going to have to reschedule your interview that you have scheduled for today at 2pm with Amber Hockin, to a later date.

One of us will be in touch with you shortly. My apologies for any inconvenience this may cause.

Thank you,



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 6:39 AM
To: Meggs, Geoff PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: Re: 30 Minute Update-Touch Base

Thanks Geoff. We will confirm that Donna will call your cell at 7pm your time tonight.

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: 2019-06-06 12:01 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: 30 Minute Update-Touch Base

Should be okay - that's tonight, Thursday, right?

Sent from my iPhone

On Jun 5, 2019, at 8:38 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Looking to schedule a time for you and Donna Evans to chat. Would 7pm (your time) tomorrow evening work for you? If so I will arrange for her to call you on your cell at that time.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Tuesday, June 4, 2019 3:02 PM
To: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: 30 Minute Update-Touch Base

Sorry, I'll be in Europe. There's an eight-hour difference and my evenings are pretty free. Debbie (copied above) May be able to set up a call

Geoff

Sent from my iPhone

On Jun 4, 2019, at 2:35 PM, Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca> wrote:

Hi Geoff,

What is your schedule like on the 6th of June between 11am-2pm?

Donna is wanting to catch up with you.

Thanks,

Katie for Marnie

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 6, 2019 6:34 AM
To: Meggs, Geoff PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: Re: 30 Minute Update-Touch Base

Yes correct. 11am our time 7pm in france.

Thanks

Sent from my Samsung Galaxy smartphone.

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

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: 2019-06-06 12:01 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: 30 Minute Update-Touch Base

Should be okay - that's tonight, Thursday, right?

Sent from my iPhone

On Jun 5, 2019, at 8:38 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Looking to schedule a time for you and Donna Evans to chat. Would 7pm (your time) tomorrow evening work for you? If so I will arrange for her to call you on your cell at that time.

Thanks!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Tuesday, June 4, 2019 3:02 PM
To: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: 30 Minute Update-Touch Base

Sorry, I'll be in Europe. There's an eight-hour difference and my evenings are pretty free. Debbie (copied above) May be able to set up a call

Geoff

Sent from my iPhone

On Jun 4, 2019, at 2:35 PM, Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca> wrote:

Hi Geoff,
What is your schedule like on the 6th of June between 11am-2pm?

Donna is wanting to catch up with you.

Thanks,
Katie for Marnie

Wade, Debbie PREM:EX

Subject: Performance Review - Liam Lawson
Location: Ambers Office

Start: Thu 2019-07-11 10:00 AM
End: Thu 2019-07-11 10:30 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Lawson, Liam FIN:EX

June 14th DW (folder is on Ambers Chair)

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 12:00 PM
To: Lawson, Liam FIN:EX
Subject: RE: Liam Lawson Self-assessment

Thank you Liam!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Lawson, Liam FIN:EX
Sent: Friday, June 14, 2019 11:54 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Liam Lawson Self-assessment

Hi Debbie,

Here is my employee self-assessment (a copy of MCJ's for me is also tagged on at the end).

Liam Lawson
Senior Ministerial Assistant
Minister of Finance and Deputy Premier
P: 778-974-6050 | C: 250-812-2547

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 11:51 AM
To: Van El, Wendy M CITZ:EX
Cc: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX
Subject: RE: Cancellation - Training

Hi Wendy;

Yes, we will need to reschedule this training for sometime in July, as both Geoff and Amber's calendars are extremely busy for the next few weeks. Most likely looking at sometime during the 3rd week of July.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Thursday, June 13, 2019 12:08 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Cancellation - Training

??

Sent from my iPhone

Begin forwarded message:

From: "Van El, Wendy M CITZ:EX" <Wendy.VanEl@gov.bc.ca>
Date: June 12, 2019 at 11:52:28 PM GMT+2
To: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Subject: Cancellation - Training

Hi Geoff,

Cancellation came through for IM 117 Training for Monday, June 17th at 12:30 pm.

Please confirm the cancellation by responding to this email (in case this cancellation was done in error).

Thanks in advance.

Wendy

Wendy Van El | Executive Administrative Assistant | to Kerry Pridmore, ADM | CIRMO Ministry of Citizens' Services
Ph: 778 698 5861 | PO Box 9406, Stn Prov Gov, Victoria BC V8W 9V1

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 11:47 AM
To: Meggs, Geoff PREM:EX
Cc: Hockin, Amber PREM:EX
Subject: FW: Caribou Recovery- An offer of help
Attachments: Dear Ministers Donaldson and Heyman JUNE 11 2019.pdf

Tracking:	Recipient	Read
	Meggs, Geoff PREM:EX	Read: 2019-06-14 2:48 PM
	Hockin, Amber PREM:EX	Read: 2019-06-14 12:07 PM

Hi Geoff;

Please advise if our Correspondence unit can forward this letter to FLNR for response as per previous letters?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Rochon, Jake PREM:EX
Sent: Thursday, June 13, 2019 8:38 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Caribou Recovery- An offer of help

Hi Debbie and Jenn!

We have responded to Mr. Bloomfield and referred him to FLNR in the past (they might have also met with him). Would you like us to do anything else with this or can we refer this onto FLNR for response? Thank you!

From: Michael Bloomfield <harmony@islandnet.com>
Sent: June 12, 2019 12:53 PM
To: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>
Cc: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Subject: Caribou Recovery- An offer of help

Dear Premier,

Again, thank you for thoughtful participation at the Holocaust Remembrance and for taking a few minutes to discuss with me caribou recovery.

I thought you would appreciate the attached letter to Ministers Donaldson and Heyman offering to help build support for the conservation agreement with Canada and the partnership agreement with W. Moberly and Salteaux First Nations. Failure to adopt these agreements would not only threaten caribou and other wildlife

dependent upon their habitat. It will damage trust and that could undermine the government's efforts on climate remediation, bio-diversity and indigenous rights.

Let's please not reward people trying to sabotage the necessary transition to more sustainable forest management that will benefit workers and wildlife alike.

Thank you

Michael Bloomfield

Founder and Executive Director

Harmony Foundation of Canada

Box 50022 Unit 15 1594 Fairfield Road

Victoria, BC Canada V8S 1K7

250-380-3001 fax 250-380-0887

harmony@islandnet.com

www.harmonyfdn.ca **Visit our new website today**

<http://www.facebook.com/HarmonyFoundationCanada>



twitter.com/HarmonyFDN

<http://harmonyfoundation.wordpress.com/>

<http://bloomfieldmichael.wordpress.com/>

NOTICE: This message (and any documents attached to it) is confidential and intended for a specific individual and purpose. The information is private, privileged and legally protected by law. If you are not the intended recipient, (or the employee or agent responsible for delivering the message to the intended recipient), you are hereby notified that any disclosure, copying, dissemination, distribution, or taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify me immediately by telephone (250) 380-3001 or email and destroy any copies which may be in your possession. Thank you

From: Michael Bloomfield [<mailto:harmony@islandnet.com>]

Sent: June 12, 2019 9:36 AM

To: 'doug.donaldson.MLA@leg.bc.ca'; 'george.heyman.MLA@leg.bc.ca'

Subject: Caribou Recovery- An offer of help

Dear Ministers Donaldson and Heyman,

If we allow caribou and bio-diversity to further decline across BC there will be other consequences. Indigenous rights and reconciliation will be undermined, our fresh water supplies and climate strategy will be damaged and resource communities will continue to struggle as resources are further depleted. For those reasons caribou recovery and a more sustainable approach to forest management take on even greater importance. In the attached letter I have offered my help, as biologist, public engagement specialist and friend of this government. I hope you will respond

positively to my offer of assistance. This process can use some credible allies and time is growing short with a decision soon to be made. I look forward to your earliest reply.

Thank You

Michael Bloomfield
Founder and Executive Director
Harmony Foundation of Canada
Box 50022 Unit 15 1594 Fairfield Road
Victoria, BC Canada V8S 1K7
250-380-3001 fax 250-380-0887
harmony@islandnet.com
www.harmonyfdn.ca **Visit our new website today**
<http://www.facebook.com/HarmonyFoundationCanada>



twitter.com/HarmonyFDN
<http://harmonyfoundation.wordpress.com/>
<http://bloomfieldmichael.wordpress.com/>

NOTICE: This message (and any documents attached to it) is confidential and intended for a specific individual and purpose. The information is private, privileged and legally protected by law. If you are not the intended recipient, (or the employee or agent responsible for delivering the message to the intended recipient), you are hereby notified that any disclosure, copying, dissemination, distribution, or taking of any action based on the contents of this information is strictly prohibited. If you have received this communication in error, please notify me immediately by telephone (250) 380-3001 or email and destroy any copies which may be in your possession. Thank you

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 11:43 AM
To: Hagglund, Jarrett PREM:EX
Subject: RE: Meeting w/ James Heyman and Mungall

Thanks for letting me know Jarrett, I will try and move his other meeting 😊

Debb

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hagglund, Jarrett PREM:EX
Sent: Thursday, June 13, 2019 10:37 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Meeting w/ James Heyman and Mungall

Hey Debbie,

Sent another invite for a meeting on June 21st. I know Geoff has a conflict but it was the only time that worked for Premier and the Ministers. Let me know if there are any issues

Jarrett Hagglund | Executive Coordinator to the Premier
Office of the Premier
Office: 236-478-1561 | Cell: 604-817-1458
Jarrett.Hagglund@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 11:40 AM
To: Massy, Michelle E PREM:EX
Cc: Brown, Dawn A PREM:EX
Subject: RE: Binders this week

Hi Michelle;

Geoff and Amber will both be here Monday.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Massy, Michelle E PREM:EX
Sent: Thursday, June 13, 2019 10:59 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Cc: Brown, Dawn A PREM:EX <Dawn.A.Brown@gov.bc.ca>
Subject: Binders this week

Hi there,

We have just come out of a meeting here at CabOps and it looks like most of the material for next weeks binders will be arriving on Monday. Instead of delivering empty binders tomorrow it makes sense to wait to deliver on Monday. If Geoff/Don/Christine are not around on Monday, we can bring their binders over to VCO with us if that is easier.

We will touch base with you Monday!

Thanks!
Michelle

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 11:32 AM
To: Nash, Amber PREM:EX
Cc: Hockin, Amber PREM:EX; Meggs, Geoff PREM:EX
Subject: RE: North Pender water/Gardom Pond

Thanks Amber;

Geoff – I have added this to the folder of other documents you asked me to print off re: North Pender Water/ Gardom Pond.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Nash, Amber PREM:EX
Sent: Friday, June 14, 2019 11:28 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: North Pender water/Gardom Pond
Importance: High

Latest BN on North Pender/Gardom Pond attached.

A

From: de Bree, Jennifer FLNR:EX
Sent: Thursday, June 6, 2019 3:44 PM
To: FLNR Deputy Minister's Office FLNR:EX; Wood, Andrea D FLNR:EX; Tripp, Allison FLNR:EX
Cc: Kumar, Sangita FLNR:EX; Sutherland, Craig FLNR:EX; Hadway, Sharon L FLNR:EX
Subject: North Pender water/Gardom Pond

Hi there.

Attached is our latest Briefing Note for Information which we sent to you last week for the Premier's office which provides the background and key messages re: Gardom Pond.

Jennifer de Bree
Executive Administrative Assistant
Regional Operations Division – Coast Area
Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Phone (778)974-5878
Email: Jennifer.deBree@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 11:29 AM
To: Geary, Vanessa PREM:EX; Loubert, Danny PREM:EX
Subject: RE: MO list

Great thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Geary, Vanessa PREM:EX
Sent: Friday, June 14, 2019 11:15 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: MO list

Amber advises that Sam used to send the list to the opposition caucuses and that it can go with cell numbers for both MAs and EAs. Thanks VG

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 10:54 AM
To: s.22
Subject: RE: Request for Interview

Hi s.22

Just confirming your interview today at 1:00pm. Please come to the Premiers office, located in the West Annex of the Legislative Buildings. You will want to allow a few minutes extra to go through security.

Look forward to meeting you shortly!

Debb

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 11, 2019 8:38 AM
To: s.22
Subject: Re: Request for Interview

Great! thanks s.22 . see you on Friday.

Debb

From: s.22
Sent: Monday, June 10, 2019 4:26 PM
To: Wade, Debbie PREM:EX
Subject: Re: Request for Interview

Hello Debbie,

Yes I will be available to attend. Thank you for the opportunity

Sincerely,

On Mon, Jun 10, 2019 at 3:08 PM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good afternoon s.22 ;

We will be interviewing for a Clerk 9 – Administrative Assistant position within the Provincial Government, on June 14th, 2019. Could you please advise if you are interested and available to come for an interview at the following time;

DATE: Friday June 14th

TIME: 1:00-1:30pm

Location: Legislative Buildings – West Annex

If you could please get back to me at your earliest convenience to confirm that would be appreciated. Please find a copy of the job description attached for your perusal. I look forward to hearing back from you.

Thanks so much.

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 10:50 AM
To: Aaron, Sage PREM:EX
Subject: RE: Thank you!

s.22

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Aaron, Sage PREM:EX
Sent: Thursday, June 13, 2019 3:39 PM
Subject: FW: Thank you!



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

From: Oreck, Mira PREM:EX
Sent: June 13, 2019 3:28 PM
To: LP PREM Directors <PREMDIR@Victoria1.gov.bc.ca>
Subject: Thank you!

s.22

Mira

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 10:35 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: SAT training Session for PJH / Geoff/ Amber

Morning Elizabeth;

Yes that would be great to coordinate Vanessa into this training as well.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075


From: Parkinson, Elizabeth PREM:EX
Sent: Friday, June 14, 2019 9:53 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: SAT training Session for PJH / Geoff/ Amber

Hi Debbie,

Vanessa also has a SAT phone and could probably use this. Can I try and coordinate her into this too?

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 11:39 AM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: SAT training Session for PJH / Geoff/ Amber

Hi Elizabeth;

Just making sure I spoke/ or sent you an email – requesting a training session be set up for PJH / Geoff and Amber for SAT phones. We can discuss when ^{s.22} 

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 14, 2019 9:32 AM
To: Loubert, Danny PREM:EX
Subject: Re: Call from Loubert, Danny PREM:EX (Work) forwarded to s.17

Hi danny

Sorry i missed your call. s.22

Sent from my Samsung Galaxy smartphone.

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

From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Date: 2019-06-14 9:28 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Call from Loubert, Danny PREM:EX (Work) forwarded to s.17

Call from Loubert, Danny PREM:EX forwarded to s.17

Caller-Id: danny.loubert@gov.bc.ca
Job Title: Administrative Coordinator
Company: Office of the Premier
Work: [604 398-5780](tel:604-398-5780)
Email: Danny.Loubert@gov.bc.ca

Page 286 of 574

Withheld pursuant to/removed as

s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 13, 2019 4:35 PM
To: Nash, Amber PREM:EX; Dunnett, Jennifer PREM:EX; Privett, Don PREM:EX; Loubert, Danny PREM:EX
Cc: Parkinson, Elizabeth PREM:EX; McLaren, Chris PREM:EX; Hagglund, Jarrett PREM:EX
Subject: Re: Conf Calls

Great thanks Amber!

Sent from my Samsung Galaxy smartphone.

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

From: "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Date: 2019-06-13 3:25 PM (GMT-08:00)
To: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>, "Privett, Don PREM:EX" <Don.Privett@gov.bc.ca>, "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Cc: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>, "McLaren, Chris PREM:EX" <Chris.McLaren@gov.bc.ca>, "Hagglund, Jarrett PREM:EX" <Jarrett.Hagglund@gov.bc.ca>, "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Conf Calls

Hi All,

After further thought and discussion – Jennifer will assume responsibility over the con call calendar and will enter when the line is in use. Chris & Debbie will have editing access for back up and as Debbie will need the number frequently for Amber & Geoff. Don & Elizabeth will have viewing permissions, as they occasionally get asked to book a call and can quickly peek in to see if it's free in a pinch.

Hope this makes sense.

Amber

From: Nash, Amber PREM:EX
Sent: June 13, 2019 10:47 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Conf Calls

Thanks Jenn!

Don – would like you to update and continue to manage the conference call line assigned to PO. Danny will manage the VCO line.

When a number is needed for a briefing/meeting – staff will check with you first to ensure there is no overlap and you can then log into the calendar.

A

From: Dunnett, Jennifer PREM:EX
Sent: June 13, 2019 9:36 AM
To: Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: Conf Calls

Updated list - I missed one

From: Dunnett, Jennifer PREM:EX
Sent: June 13, 2019 9:34 AM
To: Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: Conf Calls

Hi guys,

Here is a list of the reoccurring conference calls that I set up with the Vic and VCO call lines so that you can add them to your calendars to prevent any overlap.

I will coordinate with you guys when I get asked to set up a conference call.



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 13, 2019 10:38 AM
To: Brown, Dawn A PREM:EX
Subject: Re: Binder delivery

Anytime before 4pm
Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: "Brown, Dawn A PREM:EX" <Dawn.A.Brown@gov.bc.ca>
Date: 2019-06-13 9:15 AM (GMT-08:00)
To: "Hagglund, Jarrett PREM:EX" <Jarrett.Hagglund@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Wensink, Alison PREM:EX" <Alison.Wensink@gov.bc.ca>, "Shortt, Amanda PREM:EX" <Amanda.Shortt@gov.bc.ca>
Subject: Binder delivery

Good morning folks,

Looking for the magic hour again for Friday please.

Thank you,

Dawn-Alena Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 778.974.5082 / Cell: 778.584.0197

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 13, 2019 10:07 AM
To: Hagglund, Jarrett PREM:EX
Subject: Re: June 19th call w/Premier Silver

I think thats fine. Thanks Jarrett!

Sent from my Samsung Galaxy smartphone.

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

From: "Hagglund, Jarrett PREM:EX" <Jarrett.Hagglund@gov.bc.ca>
Date: 2019-06-13 9:59 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: June 19th call w/Premier Silver

Hey Debbie,

Wanted to flag that I had to book a call during the senior staff meeting that we will need Geoff to be a part of. Please let me know if there are any big concerns with this.

Thanks so much,

Jarrett

Jarrett Hagglund | Executive Coordinator to the Premier
Office of the Premier
Office: 236-478-1561 | Cell: 604-817-1458
Jarrett.Hagglund@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 13, 2019 9:55 AM
To: Dunnett, Jennifer PREM:EX
Subject: Re: Follow Up in Victoria

Thankyou!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-13 9:52 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Follow Up in Victoria

Sounds great, thanks!

From: Wade, Debbie PREM:EX
Sent: June 13, 2019 9:51 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Follow Up in Victoria

Sure, but if shes but available at the time you offer we can just go ahead with Bob.

Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-13 9:46 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Follow Up in Victoria

No problem! He mentioned Bobbi as well, should I add her to the invite?
Jenn

From: Wade, Debbie PREM:EX
Sent: June 13, 2019 9:17 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Fwd: Follow Up in Victoria

Good morning Jenn

Can you please reach out to Bob and schedule 30 minutes with Geoff and Amber and bob klager on monday afternoon. I know their schedules are crazy but hoping we can fit it in.

Thanks!!!

Sent from my Samsung Galaxy smartphone.

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

From: Robert.Klager@shell.com

Date: 2019-06-13 1:46 AM (GMT-08:00)

To: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>

Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>

Subject: RE: Follow Up in Victoria

Thanks, Geoff.

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

From: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>

Sent: Thursday, June 13, 2019 1:48 AM

To: Klager, Robert SCAN-GRA <Robert.Klager@shell.com>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: Re: Follow Up in Victoria

Thanks Robert, I've copied to Debbie to book. I'd like my deputy, Amber Hockin, to attend if her schedule allows.

Geoff

Sent from my iPhone

On Jun 13, 2019, at 9:39 AM, "Robert.Klager@shell.com<<mailto:Robert.Klager@shell.com>>" <Robert.Klager@shell.com<<mailto:Robert.Klager@shell.com>>> wrote:

Good morning, Geoff.

It was good to see you this week. We really appreciated the time the Premier took to spend with us.

As discussed, I'm looking to be in Victoria early next week, likely arriving late in the day Monday the 17th and around Tuesday before heading to Vancouver. It would be great to follow up on our discussions in The Hague – and to start exploring coordination around a pathway going forward.

I will also be trying to connect with Bobbi, so if you think it makes sense to meet all at once, I'm entirely flexible to what would be convenient for you.

Safe travels home.

Best,

Bob

Robert Klager

Head, Government Relations

Shell Canada Limited

400 4th Avenue S.W. PO Box 100 Stn. M Calgary, Alberta, Canada T2P 2H5

Office: +1 403 691 2597 | Mobile: +1 587 893 6739

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 4:10 PM
To: Dunnett, Jennifer PREM:EX
Subject: FW: request for meetings

Hi Jenn;

Do you mind following up on this tomorrow for me?

As per email below, Amber asked me to schedule the 3 meetings listed in her email. Meetings #1 and 2 have been confirmed, but I haven't heard back from # 3 Liuna Local 1611.. I phoned them on Monday, and the guy said he would have Nav's assistant call me back to schedule a meeting with Amber Hockin, Sarah Zaharia and Nav Mahotra, Business Manager Liuna Local 1611. I am thinking of offering them a time on Thursday June 27th – at their office in Vancouver, not sure of address. If you wouldn't mind touching base and offering that date, I'd appreciate it.

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 5, 2019 9:56 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: request for meetings

Hi Chantille: We wanted to set up a few meetings with Sarah Zaharia and myself with some of the key building trades on CBAs and the Community Benefit Office. Could I please give you a list of folks to contact? I have some time on the 13th, 14th and 17th and possibly the 21st as I will stay in Vancouver following cabinet retreat.

1. Brian Cochrane, 604 240 0827 office 604 291 8831 – would also like a meeting with their dispatcher to discuss how their system works
2. Jim Lofty, Business Manager Ibew 213, 6045716500 - would also request that a meeting with Mandeep Saggu be included to discuss/ ask questions about their dispatch system
3. Liuna Local 1611 604 541 1611 , Nav Mahotra, Businesss Manager and or Mark Olsen, President.

A separate coffee meeting with Clyde Scollon – not with Sarah as well please. His number is 604 524 4911 or 604 802 0856 and email is Clydes@clra-bc.com
Thanks, Amber

Amber Hockin, Deputy Chief of Staff
Office of the Premier
Cell: 778-584-0867
Email: amber.hockin@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 4:04 PM
To: Parte, Maura PSA:EX
Subject: RE: Jennifer Dunnett - Pay grid

Thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Parte, Maura PSA:EX
Sent: Wednesday, June 12, 2019 3:58 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Jennifer Dunnett - Pay grid

Clerk 14 Step 1

Maura Parte
BC Public Service Agency
s.17

On Jun 12, 2019, at 3:02 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Maura;

Could you please advise which step Jennifer is at in her AA position.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

Subject: Performance Review
Location: Ambers Office

Start: Thu 2019-07-11 11:30 AM
End: Thu 2019-07-11 12:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Maartman, William PSSG:EX

June 12th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 3:26 PM
To: Wade, Debbie PREM:EX
Subject: FW: For Review/Approval - Harbour Air Letter and Belleville Terminal Funding Letter
Attachments: Wright - Harbour Air Electrifying Aircrafts.docx; ePlane Letter to the Premier.pdf; FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

To follow up

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 12:10 PM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: For Review/Approval - Harbour Air Letter and Belleville Terminal Funding Letter

Hi Geoff;

Please see draft responses to Harbour Air for your approval. Please advise if you have any changes.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wolansky, Allegra PREM:EX
Sent: Wednesday, June 12, 2019 11:51 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: For Review/Approval - Harbour Air Letter and Belleville Terminal Funding Letter

Hi Debbie,

As per the email chain below and Geoff's recommendation, our office has drafted a response to Harbour Air (attached). Jen has asked that we run this draft by Geoff for review and approval. Would you be able to pass it along and check if there are any additions or changes that need to be made? I have not yet given a heads up to Don Wright's office about this incoming/request.

Thanks!

Allegra Wolansky

Correspondence Officer | Office of the Premier
(778) 698-5465 | Allegra.Wolansky@gov.bc.ca

From: Holmwood, Jen PREM:EX
Sent: June 11, 2019 10:54 AM
To: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>
Subject: Fwd: For input - Letter from Harbour Air President

Jen Holmwood
Deputy Communications Director
Office of the Premier | Government of BC
250-818-4881

Begin forwarded message:

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: June 11, 2019 at 10:42:09 AM PDT
To: "Holmwood, Jen PREM:EX" <Jen.Holmwood@gov.bc.ca>
Subject: Re: For input - Letter from Harbour Air President

Thanks Jen - i suggest you write a letter of congratulations and thanks and refer the issue to Don Wright so a cross-ministry response is possible- can see roles for MGH, MCJ, Minister Mungall (hydro) - they should all be copied.

Geoff

Sent from my iPhone

On Jun 11, 2019, at 6:36 PM, Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca> wrote:

Hi Geoff,
Flagging this letter for you as PJH may want to see. I will send to finance for response, however, unless you have other thoughts.

Cheers,
Jen

From: Wolansky, Allegra PREM:EX
Sent: Tuesday, June 11, 2019 9:23 AM
To: Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>; Howlett, Tim GCPE:EX <Tim.Howlett@gov.bc.ca>
Subject: For input - Letter from Harbour Air President

Good Morning Jen and Tim,

We received the attached letter from the president of Harbour Air and just wanted to check if you'd like the response to come from Finance or from the Premier? If Finance responds, we could still ensure that an acknowledgement goes out from the PO as well. Please let me know what the preference is!

Thanks,

Allegra Wolansky

Correspondence Officer | Office of the Premier
(778) 698-5465 | Allegra.Wolansky@gov.bc.ca

From: Randy Wright <rwright@harbourair.com>

Sent: June 7, 2019 1:53 PM

To: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>

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

Subject: ePlane

Hi John,

Hop you are well. Please see attachment.

Thanks,

Randy

RANDY WRIGHT

PRESIDENT

HARBOUR AIR GROUP

950 Wharf Street, Victoria, BC V8W 1T3

(T) 250.414.4225 (F) 250.361.9954

(E) rwright@harbourair.com (W) www.harbourairgroup.com

<ePlane Letter to the Premier.pdf>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 3:25 PM
To: PREM CAL PREM:EX
Subject: Accepted: Cabinet Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 3:25 PM
To: PREM CAL PREM:EX
Subject: Accepted: Cabinet Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 3:25 PM
To: 'Elisha McCallum'
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: Meeting with Finning

Ok thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Elisha McCallum <Elisha.McCallum@finning.com>
Sent: Wednesday, June 12, 2019 3:21 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with Finning

Hi Debbie-
Standby, I am checking with my CEO's admin.

Elisha McCallum
Director of Global Communications
Mobile: (778) 668-0185
Elisha.McCallum@finning.com

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Wednesday, June 12, 2019 2:30 PM
To: Elisha McCallum <Elisha.McCallum@finning.com>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: [EXTERNAL] RE: Meeting with Finning

Good afternoon Elisha;

As you know we have a meeting with Geoff Meggs and Finning on Monday June 16th, unfortunately, we are needing to change the time of this meeting, as he needs to staff the Premier at another event. Geoff can be available at 5pm (instead of 3:15pm) on that day, Can you please advise if this works for the finning folks.

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Elisha McCallum <Elisha.McCallum@finning.com>
Sent: Friday, March 22, 2019 12:20 PM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Meeting with Finning

Geoff Meggs
Chief of Staff, Office of the Premier

Dear Mr. Meggs,

I am writing to request a meeting between senior Finning representatives and yourself.

Finning is the world's largest Caterpillar dealer delivering unrivalled service for 85 years. We sell, rent and provide parts and service for equipment and engines to customers in various industries, including mining, construction, petroleum, forestry and a wide range of power systems applications. Our head office is located in Vancouver, on Great Northern Way and we have branch operations and service technicians located across the province.

Finning is leveraging digital technology to connect machines, people and sites, transact business and provide new solutions to transform our customers' performance. Finning actively promotes equipment and job site solutions that help our customers achieve efficiencies and reduce their environmental footprint and supports innovation in renewable energy projects.

We think this meeting would be a great opportunity for you to learn more about our company and the impact it is having throughout B.C. We would also welcome you and Premier Horgan for a tour of our operations at any time.

I can be contacted by phone at (778) 668-0185 or Elisha.McCallum@finning.com to book a mutually convenient time for a meeting.

Thank you again for your consideration of our request.

Regards,

Elisha McCallum
Director of Global Communications
Finning International Inc.
Suite 300-565 Great Northern Way, Vancouver BC, V5T 0H8
Mobile: (778) 668-0185
Elisha.McCallum@finning.com

We believe in partnering and innovating to build and power a better world.

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing, disclosing, or using any information contained herein. Please inform us of the erroneous delivery by return e-mail. Thank you for your cooperation.

Ce courriel et toute pièce jointe peuvent contenir des renseignements confidentiels, privilégiés ou légaux. Si cet envoi ne s'adresse pas à vous ou si vous l'avez reçu par erreur, vous devez le supprimer. Il est interdit de conserver, distribuer, communiquer ou utiliser les renseignements qu'il contient. Nous vous prions de nous signaler toute erreur par courriel. Merci de votre collaboration.

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing, disclosing, or using any information contained herein. Please inform us of the erroneous delivery by return e-mail. Thank you for your cooperation.

Ce courriel et toute pièce jointe peuvent contenir des renseignements confidentiels, privilégiés ou légaux. Si cet envoi ne s'adresse pas à vous ou si vous l'avez reçu par erreur, vous devez le supprimer. Il est interdit de conserver, distribuer, communiquer ou utiliser les renseignements qu'il contient. Nous vous prions de nous signaler toute erreur par courriel. Merci de votre collaboration.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 3:20 PM
To: Loubert, Danny PREM:EX
Cc: Dixon, Olivia PREM:EX; Dunnett, Jennifer PREM:EX; Parte, Maura PSA:EX
Subject: Material for Interviews tomorrow
Attachments: DRAFT Questions May 2019 EA MA.docx; DRAFT Questions May 2019 SENIOR MA.docx; s.22 _Resume_NDP.doc; s.22 Resume.pdf

Hi Danny;

Could I please ask you or Olivia to print off 2 sets of Questions for Amber's Interviews tomorrow, Thursday June 13th. These interviews will be done via phone call. I have attached both Resumes for printing as well.

1:30pm s.22

3:00pm s.22

Thanks so much!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 3:07 PM
To: Snoddon, Michael AEST:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: Self Assessment- Michael Snoddon

Wonderful thanks so much Michael!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Snoddon, Michael AEST:EX
Sent: Wednesday, June 12, 2019 1:14 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Self Assessment- Michael Snoddon

Hi Debbie and Jennifer

Attached is my self assessment for my Senior Ministerial Assistant Performance/ Probationary review. Minister Mark is currently completing her Minister Input Guide with a target date of June 15. She will either send directly to you, or provide it to me to scan and send to you at that time.

Thank you,

Michael

Michael Snoddon
Senior Ministerial Assistant to Hon. Melanie Mark
Ministry of Advanced Education, Skills and Training
cell: 250-818-1035 | email: Michael.Snoddon@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 3:04 PM
To: Aaron, Sage PREM:EX
Subject: RE: s.22

s.22

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Aaron, Sage PREM:EX
Sent: Wednesday, June 12, 2019 3:04 PM
Subject: s.22

s.22

!

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 2:58 PM
To: PREM CAL PREM:EX
Subject: Declined: Meeting: Michael Audial, Director, Grizzly Bear Foundation

Amber has another meeting during this time
thanks

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 2:57 PM
To: PREM CAL PREM:EX
Subject: Declined: Meeting: Microsoft President, Brad Smith

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 2:56 PM
To: PREM CAL PREM:EX
Subject: Accepted: Meeting: Michael Audain, Director, Grizzly Bear Foundation

Wade, Debbie PREM:EX

Subject: Minister Bains RE: Spring 2020
Location: Conference call line Tel: s.15; s.17 // Participant code:s.15; s.17 /Moderator
code: s.15; s.17 Amber Hockin

Start: Mon 2019-06-17 1:00 PM
End: Mon 2019-06-17 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: Cooling, Karen LBR:EX; Hockin, Amber PREM:EX

Requested by Karen Cooling – June 12th DW

s.15 concall line Tel:s.15; s.17

Participant code: s.15; s.17

Moderator code: Amber Hockin

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 2:48 PM
To: Cooling, Karen LBR:EX
Cc: Garnier, Jack LBR:EX; Hontiveros, Jenelyn LBR:EX
Subject: RE: conference call

Hi Karen;

The only time Geoff and Amber have available is Monday June 17th @ 1pm, hoping that works for MHB schedule.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Cooling, Karen LBR:EX
Sent: Wednesday, June 12, 2019 2:00 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: conference call

Hi Debbie:

Can you please set up a conference call between MHB, Geoff, Amber and me? 30 minutes will suffice.

Topic: Spring 2020

Available times for MHB and me are: anytime Monday 17th, 20th afternoon, 26th afternoon or 27th morning.

Thanks!

Karen

Karen Cooling (she/hers)
Senior Ministerial Assistant
Honourable Harry Bains
Minister of Labour

Legislative Buildings | Victoria | British Columbia | V8V 1X4
Phone: 778-974-6025 | Email: karen.cooling@gov.bc.ca

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

Wade, Debbie PREM:EX

Subject: Canceled: OOP Training - Matt Reed CITZ
Location: Rose Room

Start: Mon 2019-06-17 12:30 PM
End: Mon 2019-06-17 1:30 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: Hockin, Amber PREM:EX; Aaron, Sage PREM:EX; Reed, Matt CITZ:EX; Hoskins, Chad CITZ:EX; Pridmore, Kerry CITZ:EX

Importance: High

Confirmed with Rhianna Begley – May 31st DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 2:40 PM
To: Reed, Matt CITZ:EX; Hoskins, Chad CITZ:EX; Pridmore, Kerry CITZ:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: OOP Training - Matt Reed CITZ

Our apologies, however we will need to reschedule this Briefing for sometime in July or August. Please feel free to contact me or Jennifer to find another date.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

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

From: Wade, Debbie PREM:EX **On Behalf Of** Meggs, Geoff PREM:EX
Sent: Friday, May 31, 2019 10:07 AM
To: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX; Aaron, Sage PREM:EX; Reed, Matt CITZ:EX; Hoskins, Chad CITZ:EX; Pridmore, Kerry CITZ:EX
Subject: OOP Training - Matt Reed CITZ
When: Monday, June 17, 2019 12:30 PM-1:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Rose Room

Confirmed with Rhianna Begley – May 31st DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 2:32 PM
To: PREM CAL PREM:EX
Subject: Accepted: Cabinet Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 2:32 PM
To: PREM CAL PREM:EX
Subject: Accepted: Cabinet Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 2:31 PM
To: PREM CAL PREM:EX
Subject: Accepted: Cabinet Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 2:31 PM
To: PREM CAL PREM:EX
Subject: Accepted: Cabinet Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 2:31 PM
To: PREM CAL PREM:EX
Subject: Accepted: P&A Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 2:31 PM
To: PREM CAL PREM:EX
Subject: Accepted: P&A Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 2:18 PM
To: Hockin, Amber PREM:EX
Subject: s.22 Interview Notes
Attachments: Scan_20190612.pdf

As requested
Thanks

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 2:17 PM
To: Flesh, Cindy AEST:EX
Subject: RE: Employee Performance Reviews

Hey sorry I mixed up seamus and Michael!

Yes we will need your Minister's input guide form for Michael, and then Michael's self assessment form filled out please.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Flesh, Cindy AEST:EX
Sent: Tuesday, June 11, 2019 2:18 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Is our office doing one of these for the Sr MA? Thanks

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

*** In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>. ***

***Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies. ***

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 2:47 PM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good afternoon everyone;

Further to my email last week, I would like to clarify that Amber Hockin will only be doing the Performance Reviews for your **Senior MA's**. Although all of you will be filling out your own Self-Assessment, these will be reviewed by your Supervisor in each office. We would like those to be completed and reviewed by your supervisor by the end of July.

We are still waiting on several Minister Input forms (for Senior MA's) and your Senior MA's Self-assessment form. If you could please assist in getting those sent to me (cc Jennifer Dunnett) that would be much appreciated.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review
Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 12:45 PM
To: Hockin, Amber PREM:EX
Subject: RE: Performance Review for Sr. MA in Adv. Ed

Oh yes, sorry of course it's Michael! Ok thanks I'll follow up with him.

Thanks 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 12:43 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Performance Review for Sr. MA in Adv. Ed

I think we need her to do one on Michael, not Seamus, right?

From: Wade, Debbie PREM:EX
Sent: June 12, 2019 12:26 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Performance Review for Sr. MA in Adv. Ed

Hi Amber;

Just double checking if you'd Minister Mark to fill out the Minister input form to do a performance Review on Seamus, and have Seamus fill out the Self assessment form. He started in early April.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 12:38 PM
To: Hembree, Sara PSSG:EX
Subject: RE: Minister's Input form - Will Maartman -Performance Assessment Review

Thank you, and sorry about that 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hembree, Sara PSSG:EX
Sent: Wednesday, June 12, 2019 12:37 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Minister's Input form - Will Maartman -Performance Assessment Review

Thanks Debbie!
I got worried there for a second, I thought I had missed something.

Hope you get a little of this sunshine today!!

Sara

From: Wade, Debbie PREM:EX
Sent: June 12, 2019 12:35 PM
To: Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>
Subject: RE: Minister's Input form - Will Maartman -Performance Assessment Review

Hi sara;

My apologies I have it! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 12:33 PM
To: Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>
Subject: Minister's Input form - Will Maartman -Performance Assessment Review

Good afternoon Sara;

Just following up to see if your Minister has had a chance to complete this form, and if so could you please forward me a copy at your earliest convenience. Will sent me his self assessment form today 😊

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 12:23 PM
To: Wright, Don J. PREM:EX
Subject: Declined: MEETING: Agendas

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 12:21 PM
To: Wolansky, Allegra PREM:EX
Subject: RE: For Review/Approval - Harbour Air Letter and Belleville Terminal Funding Letter

Ok will let you know!
Thanks Allegra

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wolansky, Allegra PREM:EX
Sent: Wednesday, June 12, 2019 12:16 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: For Review/Approval - Harbour Air Letter and Belleville Terminal Funding Letter

Perfect, thanks Debbie! Saw the email you sent to Susan and we have now shared that direction with MOTI. I'll await input on the Harbour Air letter before proceeding further with that one.

Cheers,
Allegra Wolansky
Correspondence Officer | Office of the Premier
(778) 698-5465 | Allegra.Wolansky@gov.bc.ca

From: Wade, Debbie PREM:EX
Sent: June 12, 2019 12:08 PM
To: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>
Subject: RE: For Review/Approval - Harbour Air Letter and Belleville Terminal Funding Letter

Hi Allegra;

I just responded to Susan re: your last question (cc'd you 😊) I will send this over to Geoff and let you know when I hear back from him. He will be travelling back all day tomorrow, so may not hear from him before Friday morning, however I will let you know!

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wolansky, Allegra PREM:EX
Sent: Wednesday, June 12, 2019 11:51 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: For Review/Approval - Harbour Air Letter and Belleville Terminal Funding Letter

Hi Debbie,

As per the email chain below and Geoff's recommendation, our office has drafted a response to Harbour Air (attached). Jen has asked that we run this draft by Geoff for review and approval. Would you be able to pass it along and check if there are any additions or changes that need to be made? I have not yet given a heads up to Don Wright's office about this incoming/request.

Susan has also asked that I send a quick follow up about the letter that MOTI wanted Geoff to review (third attachment) given that the deadline for MOTI to send the letter in time is June 14th.

Thanks!

Allegra Wolansky

Correspondence Officer | Office of the Premier
(778) 698-5465 | Allegra.Wolansky@gov.bc.ca

From: Holmwood, Jen PREM:EX
Sent: June 11, 2019 10:54 AM
To: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>
Subject: Fwd: For input - Letter from Harbour Air President

Jen Holmwood
Deputy Communications Director
Office of the Premier | Government of BC
250-818-4881

Begin forwarded message:

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Date: June 11, 2019 at 10:42:09 AM PDT
To: "Holmwood, Jen PREM:EX" <Jen.Holmwood@gov.bc.ca>
Subject: Re: For input - Letter from Harbour Air President

Thanks Jen - i suggest you write a letter of congratulations and thanks and refer the issue to Don Wright so a cross-ministry response is possible- can see roles for MGH, MCJ, Minister Mungall (hydro) - they should all be copied.

Geoff

Sent from my iPhone

On Jun 11, 2019, at 6:36 PM, Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca> wrote:

Hi Geoff,
Flagging this letter for you as PJH may want to see. I will send to finance for response, however, unless you have other thoughts.

Cheers,
Jen

From: Wolansky, Allegra PREM:EX
Sent: Tuesday, June 11, 2019 9:23 AM
To: Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>; Howlett, Tim GCPE:EX <Tim.Howlett@gov.bc.ca>
Subject: For input - Letter from Harbour Air President

Good Morning Jen and Tim,

We received the attached letter from the president of Harbour Air and just wanted to check if you'd like the response to come from Finance or from the Premier? If Finance responds, we could still ensure that an acknowledgement goes out from the PO as well. Please let me know what the preference is!

Thanks,
Allegra Wolansky
Correspondence Officer | Office of the Premier
(778) 698-5465 | Allegra.Wolansky@gov.bc.ca

From: Randy Wright <rwright@harbourair.com>
Sent: June 7, 2019 1:53 PM
To: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>
Cc: Minister, FIN FIN:EX <FIN.Minister@gov.bc.ca>
Subject: ePlane

Hi John,

Hop you are well. Please see attachment.

Thanks,
Randy

RANDY WRIGHT
PRESIDENT
HARBOUR AIR GROUP
950 Wharf Street, Victoria, BC V8W 1T3
(T) 250.414.4225 (F) 250.361.9954
(E) rwright@harbourair.com (W) www.harbourairgroup.com

<ePlane Letter to the Premier.pdf>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 12:19 PM
To: White, Christine MAH:EX
Subject: RE: Employee Performance Reviews

Yes It looks like Craig met with Amber on April 24th
Thanks Christine!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: White, Christine MAH:EX
Sent: Monday, June 10, 2019 3:57 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Employee Performance Reviews

I think MSR sent Craig's in?

Thanks,

Christine White
Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 778.974.6045



Please consider the environment before printing this email.

From: Wade, Debbie PREM:EX
Sent: Monday, June 10, 2019 2:47 PM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good afternoon everyone;

Further to my email last week, I would like to clarify that Amber Hockin will only be doing the Performance Reviews for your **Senior MA's**. Although all of you will be filling out your own Self-Assessment, these will be reviewed by your Supervisor in each office. We would like those to be completed and reviewed by your supervisor by the end of July.

We are still waiting on several Minister Input forms (for Senior MA's) and your Senior MA's Self-assessment form. If you could please assist in getting those sent to me (cc Jennifer Dunnett) that would be much appreciated.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review
Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 12:17 PM
To: PREM CAL PREM:EX
Subject: Declined: Michael Audain / Bear Viewing

Amber will not be available as she is meeting with IBEU union during this time
Thanks!

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 12:15 PM
To: PREM CAL PREM:EX
Subject: Declined: Microsoft Meeting

Amber will not be available as she will be meeting with Unions during this time
Thanks!

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 12:14 PM
To: Wright, Don J. PREM:EX
Subject: Declined: 11:15AM MEETING: Don Wright, Geoff Meggs, Amber Hockin, and Christine Kennedy - weekly meeting

I believe Geoff will be in Penticton during this time as well – Caucus meeting
Thanks!
debb

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 12:13 PM
To: Wright, Don J. PREM:EX
Subject: Declined: 11:15AM MEETING: Don Wright, Geoff Meggs, Amber Hockin, and Christine Kennedy - weekly meeting

Amber is on a flight to Penticton during this time.

thx

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 11:59 AM
To: Farmer, Susan PREM:EX
Cc: Wolansky, Allegra PREM:EX
Subject: FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Hi Susan;

Sorry for the delay in getting back to you on this one. Please see Geoff's / Bobbi's direction below.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Saturday, June 8, 2019 3:35 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Debbie, see below - perhaps get it signed by Grant Main, thanks - cc the ministers

G

Sent from my iPhone

Begin forwarded message:

From: "Plecas, Bobbi IGRS:EX" <Bobbi.Plecas@gov.bc.ca>
Date: June 8, 2019 at 9:13:01 AM GMT+1
To: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Subject: Re: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

I have no concerns about the content.

s.13; s.16

Bobbi

On Jun 8, 2019, at 8:33 AM, Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca> wrote:

Looks good to me - any concerns?

Sent from my iPhone

Begin forwarded message:

From: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Date: June 7, 2019 at 9:05:09 PM GMT+1
To: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>
Subject: FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)

Hi Geoff;

We are looking for your feedback and or approval on the attached letter that will be signed by several Ministers. At your convenience, please advise if this needs editing or is good to go out.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Farmer, Susan PREM:EX
Sent: Friday, June 7, 2019 12:56 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>
Subject: FW: 286186 - Belleville Terminal Funding Request (Champagne/Joly)
Importance: High

Hi Debbie – I msg'd Jen about this & she said that she'd like Geoff to review the attached response as she hadn't been in the loop on this one.

If you could let me and/or Allegra know when it's good (or needs edits), that'd be great.

Thanks!

From: Leverman, Charly TRAN:EX
Sent: June 7, 2019 11:48 AM
To: Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Cc: Watson, Amanda PREM:EX <Amanda.Watson@gov.bc.ca>; Shepard, Aaron TRAN:EX <Aaron.Shepard@gov.bc.ca>; Plamondon, Lea TRAN:EX <Lea.Plamondon@gov.bc.ca>; Sanderson, Melanie TRAN:EX <Melanie.Sanderson@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>

Subject: FW: 286186 - Belleville Terminal Funding Request
(Champagne/Joly)
Importance: High

Good morning,

As below we are looking for feedback and approval on the attached letter to make sure that it doesn't create any problems within the federal negotiations.

Many thanks,

<image001.png>

Charly Leverman
Administrative Assistant to the
Honourable Claire Trevena
Minister of Transportation and Infrastructure
Main: 250 387 1978
Email: Charly.Leverman@gov.bc.ca

**I acknowledge and respect that I live, learn, and work on the traditional territories of the Lkwungen Peoples on whose traditional territories the Lkwungen (Songhees), Wyomilth (Esquimalt), and W̱SÁNEĆ (Saanich) peoples have a continuous relationship with.*

***Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies*

From: Plamondon, Lea TRAN:EX
Sent: June 6, 2019 4:05 PM
To: Leverman, Charly TRAN:EX <Charly.Leverman@gov.bc.ca>; Beale, William TRAN:EX <William.Beale@gov.bc.ca>; Machell, Aileen TRAN:EX <Aileen.Machell@gov.bc.ca>; Sanderson, Melanie TRAN:EX <Melanie.Sanderson@gov.bc.ca>; Stone, Lynne TRAN:EX <Lynne.Stone@gov.bc.ca>
Cc: Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>
Subject: 286186 - Belleville Terminal Funding Request
(Champagne/Joly)
Importance: High

Good afternoon:

Following the multi-Ministers' meeting on May 27th, the attached letter was drafted for their signatures.

Please see comments below from Kevin Volk's department.

As discussed, once this gets to our MO, IGRS has requested they seek feedback from the PO to ensure this letter doesn't create any conflicts with larger federal negotiations.

Upon approval from PO, our DM can send an email to his colleagues, sharing a copy of the letter, and letting them know that our MO staff will be circulating it for signature to the other MOs.

Deadline is June 14 to send the letter so it has arrived with the federal ministers in time for MLB to meet with Minister Joly on June 17.

Hope this all makes sense. Let me know if you have any questions.

Thank you

Lea

<286397 - Belleville Funding Request - Champagne and Joly.pdf>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 11:49 AM
To: Meggs, Geoff PREM:EX
Subject: RE: Billing folio s.15 London

Thanks Geoff;

We will make sure this is reimbursed on your next TV

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Monday, June 10, 2019 11:11 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Billing folio s.15 London

s.22 I have to claim this

Geoff

Sent from my iPad

Begin forwarded message:

From: s.15
Date: June 11, 2019 at 6:04:02 AM GMT+1
To: <geoff.meggs@gov.bc.ca>
Subject: Billing folio s.15 London

Dear Mr Meggs,

Thank you for staying at s.15 . It was a real pleasure to have you as our guest.

As requested, attached is a copy of your folio. Should you have any questions or concerns, please do not hesitate to contact us.

We hope to have the opportunity to welcome you back to s.15 very soon.

Best Regards,

s.15

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 11:44 AM
To: PREM CAL PREM:EX
Subject: Accepted: HOLD: COF Briefing

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 11:44 AM
To: PREM CAL PREM:EX
Subject: Accepted: HOLD: COF Briefing

Wade, Debbie PREM:EX

Subject: s.22
Location: Premiers Office - West Annex

Start: Fri 2019-06-14 1:00 PM
End: Fri 2019-06-14 1:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Wade, Debbie PREM:EX
Required Attendees: s.22 Nash, Amber PREM:EX

Confirmed June 12th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 11:17 AM
To: Nash, Amber PREM:EX
Subject: RE: Interview Friday June 14th

Awesome thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Nash, Amber PREM:EX
Sent: Wednesday, June 12, 2019 10:53 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Interview Friday June 14th

Yes and I would love to!

Amber

On Jun 12, 2019, at 9:49 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hey are you in the office this Friday? If so, would you be available to do an interview with me @ 1pm?
Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 11:17 AM
To: Loubert, Leslie M PREM:EX; Geary, Vanessa PREM:EX; Loubert, Danny PREM:EX
Cc: Parte, Maura PSA:EX
Subject: RE: Supervisor Essentials Course

Thank you for catching that! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Loubert, Leslie M PREM:EX
Sent: Wednesday, June 12, 2019 11:16 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Supervisor Essentials Course

Absolutely. Will forward to Danny if I notice he is not copied. 😊

From: Geary, Vanessa PREM:EX
Sent: June 12, 2019 10:01 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Loubert, Leslie M PREM:EX <Leslie.M.Loubert@gov.bc.ca>
Subject: FW: Supervisor Essentials Course

Forwarding to the "other" Loubert who I believe was intended to be on the string ... Leslie, if you get emails from MAs on this, would you please forward to Danny.

Thank you!

Vanessa

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 9:40 AM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>; LP PREM Directors <PREMDIR@Victoria1.gov.bc.ca>
Cc: Loubert, Leslie M PREM:EX <Leslie.M.Loubert@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Supervisor Essentials Course

To: Senior Ministerial Assistants

I'm very excited to let you know we have arranged a *Supervisor Essentials* training course as part of your ongoing leadership development.

Supervisor Essentials is a 2-day intensive course offered to managers and supervisors in the BC Public Service. The course will be tailored to our employees and give you additional tools to support your leadership and supervisory role. Because you will all take it together we hope it will help foster collaboration and new ideas in a peer to peer environment.

In order for this to be successful we need to arrange dates when we can ensure maximum participation so we are asking you to arrange your schedule accordingly and have others in your office assist if possible.

Please confirm your attendance, or advise Danny Loubert if you are unable to attend either of the following sessions by this Friday June 14th. We are planning to schedule one two-day session with everyone so please try to make yourself available during both time slots. We will select a time slot when most of the group can attend.

Wednesday, August 28 and Thursday, August 29 – ALL DAY

Wednesday, September 4 and Thursday, September 5 – ALL DAY

Thanks very much,
Amber

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 9:52 AM
To: Wright, Don J. PREM:EX
Subject: Declined: MEETING: Agendas

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 9:48 AM
To: Maartman, William PSSG:EX
Subject: RE: Self-Assessment

Great thanks Will;

I will get back to you with a time asap. Her calendar is fairly crazy over the next 2 weeks.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Maartman, William PSSG:EX
Sent: Tuesday, June 11, 2019 1:52 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Self-Assessment

Hi Debbie,

Please see attached for my employee self-assessment evaluation.

The next step is setting up a meeting with Amber? I am available most days over the next couple weeks.

Please let me know if you need any additional information. Thanks,

W

Will Maartman
Sr. Ministerial Assistant | Assistant to the House Leader
Ministry of Public Safety and Solicitor General
778-679-4952

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 9:46 AM
To: Dunnett, Jennifer PREM:EX
Subject: RE: Continuity of Government Steering Committee Mtg

Thank you!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Dunnett, Jennifer PREM:EX
Sent: Tuesday, June 11, 2019 2:18 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Continuity of Government Steering Committee Mtg

I printed 😊

From: Hockin, Amber PREM:EX
Sent: June 10, 2019 9:54 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Fwd: Continuity of Government Steering Committee Mtg

I should review these. Could you please set up on a binder/print off file? Thanks.

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

Begin forwarded message:

From: "Exelby, Deborah EMBC:EX" <Deborah.Exelby@gov.bc.ca>
Date: June 10, 2019 at 3:47:53 PM PDT
To: "Canitz, Shelley L PREM:EX" <Shelley.Canitz@gov.bc.ca>, "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>, "Lennox, Brenda PREM:EX" <Brenda.Lennox@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Rothe, Karen J EMBC:EX" <Karen.Rothe@gov.bc.ca>
Cc: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Subject: Continuity of Government Steering Committee Mtg

Good Afternoon,
The final **Steering** Committee meeting is scheduled for Thursday June 13 @ 1400 hrs .
Meeting materials are linked here for your convenience. I will bring hard copies to the meeting.

Agenda

<https://sp.embc.gov.bc.ca/DMSOP/COGPO/Meeting%20Documents/Steering%20Committee%20Agendas/19.06.13%20COGP-EB%20SC%20Agenda.docx?Web=1>

Revised Catastrophic Response Actions (CRAs)

<https://sp.embc.gov.bc.ca/DMSOP/COGPO/Shared%20Documents/Key%20Documents/CRAs/Executive%20Branch%20CRA%205June2019%20FINAL.docx?Web=1>

CoG Decision Matrix

<https://sp.embc.gov.bc.ca/DMSOP/COGPO/Shared%20Documents/CoGP%20Decision%20Matrix/CoGP%20Decision%20Matrix%20-%20Final%20-%20June%202019.pdf?Web=1>

Thanks,
Deborah

Deborah Exelby
Triangle Mountain Solutions
3388 Fulton Rd, Victoria, B.C. V9C 3R1
250-217-2534

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 9:44 AM
To: Flesh, Cindy AEST:EX
Subject: RE: Employee Performance Reviews

How long has seamus been there?

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Flesh, Cindy AEST:EX
Sent: Tuesday, June 11, 2019 2:18 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Is our office doing one of these for the Sr MA? Thanks

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

*** In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>. ***

***Please note: This email message, including attachments, is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, distribution, disclosure or reproduction is strictly prohibited. If you have received this email in error, please notify sender by return email and delete all copies. ***

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 2:47 PM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good afternoon everyone;

Further to my email last week, I would like to clarify that Amber Hockin will only be doing the Performance Reviews for your **Senior MA's**. Although all of you will be filling out your own Self-Assessment, these will be reviewed by your Supervisor in each office. We would like those to be completed and reviewed by your supervisor by the end of July.

We are still waiting on several Minister Input forms (for Senior MA's) and your Senior MA's Self-assessment form. If you could please assist in getting those sent to me (cc Jennifer Dunnett) that would be much appreciated.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:19 AM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review
Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM

To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>

Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,

Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | V8W 9V1

Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 9:42 AM
To: 'Glynis Jones'
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: Request to meet with Amber Hockin

Hi Glynis;

Jennifer just advised me that the two of you have already discussed and confirmed details.

Thank you!!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 9:29 AM
To: 'Glynis Jones' <Gjones@ibew213.org>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Request to meet with Amber Hockin

Hi Glynis;

Thanks for getting back to me. We are hoping that Thursday June 20th @ 4:15-5:00pm could work for Jim. Please let me know if this works for his calendar, and if you don't mind confirming your office location.

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Glynis Jones <Gjones@ibew213.org>
Sent: Tuesday, June 11, 2019 12:44 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Request to meet with Amber Hockin

Hi Debbie,

Is there a particular day you're looking at??

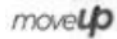
Regards,

Glynis Jones

Glynis Jones,
Assistant to the Business Manager

Local 213, IBEW

1424 Broadway Street,
Port Coquitlam, BC V3C 5W2
Direct Telephone: (604) 571-6518
Toll Free: 1-800-368-0277
Facsimile: (604) 554-0051
Web: www.ibew213.org



Confidentiality Notice:

This email message and any accompanying data are confidential and intended only for the named recipient(s). If you are not the intended recipient(s), you are hereby notified the dissemination, distribution and or copying of this message is strictly prohibited. If you receive this message in error, or are not the named recipient(s), please notify the sender at the email address above, delete this email from your computer, and destroy any copies in any form immediately.

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Monday, June 10, 2019 12:30 PM
To: Glynis Jones <Gjones@ibew213.org>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Request to meet with Amber Hockin

Good afternoon Glynis;

I have been asked to schedule a meeting with Jim Lofty and Amber Hockin, Deputy Chief of Staff to the Premier. Amber would like to introduce Sarah Zaharia, Executive Director, Community Benefits Office to Jim and discuss CBA's and the Community Benefit Office. Amber and Sarah would come to Jim's office for this meeting. Can you please advise if he would be available at 4:15-5:00pm that day?

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 9:36 AM
To: Hockin, Amber PREM:EX
Subject: FW: DRAFT Note Supervisor Essentials

For Debbie to send out

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 9:35 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: DRAFT Note Supervisor Essentials

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Parte, Maura PSA:EX
Sent: Wednesday, June 12, 2019 9:28 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: DRAFT Note Supervisor Essentials

Yes, I think so.

Maura Parte
BC Public Service Agency
s.17

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 9:04 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: DRAFT Note Supervisor Essentials

This is good to go, thanks Maura with one amendment. Could we change the sentence to ask that Senior MAs confirm their availability or advise if they are not able to arrange their schedules to attend? I think we can follow up with anyone that indicates that they cannot attend with a phone call -if Danny can keep a list of those confirmed and declined. Vanessa could I ask that you work with Danny on this? Debbie could you please amend and send out? Thanks. Amber

Sent from my iPad

On Jun 11, 2019, at 3:47 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Amber, below is a draft note re: Supervisor Essentials course. Do you want to add something about strongly encouraging attendance?

I think we should try to confirm this with the bigger Senior MA group first and then see if we can add PO directors who may be interested, especially those with direct reports.

To: Senior Ministerial Assistants

I'm very excited to let you know we have arranged a *Supervisor Essentials* training course as part of your ongoing leadership development.

Supervisor Essentials is a 2-day intensive course offered to managers and supervisors in the BC Public Service. The course will be tailored to our employees and give you additional tools to support your leadership and supervisory role. Because you will all take it together we hope it will help foster collaboration and new ideas in a peer to peer environment.

In order for this to be successful we need to arrange dates when we can ensure maximum participation so we are asking you to arrange your schedule accordingly and have others in your office assist if possible.

Please confirm your attendance, or advise Danny Loubert if you are unable to attend either of the following sessions by this Friday June 14th We are planning to schedule one two-day session with everyone so please try to make yourself available during both time slots. We will select a time slot when most of the group can attend.

Wednesday, August 28 and Thursday, August 29 – ALL DAY
Wednesday, September 4 and Thursday, September 5 – ALL DAY

Thanks very much,
Amber

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 12, 2019 9:30 AM
To: Parte, Maura PSA:EX; Hockin, Amber PREM:EX
Subject: RE: DRAFT Note Supervisor Essentials

Thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Parte, Maura PSA:EX
Sent: Wednesday, June 12, 2019 9:28 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: DRAFT Note Supervisor Essentials

Yes, I think so.

Maura Parte
BC Public Service Agency
s.17

On Jun 12, 2019, at 9:16 AM, Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca> wrote:

Maura should we include directors in PO as well?

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

On Jun 12, 2019, at 9:10 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

I sure can! Just to confirm, this will go out to only the Senior MA's for now?

Debb

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 9:04 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: DRAFT Note Supervisor Essentials

This is good to go, thanks Maura with one amendment. Could we change the sentence to ask that Senior MAs confirm their availability or advise if they are not able to arrange their schedules to attend? I think we can follow up with anyone that indicates that they cannot attend with a phone call -if Danny can keep a list of those confirmed and declined. Vanessa could I ask that you work with Danny on this? Debbie could you please amend and send out? Thanks. Amber

Sent from my iPad

On Jun 11, 2019, at 3:47 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Amber, below is a draft note re: Supervisor Essentials course. Do you want to add something about strongly encouraging attendance?

I think we should try to confirm this with the bigger Senior MA group first and then see if we can add PO directors who may be interested, especially those with direct reports.

To: Senior Ministerial Assistants

I'm very excited to let you know we have arranged a *Supervisor Essentials* training course as part of your ongoing leadership development.

Supervisor Essentials is a 2-day intensive course offered to managers and supervisors in the BC Public Service. The course will be tailored to our employees and give you additional tools to support your leadership and supervisory role. Because you will all take it together we hope it will help foster collaboration and new ideas in a peer to peer environment.

In order for this to be successful we need to arrange dates when we can ensure maximum participation so we are asking you to arrange your schedule accordingly and have others in your office assist if possible.

Please let Danny Loubert know if you are unable to attend either of the following sessions by this Friday, June 14. We are planning to schedule one two-day session with everyone so please try to make yourself available during both time slots. We will select a time slot when most of the group can attend.

Wednesday, August 28 and Thursday, August 29 – ALL DAY
Wednesday, September 4 and Thursday, September 5 – ALL DAY

Thanks very much,

Amber

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 9:13 AM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Briefing Re: ICBC Focus groups & Campaign

Wade, Debbie PREM:EX

Subject: Briefing Re: ICBC Focus groups & Campaign
Location: VCO

Start: Thu 2019-06-20 12:00 PM
End: Thu 2019-06-20 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: Poorooshasb, Nammi GCPE:EX; Hockin, Amber PREM:EX

Requested by Amber H – June 12th DW

Wade, Debbie PREM:EX

Subject: Briefing Re: ICBC Focus groups & Campaign
Location: VCO

Start: Thu 2019-06-20 12:00 PM
End: Thu 2019-06-20 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: Poorooshab, Nammi GCPE:EX; Meggs, Geoff PREM:EX

Requested by Amber H – June 12th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 11, 2019 8:35 AM
To: s.22
Cc: Dunnett, Jennifer PREM:EX
Subject: Re: Request for Interview with Amber Hockin

Good morning s.22 ;

Absolutely, we can make 3:00pm work on Thursday. Please advise the best number for Amber to call you at.

thanks!

From: s.22
Sent: Tuesday, June 11, 2019 8:07 AM
To: Wade, Debbie PREM:EX
Subject: Re: Request for Interview with Amber Hockin

Hi Debbie,

Thank-you for getting in touch with me, Unfortunately 2:30 might be fairly close to another appointment I have on Thursday. Would you be able to accommodate a 3:00 PM phone call instead?

Please let me know if that will work,

s.22

On Mon, Jun 10, 2019 at 11:53 AM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good morning s.22 ;

I have been asked to schedule an interview with you and Amber Hockin, Deputy Chief of Staff to the Premier of BC. Can you please advise if you are available on **Thursday June 13th @ 2:30pm** for a phone call interview.

I have attached 3 political job profiles for your information.

I look forward to hearing back from you, at your earliest convenience.

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

--
s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 25, 2019 5:40 PM
To: Dunnett, Jennifer PREM:EX
Subject: Re: Allergies

Thankyou!!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-25 3:00 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: FW: Allergies

In case you need it as well 😊

From: Massy, Michelle E PREM:EX
Sent: June 25, 2019 2:45 PM
To: Bowen, Bev LASS:EX <Bev.Bowen@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Allergies

Hi Bev,

Please see the list of allergies for committee members below:

s.22

Thanks!
Michelle

Michelle Massy

Manager | Cabinet Operations

Room 049 | 617 Government St. | Victoria, BC

778-974-5079 | cell: 250-516-0685

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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 25, 2019 4:36 PM
To: Parte, Maura PSA:EX
Subject: Fwd: Meeting

Hi Maura

I have not responded to Ashley yet. I thought I'd wait until tomorrow and let her know that you will follow up with her. Is that ok with you.

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Drew, Ashley ENV:EX" <Ashley.Drew@gov.bc.ca>
Date: 2019-06-25 4:11 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting

Hi Debbie,

s.22

Thank you,

Ashley Drew

Administrative Assistant to the Honourable George Heyman
Minister of Environment and Climate Change Strategy
Office: 250-387-1187

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 25, 2019 2:53 PM
To: Virk, Rajmeet LASS:EX
Subject: Re: Meeting request for Daryl Plecas

Hi Raj
We are hoping for in person.

Thanks

Sent from my Samsung Galaxy smartphone.

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

From: "Virk, Rajmeet" <Rajmeet.Virk@leg.bc.ca>
Date: 2019-06-25 2:43 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Debbie,

Will this meeting be in person or over the phone?

Best,
Raj

Rajmeet Virk | Government Whip & Deputy Whip's Assistant | New Democrat BC Government Caucus
T: 250-953-4741 | **F:** 250-387-4680
rajmeet.virk@leg.bc.ca | www.bcndpcaucus.ca

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Monday, June 24, 2019 3:25 PM
To: Virk, Rajmeet <Rajmeet.Virk@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Meeting request for Daryl Plecas

Hi Raj;

Geoff has asked me to schedule a meeting with MLA Begg and MLA Daryl Plecas. Can you please advise if MLA Begg is available on Wed. July 3rd @ 4:30-5:00pm.

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff

Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Monday, June 24, 2019 3:22 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Debbie!

July 3rd 4:30-5:00pm will work. The other dates can't work unfortunately.

Thanks,
Heidi

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 24, 2019 3:17 PM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting request for Daryl Plecas

Hi Heidi;

Hope you are doing great! Geoff has asked me to schedule a meeting with Garry Begg, Daryl Plecas and himself for sometime next week. Geoff can be available at the following times;

Tuesday July 2nd @ 5:00pm

Wednesday July 3rd @ 12:00-12:30

Wed. July 3rd @ 4:30-5:00pm

Please advise if any of these times might work for Daryl.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 25, 2019 10:53 AM
To: Shortt, Amanda PREM:EX; Hagglund, Jarrett PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: Re: June 16th and 23rd meetings

Sorry i should double check if this is the AOC cab com meeting or just the agenda meeting.
If its not the cab com meeting then we dont need to go thru them
:) sorry for any confusion

Sent from my Samsung Galaxy smartphone.

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

From: "Shortt, Amanda PREM:EX" <Amanda.Shortt@gov.bc.ca>
Date: 2019-06-25 10:27 AM (GMT-08:00)
To: "Hagglund, Jarrett PREM:EX" <Jarrett.Hagglund@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Jennifer,

Could you let us know if moving agendas works for Geoff's schedule on Monday July23?

-Amanda

From: Hagglund, Jarrett PREM:EX
Sent: June 25, 2019 10:21 AM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Amanda,

s.22 Ya Agendas was the conflict I saw and wasn't sure how easy that is to move.

Jarrett

From: Shortt, Amanda PREM:EX
Sent: June 25, 2019 10:20 AM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Jarrett,

Don will be s.22
reschedule agendas.

. As for July 23, this would work if we can

-Amanda

From: Hagglund, Jarrett PREM:EX

Sent: June 25, 2019 10:08 AM

To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>;
Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: June 16th and 23rd meetings

Hi Allison, Amanda Jen, and Debbie,

I wanted to get in touch and see if it was possible for the Meetings between the Premier, Don W Geoff and Amber to move to the Monday from 9:30am – 11:00am. The Premier is in Vancouver both those Tuesdays so we thought it might be better if it can work out in person the day before.

Let me know if you think its possible.

Thanks so much!

Jarrett

Jarrett Hagglund | Executive Coordinator to the Premier
Office of the Premier
Office: 236-478-1561 | Cell: 604-817-1458
Jarrett.Hagglund@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Tuesday, June 25, 2019 10:44 AM
To: Shortt, Amanda PREM:EX; Hagglund, Jarrett PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: Re: June 16th and 23rd meetings

Hello

To move the agendas meeting we would have to go through Don Wright and cab ops. Either Dawn Brown or Michelle Massey would need to send out email to committee members to reschedule to another time.
Thx.

Sent from my Samsung Galaxy smartphone.

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

From: "Shortt, Amanda PREM:EX" <Amanda.Shortt@gov.bc.ca>
Date: 2019-06-25 10:27 AM (GMT-08:00)
To: "Hagglund, Jarrett PREM:EX" <Jarrett.Hagglund@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Jennifer,

Could you let us know if moving agendas works for Geoff's schedule on Monday July23?

-Amanda

From: Hagglund, Jarrett PREM:EX
Sent: June 25, 2019 10:21 AM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Amanda,

s.22 Ya Agendas was the conflict I saw and wasn't sure how easy that is to move.

Jarrett

From: Shortt, Amanda PREM:EX
Sent: June 25, 2019 10:20 AM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Jarrett,

Don will be s.22
reschedule agendas.

. As for July 23, this would work if we can

-Amanda

From: Hagglund, Jarrett PREM:EX

Sent: June 25, 2019 10:08 AM

To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>;
Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: June 16th and 23rd meetings

Hi Allison, Amanda Jen, and Debbie,

I wanted to get in touch and see if it was possible for the Meetings between the Premier, Don W Geoff and Amber to move to the Monday from 9:30am – 11:00am. The Premier is in Vancouver both those Tuesdays so we thought it might be better if it can work out in person the day before.

Let me know if you think its possible.

Thanks so much!

Jarrett

Jarrett Hagglund | Executive Coordinator to the Premier
Office of the Premier
Office: 236-478-1561 | Cell: 604-817-1458
Jarrett.Hagglund@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 11:31 PM
To: Hockin, Amber PREM:EX; Dunnett, Jennifer PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: Re: Flight and hotel back

Yes we did.
Thanks

Sent from my Samsung Galaxy smartphone.

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

From: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Date: 2019-06-24 9:15 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>, "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Subject: Fwd: Flight and hotel back

Just checking that we managed to cancel the flight thanks.

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

Begin forwarded message:

From: <Amber.Hockin@gov.bc.ca>
Date: June 23, 2019 at 6:00:02 PM PDT
To: <Debbie.Wade@gov.bc.ca>, <Elizabeth.Parkinson@gov.bc.ca>
Subject: Flight and hotel back

Hi. I've managed to arrange to drive back to vancouver on Tuesday night with don Bain rather than fly back early Wednesday morning Could we cancel my flight and I will let the hotel know as well.

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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 6:38 PM
To: Sanford, Donna L GCPE:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: Re: June 25 chiefs of staff: cancelled?

Hi Donna;

Yes this meeting has been cancelled. I can't seem to remove it from calendars, but it is in fact cancelled.

thanks!

From: Sanford, Donna L GCPE:EX
Sent: Monday, June 24, 2019 5:02 PM
To: Wade, Debbie PREM:EX; Dunnett, Jennifer PREM:EX
Subject: June 25 chiefs of staff: cancelled?

Hi Debbie and Jennifer. I understood that the June 25 Chiefs of Staff meeting was cancelled. I received the attached 2 notices today so now I'm not certain. Can you pls confirm? Green Caucus staff believe this is cancelled due to Geoff and Amber's travel. If Geoff and Amber want to proceed via conference call, can you please let me know? Thanks!

Donna Sanford
Executive Director
Confidence and Supply Agreement Secretariat
250-893-4771

Wade, Debbie PREM:EX

Subject: Canceled: Green Caucus Chief of Staff Meeting
Location: Premier's Office - Chief of Staff Office

Start: Tue 2019-06-25 4:00 PM
End: Tue 2019-06-25 4:30 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: Occurs every Tuesday from 4:00 PM to 4:30 PM effective 29/08/2017. (UTC-08:00) Pacific Time (US & Canada)

Organizer: Meggs, Geoff PREM:EX
Required Attendees: Sanford, Donna L GCPE:EX; Hockin, Amber PREM:EX
Optional Attendees: Dewar, Bob PREM:EX

Categories: BC Green Caucus Staff

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Monday, June 24, 2019 6:36 PM
To: Meggs, Geoff PREM:EX
Subject: Declined: Green Caucus Chief of Staff Meeting

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 3:28 PM
To: Scott, Heidi LASS:EX
Subject: RE: Meeting request for Daryl Plecas

Thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Monday, June 24, 2019 3:23 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Will do

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 24, 2019 3:23 PM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Ok awesome, I will check with MLA Beggs office. Can you please hold that time ☺

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Monday, June 24, 2019 3:22 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Debbie!

July 3rd 4:30-5:00pm will work. The other dates can't work unfortunately.

Thanks,
Heidi

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 24, 2019 3:17 PM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting request for Daryl Plecas

Hi Heidi;

Hope you are doing great! Geoff has asked me to schedule a meeting with Garry Begg, Daryl Plecas and himself for sometime next week. Geoff can be available at the following times;

Tuesday July 2nd @ 5:00pm

Wednesday July 3rd @ 12:00-12:30

Wed. July 3rd @ 4:30-5:00pm

Please advise if any of these times might work for Daryl.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 2:59 PM
To: Oldham, Lisa E AGRI:EX
Subject: RE: Employee Performance Reviews

Great thanks Lisa!!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Oldham, Lisa E AGRI:EX
Sent: Monday, June 24, 2019 2:46 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Employee Performance Reviews

Hi Debbie,

Sam said he followed up with MLP and we will have it to you on Wednesday at the latest.

Thank you,
Lisa

From: Wade, Debbie PREM:EX
Sent: June 24, 2019 2:41 PM
To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>
Subject: RE: Employee Performance Reviews

Hi Lisa;

Hope you are doing well. I have received Sam's self assessment form, but am still waiting for the Minister's input Form on him. Do you mind following up on this for me. If it was already sent my apologies.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 5, 2019 11:42 AM

To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>

Subject: RE: Employee Performance Reviews

Thanks Lisa!

Debbie Wade

*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff*

Office of the Premier

778-974-6075

From: Oldham, Lisa E AGRI:EX

Sent: Wednesday, June 5, 2019 11:41 AM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Employee Performance Reviews

Hi Debbie,

s.22

I will make sure he sees this s.22

Thanks,
Lisa

From: Wade, Debbie PREM:EX

Sent: June 5, 2019 11:19 AM

To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>

Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review

Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade

*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 1:09 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX
Sent: May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I use the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Page 391 of 574 to/à Page 392 of 574

Withheld pursuant to/removed as

s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 2:07 PM
To: Mulloy, Eleanor PREM:EX
Subject: RE: Request for Rose room for - IM Training

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Mulloy, Eleanor PREM:EX
Sent: Monday, June 24, 2019 2:05 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Request for Rose room for - IM Training

Done!

From: Wade, Debbie PREM:EX
Sent: June 24, 2019 1:50 PM
To: Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>
Subject: Request for Rose room for - IM Training

Hi Eleanor;

Could we please book the Rose room on July 24th from 1:00-2:00pm for Geoff and Amber.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 2:07 PM
To: Throp, Elizabeth CITZ:EX
Subject: RE: IM training

Hi Elizabeth;

I have booked the rose room and entered into Geoff, Amber and Sage's calendars!

Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Throp, Elizabeth CITZ:EX
Sent: Monday, June 24, 2019 1:50 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: IM training

Hi Debbie - Ok thanks very much! Do you know if the Rose room is available? If so, we would like to use it, is that something that you can arrange? Would you like me to send you the calendar invite as well?

Elizabeth

From: Wade, Debbie PREM:EX
Sent: June 24, 2019 1:47 PM
To: Throp, Elizabeth CITZ:EX <Elizabeth.Throp@gov.bc.ca>
Subject: RE: IM training

Hello Elizabeth;

Thank you for the email. I do not recall seeing a calendar invite. I will add this to Geoff and Amber's calendar, and forward to Sage's assistant.

Thanks! Will this take place in the Rose room?

Debb

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Throp, Elizabeth CITZ:EX
Sent: Monday, June 24, 2019 1:42 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: IM training

Hi Debbie,

I now have the June 17th training session cancelled and rebooked to July 24th from 1:00 – 2:00. Can you confirm if an invite has been sent out to your staff? Did you receive a calendar invite?

Thanks,
Elizabeth

Elizabeth Throp | Training Administrator
Privacy, Compliance and Training Branch (PCT)
Corporate Information & Records Management Office (*CIRMO*) | Ministry of Citizens' Services
2nd floor 617 Government St, Victoria BC V8W 9V1
PO Box 9406 Stn Prov Govt
Ph: (250) 356-6560 | Email: Elizabeth.Throp@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Monday, June 24, 2019 2:06 PM
To: Hockin, Amber PREM:EX
Subject: Accepted: IM training - Geoff, Amber & Sage

Wade, Debbie PREM:EX

Subject: IM training - Geoff, Amber & Sage
Location: Rose room

Start: Wed 2019-07-24 1:00 PM
End: Wed 2019-07-24 2:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX; Allen, Jackie PREM:EX

As per Elizabeth Throp's email on June 24th – dW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 12:58 PM
To: Marriott, Sarah GCPE:EX
Subject: RE: Correction - CASA Secretariat Staffing June 26-July 19th

Hi Sarah;

Thanks for letting us know. I will send out the correction to every one 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Monday, June 24, 2019 12:47 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Correction - CASA Secretariat Staffing June 26-July 19th

Could you coordinate with Sarah please ? Thanks
Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

Begin forwarded message:

From: "Marriott, Sarah GCPE:EX" <Sarah.Marriott@gov.bc.ca>
Date: June 24, 2019 at 12:35:10 PM PDT
To: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Subject: Correction - CASA Secretariat Staffing June 26-July 19th

Hi Amber,

Thanks for sending that out. A quick correction – my work number is 250.361.8416.

Happy to send out a correction to the group, but figured folks might be more likely to read it coming from you!

Cheers,
Sarah

Sarah Marriott
Issues Manager
250.361.8416

From: Hockin, Amber PREM:EX

Sent: June 24, 2019 12:27 PM

To: LP Ministerial Assistants <LPMAs@Victoria1.gov.bc.ca>; LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>

Cc: Howlett, Tim GCPE:EX <Tim.Howlett@gov.bc.ca>; Marriott, Sarah GCPE:EX <Sarah.Marriott@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Dewar, Bob PREM:EX <Bob.Dewar@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Hop Wo, Hilary GCPE:EX <Hilary.HopWo@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Sanford, Donna L GCPE:EX <Donna.Sanford@gov.bc.ca>

Subject: CASA Secretariat Staffing June 26-July 19th

Hello all. Please note staffing at the CASA Secretariat between now and July 19:

- Donna Sanford will ^{s.22}
- Her CASA Secretariat colleague, Hilary Hop Wo, will be in the office and is point of contact **July 2 – July 19**. Note ^{s.22}
Hilary's cell # is 250-213-3995.
- For urgent CASA-related items on **Fridays**, and for **June 26 – 28**, please contact Sarah Marriott at ^{s.22}. Sarah will also be general CASA Secretariat back-up until July 19.

Thank you,
Amber

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 12:48 PM
To: Hockin, Amber PREM:EX
Subject: RE: Correction - CASA Secretariat Staffing June 26-July 19th

Yes of course 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Monday, June 24, 2019 12:47 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Correction - CASA Secretariat Staffing June 26-July 19th

Could you coordinate with Sarah please ? Thanks
Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

Begin forwarded message:

From: "Marriott, Sarah GCPE:EX" <Sarah.Marriott@gov.bc.ca>
Date: June 24, 2019 at 12:35:10 PM PDT
To: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Subject: Correction - CASA Secretariat Staffing June 26-July 19th

Hi Amber,

Thanks for sending that out. A quick correction – my work number is 250.361.8416.

Happy to send out a correction to the group, but figured folks might be more likely to read it coming from you!

Cheers,
Sarah

Sarah Marriott
Issues Manager
250.361.8416

From: Hockin, Amber PREM:EX

Sent: June 24, 2019 12:27 PM

To: LP Ministerial Assistants <LPMAs@Victoria1.gov.bc.ca>; LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>

Cc: Howlett, Tim GCPE:EX <Tim.Howlett@gov.bc.ca>; Marriott, Sarah GCPE:EX <Sarah.Marriott@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Dewar, Bob PREM:EX <Bob.Dewar@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Hop Wo, Hilary GCPE:EX <Hilary.HopWo@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Sanford, Donna L GCPE:EX <Donna.Sanford@gov.bc.ca>

Subject: CASA Secretariat Staffing June 26-July 19th

Hello all. Please note staffing at the CASA Secretariat between now and July 19:

- Donna Sanford will ^{s.22}
- Her CASA Secretariat colleague, Hilary Hop Wo, will be in the office and is point of contact **July 2 – July 19**. Note ^{s.22}
Hilary's cell # is 250-213-3995.
- For urgent CASA-related items on **Fridays**, and for **June 26 – 28**, please contact Sarah Marriott at ^{s.22} Sarah will also be general CASA Secretariat back-up until July 19.

Thank you,
Amber

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 12:45 PM
To: Wade, Debbie PREM:EX
Attachments: 20190622_225205.jpg

Sent from my Samsung Galaxy smartphone.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 12:45 PM
To: Wade, Debbie PREM:EX
Attachments: 20190622_224706.jpg

Sent from my Samsung Galaxy smartphone.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 12:41 PM
To: Wade, Debbie PREM:EX
Attachments: 20190624_123818.jpg

Sent from my Samsung Galaxy smartphone.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 12:36 PM
To: Wade, Debbie PREM:EX
Attachments: 20190624_123319.jpg

Sent from my Samsung Galaxy smartphone.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 12:32 PM
To: Wade, Debbie PREM:EX
Attachments: 20190622_193520.jpg; 20190622_193522.jpg

Sent from my Samsung Galaxy smartphone.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 12:20 PM
To: Hockin, Amber PREM:EX
Subject: FW: CASA Secretariat: June 26 - July 19

Hi Amber;

Would you like me to send this out on your behalf?
Debb

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Sanford, Donna L GCPE:EX
Sent: Monday, June 24, 2019 12:19 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: CASA Secretariat: June 26 - July 19

Hello Amber. As discussed on Friday -- could you please send this note to your MA distribution list, with a cc to:

- Tim Howlett
- Sarah Marriott
- Geoff Meggs
- Bob Dewar
- Sage Aaron
- Hilary Hop Wo
- me

Thank you,
Donna

=====

Hello all. Please note staffing at the CASA Secretariat between now and July 19:

- Donna Sanford will s.22
- Her CASA Secretariat colleague, Hilary Hop Wo, will be in the office and is point of contact **July 2 – July 19**. Note s.22
Hilary's cell # is 250-213-3995.
- For urgent CASA-related items on **Fridays**, and for **June 26 – 28**, please contact Sarah Marriott at s.22
Sarah will also be general CASA Secretariat back-up until July 19.

Thank you,
Amber

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Monday, June 24, 2019 11:40 AM
To: PREM CAL PREM:EX
Subject: Accepted: Briefing: Site C

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Monday, June 24, 2019 11:40 AM
To: PREM CAL PREM:EX
Subject: Accepted: Briefing: Site C

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 11:12 AM
To: Rochon, Jake PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: Andy Calitz letter

Geoff has now approved!

Thanks Jake 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Rochon, Jake PREM:EX
Sent: Monday, June 24, 2019 9:51 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Andy Calitz letter

Hello again, Debbie! Just hoping to follow up on this. I believe Mr. Calitz is switching over sometime this week so we'd like to get this one out ASAP. Thank you!

From: Rochon, Jake PREM:EX
Sent: June 20, 2019 4:28 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>; Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: FW: Andy Calitz letter

Hello Debbie!

George has approved the attached letter for John's signature. Would you be able to run by Geoff when you have a chance? Thank you!

From: Rochon, Jake PREM:EX
Sent: June 20, 2019 4:14 PM
To: Smith, George PREM:EX <George.Smith@gov.bc.ca>
Cc: Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>; Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>; Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: Andy Calitz letter

Hello George!

EMPR has drafted the attached letter to Andy Calitz about his move to Shell from LNG Canada. Would you be able to please review it when you have a chance? Also, if you could please let us know if you'd like us to pass

along to Debbie to have Geoff review that would be great. I'm not sure what the Premier's schedule is like, but Susan and I are both ^{s.22} so if the letter is approved for John to sign tomorrow, Allegra will be running it over. Thank you for your time!

Jake Rochon

Correspondence Coordinator
Office of the Premier
(250) 356-1906

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 11:11 AM
To: Meggs, Geoff PREM:EX
Subject: RE: Letter to Mr. Calitz

Thanks Geoff!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Monday, June 24, 2019 11:04 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Letter to Mr. Calitz

Yes

Sent from my iPhone

On Jun 24, 2019, at 10:14 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Correspondence is hoping to get this letter out to Andy Calitz today, can you please let me know if you approve?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

<Calitz Congrats.docx>

Wade, Debbie PREM:EX

Subject: Performance Review - Tim Renneberg
Location: Ambers Office

Start: Wed 2019-07-17 2:30 PM
End: Wed 2019-07-17 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Renneberg, Tim FLNR:EX

June 24th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Monday, June 24, 2019 11:01 AM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 10:22 AM
To: 'AtHoc IWSAlerts'
Subject: RE: Test Alert Notification

1

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: AtHoc IWSAlerts <Alert-1462896-242575673@athocalerts.com>
Sent: Monday, June 24, 2019 10:20 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Test Alert Notification
Importance: High

Test Alert Notification

Severity: **Unknown** Type: **Other**

This is a test from the AtHoc Notification System. Please Acknowledge the alert.

If you have any questions please contact Legislative Security Dispatch at 250-387-5516

Please reply with one of the numbers below:

1. Acknowledge

Published on: 06/24/2019 10:20:07 (UTC-08:00) Pacific Time (US & Canada) By: Security, Inquiries & Requests.
Sent by: Legislative Assembly of British Columbia. To change your profile, add/delete contact numbers or email addresses, [click here](#).

Copyright ©2019 BlackBerry Limited. All Rights Reserved.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 10:15 AM
To: Rochon, Jake PREM:EX
Subject: RE: Andy Calitz letter

Sorry Jake! I have just followed up with Geoff again, and will let you know asap.



*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Rochon, Jake PREM:EX
Sent: Monday, June 24, 2019 9:51 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Andy Calitz letter

Hello again, Debbie! Just hoping to follow up on this. I believe Mr. Calitz is switching over sometime this week so we'd like to get this one out ASAP. Thank you!

From: Rochon, Jake PREM:EX
Sent: June 20, 2019 4:28 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>; Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: FW: Andy Calitz letter

Hello Debbie!

George has approved the attached letter for John's signature. Would you be able to run by Geoff when you have a chance? Thank you!

From: Rochon, Jake PREM:EX
Sent: June 20, 2019 4:14 PM
To: Smith, George PREM:EX <George.Smith@gov.bc.ca>
Cc: Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>; Wolansky, Allegra PREM:EX <Allegra.Wolansky@gov.bc.ca>; Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: Andy Calitz letter

Hello George!

EMPR has drafted the attached letter to Andy Calitz about his move to Shell from LNG Canada. Would you be able to please review it when you have a chance? Also, if you could please let us know if you'd like us to pass along to Debbie to have Geoff review that would be great. I'm not sure what the Premier's schedule is like, but

Susan and I are both s.22 so if the letter is approved for John to sign tomorrow, Allegra will be running it over. Thank you for your time!

Jake Rochon

Correspondence Coordinator
Office of the Premier
(250) 356-1906

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 10:12 AM
To: Holmwood, Jen PREM:EX
Subject: RE: Western Premiers Conf. Binder

Geoff does have his, but we can courier to Vancouver no problem. Osoyoos is just a bit more challenging and costly 😊 It will be there for you tomorrow!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Holmwood, Jen PREM:EX
Sent: Monday, June 24, 2019 10:11 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Western Premiers Conf. Binder

If Geoff has his, I can always replicate it in Vancouver as well. Might be easier than couriating.

Jen Holmwood
Deputy Communications Director
Office of the Premier | Government of BC
250-818-4881

On Jun 24, 2019, at 9:37 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

It's still here on your desk, and I'm presuming Sage is on her way to airport. So we will courier to s.15 for you!

Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Holmwood, Jen PREM:EX
Sent: Monday, June 24, 2019 9:36 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Western Premiers Conf. Binder

I thought Sage was going to bring it for me. If not, it would be great to get it to Vancouver. Thanks!

Jen Holmwood

Deputy Communications Director
Office of the Premier | Government of BC
250-818-4881

On Jun 24, 2019, at 9:31 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Jen;

Just wanting to double check if we should perhaps courier this to s.15 in Vancouver, so it is there for when you arrive tomorrow evening? We can look into sending it to Osoyoos, however I'm not sure how many flights go into there, and want to make sure you get it before you leave tomorrow! Let me know your thoughts.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 9:36 AM
To: Hockin, Amber PREM:EX
Cc: Parte, Maura PSA:EX
Subject: RE: Staff Changes DRAFT

Ok great thanks! My apologies if I missed that email 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Monday, June 24, 2019 9:23 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Re: Staff Changes DRAFT

Sorry I thought I did approved. Yes please send out.

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

On Jun 24, 2019, at 9:18 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi there;

No it did not go out, as I hadn't seen a final OK.
Amber please confirm your approval and I will send out on your behalf today.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PSA:EX
Sent: Monday, June 24, 2019 9:17 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Staff Changes DRAFT

Good morning, I am not sure if this note went out Friday, announcing staff changes this week. I've tweaked it slightly so please review again. Thank you, Maura

To: All Staff

We have some internal staff changes happening this week.

Edena Brown has moved into an MA role in the Office of Minister Conroy. Edena will continue to support Minister Conroy in her role as the Minister Responsible for the Columbia River Treaty and the Columbia Basin Trust.

Starting today, James Infante is moving to a new role as MA for the Minister of State for Childcare, a file he knows well from his past few months in the SDPR Office.

Jasleen Arora has ^{s.22} and we are grateful for her contributions both in her staff role and in assisting with BIPOC and workplace inclusivity initiatives.

Congratulations to Edena and James and best wishes to Jasleen on her next steps.

Amber and Geoff

From: Parte, Maura PSA:EX

Sent: June 18, 2019 1:04 PM

To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Staff Changes DRAFT

For distribution on Friday once signed off by Amber.

To: All Staff

We have some internal staff changes happening this week.

Edena Brown has moved into an MA role in the Office of Minister Conroy. Edena will continue to support Minister Conroy in her role as the Minister Responsible for the Columbia River Treaty and the Columbia Basin Trust.

On Monday James Infante is moving to a new role as MA for the Minister of State for Childcare, a file he knows well from his past few months in the SDPR Office.

Jasleen Arora is ^{s.22}

Congratulations to Edena and James and thank you and best wishes to Jasleen on her next steps.

Amber and Geoff

Page 424 of 574

Withheld pursuant to/removed as

s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Monday, June 24, 2019 9:09 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight and hotel back

Yes please! Thanks so much 🙏

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, June 24, 2019 9:08 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Flight and hotel back

Hi Debbie,

Do you want me to cancel the flight portion?

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

From: Hockin, Amber PREM:EX
Sent: June 23, 2019 6:00 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: Flight and hotel back

Hi. I've managed to arrange to drive back to vancouver on Tuesday night with don Bain rather than fly back early Wednesday morning Could we cancel my flight and I will let the hotel know as well.

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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 3:10 PM
To: Sanford, Donna L GCPE:EX
Subject: RE: Vacation requests - PO

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Friday, June 21, 2019 12:25 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: FW: Vacation requests - PO

From: Meggs, Geoff PREM:EX
Sent: June 21, 2019 11:31 AM
To: Hockin, Amber PREM:EX
Subject: RE: Vacation requests - PO

Thanks, Amber, these look good.

Geoff

GEOFF MEGGS
Chief of Staff, Premier's Office
West Annex, Parliament Buildings
Victoria, BC, V8V 1K7
250 387-1715

From: Hockin, Amber PREM:EX
Sent: June 21, 2019 10:21 AM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Subject: Vacation requests - PO

For your approval please, here is the roster so far.

Amber Nash: s.22

Vanessa:
s.22

Debbie Wade: (worked out with Jennifer so that we will have coverage)
s.22

Amber H
s.22

Geoff
s.22

Jon Robinson
s.22

Amber Hockin, Deputy Chief of Staff
Office of the Premier
Cell: 778-584-0867
Email: amber.hockin@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 2:58 PM
To: Gunn, Paula MCF:EX
Subject: RE: June 26th meeting

I know that makes it so hard! Ok, sorry about that Paula !

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Gunn, Paula MCF:EX
Sent: Friday, June 21, 2019 2:57 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: June 26th meeting

I think it should go ahead. I can see if there is any way to move this other meeting, but it's been moved a couple times now so I don't think that is feasible.

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 2:53 PM
To: Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>
Subject: RE: June 26th meeting

Hi Paula;

I did receive that actually, but hadn't been able to respond yet 😊 Both Geoff and Ambers calendars are booked solid, until Ambers.22 . Should we proceed with the rest of the group, or reschedule for July 15th?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Gunn, Paula MCF:EX
Sent: Friday, June 21, 2019 2:34 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: June 26th meeting

Hi Debbie, I can't make this meeting as I have a child welfare meeting with MKC at that time. Tried to send a reply to the invite saying that, but don't think that worked!

Paula Gunn
Senior Ministerial Assistant to Hon. Katrine Conroy

Minister of Children and Family Development

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

250-387-1977

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 2:57 PM
To: McCann, Meghan EMPR:EX
Subject: RE: BN to support MOU

No bother at all. I did remind Geoff again today. PJH just came into the office at 2:15pm today so hoping he will have a chance to discuss. Please feel free to follow up again if you don't hear back from me on Monday! ☺

If I hear anything before I leave today, I'll let you know.
Have a great weekend.!!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: McCann, Meghan EMPR:EX
Sent: Friday, June 21, 2019 2:50 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Debbie, sorry to be a bug – any news?

From: Wade, Debbie PREM:EX
Sent: June 19, 2019 12:48 PM
To: McCann, Meghan EMPR:EX <[Meghan.McCann@gov.bc.ca](mailto: Meghan.McCann@gov.bc.ca)>
Subject: FW: BN to support MOU

Hi Meghan;

Thanks for following up, please see Geoff's reply below. I will follow up again on Friday.
Thanks !

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Wednesday, June 19, 2019 12:12 PM
To: Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto: Debbie.Wade@gov.bc.ca)>; Wright, Don J. PREM:EX <[Don.J.Wright@gov.bc.ca](mailto: Don.J.Wright@gov.bc.ca)>
Cc: Dunnett, Jennifer PREM:EX <[Jennifer.Dunnett@gov.bc.ca](mailto: Jennifer.Dunnett@gov.bc.ca)>
Subject: Re: BN to support MOU

Don and I will both undertake to our in front of it

G

Sent from my iPhone

On Jun 19, 2019, at 11:40 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Just following up on the BN to support MOU – their deadline is the end of June, I doubt you have had a chance to discuss this with PJH. I will flag again for this Friday June 21st, in hopes you can touch base with PJH.

Thanks!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Tuesday, June 4, 2019 10:58 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: BN to support MOU

I assume this is the Jogmec MOU. Don and I s.13
opportunity to review with the Premier. Is there a deadline?

but we have not had the

Geoff

From: Wade, Debbie PREM:EX
Sent: June 4, 2019 8:42 AM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Fw: BN to support MOU

Hi Geoff;

Can you please advise the status of this MOU?

thanks!

From: Nash, Amber PREM:EX
Sent: Tuesday, June 04, 2019 8:27 AM
To: McCann, Meghan EMPR:EX
Cc: Wensink, Alison PREM:EX; Wade, Debbie PREM:EX
Subject: RE: BN to support MOU

This was reviewed with Geoff & Don Wright. Copying Debbie and Alison here to follow up.

Amber

From: McCann, Meghan EMPR:EX
Sent: June 3, 2019 9:46 AM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Amber,

Just checking in on status of this MOU, thanks.

From: McCann, Meghan EMPR:EX
Sent: May 27, 2019 2:03 PM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Amber, see attached, thanks.

From: Nash, Amber PREM:EX
Sent: May 27, 2019 1:47 PM
To: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>
Subject: BN to support MOU

Hi Meghan,

Can you please send me the BN to support the MOU you dropped off last week?

A

Wade, Debbie PREM:EX

Subject: Monthly Child Care Planning
Location: VCO/ Teleconference line s.15; s.17 / participant code s.15; s.17

Start: Wed 2019-06-26 3:00 PM
End: Wed 2019-06-26 3:30 PM
Show Time As: Tentative

Recurrence: Monthly
Recurrence Pattern: the last Wednesday of every 1 month(s) from 3:00 PM to 3:30 PM

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Bond, Allison MCF:EX; Viaud, Chantille MCF:EX; Massey, Christine MCF:EX; Gunn, Paula MCF:EX; Meggs, Geoff PREM:EX; Wright, Don J. PREM:EX; Robinson, Jon PREM:EX; Poorooshasb, Nammi GCPE:EX

Premier's Office concall line Tel: s.15; s.17

Participant code: s.15; s.17

Moderator code: Amber Hockin

Attendees:

Amber Hockin
Geoff Meggs
Don Wright
Allison Bond
Christine Massey
Paula Gunn
Chantille Viaud
Jon Robinson
Nammi Poorooshasb

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 1:13 PM
To: Hagglund, Jarrett PREM:EX
Subject: RE: Old Growth briefing today

Thank you Jarrett!!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hagglund, Jarrett PREM:EX
Sent: Friday, June 21, 2019 1:13 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Old Growth briefing today

Hey Debbie,

Wanted to flag there is an updated slide deck in the calendar invite for this.

Jarrett

Jarrett Hagglund | Executive Coordinator to the Premier
Office of the Premier
Office: 236-478-1561 | Cell: 604-817-1458
Jarrett.Hagglund@gov.bc.ca

Wade, Debbie PREM:EX

Subject: Canceled: Childcare - Check with Jon & Chantille
Location: Ambers Office

Start: Tue 2019-06-25 11:30 AM
End: Tue 2019-06-25 12:00 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every 2 week(s) on Tuesday from 11:30 AM to 12:00 PM

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Robinson, Jon PREM:EX; Viaud, Chantille MCF:EX

Importance: High

Requested by Jon (March 26th)DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Friday, June 21, 2019 12:46 PM
To: Fox, Christiane
Subject: Accepted: Technical Briefing TMX with British Columbia

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:56 AM
To: Russell, Shannon CITZ:EX
Subject: RE: Minister's Input - Employee Performance Review

Hi Shannon;

Have you had a chance to complete your Self Assessment Performance Review? If so, do you mind sending me a copy please.

I will not be booking the meetings until the second week of July, so If it's not complete yet, no worries.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Friday, May 31, 2019 12:30 PM
To: Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>
Subject: RE: Minister's Input - Employee Performance Review

Hi Shannon;

Just checking in to see if you have sent us your Self Assessment form. We did receive your Minister's input form that you sent to us last month.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Russell, Shannon CITZ:EX
Sent: Tuesday, April 16, 2019 10:45 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Minister's Input - Employee Performance Review
Importance: High

Please see the attached Minister Input form (Part C) from Minister Sims.

Thanks,
Shannon

Shannon Russell
Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca | 250-387-9699

From: Wade, Debbie PREM:EX
Sent: April 1, 2019 1:56 PM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>
Cc: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Subject: Minister's Input - Employee Performance Review
Importance: High

Good afternoon;

Attached is a copy of the Employee Performance Review for each of your Minister's. Please advise your Ministers that they will be doing this review of their **Senior Ministerial Assistant**. Once completed, please scan directly to Amber Hockin with a cc to myself, no later than **Monday April 15th, 2019**.

I will then contact each office to schedule a one on one meeting with Amber Hockin and your Minister, to discuss the reviews.

If you have any questions, please let me know.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Friday, June 21, 2019 11:52 AM
To: PREM CAL PREM:EX
Subject: Declined: Briefing: Big Trees

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:47 AM
To: Cooling, Karen LBR:EX
Subject: s.22 Resume
Attachments: s.22 Resume.pdf

Hi Karen;

Please find attached a copy of s.22 Resume.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:44 AM
To: Hembree, Sara PSSG:EX
Cc: Loubert, Danny PREM:EX; Dunnett, Jennifer PREM:EX
Subject: RE: NEW PROCESS for seeking Ministerial Vacation

Tracking:	Recipient	Read
	Hembree, Sara PSSG:EX	Read: 2019-06-21 11:45 AM
	Loubert, Danny PREM:EX	Read: 2019-06-21 11:44 AM
	Dunnett, Jennifer PREM:EX	Read: 2019-06-21 12:48 PM

Hi Sara;

For this situation if Minister Farnworth cannot be backup for Minister Eby, then Minister Eby would first need to be successful in finding another backup Minister that is not already backing up another Minister. Second, Minister Farnworth will then need to find a Minister that can be his backup (again each Minister can only back up one other Minister during their vacation leave) As Minister Eby already has been granted leave, for his holiday time, Minister Farnworth would be denied unless both were successful in finding back ups.

Hope that makes sense!! ☺ I have cc'd Danny as he oversees the vacation requests, and sends to Amber Hockin for approval.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hembree, Sara PSSG:EX
Sent: Friday, June 21, 2019 11:27 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: NEW PROCESS for seeking Ministerial Vacation

Hello Debbie,

I was wondering if you could help me with something. I was just informed by my SMA that Minister Farnworth needs s.22 off. He was scheduled to be back up for Minister Eby for s.22 . Do you have any ideas how I can handle this situation? Am I able to ask another Minister to cover him?

Thanks for your help Debbie!



Sara Hembree

Administrative Coordinator to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
T: 778-974-6049
E: sara.hembree@gov.bc.ca

From: Normand, Nicole AG:EX

Sent: June 17, 2019 9:24 AM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Cc: Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Smith, Jessica C AG:EX <Jessica.C.Smith@gov.bc.ca>; Pinette, Celia AG:EX <Celia.Pinette@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>

Subject: FW: NEW PROCESS for seeking Ministerial Vacation

Good morning,

Minister Eby's restricted availability summer schedule with confirmation from back up Ministers.

s.22	Minister Ralston backup & s.22	Minister Farnworth backup
s.22	Minister Ralston backup & s.22	Minister Farnworth backup
s.22	Minister Ralston back up	

Also please note Minister Eby has agreed to back up for Minister Bains (dates not confirmed by the PO)
s.22

Minister Eby is s.22
s.22

So in that event, we have provided back up
Ministers for the entire time. Minister Eby does not have any events or meetings taking place during the holiday time.

Please let me know if you have any questions.

Thanks so much.

Nicole

From: Wade, Debbie PREM:EX

Sent: May 8, 2019 10:28 AM

To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>

Cc: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: NEW PROCESS for seeking Ministerial Vacation

Good morning everyone;

We would like to inform you of the new process when seeking confirmation for Minister's Vacation time. Vanessa Geary, Executive Director for Operations and Strategic Initiatives, has completed an updated (as of this morning) excel sheet for all Ministers Vacations. Please review carefully to ensure dates are correct. We will send this list out regularly as it fills up.

Moving forward please follow the process below when seeking confirmation of Minister's vacations:

- Once you receive dates from your Minister, **check dates with your 1st Acting Minister's AC, and 2nd if necessary**, to confirm that they are able to provide back up. *Please note, vacation requests are on a first come, first serve basis, so unless the Minister being asked to be backup has official business or extenuating circumstances, the request takes precedence.*
- Once you've confirmed backup Minister is available, submit dates and confirmation of Acting Minister via email to **Danny Loubert** in the PO and copy myself and Vanessa Geary.
- Danny will review with Amber Hockin and send confirmation within one week.

If you have any questions or if you see any glitches with the list, please let me know. Danny's.22
s.22 , so if there are requests that require confirmation this week, please send to myself and Vanessa Geary.

Thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:35 AM
To: Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX
Subject: FW: Letter from Liberal Official Opposition office attached
Attachments: Scan_20190621.pdf

Hi Geoff & Amber;

FYI – letter from Donna Barnett to PJH re: Cariboo Announcement yesterday
Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hagglund, Jarrett PREM:EX
Sent: Friday, June 21, 2019 11:32 AM
To: Kristianson, Eric PREM:EX <Eric.Kristianson@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Bain, Don PREM:EX <Don.Bain@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Howlett, Tim GCPE:EX <Tim.Howlett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: FW: Letter from Liberal Official Opposition office attached

FYI - Letter from MLA Barnett RE: Caribou announcement.

Jarrett

From: Privett, Don PREM:EX
Sent: June 21, 2019 11:23 AM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: Letter from Liberal Official Opposition office attached

Letter hand delivered to the PO at 11:15 a.m. today.
Original sent to Correspondence.
Don

From: s.15 <Don.Privett@gov.bc.ca>
Sent: June 21, 2019 11:18 AM
To: Privett, Don PREM:EX <Don.Privett@gov.bc.ca>
Subject: Scan From <Device Name>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:31 AM
To: Kingston, Charlotte PREM:EX
Subject: 11:30am phone call

Hi Charlotte;

Amber is running a few minutes late, she will call you asap.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:30 AM
To: Wolansky, Allegra PREM:EX
Subject: FW: Letter from the Honourable Lisa Beare

Hi Allegra;

The PO handled the personal letter, so the response from TAC is sufficient.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Friday, June 21, 2019 11:27 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Letter from the Honourable Lisa Beare

Thanks Debbie, we handled the personal letter.

Geoff

GEOFF MEGGS
Chief of Staff, Premier's Office
West Annex, Parliament Buildings
Victoria, BC, V8V 1K7
250 387-1715

From: Wade, Debbie PREM:EX
Sent: June 21, 2019 11:20 AM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Subject: FW: Letter from the Honourable Lisa Beare

Hi Geoff;

Please see Allegra's email below, please provide your direction.

Thanks

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

From: Wolansky, Allegra PREM:EX
Sent: Wednesday, June 19, 2019 3:22 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Letter from the Honourable Lisa Beare

Hi Again Debbie,

There's one more thing we were hoping you could run by Geoff when you get a chance. We were cc'd on this response from TAC to s.22 and noticed in s.22 incoming email that he references a letter he hand-delivered to the Premier back in late April (copy of email and letter attached) and is upset he never received a response. Our office never received a copy of his email or letter directly and we aren't sure if anything was ever done with the letter. We just wanted to check if the response from TAC is sufficient, or if Geoff feels that any sort of response needs to come from the Premier or the PO? I also note that s.22 requests a meeting with the Premier in his letter from April, so if he'd like that to be sent to scheduling for consideration please let us know as well.

Thanks!

Allegra Wolansky

Correspondence Officer | Office of the Premier
(778) 698-5465 | Allegra.Wolansky@gov.bc.ca

From: Minister, TAC TAC:EX
Sent: June 19, 2019 10:50 AM
To: s.22
Cc: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>
Subject: Letter from the Honourable Lisa Beare

Please find attached a letter from the Honourable Lisa Beare, Minister of Tourism, Arts and Culture.

Thank you,

Office of the Minister
Ministry of Tourism, Arts and Culture

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:29 AM
To: Meggs, Geoff PREM:EX
Subject: RE: Letter from the Honourable Lisa Beare

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Friday, June 21, 2019 11:27 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Letter from the Honourable Lisa Beare

Thanks Debbie, we handled the personal letter.

Geoff

GEOFF MEGGS
Chief of Staff, Premier's Office
West Annex, Parliament Buildings
Victoria, BC, V8V 1K7
250 387-1715

From: Wade, Debbie PREM:EX
Sent: June 21, 2019 11:20 AM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Subject: FW: Letter from the Honourable Lisa Beare

Hi Geoff;

Please see Allegra's email below, please provide your direction.

Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Wolansky, Allegra PREM:EX
Sent: Wednesday, June 19, 2019 3:22 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Letter from the Honourable Lisa Beare

Hi Again Debbie,

There's one more thing we were hoping you could run by Geoff when you get a chance. We were cc'd on this response from TAC to s.22 and noticed in s.22 incoming email that he references a letter he hand-delivered to the Premier back in late April (copy of email and letter attached) and is upset he never received a response. Our office never received a copy of his email or letter directly and we aren't sure if anything was ever done with the letter. We just wanted to check if the response from TAC is sufficient, or if Geoff feels that any sort of response needs to come from the Premier or the PO? I also note that s.22 requests a meeting with the Premier in his letter from April, so if he'd like that to be sent to scheduling for consideration please let us know as well.

Thanks!

Allegra Wolansky

Correspondence Officer | Office of the Premier
(778) 698-5465 | Allegra.Wolansky@gov.bc.ca

From: Minister, TAC TAC:EX
Sent: June 19, 2019 10:50 AM
To: s.22
Cc: OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>
Subject: Letter from the Honourable Lisa Beare

Please find attached a letter from the Honourable Lisa Beare, Minister of Tourism, Arts and Culture.

Thank you,

Office of the Minister
Ministry of Tourism, Arts and Culture

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:22 AM
To: Meggs, Geoff PREM:EX
Subject: Urban Dev. Inst. -SCAN
Attachments: Scan_20190621.pdf

As requested,

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

Subject: Maeghan Dewar - Coastal Gaslink
Location: VCO -Suite 740 - 999 Canada Place / call Tim on his cell

Start: Thu 2019-07-04 12:30 PM
End: Thu 2019-07-04 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: mdewar@longviewcomms.ca; Howlett, Tim GCPE:EX

Attendees:
Geoff Meggs
Trevor Helford – Coastal Gaslink
Maeghan Dewar – Public Affairs – Coastal Gaslink
Tim Howlett – call on his cell
June 21st DW

Wade, Debbie PREM:EX

Subject: Maeghan Dewar - Coastal Gaslink
Location: VCO -Suite 740 - 999 Canada Place

Start: Thu 2019-07-04 12:30 PM
End: Thu 2019-07-04 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Meggs, Geoff PREM:EX
Required Attendees: mdewar@longviewcomms.ca

Attendees:
Geoff Meggs
Trevor Helford – Coastal Gaslink
Maeghan Dewar – Public Affairs – Coastal Gaslink
June 21st DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 11:00 AM
To: Meggs, Geoff PREM:EX
Subject: FW: Coastal GasLink

Hi Geoff;

I am scheduling this meeting for Thursday July 4th at VCO, would you like to have Tim Hollett join via phone call?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Maeghan Dewar <mdewar@longviewcomms.ca>
Sent: Friday, June 21, 2019 10:47 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Coastal GasLink

Hi Debbie,

That works on our end. The meeting will include Trevor Helford from Coastal GasLink and me. Geoff suggested it might be good to include someone from Issues Management, I'll obviously leave that to you two to figure out.

Thanks!

On Fri, Jun 21, 2019 at 9:26 AM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good morning Maeghan;

Geoff is planning to be in Vancouver on Thursday July 4th, can you please advise if you would be available to meet with him at the Vancouver Cabinet Offices at 12:30pm?

Thanks!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Thursday, June 20, 2019 3:28 PM
To: 'Maeghan Dewar' <mdewar@longviewcomms.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Coastal GasLink

Hi Meghan, I think it would be good to reconnect but my next couple of weeks is rugged. I've copied to Jen and Debbie – I do have to make a visit to Vancouver in early July, so that might be the best chance. Good idea on an issues managers.¹³

Geoff

From: Maeghan Dewar <mdewar@longviewcomms.ca>
Sent: June 20, 2019 2:42 PM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Subject: Coastal GasLink

Geoff,

Recently, I've started working with Coastal GasLink in a public affairs capacity.^{s.13}
^{s.13}

I'm wondering if you're available again to meet with Trevor Halford from Coastal GasLink in Vancouver or Victoria in the next two weeks? This meeting would be to go through the schedule over the next couple of months. The other thing I was wondering is if it's worth bringing in anyone else from your office? And if there's a role for Issues Management or any other Advisor in that might help work on issues when they arise.

Please let me know. Thanks!

.....

Maeghan Dewar Partner

Longview Communications & Public Affairs

Suite 3414 - 1055 Dunsmuir Street

PO Box 49186 Four Bentall Centre, Vancouver BC Canada V7X 1K8

D 604 694 6031 C 778 957 1153

mdewar@longviewcomms.ca

www.longviewcomms.ca

This email and any attachments are for the sole use of the intended recipients and may contain privileged or confidential information. Any unauthorized disclosure or use by anyone else is strictly prohibited. If you are not an intended recipient, please notify us immediately by return e-mail and delete this email and any copies.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 10:04 AM
To: Wade, Debbie PREM:EX
Subject: Korn Ferry Invoices

Hi Debbie - for the Korn Invoices - these can be sent directly to Kelly Brubacher with PSA as their ministry pays these invoices directly. Thank

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 9:30 AM
To: Viaud, Chantille MCF:EX
Subject: RE: City of Vancouver MOU briefing

Tracking:	Recipient	Read
	Viaud, Chantille MCF:EX	Read: 2019-06-21 9:59 AM

Good morning Chantille;

Unfortunately Geoff is s.22 however he has 1 time slot available on Tuesday July 2nd @ 4:30pm. would that work for you?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Viaud, Chantille MCF:EX
Sent: Thursday, June 20, 2019 12:46 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: City of Vancouver MOU briefing

Hi Debbie-

I'd like to offer a briefing to Geoff on the City of Vancouver MOU, which will be signed by TB on June 27th. I'll be with the Minister all next week, but will be back in Victoria on the 28th and could do it then in person.

Let me know what Geoff would like to do!

Cheers,
Chantille

Chantille Viaud
Senior Ministerial Assistant to Honourable Katrina Chen | Minister of State for Childcare
PO Box 9044 Stn Prov Gov, Victoria, BC, V8W 9E2 | 604.838.3025

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 9:24 AM
To: Meggs, Geoff PREM:EX
Subject: FW: Charley calling into July 2nd AOC meeting

FYI – thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Martin, Victoria FIN:EX
Sent: Thursday, June 20, 2019 4:06 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Charley calling into July 2nd AOC meeting

Hi Debbie,

*I hope today is a good day!
Can you let Geoff know that Charley will now be calling into the July 2nd AOC from France. Cabinet Operations is aware.*

Thanks so much,

Victoria

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 9:24 AM
To: Martin, Victoria FIN:EX
Subject: RE: Charley calling into July 2nd AOC meeting

Thanks Victoria!

Happy Friday, have a wonderful weekend 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Martin, Victoria FIN:EX
Sent: Thursday, June 20, 2019 4:06 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Charley calling into July 2nd AOC meeting

Hi Debbie,

*I hope today is a good day!
Can you let Geoff know that Charley will now be calling into the July 2nd AOC from France. Cabinet Operations is aware.*

Thanks so much,

Victoria

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 9:21 AM
To: McLaren, Chris PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: Hagglund, Jarrett PREM:EX; Nash, Amber PREM:EX
Subject: RE: Sat phone training

Thanks Elizabeth;

Chris this training is for the SAT phones. Amber Hockin has asked that we coordinate a briefing for PJH, Geoff, and Amber and can include the DM's office. We will work around the Premiers schedule. If you or Jarrett are able to provide a couple of dates that work for PJH before the end of July (Geoff will need to be available as well) then we can coordinate with DM staff and Karen @ s.22

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: McLaren, Chris PREM:EX
Sent: Thursday, June 20, 2019 4:06 PM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Sat phone training

I am not sure what this is for...
If it is for the conference call then I thought Jen was doing the schedule for it...?

From: Parkinson, Elizabeth PREM:EX
Sent: June 17, 2019 2:44 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>
Subject: FW: Sat phone training

Hi Debbie and Chris,

Alison has confirmed that the DM's office also has staff who would appreciate the training. If Amber thinks the Premier or Evan should attend (they will do a condensed 20 minute version for us) then the scheduling should probably rest with Chris. Karen is s.22 and then the program is changing slightly and someone else would have to do it. Karen's number is below. Hope this is ok.

Elizabeth

From: Parkinson, Elizabeth PREM:EX
Sent: June 17, 2019 2:39 PM

To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>

Subject: RE: Sat phone training

Thanks Alison. The woman who ran the MA course is Karen Rothe and she is s.22

s.22 The Premier and Evan are travelling a lot now so I think I will have to pass this to Debbie and Chris to figure out. I agree, it would be best if everyone could attend at the same time. The normal training is about an hour, and this is a special brief session just for us. Karen's contact should you need it is s.22

Elizabeth

From: Wensink, Alison PREM:EX

Sent: June 17, 2019 2:30 PM

To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>

Subject: RE: Sat phone training

Hi Elizabeth,

Don, Christine and Eric all have satellite phones, and I think it would be great for all three of them to get the training if it works with their schedules! Is there a specific date they will be having the course?

Thanks so much!

Alison

From: Parkinson, Elizabeth PREM:EX

Sent: June 17, 2019 2:17 PM

To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>

Subject: Sat phone training

Hi Alison,

EMBC are offering to put on a mini course of about 20 minutes for the PO on the new SAT phones. Are you able to confirm who in your office has a SAT phone and would be interested in attending? I believe from our office it would be the Premier, Amber H, Geoff, Vanessa and Evan.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 778-974-6082

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

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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 8:58 AM
To: OOP FOI PREM:EX
Subject: RE: Reminder: Call for Records OOP-2019-93448 Records Due June 20, 2019

I have no records

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: OOP FOI PREM:EX
Sent: Thursday, June 20, 2019 4:48 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Smith, George PREM:EX <George.Smith@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: Reminder: Call for Records OOP-2019-93448 Records Due June 20, 2019
Importance: High

Hello,

Sending a reminder for this request:

Debbie, Vanessa – needing your responses only
Amber – needing PJH response
Jennifer – needing yours and Georges response

Thanks so much,
-Amanda

From: OOP FOI PREM:EX
Sent: June 11, 2019 12:59 PM
To: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Brown, Evan PREM:EX <Evan.Brown@gov.bc.ca>; Dewar, Bob PREM:EX <Bob.Dewar@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Fogg, Bruce PREM:EX <Bruce.Fogg@gov.bc.ca>; Girn, Naveen PREM:EX <Naveen.Girn@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>; McConnell, Sheena PREM:EX <Sheena.McConnell@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; Privett, Don PREM:EX <Don.Privett@gov.bc.ca>; Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>; Smith, George PREM:EX <George.Smith@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Kristianson, Eric PREM:EX

<Eric.Kristianson@gov.bc.ca>

Subject: Call for Records OOP-2019-93448 Records Due June 20, 2019

Hello,

Please see the below request and please let me know by June 20th whether or not you have any records:

Canvassed: all Exec staff, Vanessa Geary, Don Wright, Christine Kennedy, Eric Kristianson

Any written or electronic correspondence from the Mayor of the City of Vancouver or his staff to the Premier or the Premier's Office that pertains to or mentions the idea of public inquiry into money laundering.

*(Date Range for Record Search: From **11/01/2018 To 05/31/2019**) Date Format is MM/DD/YYYY*

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

Alison Wensink, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (778) 974-5757

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 8:56 AM
To: Hockin, Amber PREM:EX
Subject: RE: Call for Records OOP-2019-93640 Records Due July 5, 2019

I will do a search and print off all your sent emails.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Thursday, June 20, 2019 4:52 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Call for Records OOP-2019-93640 Records Due July 5, 2019

Could you please capture these and print out for my review? Thanks

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

Begin forwarded message:

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: June 20, 2019 at 3:50:02 PM PDT
To: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Cc: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: Call for Records OOP-2019-93640 Records Due July 5, 2019

Hi Amber,

*Please see the request below and please let me know by July 5th whether or not you have any records.
Please PDF records into this folder:*

Z:\Government\FOI\OOP-2019-93640 - Amber Hockin all sent May

Please let us know if you need any help with PDF'ing these records.

To PDF records:

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

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from Amber Hockin.

(Date Range for Record Search: From 05/01/2019 To 05/31/2019) Date Format is MM/DD/YYYY

Amanda Shortt, Executive Administrative Coordinator

Deputy Minister's Office | Office of the Premier

Room 272 - West Annex, Parliament Buildings

Victoria BC V8W 9E1

Phone: (778) 974-5747

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 21, 2019 8:53 AM
To: McLaren, Chris PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: Materials for PJH & Amber for Osoyoos

OK sounds great
Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: McLaren, Chris PREM:EX
Sent: Thursday, June 20, 2019 4:55 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Materials for PJH & Amber for Osoyoos

Let's talk with Jarrett tomorrow and ensure all in place for what Amber needs.
Chris

From: Wade, Debbie PREM:EX
Sent: June 19, 2019 2:55 PM
To: McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Materials for PJH & Amber for Osoyoos

Hi Chris;

I am not sure what materials are being done up for PJH, however Amber Hockin would like to make sure she has a copy of anything the Premier has/ or will need. Can you please let Jennifer and I know of anything you receive, so we can have printed off for Amber on Friday June 21st.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Thursday, June 20, 2019 3:29 PM
To: PREM CAL PREM:EX
Subject: Accepted: Briefing: Site C

Page 468 of 574 to/à Page 469 of 574

Withheld pursuant to/removed as

s.22

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 20, 2019 9:12 AM
To: Loubert, Danny PREM:EX
Subject: Re: Ambers calendar

Thankyou!!

Sent from my Samsung Galaxy smartphone.

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

From: "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Date: 2019-06-20 8:58 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Ambers calendar

All done 😊

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-398-5780 | E: Danny.Loubert@gov.bc.ca

From: Wade, Debbie PREM:EX
Sent: June 20, 2019 7:14 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Ambers calendar

Good morning Danny

Could you please print off Amber's calendar for her as well.

Thanks!

Sent from my Samsung Galaxy smartphone.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 20, 2019 9:12 AM
To: Dunnett, Jennifer PREM:EX
Subject: Fwd: Meeting with MLA Glumac

Hi jenn

Here is contact for MLA Glumac.
Thanks

Sent from my Samsung Galaxy smartphone.

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

From: "Szakacs, Kaylee" <Kaylee.Szakacs@leg.bc.ca>
Date: 2019-06-19 1:25 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with MLA Glumac

Hi Debbie,

Officially re-scheduled to 1:30. Thanks for the heads up!

Best,



Kaylee Szakacs | Legislative Assistant | New Democrat BC Government Caucus
T: 250-356-7205 | kaylee.szakacs@leg.bc.ca | www.bcndpcaucus.ca

From: Wade, Debbie PREM:EX [mailto:Debbie.Wade@gov.bc.ca]
Sent: Wednesday, June 19, 2019 1:23 PM
To: Szakacs, Kaylee <Kaylee.Szakacs@leg.bc.ca>
Subject: RE: Meeting with MLA Glumac

Hi Kaylee;

Can we please bump up this meeting to 1:30pm (instead of 2pm) Geoff has a briefing with the Minister at 2:15pm.

Please advise, thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff

From: Szakacs, Kaylee <Kaylee.Szakacs@leg.bc.ca>
Sent: Wednesday, June 5, 2019 9:49 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting with MLA Glumac

Hi Debbie,

My apologies in the delay getting back to you. s.22

MLA Glumac is available at 2:00pm on June 20 and I will add that to his schedule. Thank you for organizing this!

Best wishes,



Kaylee Szakacs | Legislative Assistant | New Democrat BC Government Caucus
T: 250-356-7205 | kaylee.szakacs@leg.bc.ca | www.bcndpcaucus.ca

From: Kesteven, Torey
Sent: Monday, June 03, 2019 9:59 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Szakacs, Kaylee <Kaylee.Szakacs@leg.bc.ca>
Subject: RE: Meeting with MLA Glumac

Hi Debbie,

I'm CC'd Kaylee Szakacs, Rick's current LA to assist with this request.

Best,

Torey Kesteven | Research and Communications Officer | New Democrat BC Government Caucus
T: 250-356-5612 | C: 604-217-2512 | Torey.Kesteven@leg.bc.ca | www.bcndpcaucus.ca

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 03, 2019 9:54 AM
To: Kesteven, Torey <Torey.Kesteven@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting with MLA Glumac

Good morning Torey;

I have been asked to schedule a meeting with Geoff Meggs and MLA Glumac. Can you please advise if the following time might work for Rick's schedule;

DATE: Thursday, June 20th

TIME: 2:00pm

Location: Vancouver Cabinet Office

Thank you!

Debbie Wade

**Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff**

Office of the Premier

778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 28, 2019 1:06 PM
To: Shortt, Amanda PREM:EX; Plamondon, Lea TRAN:EX
Cc: Smith, Victoria TRAN:EX; McLaren, Chris PREM:EX; Dunnett, Jennifer PREM:EX
Subject: Re: Tuesday July 2nd - Briefing Request

Thanks ladies!

From: Shortt, Amanda PREM:EX
Sent: Friday, June 28, 2019 1:04 PM
To: Plamondon, Lea TRAN:EX
Cc: Smith, Victoria TRAN:EX; McLaren, Chris PREM:EX; Wade, Debbie PREM:EX; Dunnett, Jennifer PREM:EX
Subject: RE: Tuesday July 2nd - Briefing Request

Hi Lea,

I will set this meeting up in the s.15 and send an invite asap.

Thanks for accommodating,
-Amanda

From: Plamondon, Lea TRAN:EX
Sent: June 28, 2019 1:03 PM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Cc: Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Tuesday July 2nd - Briefing Request

Thank you Amanda – we will make it work!

Appreciate you accommodating. Will this be in Don's office? Will you send the calendar invite or shall I?
Lea

From: Shortt, Amanda PREM:EX
Sent: June 28, 2019 12:58 PM
To: Plamondon, Lea TRAN:EX <Lea.Plamondon@gov.bc.ca>
Cc: Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Tuesday July 2nd - Briefing Request

Hello Lea,

Unfortunately due to full schedules for both Geoff and Don, the only time available for this meeting is from 10:30-11am on Tuesday.

Let me know if this will work, thank you

Amanda Shortt, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (778) 974-5747

From: Plamondon, Lea TRAN:EX
Sent: June 28, 2019 11:13 AM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Cc: Smith, Victoria TRAN:EX <Victoria.Smith@gov.bc.ca>
Subject: Tuesday July 2nd - Briefing Request

Good morning Amanda:

I am contacting you in s.22

Grant Main and Don were speaking this morning after DMC and have requested a briefing be set up on Tuesday, July 2nd with the following attendees:

Don Wright
Geoff Meggs
Grant Main
Steve Haywood, Executive Lead
Jeremy Wood, Senior Legislative Director
William Beale

Could you kindly let me know what time on Tuesday might work for Don and Geoff?

I look forward to hearing from you.

Lea Plamondon
A/Director, Executive Operations
Deputy Minister's Office
Ministry of Transportation and Infrastructure
(778) 974-5310

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 28, 2019 9:11 AM
To: White, Christine MAH:EX; Loubert, Danny PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Re: MO Contact List

Hi Christine;

Yes we can definitely put those numbers back on the list. I'll touch base with Danny next week Tuesday^{s.22}
s.22

thanks!

From: White, Christine MAH:EX
Sent: Thursday, June 27, 2019 10:26 AM
To: Loubert, Danny PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: MO Contact List

Hello,

There has been a few discussions about the MO Contact Lists and we would find it very helpful and useful to keep the main office phone numbers on the list.

We used to have those listed as the AAs phone numbers but now as we all have UC, the main office lines have fallen off the list.

So my question and request (see what you think) can we get the main office lines put back on the contact lists?

Thank you both so very much!

Christine White
Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Cell: 250.812.8894 | Office: 778.974.6045



Please consider the environment before printing this email.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 28, 2019 9:09 AM
To: Shortt, Amanda PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Re: Agendas and Weekly meeting July 8th

Hi Amanda;

I will follow up with Geoff next week Tuesday and see what his direction is.

thanks!

From: Shortt, Amanda PREM:EX
Sent: Thursday, June 27, 2019 10:55 AM
To: Wade, Debbie PREM:EX
Subject: Agendas and Weekly meeting July 8th

Hi Debbie,

Both Don and Christine will be in Vancouver on Monday, July 8th in meetings all day. I will double check with them but these meetings overlap Agendas and the weekly. In this case would the weekly get cancelled and the agendas proceed without them?

Amanda Shortt, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (778) 974-5747

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 28, 2019 9:09 AM
To: Hagglund, Jarrett PREM:EX
Subject: Re: COFI - Briefings

Thanks Jarrett!

From: Hagglund, Jarrett PREM:EX
Sent: Thursday, June 27, 2019 10:57 AM
To: Wade, Debbie PREM:EX
Cc: Nash, Amber PREM:EX; Dunnett, Jennifer PREM:EX; Hockin, Amber PREM:EX
Subject: RE: COFI - Briefings

No Problem at all. It is currently on July 2nd and I don't see it moving at this point (but never say never) Call in info has been added.

Thanks Debbie!

Jarrett

From: Wade, Debbie PREM:EX
Sent: June 26, 2019 1:40 PM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: COFI - Briefings

Hi Jarrett;

Amber Hockin will s.22 Briefings that get scheduled. She is s.22 She would like to be included with any COFI she may not be able to call in, but would like to have that option provided please. If she does miss the Briefing (s) she will follow up with Bobbi Plecas upon her return.

Thanks so much!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 28, 2019 9:07 AM
To: Robb, Amanda JTT:EX
Cc: Hockin, Amber PREM:EX
Subject: Re: Leave: MBR Cabinet June 2-5th (FIN 99 signature required)

Good morning Amanda;

I will follow up on this next week Tuesday July 2nd, when Geoff is back in the office.

thanks!

From: Robb, Amanda JTT:EX
Sent: Thursday, June 27, 2019 11:29 AM
To: Wade, Debbie PREM:EX; Hockin, Amber PREM:EX
Subject: FW: Leave: MBR Cabinet June 2-5th (FIN 99 signature required)

Hi Debbie and Amber,

We didn't receive a signed copy of this FIN99 for MBR's travel to the BIO conference earlier this month. Can we get this back at your earliest convenience so we can process MBR's expenses?

Thanks much!

Amanda Robb
Administrative Coordinator to the Honourable Bruce Ralston Minister of Jobs, Trade and Technology
Administrative Coordinator to the Honourable George Chow Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 778-974-6023 | Fax: 250-356-3000 | Email:amanda.robbs@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at:
<https://www.lobbyistsregistrar.bc.ca/>.

The contents of this e-mail message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient. If you have received this transmission in error, any use, reproduction or dissemination of this transmission is strictly prohibited. If you are not the intended recipient, please immediately notify the sender by reply e-mail or phone and delete this message and its attachments, if any.

From: Robb, Amanda JTT:EX
Sent: April 11, 2019 10:41 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; McNish, James JTT:EX <James.McNish@gov.bc.ca>
Subject: RE: Leave: MBR Cabinet June 2-5th

Hi all,

Attached is the FIN 99 and the supporting agenda for formal approval.

Thank you,

Amanda Robb

Administrative Coordinator to the Honourable Bruce Ralston Minister of Jobs, Trade and Technology
Administrative Coordinator to the Honourable George Chow Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 778-974-6023 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

From: Robb, Amanda JTT:EX

Sent: April 10, 2019 8:44 AM

To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; McNish, James JTT:EX <James.McNish@gov.bc.ca>

Subject: RE: Leave: MBR Cabinet June 2-5th

Wonderful, I will put the BEA forward soon for the usual formalities.

Thank to you and Geoff,

Amanda Robb

Administrative Coordinator to the Honourable Bruce Ralston Minister of Jobs, Trade and Technology
Administrative Coordinator to the Honourable George Chow Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 778-974-6023 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

From: Hockin, Amber PREM:EX

Sent: April 10, 2019 6:55 AM

To: Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; McNish, James JTT:EX <James.McNish@gov.bc.ca>

Subject: Re: Leave: MBR Cabinet June 2-5th

Amanda this trip is approved by the Chief of Staff. Thanks

Amber Hockin

Deputy Chief of Staff

7785840867

Amber.hockin@gov.bc.ca

Sent from my iPhone

On Apr 8, 2019, at 12:12 PM, Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca> wrote:

Hi Amber,

Attached is the Request for funding Proposal from Life Sciences BC (LSBC). Would this be deemed as supporting documentation in lieu of a letter? We can also request a letter from LSBC inviting the minister to join the delegation if preferred.

Let me know.

Thank you,

Amanda Robb

Administrative Coordinator to the Honourable Bruce Ralston Minister of Jobs, Trade and Technology
Administrative Coordinator to the Honourable George Chow Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 778-974-6023 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

From: Hockin, Amber PREM:EX

Sent: April 4, 2019 5:19 PM

To: Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Nash, Amber PREM:EX
<Amber.Nash@gov.bc.ca>; McNish, James JTT:EX <James.McNish@gov.bc.ca>

Subject: Re: Leave: MBR Cabinet June 2-5th

Amanda I need the letter of invite and a letter defining the specific goals the minister expects to achieve by attending the conference please. Thanks. Amber

Amber Hockin

Deputy Chief of Staff

7785840867

Amber.hockin@gov.bc.ca

Sent from my iPhone

On Apr 4, 2019, at 4:12 PM, Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca> wrote:

Hi Amber,

MBR is hoping to attend the Annual BIO Conference again this year which will be held in Philadelphia. He is seeking leave from his duties from June 2-5th.

Can you confirm if you approve and/or if you require further information.

Thank you,

Amanda Robb

Administrative Coordinator to the Honourable Bruce Ralston Minister of Jobs, Trade
and Technology

Administrative Coordinator to the Honourable George Chow Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 778-974-6023 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

<JTT - LSBC BIO Funding Proposal.docx>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Friday, June 28, 2019 9:06 AM
To: Gotto, Sarah F MMHA:EX
Subject: Fw: Take a Hike - growing into Nanaimo providing support to more vulnerable youth
Attachments: Take a Hike Program Expands to Vancouver Island1.pdf

Hi Sarah;

I am forwarding this onto you!
Thanks and have a wonderful long weekend.

debb

From: Deb Abma-Sluggett <deb@takeahikefoundation.org>
Sent: Thursday, June 27, 2019 12:46 PM
To: Minister, MMHA MMHA:EX
Cc: Wade, Debbie PREM:EX
Subject: Take a Hike - growing into Nanaimo providing support to more vulnerable youth

Hello Minister Darcy,

It was with great excitement this morning that I read the press release through CBC, about the announcement yesterday that the B.C. government released its 10-year plan to better address mental health and additions in the province which includes subsidized counselling services. Your quote "there is nothing more pressing then ensuring every young person has the supports they need to not just survive, but thrive" literally made my heart beat faster and celebrate.

Our CEO (Gordon Matchett) and I will be in Victoria on July 9th to meet with Minister Fleming at 2pm and the Ministry of Health at 3pm to provide an update regarding Take a Hike, our students and recent graduates, and our growth into Nanaimo (press release attached).

We would welcome the opportunity to meet with you prior to our meeting with Minister Fleming at 2pm and the Ministry of Health at 3pm.

Please let me know if you have a window of time on July 9th.

Kind regards,

Deb

Deb Abma-Sluggett, CFRE
Director of Philanthropy/Government Relations



take a hike
FOUNDATION®

728-736 Granville Street, Vancouver, BC, V6Z 1G3

Ph: 604.638.3385 Ext: 101 | Direct: 604.679.3558 | deb@takeahikefoundation.org | www.takeahikefoundation.org |

Canadian Charitable Registration Number: 891394611 RR0001



**** Please note our new address. ****

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 27, 2019 2:56 PM
To: Dunnett, Jennifer PREM:EX
Subject: Re: Conf. Call re: Taxi/TNC insurance issues

Thanks Jenn!!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-27 2:40 PM (GMT-08:00)
To: "Duncan, Kate EMPR:EX" <Kate.Duncan@gov.bc.ca>, "Normand, Nicole AG:EX" <Nicole.Normand@gov.bc.ca>, "Faust, Marnie L GCPE:EX" <Marnie.Faust@gov.bc.ca>, "Poorooshasb, Nammi GCPE:EX" <Nammi.Poorooshasb@gov.bc.ca>, "Waters, Leah TRAN:EX" <Leah.Waters@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Conf. Call re: Taxi/TNC insurance issues

Hi everyone,

In regards to the conference call Geoff would like to set up to discuss Taxi/TNC insurance issues; it sounds like Thursday, July 4th from 1pm – 130pm would be the best time. Leah I mentioned 130pm – 2pm on the voicemail I left you but 1pm - 130pm works better.

Here are the following participants for the call:

Geoff Meggs
Minister Trevena
Minister Eby
Minister Mungall
Donna Evans
Nammi Poorooshasb

Please block this time off in your delegates calendar with the following details:

Thursday, July 4th

1pm – 130pm

Dial in number: s.15; s.17

Geoff to moderate: s.15; s.17

Participant Code: s.15; s.17

If you would like me to send you a meeting invite, please let me know.

Thank you!



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 27, 2019 12:26 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Hotel charges in Europe

You bet. Ill ask him on tuesday
Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2019-06-27 12:22 PM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Hotel charges in Europe

Hi Debbie,

The Bank of Canada exchange rate is not as high as what Geoff was charged for the hotels in London and Amsterdam. Are you able to ask him for a copy of his credit card statement so I can ensure he's repaid the same amount he paid?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer
Office of the Premier

Direct: 778-974-6082

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

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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 27, 2019 9:57 AM
To: Hockin, Amber PREM:EX
Subject: Re: Call for Records OOP-2019-93643 Records Due July 5, 2019

I sure can!
s.22

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Date: 2019-06-27 9:34 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Fwd: Call for Records OOP-2019-93643 Records Due July 5, 2019

s.13

Sent from my iPad

Begin forwarded message:

From: "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
Date: June 26, 2019 at 12:11:05 PM PDT
To: LP PO Executive Office <LPPVO@Victoria1.gov.bc.ca>, LP Premiers Vancouver Office
<LPPVO@Victoria1.gov.bc.ca>
Subject: Call for Records OOP-2019-93643 Records Due July 5, 2019

Hello,

Please see the below request and please let me know by July 5th whether or not you have any records:

Canvassed: Exec. and VCO staff

All correspondence in the executive branch relating to the decision by the federal government to re-approve the Trans Mountain pipeline expansion.

(Date Range for Record Search: From 06/17/2019 To 06/19/2019) Date Format is MM/DD/YYYY

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

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

hay čx^w qə

Leslie Loubert, Administrative Assistant
Deputy Minister's Office | Office of the Premier
Room 272- West Annex, Parliament Buildings
Victoria, BC, V8W 9E1
Office | 250-356-2206

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 27, 2019 9:56 AM
To: Brown, Edena MCF:EX
Subject: Re: Letter

Great thanks so much Edena!s.22

Debb

Sent from my Samsung Galaxy smartphone.

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

From: "Brown, Edena MCF:EX" <Edena.Brown@gov.bc.ca>
Date: 2019-06-27 9:37 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Letter

Good morning Debbie,

Thank you for your patience. 😊 I am s.22 and have the signed letter now attached.

If you have any questions please let me know.

Cheers,
Edena

Edena Brown
Executive Assistant to Hon. Katrine Conroy
Minister of Children and Family Development and Minister Responsible for CBT, CPC and CRT
Cell: 250-480-8627 Email: Edena.Brown@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 27, 2019 9:04 AM
To: s.22
Subject: Re: Resume for s.22

Thank you s.22 !

Sent from my Samsung Galaxy smartphone.

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

From: s.22
Date: 2019-06-27 8:56 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Re: Resume for s.22

Sounds great! I'll connect again next week.

Thanks for your help on this, s.22

Thanks

s.22

On Thu, Jun 27, 2019 at 9:54 AM Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good morning s.22 :

Thanks for following up on this, and my apologies for not getting back to you sooner. Amber's schedule has been booked solid over the last few weeks and she is s.22

s.22 . Lets touch base on Tuesday and i will confirm a time for the week of July 8th.

Thanks!

Debb

Sent from my Samsung Galaxy smartphone.

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

From: s.22
Date: 2019-06-27 8:39 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Re: Resume for s.22

Hi Debbie

Hope all is well.

Just following up on an interview time with Amber.
Anything available in the next week or so?

Thank you
s.22

On Tue, Jun 11, 2019 at 10:11 AM s.22
s.22

Ok thanks for taking that into consideration Debbie.

Have a great day!

On Tue, Jun 11, 2019 at 8:37 AM Wade, Debbie PREM:EX
<Debbie.Wade@gov.bc.ca<<mailto:Debbie.Wade@gov.bc.ca>>> wrote:
?Hj s.22

Unfortunately, Amber is not in Victoria today, otherwise we could have tried to make that work.

Her schedule is fairly busy for the next few weeks, but I will get back to you with a time as soon as possible.

thanks!

From: s.22
Sent: Monday, June 10, 2019 6:54 PM
To: Wade, Debbie PREM:EX
Subject: Re: Resume for s.22

Hi Debbie,

Oh wow! That would be great.

I know this might be a complete long shot, but I will mention it, just in case.

I'm in Victoria tomorrow for the day. I have time between 12:30 pm and 1:30 pm if by any chance there's an availability for an in person interview.

If not, completely understand and am definitely open to their schedule.

Have a great night.

Hope to hear from you soon.

Thanks Debbie

s.22

On Mon, Jun 10, 2019 at 6:57 PM Wade, Debbie PREM:EX

<Debbie.Wade@gov.bc.ca<<mailto:Debbie.Wade@gov.bc.ca>><<mailto:Debbie.Wade@gov.bc.ca>><<mailto:Debbie.Wade@gov.bc.ca>>>> wrote:
Hjs.22

Absolutely, i will forward a copy to Maura as well as Amber Hockin, and get back to you with an interview meeting time.

Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: s.22
s.22

Date: 2019-06-10 3:45 PM (GMT-08:00)

To: "Wade, Debbie PREM:EX"

<Debbie.Wade@gov.bc.ca<<mailto:Debbie.Wade@gov.bc.ca>><<mailto:Debbie.Wade@gov.bc.ca>><<mailto:Debbie.Wade@gov.bc.ca>>>>

Cc: "Hockin, Amber PREM:EX"

<Amber.Hockin@gov.bc.ca<<mailto:Amber.Hockin@gov.bc.ca>><<mailto:Amber.Hockin@gov.bc.ca>><<mailto:Amber.Hockin@gov.bc.ca>>>>

Subject: Resume for s.22

Hi Debbie,

My name is s.22

I am looking for a position within the BC government as political staff. s.22
s.22

I am sending my professional resume to you, I had initially sent it off to Maura Parte, it was my understanding she is the HR for political staff? The email bounced back and I am unsure I can send this off to at this point.

Would you be able to help direct me in regards to the appropriate channels?

Thank you

s.22

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Thursday, June 27, 2019 8:00 AM
To: Dunnett, Jennifer PREM:EX
Subject: Re: quick follow-up on taxi/TNC insurance issues

Thanks Jenn!

Sent from my Samsung Galaxy smartphone.

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

From: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Date: 2019-06-27 7:41 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: quick follow-up on taxi/TNC insurance issues

Absolutely – will do! 😊

From: Wade, Debbie PREM:EX
Sent: June 26, 2019 7:17 PM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Fwd: quick follow-up on taxi/TNC insurance issues

Hi Jenn

Do you think you could possibly work on this tomorrow to schedule this meeting for next week. With it being a long weekend I'm worried if I leave until Tuesday to coordinate it may be a bit late.

It looks like Geoff has cc'd the Ministers he'd like involved.

Minister trevena's AC is Leah waters
Minister Eby's AC is Nicole Normand
Minister Mungalls AC is Kate Duncan

Please include Nammi Poorooshab, Donna Evans (assistant is Marnie Faust)
and sage.

Im presuming the Ministers will most likely be in their ridings so we will need to include conference call details.

Please let me know if you need any help or have any questions and I'll do my best to answer in between appointments!

Thankyou so much!!

Sent from my Samsung Galaxy smartphone.

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

From: "Meggs, Geoff PREM:EX" <Geoff.Meggs@gov.bc.ca>

Date: 2019-06-26 3:02 PM (GMT-08:00)

To: "Beale, William TRAN:EX" <William.Beale@gov.bc.ca>, "Harder, Derrick AG:EX" <Derrick.Harder@gov.bc.ca>

Cc: "Evans, Donna GCPE:EX" <Donna.Evans@gov.bc.ca>, "Poorooshab, Nammi GCPE:EX"

<Nammi.Poorooshab@gov.bc.ca>, "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>, "Mungall, Michelle EMPR:EX"

<Michelle.J.Mungall@gov.bc.ca>, "Trevena, Claire TRAN:EX" <Claire.Trevena@gov.bc.ca>, "Wade, Debbie PREM:EX"

<Debbie.Wade@gov.bc.ca>

Subject: FW: quick follow-up on taxi/TNC insurance issues

Hello everyone,

I 'd like to convene a co-ordinating meeting for rollout of the TNC/taxi issue as soon as possible – next week. (I've copied to the ministers for their information.) Although the imminent deadline relates to insurance, I want to be sure we have co-ordinated responses and correct messaging from both ministries in anticipation of stakeholders concerns and the need to brief the Green Party and NDP caucuses.

I've copied to Debbie Wade to schedule.

Thanks everyone

GEoff

From: Jimenez, Nicolas <Nicolas.Jimenez@icbc.com>

Sent: June 26, 2019 2:33 PM

To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>

Subject: quick follow-up on taxi/TNC insurance issues

hi geoff,

here's a quick summary of the points we discussed:

s.13; s.16

cheers

.....
Nicolas Jimenez
President & CEO
ICBC
.....
office: 604-982-2401 | mobile: 604-250-1045

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use by a person other than the named recipient of this communication is prohibited. If you received this in error or are not named as a recipient, please notify the sender and destroy all copies of this email immediately.

Insurance Corporation of British Columbia | 151 W. Esplanade | North Vancouver | V7M 3H9
[Contact Us](#)

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 7:08 PM
To: Elisha McCallum; Dunnett, Jennifer PREM:EX
Subject: Re: [EXTERNAL] RE: Meeting with Finning

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Elisha

Geoff has some s.22
calendars look.
Thanks!
Debb

however lets touch base in mid July and we can see how their

Sent from my Samsung Galaxy smartphone.

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

From: Elisha McCallum <Elisha.McCallum@finning.com>
Date: 2019-06-26 5:03 PM (GMT-08:00)
To: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Cc: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: Re: [EXTERNAL] RE: Meeting with Finning

Oh my goodness, Scott is s.22

August?

Get [Outlook for iOS](#)

From: Dunnett, Jennifer PREM:EX <jennifer.dunnett@gov.bc.ca>
Sent: Wednesday, June 26, 2019 3:39 PM
To: Elisha McCallum
Cc: Wade, Debbie PREM:EX
Subject: [EXTERNAL] RE: Meeting with Finning

Hi Elisha,

I am confirming that Geoff will be in Vancouver on July 23rd; would 11am – 1130am work for the meeting? This meeting can take place in our Vancouver Cabinet Office located at:

Suite – 740 – 999 Canada Place

It can be found in the Trade Centre Complex (Entrance is to the left of the Starbucks) on the 7th floor.

To request access please press and use the intercom at the door to the office.

If they have any issues or need assistance, please call the office at 604-775-1600.

Thank you kindly,



Jennifer Dunnett | Communications Assistant

Office of the Premier | Government of BC

West Annex, Parliament Buildings

Phone: 250.704.3034

From: Elisha McCallum <Elisha.McCallum@finning.com>
Sent: June 26, 2019 1:55 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with Finning

That's perfect thanks.

Elisha McCallum
Director of Global Communications
Mobile: (778) 668-0185
Elisha.McCallum@finning.com

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Wednesday, June 26, 2019 1:29 PM
To: Elisha McCallum <Elisha.McCallum@finning.com>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: [EXTERNAL] RE: Meeting with Finning

Hi Elisha;

He may be going to Vancouver on July 23rd, however that is not yet confirmed. I will touch base as soon as we know.
Thanks!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Elisha McCallum <Elisha.McCallum@finning.com>
Sent: Wednesday, June 26, 2019 1:16 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with Finning

Hi Debbie-
Scott and I are not free that afternoon – is there another date in July Geoff might be in Vancouver?

Elisha McCallum
Director of Global Communications
Mobile: (778) 668-0185
Elisha.McCallum@finning.com

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Wednesday, June 26, 2019 12:56 PM
To: Elisha McCallum <Elisha.McCallum@finning.com>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: [EXTERNAL] RE: Meeting with Finning

Hi Elisha;

Geoff will be in Vancouver for meetings on Thursday July 4th. Can you please advise if your representatives from Finning would be available @ 1:15pm to meet with Geoff at the Vancouver Cabinet Offices?

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Thursday, June 13, 2019 2:54 PM
To: Elisha McCallum <Elisha.McCallum@finning.com>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Meeting with Finning

Yes of course. I will talk to geoff on Monday when he is back in the office and look for another time.

Thanks!

Sent from my Samsung Galaxy smartphone.

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

From: Elisha McCallum <Elisha.McCallum@finning.com>
Date: 2019-06-13 11:25 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Cc: "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with Finning

Debbie –

Return flights for us to Vancouver are all booked up, so we will need to cancel this meeting please – can we rebook for a future date when Geoff is in Vancouver?

Elisha McCallum
Director of Global Communications
Mobile: (778) 668-0185
Elisha.McCallum@finning.com

From: Elisha McCallum
Sent: Thursday, June 13, 2019 9:56 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting with Finning

5pm works for us.

Elisha McCallum
Director of Global Communications
Mobile: (778) 668-0185
Elisha.McCallum@finning.com

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Wednesday, June 12, 2019 2:30 PM
To: Elisha McCallum <Elisha.McCallum@finning.com>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: [EXTERNAL] RE: Meeting with Finning

Good afternoon Elisha;

As you know we have a meeting with Geoff Meggs and Finning on Monday June 16th, unfortunately, we are needing to change the time of this meeting, as he needs to staff the Premier at another event. Geoff can be available at 5pm (instead of 3:15pm) on that day, Can you please advise if this works for the finning folks.

Thanks so much!

Debbie Wade
*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Elisha McCallum <Elisha.McCallum@finning.com>
Sent: Friday, March 22, 2019 12:20 PM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Meeting with Finning

Geoff Meggs
Chief of Staff, Office of the Premier

Dear Mr. Meggs,

I am writing to request a meeting between senior Finning representatives and yourself.

Finning is the world's largest Caterpillar dealer delivering unrivalled service for 85 years. We sell, rent and provide parts and service for equipment and engines to customers in various industries, including mining, construction, petroleum, forestry and a wide range of power systems applications. Our head office is located in Vancouver, on Great Northern Way and we have branch operations and service technicians located across the province.

Finning is leveraging digital technology to connect machines, people and sites, transact business and provide new solutions to transform our customers' performance. Finning actively promotes equipment and job site solutions that help our customers achieve efficiencies and reduce their environmental footprint and supports innovation in renewable energy projects.

We think this meeting would be a great opportunity for you to learn more about our company and the impact it is having throughout B.C. We would also welcome you and Premier Horgan for a tour of our operations at any time.

I can be contacted by phone at (778) 668-0185 or Elisha.McCallum@finning.com to book a mutually convenient time for a meeting.

Thank you again for your consideration of our request.

Regards,

Elisha McCallum
Director of Global Communications
Finning International Inc.
Suite 300-565 Great Northern Way, Vancouver BC, V5T 0H8
Mobile: (778) 668-0185
Elisha.McCallum@finning.com

We believe in partnering and innovating to build and power a better world.

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing, disclosing, or using any information contained herein. Please inform us of the erroneous delivery by return e-mail. Thank you for your cooperation.

Ce courriel et toute pièce jointe peuvent contenir des renseignements confidentiels, privilégiés ou légaux. Si cet envoi ne s'adresse pas à vous ou si vous l'avez reçu par erreur, vous devez le supprimer. Il est interdit de conserver, distribuer, communiquer ou utiliser les renseignements qu'il contient. Nous vous prions de nous signaler toute erreur par courriel. Merci de votre collaboration.

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing, disclosing, or using any information contained herein. Please inform us of the erroneous delivery by return e-mail. Thank you for your cooperation.

Ce courriel et toute pièce jointe peuvent contenir des renseignements confidentiels, privilégiés ou légaux. Si cet envoi ne s'adresse pas à vous ou si vous l'avez reçu par erreur, vous devez le supprimer. Il est interdit de conserver, distribuer, communiquer ou utiliser les renseignements qu'il contient. Nous vous prions de nous signaler toute erreur par courriel. Merci de votre collaboration.

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing, disclosing, or using any information contained herein. Please inform us of the erroneous delivery by return e-mail. Thank you for your cooperation.

Ce courriel et toute pièce jointe peuvent contenir des renseignements confidentiels, privilégiés ou légaux. Si cet envoi ne s'adresse pas à vous ou si vous l'avez reçu par erreur, vous devez le supprimer. Il est interdit de conserver, distribuer, communiquer ou utiliser les renseignements qu'il contient. Nous vous prions de nous signaler toute erreur par courriel. Merci de votre collaboration.

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing, disclosing, or using any information contained herein. Please inform us of the erroneous delivery by return e-mail. Thank you for your cooperation.

Ce courriel et toute pièce jointe peuvent contenir des renseignements confidentiels, privilégiés ou légaux. Si cet envoi ne s'adresse pas à vous ou si vous l'avez reçu par erreur, vous devez le supprimer. Il est interdit de conserver, distribuer, communiquer ou utiliser les renseignements qu'il contient. Nous vous prions de nous signaler toute erreur par courriel. Merci de votre collaboration.

This e-mail and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, you should destroy the e-mail message and any attachments or copies, and you are prohibited from retaining, distributing, disclosing, or using any information contained herein. Please inform us of the erroneous delivery by return e-mail. Thank you for your cooperation.

Ce courriel et toute pièce jointe peuvent contenir des renseignements confidentiels, privilégiés ou légaux. Si cet envoi ne s'adresse pas à vous ou si vous l'avez reçu par erreur, vous devez le supprimer. Il est interdit de conserver, distribuer, communiquer ou utiliser les renseignements qu'il contient. Nous vous prions de nous signaler toute erreur par courriel. Merci de votre collaboration.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 2:10 PM
To: Hockin, Amber PREM:EX
Subject: RE: Performance assessment Nimmi

Yes I am still waiting for Nimmi's Self assessment form, but have followed up with her again 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 1:56 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Performance assessment Nimmi

Could we go ahead and schedule this please for s.22

? Thanks

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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 2:04 PM
To: Takkar, Nimmi PSSG:EX
Subject: Self Assessment Performance Review

Hi Nimmi;

I don't seem to have a copy of your self Assessment form, could you please advise if this has been completed.

Thanks so much!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 1:59 PM
To: Nash, Amber PREM:EX; Dunnett, Jennifer PREM:EX
Subject: RE: Cabinet - July 15

Thank you Ambernash!!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Nash, Amber PREM:EX
Sent: Wednesday, June 26, 2019 1:55 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Cabinet - July 15

Hi Both,

Noticed that Geoff, Amber & Sage don't have Cabinet on July 15th in their schedules. Wanted to ensure they don't miss it.

1-3:30pm

a

Amber Nash
*Director of Executive Operations & Scheduling
Office of the Premier | Government of British Columbia
501 Belleville St, Victoria, BC V8V 2L8
Direct: 778-974-6068 | Cell: 778-584-3330*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 1:58 PM
To: Wright, Don J. PREM:EX
Subject: Declined: MEETING: Agendas

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 1:55 PM
To: Wright, Don J. PREM:EX
Cc: Shortt, Amanda PREM:EX
Subject: RE: MEETING: Agendas

This time should be fine, Geoff has an AOC meeting prior to this but it should be done by 1:00pm
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

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

From: Wright, Don J. PREM:EX
Sent: Wednesday, June 26, 2019 1:51 PM
To: Wade, Debbie PREM:EX
Subject: MEETING: Agendas
When: Tuesday, July 2, 2019 1:00 PM-1:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: s.15 /Dial-in Phone Numbers:s.15; s.17 ; Participant
Conference ID: s.15; s.17 ; Don to moderate - ID:s.15; s.17

Geoff and I have a meeting on Monday morning that will conflict with this. Please let me know if the new time isn't going to work for you.

Thanks.

*** Please inform Alison by Friday if you will be calling into the meeting.

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 1:48 PM
To: Cooling, Karen LBR:EX
Subject: RE: Employee Performance Reviews

Thank you Karen!
Do you know if you Minister has completed his Minister's input form for you?

Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Cooling, Karen LBR:EX
Sent: Wednesday, June 26, 2019 1:41 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Employee Performance Reviews

Attached please find my self-assessment.

Karen

Karen Cooling (she/hers)
Senior Ministerial Assistant
Honourable Harry Bains
Minister of Labour

Legislative Buildings | Victoria | British Columbia | V8V 1X4
Phone: 778-974-6025 | Email: karen.cooling@gov.bc.ca

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

From: Garnier, Jack LBR:EX
Sent: Wednesday, June 5, 2019 11:21 AM
To: Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>
Subject: FW: Employee Performance Reviews

From: Wade, Debbie PREM:EX

Sent: June 5, 2019 11:19 AM

To: Oldham, Lisa E AGRI:EX <Lisa.Oldham@gov.bc.ca>; Normand, Nicole AG:EX <Nicole.Normand@gov.bc.ca>; Banh, Lindsay MCF:EX <Lindsay.Banh@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Silverio, Lisa FLNR:EX <Lisa.Silverio@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Waters, Leah TRAN:EX <Leah.Waters@gov.bc.ca>; Hembree, Sara PSSG:EX <Sara.Hembree@gov.bc.ca>; Roberts, Connie A IRR:EX <Connie.Roberts@gov.bc.ca>; Garnier, Jack LBR:EX <Jack.Garnier@gov.bc.ca>; Reid, Heidi FIN:EX <Heidi.Reid@gov.bc.ca>

Cc: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: FW: Employee Performance Reviews

Good morning everyone;

I am following up on Maura Parte's email from Friday May 31st. Amber Hockin would like to schedule the remaining Performance Review Assessments with your Senior MA as soon as possible. I am missing either one or both of the forms needed. Could you please bring this to the attention of your Senior MA, and assist in getting these forms sent to me asap. The forms needed are:

Ministers Input Review

Employee Self Assessment form for Senior MA

If you have any questions please let me know.

Thanks so much!

Debbie Wade

Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff

Office of the Premier

778-974-6075

From: Parte, Maura PSA:EX

Sent: Friday, May 31, 2019 1:09 PM

To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: FW: Employee Performance Reviews

From: Parte, Maura PSA:EX

Sent: May 31, 2019 12:54 PM

To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>

Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>

Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes. It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources
Office of the Deputy Minister | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1
Office: 778-698-9278 | Cell: s.17



Where ideas work

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 1:19 PM
To: Meggs, Geoff PREM:EX
Subject: RE: Call for Records OOP-2019-93697 Records Due July 11, 2019

Will do thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 1:07 PM
To: OOP FOI PREM:EX <OOP.FOI@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Re: Call for Records OOP-2019-93697 Records Due July 11, 2019

Debbie, try a word search.

G

Sent from my iPhone

On Jun 26, 2019, at 12:27 PM, OOP FOI PREM:EX <OOP.FOI@gov.bc.ca> wrote:

Hi Geoff,

Please see the below request and please let me know by July 11th whether or not you have any records:

All correspondence sent to or from Geoff Meggs since January 2019 that mentions the word 'transboundary'.

(Date Range for Record Search: From 01/01/2019 To 06/24/2019) Date Format is MM/DD/YYYY

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

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

hay čx^w qə

Leslie Loubert, Administrative Assistant
Deputy Minister's Office | Office of the Premier
Room 272- West Annex, Parliament Buildings
Victoria, BC, V8W 9E1
Office | 250-356-2206

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 1:17 PM
To: Aaron, Sage PREM:EX; Hockin, Amber PREM:EX
Subject: RE: Weekly Check-in

Yes it has been moved to Tuesday morning ☺

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Aaron, Sage PREM:EX
Sent: Wednesday, June 26, 2019 1:15 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Weekly Check-in

Can we move this meeting to Tues?

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

From: Hockin, Amber PREM:EX
Sent: October 10, 2018 2:27 PM
To: Hockin, Amber PREM:EX; Li, Jony LASS:EX; Talbot, Sarena GCPE:EX; Yano, Brady LASS:EX; Dewan, Veenoo LASS:EX; LP Executive Assistants; Eso, Michael AEST:EX; Della Mattia, Emily LASS:EX; Connor, Tamara LASS:EX; Biazzi, Mahdiyar LASS:EX; Robinson, Jon PREM:EX; Aaron, Sage PREM:EX; Sanderson, Melanie TRAN:EX; Geary, Vanessa PREM:EX; LP Ministerial Assistants; Viaud, Chantille MCF:EX; Hannah, Matt GCPE:EX; Kingston, Charlotte PREM:EX; Meggs, Geoff PREM:EX; Oreck, Mira PREM:EX; Marriott, Sarah GCPE:EX; LP Senior Ministerial Assistants; Machell, Aileen TRAN:EX; Groves, Joanna LASS:EX; Madevon, Solenn LASS:EX; Williams, Chelsea S LASS:EX; Sihota, Manveer LASS:EX; Van Meer-Mass, Kate FIN:EX; May, Ed LASS:EX; Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; LP PREM Directors
Cc: Howlett, Tim GCPE:EX; Farmer, Leila GCPE:EX; Thumath, Meaghan MMHA:EX; Sanderson, Melissa EMPR:EX; Harder, Derrick AG:EX; Gunn, Paula MCF:EX; Yeung, Lucinda HLTH:EX; Vasilev, Susan LASS:EX; s.22
s.22 ; Djonlic, Matt MAH:EX; Hannah, Jeff TAC:EX; Renneberg, Tim FLNR:EX; Lawson, Liam FIN:EX; Cheevers, Michael LBR:EX; Pecora, Talea PSSG:EX; Squance, Leah SDPR:EX; Gillezeau, Rob FIN:EX; Hammond, Danika S EMPR:EX; Cooling, Karen LBR:EX; Fogg, Bruce PREM:EX; Hamdon, Nadia EDUC:EX; Beale, William TRAN:EX; Xia, Eveline MAH:EX; Andrews, Scott EDUC:EX; Moran, Roseanne LASS:EX; Brown, Edena MCF:EX; Ashbourne, Craig MAH:EX; Russell, Shannon CITZ:EX; Bansal, Mindy CITZ:EX; Milne, Gala ENV:EX; Newhook, Kelly TAC:EX; Rzepa, Christina AEST:EX; Sas, Jonathan IRR:EX; Harrison, Veronica EDUC:EX; Smith, George PREM:EX; Wieczorek, Chris AGRI:EX; Godfrey, Sam AGRI:EX; van Baarsen, Amanda AEST:EX; Spilker, Robyn FIN:EX; Liens, Raymond MMHA:EX; Lindsay-Baugh, Anna MMHA:EX; McLaren, Kenn FLNR:EX; Iliffe, Liam GCPE:EX; Gardea, Daniela MAH:EX; Takkar, Nimmi PSSG:EX; Stone, Lynne TRAN:EX; Dick, Jolleen IRR:EX; Snoddon, Michael AEST:EX; Maartman, William PSSG:EX; Sharma, Niki MCF:EX; Scott, Samantha AG:EX; Papadopoulos, James TRAN:EX; Zimmerman, Emily LBR:EX; Tombs, Brenda SDPR:EX; McNish, James JTT:EX; Sather, Kelly ENV:EX; Sam, Anne-Marie IRR:EX; Infante, James SDPR:EX; Jones, Tristan FLNR:EX; MacDonald, Alex MMHA:EX; Henry, Molly MAH:EX; Chang, Stephanie JTT:EX; Lo, Reamick ENV:EX; Perry, Alisma, MCF:EX; Dycke, Cassandra HLTH:EX; Frampton, Caelie ENV:EX; Smith, Jessica C AG:EX; Carreras, Korleen TAC:EX; Parmar, Ravi CITZ:EX; Smith, Krystal

PSSG:EX; Szabo, Maria JTT:EX; Pham, Thuy HLTH:EX; Farrance, Melissa EDUC:EX; Wolfe, Seamus AEST:EX; Cuddy, Andrew EMPR:EX; Bowen, Bev LASS:EX; Girn, Naveen PREM:EX; Bain, Don PREM:EX; Nash, Amber PREM:EX; Dewar, Bob PREM:EX; Cardona, Diego AEST:EX; Brandt, Alissa SDPR:EX

Subject: Weekly Check-in

When: July 1, 2019 7:30 AM-8:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: Conference Call -s.15; s.17 / Participant code: s.15; s.17 /Moderator code: s.15; s.17

Sr MA/ MA / EA's Monday morning weekly Check in –

Conference Call Line Tel: s.15; s.17

Participant code: s.15; s.17

Moderator code: . **Amber hockin**

Wade, Debbie PREM:EX

Subject: Weekly Check-in
Location: Conference Call -s.15; s.17 / Participant code: s.15; s.17 /Moderator code: s.15; s.17

Start: Tue 2019-07-02 7:30 AM
End: Tue 2019-07-02 8:00 AM
Show Time As: Tentative

Recurrence: Weekly
Recurrence Pattern: Occurs every Monday from 7:30 AM to 8:00 AM effective 17/09/2018 until 18/12/2019. (UTC-08:00) Pacific Time (US & Canada)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Li, Jony LASS:EX; Talbot, Sarena GCPE:EX; Yano, Brady LASS:EX; Dewan, Veenoo LASS:EX; LP Executive Assistants; Eso, Michael AEST:EX; Della Mattia, Emily LASS:EX; Connor, Tamara LASS:EX; Biazi, Mahdiyar LASS:EX; Robinson, Jon PREM:EX; Aaron, Sage PREM:EX; Sanderson, Melanie TRAN:EX; Geary, Vanessa PREM:EX; LP Ministerial Assistants; Viaud, Chantille MCF:EX; Hannah, Matt GCPE:EX; Kingston, Charlotte PREM:EX; Meggs, Geoff PREM:EX; Oreck, Mira PREM:EX; Marriott, Sarah GCPE:EX; LP Senior Ministerial Assistants; Machell, Aileen GCPE:EX; Groves, Joanna LASS:EX; Madevon, Solenn LASS:EX; Williams, Chelsea S LASS:EX; Sihota, Manveer LASS:EX; Van Meer-Mass, Kate PREM:EX; May, Ed LASS:EX; Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; LP PREM Directors

Optional Attendees: Howlett, Tim GCPE:EX; Farmer, Leila GCPE:EX; Thumath, Meaghan MMHA:EX; Sanderson, Melissa EMPR:EX; Harder, Derrick AG:EX; Gunn, Paula MCF:EX; Yeung, Lucinda HLTH:EX; Vasilev, Susan LASS:EX; s.22 Djonlic, Matt MAH:EX; Hannah, Jeff TAC:EX; Renneberg, Tim FLNR:EX; Lawson, Liam FIN:EX; Cheevers, Michael LBR:EX; Pecora, Talea PSSG:EX; Squance, Leah SDPR:EX; Gillezeau, Rob FIN:EX; Hammond, Danika S EMPR:EX; Cooling, Karen LBR:EX; Fogg, Bruce PREM:EX; Hamdon, Nadia EDUC:EX; Beale, William TRAN:EX; Xia, Eveline MAH:EX; Andrews, Scott EMPR:EX; Moran, Roseanne LASS:EX; Brown, Edena MCF:EX; Ashbourne, Craig MAH:EX; Russell, Shannon CITZ:EX; Bansal, Mindy CITZ:EX; Milne, Gala ENV:EX; Newhook, Kelly TAC:EX; Rzepa, Christina AEST:EX; Sas, Jonathan IRR:EX; Harrison, Veronica EDUC:EX; Smith, George AG:EX; Wieczorek, Chris AGRI:EX; Godfrey, Sam AGRI:EX; van Baarsen, Amanda AEST:EX; Spilker, Robyn FIN:EX; Liens, Raymond MMHA:EX; Lindsay-Baugh, Anna MMHA:EX; McLaren, Kenn FLNR:EX; Iliffe, Liam GCPE:EX; Gardea, Daniela MAH:EX; Takkar, Nimmi PSSG:EX; Stone, Lynne TRAN:EX; Dick, Jolleen IRR:EX; Snoddon, Michael AEST:EX; Maartman, William PSSG:EX; Sharma, Niki MCF:EX; Scott, Samantha LBR:EX; Papadopoulos, James TRAN:EX; Zimmerman, Emily LBR:EX; Tombs, Brenda SDPR:EX; McNish, James JTT:EX; Sather, Kelly ENV:EX; Sam, Anne-Marie IRR:EX; Infante, James MCF:EX; Jones, Tristan FLNR:EX; MacDonald, Alex MMHA:EX; Henry, Molly FIN:EX; Chang, Stephanie JTT:EX; Lo, Reamick ENV:EX; Perry, Alisma, MCF:EX; Dycke, Cassandra HLTH:EX; Frampton, Caelie ENV:EX; Smith, Jessica C AG:EX; Carreras, Korleen TAC:EX; Parmar, Ravi CITZ:EX; Smith, Krystal PSSG:EX; Szabo, Maria JTT:EX; Pham, Thuy HLTH:EX; Farrance, Melissa EDUC:EX; Wolfe, Seamus AEST:EX; Cuddy, Andrew EMPR:EX; Bowen, Bev LASS:EX; Girn, Naveen PREM:EX; Bain, Don PREM:EX; Nash, Amber PREM:EX; Dewar, Bob PREM:EX; Cardona, Diego AEST:EX; Brandt, Alissa SDPR:EX; Craik, Jason AGRI:EX; Pinette, Celia AG:EX; Ho, Theresa JTT:EX; Liu, Ange FIN:EX; Thomson, Krystal JTT:EX;

Optional Attendees: Yano, Brady FIN:EX; Morrison, Whitney IRR:EX; Ranjan, Ramesh TAC:EX

Sr MA/ MA / EA's Monday morning weekly Check in –

Conference Call Line Tel: s.15; s.17

Participant code: s.15; s.17

Moderator code: *Amber hockin*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 1:13 PM
To: McCann, Meghan EMPR:EX
Subject: FW: BN to support MOU

Hi Meghan;

Please see email from Geoff below.

Thanks! 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 1:05 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Subject: Re: BN to support MOU

Don Wright is asking the DM at EMPR to prepare some revisions

Geoff

Sent from my iPhone

On Jun 26, 2019, at 12:02 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Sorry to bother you again on this one. Did you get a chance to discuss with PJH? EMPR is hoping to get s.13 from you and PJH asap.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Wednesday, June 19, 2019 12:12 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>

Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Subject: Re: BN to support MOU

Don and I will both undertake to our in front of it

G

Sent from my iPhone

On Jun 19, 2019, at 11:40 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Just following up on the BN to support MOU – their deadline is the end of June, I doubt you have had a chance to discuss this with PJH. I will flag for this Friday June 21st, in hopes you can touch base with PJH.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Tuesday, June 4, 2019 10:58 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: BN to support MOU

I assume this is the Jogmec MOU. Don and I s.13 but we have not had the opportunity to review with the Premier. Is there a deadline?

Geoff

From: Wade, Debbie PREM:EX
Sent: June 4, 2019 8:42 AM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Fw: BN to support MOU

Hi Geoff;

Can you please advise the status of this MOU?

thanks!

From: Nash, Amber PREM:EX
Sent: Tuesday, June 04, 2019 8:27 AM
To: McCann, Meghan EMPR:EX
Cc: Wensink, Alison PREM:EX; Wade, Debbie PREM:EX
Subject: RE: BN to support MOU

This was reviewed with Geoff & Don Wright. Copying Debbie and Alison here to follow up.

Amber

From: McCann, Meghan EMPR:EX
Sent: June 3, 2019 9:46 AM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Amber,

Just checking in on status of this MOU, thanks.

From: McCann, Meghan EMPR:EX
Sent: May 27, 2019 2:03 PM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Amber, see attached, thanks.

From: Nash, Amber PREM:EX
Sent: May 27, 2019 1:47 PM
To: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>
Subject: BN to support MOU

Hi Meghan,

Can you please send me the BN to support the MOU you dropped off last week?

A

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 1:05 PM
To: Meggs, Geoff PREM:EX
Cc: Dunnett, Jennifer PREM:EX; Wright, Don J. PREM:EX
Subject: RE: BN to support MOU

Ok, thanks Geoff!

debb

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 1:05 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Subject: Re: BN to support MOU

Don Wright is asking the DM at EMPR to prepare some revisions

Geoff

Sent from my iPhone

On Jun 26, 2019, at 12:02 PM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Sorry to bother you again on this one. Did you get a chance to discuss with PJH? EMPR is hoping to get s.13 from you and PJH asap.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Meggs, Geoff PREM:EX
Sent: Wednesday, June 19, 2019 12:12 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>

Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Subject: Re: BN to support MOU

Don and I will both undertake to our in front of it

G

Sent from my iPhone

On Jun 19, 2019, at 11:40 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Geoff;

Just following up on the BN to support MOU – their deadline is the end of June, I doubt you have had a chance to discuss this with PJH. I will flag for this Friday June 21st, in hopes you can touch base with PJH.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Meggs, Geoff PREM:EX
Sent: Tuesday, June 4, 2019 10:58 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: BN to support MOU

I assume this is the Jogmec MOU. Don and I s.13 but we have not had the opportunity to review with the Premier. Is there a deadline?

Geoff

From: Wade, Debbie PREM:EX
Sent: June 4, 2019 8:42 AM
To: Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Fw: BN to support MOU

Hi Geoff;

Can you please advise the status of this MOU?

thanks!

From: Nash, Amber PREM:EX
Sent: Tuesday, June 04, 2019 8:27 AM
To: McCann, Meghan EMPR:EX
Cc: Wensink, Alison PREM:EX; Wade, Debbie PREM:EX
Subject: RE: BN to support MOU

This was reviewed with Geoff & Don Wright. Copying Debbie and Alison here to follow up.

Amber

From: McCann, Meghan EMPR:EX
Sent: June 3, 2019 9:46 AM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Amber,

Just checking in on status of this MOU, thanks.

From: McCann, Meghan EMPR:EX
Sent: May 27, 2019 2:03 PM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: BN to support MOU

Hi Amber, see attached, thanks.

From: Nash, Amber PREM:EX
Sent: May 27, 2019 1:47 PM
To: McCann, Meghan EMPR:EX <Meghan.McCann@gov.bc.ca>
Subject: BN to support MOU

Hi Meghan,

Can you please send me the BN to support the MOU you dropped off last week?

A

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 1:05 PM
To: PREM CAL PREM:EX
Subject: Declined: Meeting: PJH, Geoff, Amber and Don

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 12:09 PM
To: Nash, Amber PREM:EX
Subject: FW: OoP Service Plan Report 2019 DRAFT June 25

FYI - In case you hadn't heard back from Evan 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Brown, Evan PREM:EX
Sent: Wednesday, June 26, 2019 12:01 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: OoP Service Plan Report 2019 DRAFT June 25

They did

Evan Brown, Executive Assistant to the Premier
Office of the Premier | Government of BC |
501 Belleville St, Victoria BC, V8V 2L8 | 250.387.1715

On Jun 26, 2019, at 10:18 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Evan;

Just following up on this. Can you please advise if you've had a chance to review with PJH and Geoff.
Thanks! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Nash, Amber PREM:EX
Sent: Tuesday, June 25, 2019 3:15 PM
To: Brown, Evan PREM:EX <Evan.Brown@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: FW: OoP Service Plan Report 2019 DRAFT June 25

Hi Evan,

Shelley Canitz has asked for Premier and Geoff to review the attached service plan. It has been approved by Don.

FYI: This is a report on the service plan from earlier this year. We will have a new service plan in the fall if anyone wants to add anything.
It follows a template set out by CARBO.

Are you able to find a moment tomorrow for then to review? I'd like to get it back to Shelley before end of day Wednesday if possible.

Amber

<OoP Service Plan Report 2019 DRAFT June 25.docx>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 12:09 PM
To: Brown, Evan PREM:EX
Subject: RE: OoP Service Plan Report 2019 DRAFT June 25

Thank you EVANO!! 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Brown, Evan PREM:EX
Sent: Wednesday, June 26, 2019 12:01 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: OoP Service Plan Report 2019 DRAFT June 25

They did

Evan Brown, Executive Assistant to the Premier
Office of the Premier | Government of BC |
501 Belleville St, Victoria BC, V8V 2L8 | 250.387.1715

On Jun 26, 2019, at 10:18 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi Evan;

Just following up on this. Can you please advise if you've had a chance to review with PJH and Geoff.
Thanks! 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Nash, Amber PREM:EX
Sent: Tuesday, June 25, 2019 3:15 PM
To: Brown, Evan PREM:EX <Evan.Brown@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: FW: OoP Service Plan Report 2019 DRAFT June 25

Hi Evan,

Shelley Canitz has asked for Premier and Geoff to review the attached service plan. It has been approved by Don.

FYI: This is a report on the service plan from earlier this year. We will have a new service plan in the fall if anyone wants to add anything.
It follows a template set out by CARBO.

Are you able to find a moment tomorrow for then to review? I'd like to get it back to Shelley before end of day Wednesday if possible.

Amber

<OoP Service Plan Report 2019 DRAFT June 25.docx>

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 12:08 PM
To: Wright, Don J. PREM:EX
Subject: Accepted: MEETING: Agendas

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 12:07 PM
To: 'Jessica Hampe'
Subject: RE: Permit

No worries! I will delete 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Jessica Hampe <jessica@richberrygroup.com>
Sent: Wednesday, June 26, 2019 11:59 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: Permit

I am so sorry! That was sent to you by mistake.

Please disregard and thanks for letting me know!

Jessica Hampe
Executive Assistant to Peter Dhillon
Mobile: 604.220.8348

From: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Date: Wednesday, June 26, 2019 at 11:57 AM
To: 'Jessica Hampe' <jessica@richberrygroup.com>
Subject: RE: Permit

Hi Jessica;

Could you please advise what action you would like in regards to the ICBC Temporary operation permit you sent to me on Monday. Would you like this passed on to Geoff Meggs?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Jessica Hampe <jessica@richberrygroup.com>
Sent: Monday, June 24, 2019 3:36 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Permit

Jessica Hampe
Executive Assistant to Peter Dhillon
Mobile: 604.220.8348

From: rob sahota <rob@awinsures.com>
Date: Thursday, June 13, 2019 at 5:07 PM
To: <jessica@richberrygroup.com>
Subject: Permit

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 11:52 AM
To: Brown, Dawn A PREM:EX; Hagglund, Jarrett PREM:EX; Shortt, Amanda PREM:EX
Cc: McLaren, Chris PREM:EX
Subject: RE: Binder delivery

s.22 Chris McLaren will be here – perhaps anytime before 3pm would be great!
Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Brown, Dawn A PREM:EX
Sent: Wednesday, June 26, 2019 11:48 AM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Subject: Binder delivery
Importance: High

Hello folks,

Looking for the magic hour for Friday please.

Thank you,

Dawn-Alena Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 778.974.5082 / Cell: 778.584.0197

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 11:40 AM
To: Dixon, Olivia PREM:EX
Subject: RE: GEO conference call today

Thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Dixon, Olivia PREM:EX
Sent: Wednesday, June 26, 2019 11:28 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>;
Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: GEO conference call today

Printed and passed on ☺

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
O: 604-398-5779 | **B:** 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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

From: Wade, Debbie PREM:EX
Sent: June 26, 2019 11:24 AM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>;
Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: GEO conference call today

Hi Olivia;

This document just came in for Ambers 3:30pm phone call / meeting today. Could I please ask you to print a copy for her please?

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 11:27 AM
To: Liu, Ange FIN:EX
Subject: RE: GEO call

Thank you!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Liu, Ange FIN:EX
Sent: Wednesday, June 26, 2019 11:26 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Spilker, Robyn FIN:EX <Robyn.Spilker@gov.bc.ca>
Subject: RE: GEO call

Done! :)

From: Wade, Debbie PREM:EX
Sent: June 26, 2019 11:20 AM
To: Liu, Ange FIN:EX <Ange.Liu@gov.bc.ca>
Subject: FW: GEO call

Hi Ange;

Can you please invite Charlotte Kingston to join these calls for today and going forward.

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 11:17 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: GEO call

Could you please add Charlotte Kingston to the invite for today's and other calls? Thanks, Amber

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 11:25 AM
To: Gotto, Sarah F MMHA:EX
Subject: RE: Meeting Invite for Geoff and Minister Judy

Thanks Sarah ☺ Jenn is helping me out and hadn't schedule a meeting with any Ministers before.

Debb

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Gotto, Sarah F MMHA:EX
Sent: Wednesday, June 26, 2019 11:21 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting Invite for Geoff and Minister Judy

Sounds great – here to assist.

Sarah

From: Dunnett, Jennifer PREM:EX
Sent: June 26, 2019 11:20 AM
To: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting Invite for Geoff and Minister Judy

Oh sorry! I realize that I don't add her email and just confirm with you. I will talk to Geoff regarding s.22 and get back to you.

Thank you,



Jennifer Dunnett | Communications Assistant
Office of the Premier | Government of BC
West Annex, Parliament Buildings
Phone: 250.704.3034

From: Gotto, Sarah F MMHA:EX
Sent: June 26, 2019 11:15 AM
To: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: RE: Meeting Invite for Geoff and Minister Judy

Hello, when you say you sent a meeting request to MJD – where did it go to? I have not seen it come across my desk.

MJD is s.22

Please advise if you would like to look at an alternate date and I would be pleased to assist.

Sarah

From: Dunnett, Jennifer PREM:EX

Sent: June 26, 2019 11:10 AM

To: Gotto, Sarah F MMHA:EX <Sarah.Gotto@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: Meeting Invite for Geoff and Minister Judy

Hi Sarah,

I sent a meeting request for Minister Darcy to meet with Geoff Megg's in VCO on July 23rd at 10am; please let me know if this time does not work for her.

Thank you,



Jennifer Dunnett | Communications Assistant

Office of the Premier | Government of BC

West Annex, Parliament Buildings

Phone: 250.704.3034

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 11:17 AM
To: Hockin, Amber PREM:EX
Subject: RE: GEO call

Yes I will ask Ange Lui to add her as she is the owner of this invite.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 11:17 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: GEO call

Could you please add Charlotte Kingston to the invite for today's and other calls? Thanks, Amber

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 11:15 AM
To: Tsang, Robin FIN:EX
Subject: RE: Minister's iPad eBinder update

That sounds great
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Tsang, Robin FIN:EX
Sent: Wednesday, June 26, 2019 11:03 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Minister's iPad eBinder update

Thanks Debbie. How about I connect with you Tuesday morning to confirm?

Robin

From: Wade, Debbie PREM:EX
Sent: June 26, 2019 11:00 AM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Subject: RE: Minister's iPad eBinder update

Great thanks
Geoff will be back in the office next week so perhaps on Tuesday or Wednesday?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Tsang, Robin FIN:EX
Sent: Wednesday, June 26, 2019 10:58 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Minister's iPad eBinder update

Hi Debbie:

Yes, we need to do an update on Geoff's iPad. He doesn't have to be around but someone needs to log on the iPad.

Thanks,
Robin

From: Wade, Debbie PREM:EX
Sent: June 26, 2019 10:50 AM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Minister's iPad eBinder update

Hi Robin;

I'm presuming this will need to be done for Geoff's calendar as well?

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Tsang, Robin FIN:EX
Sent: Tuesday, June 25, 2019 12:27 PM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>; LP Support Staff <LPSUPPORT@Victoria1.gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Minister's iPad eBinder update

Hi All:

Cabinet Operations is migrating the eBinder documents for Cabinet Committees to a new server. As a result, it will require to update the settings on the **Minister's iPad**.

The update is required to be done by a PREM Tech member in person and it will take about 10-15 minutes. We would like to schedule a time with you when the Minister's iPad is available in your office.

Please don't hesitate to let us know if any questions.

(*Brett Trimble is also available at VCO tomorrow.)

Thanks,

Robin Tsang - System Analyst, PREM Tech Support
Ministry of Finance, Corporate Services, Information Management Branch
Supporting Finance, Office of the Premier and various agencies, boards and commissions
PREM Tech Support Phone: 250-953-5151; E-mail: PREM.Tech@victoria1.gov.bc.ca
Cell:(250)508-0872 Fax:(250)356-1494



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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 11:11 AM
To: Meggs, Geoff PREM:EX
Subject: Declined: Meeting: PJH, Geoff, Amber and Don

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 10:55 AM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 10:55 AM
To: PREM CAL PREM:EX
Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 10:55 AM
To: Meggs, Geoff PREM:EX
Subject: Accepted: Meeting: PJH, Geoff, Amber and Don

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:49 AM
To: Hockin, Amber PREM:EX
Cc: Meggs, Geoff PREM:EX
Subject: RE: phone call with Geoff on Friday

I have got you and Geoff confirmed to meet today from 2:45-3:30pm at VCO
thx

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 10:46 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: phone call with Geoff on Friday

Yes we can work that out.

From: Wade, Debbie PREM:EX
Sent: June 26, 2019 10:08 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: FW: phone call with Geoff on Friday

Oh sorry, I just noticed you have a GEO conference call at that time!
Maybe 2:45-3:30pm?

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:06 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: phone call with Geoff on Friday

Hi Amber;

Geoff just advised that he is s.22 and a phone call will be difficult to schedule. Would you be able to meet with him at VCO this afternoon and go over things? I can book 3:30-4:15pm?

Let me know,

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:48 AM
To: Hockin, Amber PREM:EX
Subject: RE: Briefing Re: ICBC Focus groups & Campaign

Your welcome! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 10:47 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Briefing Re: ICBC Focus groups & Campaign

That's wonderful, just ticking off all the follow up items I have. Thanks for your help Debbie

From: Wade, Debbie PREM:EX
Sent: June 26, 2019 10:14 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: RE: Briefing Re: ICBC Focus groups & Campaign

Hi Amber;

Geoff asked me to reschedule when everyone was available. I have it confirmed for July 15th @ pm, as that is the first available date you are s.22 . If you would like me to find an earlier date s.22 I am happy to do that.

Thx

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 9:49 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: Briefing Re: ICBC Focus groups & Campaign

Did we get this set up with Geoff and Naami? Thanks

From: Wade, Debbie PREM:EX
Sent: June 19, 2019 11:06 AM
To: Poorooshasb, Nammi GCPE:EX <Nammi.Poorooshasb@gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Evans, Donna GCPE:EX <Donna.Evans@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Subject: RE: Briefing Re: ICBC Focus groups & Campaign

Thanks Nammi; amber suggested we reschedule for another time. I will get back to everyone with a new time asap.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Poorooshasb, Nammi GCPE:EX
Sent: Wednesday, June 19, 2019 10:59 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Evans, Donna GCPE:EX <Donna.Evans@gov.bc.ca>; Meggs, Geoff PREM:EX <Geoff.Meggs@gov.bc.ca>
Subject: Re: Briefing Re: ICBC Focus groups & Campaign

Hi Debbie,

I'm also happy to connect with Amber tomorrow and again with Geoff at a later date.

Nammi

On Jun 19, 2019, at 10:50 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Hi all;

Geoff has asked me to reschedule this meeting, as an urgent meeting has come up during this time.
Unless Amber, you feel you can go ahead without Geoff?
Please advise.

Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

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

From: Wade, Debbie PREM:EX **On Behalf Of** Meggs, Geoff PREM:EX
Sent: Wednesday, June 12, 2019 9:13 AM
To: Meggs, Geoff PREM:EX; Poorooshasb, Nammi GCPE:EX; Hockin, Amber PREM:EX
Cc: Evans, Donna GCPE:EX

Subject: Briefing Re: ICBC Focus groups & Campaign

When: Thursday, June 20, 2019 12:00 PM-12:30 PM (UTC-08:00) Pacific Time (US & Canada).

Where: VCO

Requested by Amber H – June 12th DW

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:46 AM
To: Hagglund, Jarrett PREM:EX
Cc: Dunnett, Jennifer PREM:EX; Shortt, Amanda PREM:EX
Subject: RE: June 16th and 23rd meetings

Hi Jarrett;

Just wanting to confirm that we can move the agendas meeting on July 22nd

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hagglund, Jarrett PREM:EX
Sent: Tuesday, June 25, 2019 10:21 AM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Amanda,

s.22 Ya Agendas was the conflict I saw and wasn't sure how easy that is to move.

Jarrett

From: Shortt, Amanda PREM:EX
Sent: June 25, 2019 10:20 AM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Jarrett,

Don will be s.22 . As for July 23, this would work if we can
reschedule agendas.

-Amanda

From: Hagglund, Jarrett PREM:EX
Sent: June 25, 2019 10:08 AM
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>;

Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: June 16th and 23rd meetings

Hi Allison, Amanda Jen, and Debbie,

I wanted to get in touch and see if it was possible for the Meetings between the Premier, Don W Geoff and Amber to move to the Monday from 9:30am – 11:00am. The Premier is in Vancouver both those Tuesdays so we thought it might be better if it can work out in person the day before.

Let me know if you think its possible.

Thanks so much!

Jarrett

Jarrett Hagglund | Executive Coordinator to the Premier

Office of the Premier

Office: 236-478-1561 | Cell: 604-817-1458

Jarrett.Hagglund@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:45 AM
To: Shortt, Amanda PREM:EX
Cc: Dunnett, Jennifer PREM:EX
Subject: RE: June 16th and 23rd meetings

Hi Amanda;

This should work to move the agenda's meeting to Tuesday July 23rd @ 9:00am. Can you please confirm once you have had a chance to look at Don's calendar.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Shortt, Amanda PREM:EX
Sent: Tuesday, June 25, 2019 10:28 AM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Jennifer,

Could you let us know if moving agendas works for Geoff's schedule on Monday July 23?

-Amanda

From: Hagglund, Jarrett PREM:EX
Sent: June 25, 2019 10:21 AM
To: Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: June 16th and 23rd meetings

Hi Amanda,

s.22 Ya Agendas was the conflict I saw and wasn't sure how easy that is to move.

Jarrett

From: Shortt, Amanda PREM:EX
Sent: June 25, 2019 10:20 AM
To: Hagglund, Jarrett PREM:EX <Jarrett.Hagglund@gov.bc.ca>

Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>

Subject: RE: June 16th and 23rd meetings

Hi Jarrett,

Don will be ^{s.22}
reschedule agendas.

As for July 23, this would work if we can

-Amanda

From: Hagglund, Jarrett PREM:EX

Sent: June 25, 2019 10:08 AM

To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>; Shortt, Amanda PREM:EX <Amanda.Shortt@gov.bc.ca>;
Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>

Subject: June 16th and 23rd meetings

Hi Allison, Amanda Jen, and Debbie,

I wanted to get in touch and see if it was possible for the Meetings between the Premier, Don W Geoff and Amber to move to the Monday from 9:30am – 11:00am. The Premier is in Vancouver both those Tuesdays so we thought it might be better if it can work out in person the day before.

Let me know if you think its possible.

Thanks so much!

Jarrett

Jarrett Hagglund | Executive Coordinator to the Premier
Office of the Premier
Office: 236-478-1561 | Cell: 604-817-1458
Jarrett.Hagglund@gov.bc.ca

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:29 AM
To: Liu, Ange FIN:EX
Subject: Accepted: GEO check in

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:27 AM
To: Virk, Rajmeet LASS:EX
Subject: FW: Meeting request for Daryl Plecas

Hi Raj;

This meeting will take place in the Speakers office room 207 ☺
Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Wednesday, June 26, 2019 10:26 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Perfect! How about here, room 207.

Thanks!

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Wednesday, June 26, 2019 10:23 AM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Heidi;

I have confirmed this time will work for MLA Begg's as well. Should we have this meeting in the Speakers office or Geoff's?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Monday, June 24, 2019 3:23 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Will do

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 24, 2019 3:23 PM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Ok awesome, I will check with MLA Beggs office. Can you please hold that time 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Monday, June 24, 2019 3:22 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Debbie!

July 3rd 4:30-5:00pm will work. The other dates can't work unfortunately.

Thanks,
Heidi

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 24, 2019 3:17 PM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting request for Daryl Plecas

Hi Heidi;

Hope you are doing great! Geoff has asked me to schedule a meeting with Garry Begg, Daryl Plecas and himself for sometime next week. Geoff can be available at the following times;

Tuesday July 2nd @ 5:00pm
Wednesday July 3rd @ 12:00-12:30
Wed. July 3rd @ 4:30-5:00pm

Please advise if any of these times might work for Daryl.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff

and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:26 AM
To: Scott, Heidi LASS:EX
Subject: RE: Meeting request for Daryl Plecas

Sounds great!

Thanks 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Wednesday, June 26, 2019 10:26 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Perfect! How about here, room 207.

Thanks!

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Wednesday, June 26, 2019 10:23 AM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Heidi;

I have confirmed this time will work for MLA Begg's as well. Should we have this meeting in the Speakers office or Geoff's?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Monday, June 24, 2019 3:23 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Will do

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 24, 2019 3:23 PM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Ok awesome, I will check with MLA Beggs office. Can you please hold that time 😊

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Monday, June 24, 2019 3:22 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Debbie!

July 3rd 4:30-5:00pm will work. The other dates can't work unfortunately.

Thanks,
Heidi

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 24, 2019 3:17 PM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting request for Daryl Plecas

Hi Heidi;

Hope you are doing great! Geoff has asked me to schedule a meeting with Garry Begg, Daryl Plecas and himself for sometime next week. Geoff can be available at the following times;

Tuesday July 2nd @ 5:00pm
Wednesday July 3rd @ 12:00-12:30
Wed. July 3rd @ 4:30-5:00pm

Please advise if any of these times might work for Daryl.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:24 AM
To: Hockin, Amber PREM:EX
Subject: RE: FW: Amber - Bob Dewar introduction

You bet!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 10:22 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: FW: FW: Amber - Bob Dewar introduction

Could we set up an interview with s.22 s.22

Thanks Debbie.

From: Hockin, Amber PREM:EX
Sent: June 12, 2019 12:50 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FW: FW: Amber - Bob Dewar introduction

Could you please set up an interview? Thanks

From: s.22
Sent: June 4, 2019 6:22 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Re: FW: Amber - Bob Dewar introduction

Hi Amber,

Thanks so much for the quick reply and for your willingness to connect.

I'm very interested in chatting further, and seeing what possibilities might exist. I've attached my CV to this message as well.

s.22 let me know if you're open to a phone or Skype chat, I can absolutely make myself available at your convenience.

Thanks so much Amber and let me know if you have any questions,

s.22

From: Hockin, Amber PREM:EX [mailto:Amber.Hockin@gov.bc.ca]

Sent: June 4, 2019 2:40 PM

To: Joe Cressy <Joe.Cressy@toronto.ca>

Cc: s.22

Subject: RE: Amber - Bob Dewar introduction

Thanks Joe, happy to meet with you^{s.22} if you could send a resume. Amber

From: Joe Cressy [mailto:Joe.Cressy@toronto.ca]

Sent: June 4, 2019 10:25 AM

To: Hockin, Amber PREM:EX

Cc: s.22

Subject: Re: Amber - Bob Dewar introduction

Thanks, Amber

I've copied^{s.22} here. She'll follow-up with you directly.

Best,

Joe Cressy

Sent from my iPhone

On Jun 4, 2019, at 12:30 PM, Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca> wrote:

Hi Joe, thanks for getting in touch. You could certainly ask^{s.22} to send me her resume at this email address. I don't have any openings at the present time however we do have a small but steady staff turnover and I am always looking for talent. All the best, Amber Hockin

From: Joe Cressy [mailto:Joe.Cressy@toronto.ca]

Sent: June 4, 2019 8:02 AM

To: Hockin, Amber PREM:EX; 'Amber Hockin^{s.22}
Subject: Amber - Bob Dewar introduction

Hi Amber,

I don't believe we've met, though we've certainly run in similar political circles over the years.

I'm a City Councillor and Chair of the Board of Health in Toronto, though I worked with Bob and Paul Dewar for many, many years. Bob suggested that I reach out to you directly.

s.22

Do you think I could connect her with you directly to explore opportunities in BC?

Thanks,

Joe Cressy

Chair, Toronto Board of Health

City Councillor, Spadina-Fort York

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 10:12 AM
To: Hockin, Amber PREM:EX
Subject: Accepted: ICBC Focus Groups & Campaign

Wade, Debbie PREM:EX

Subject: ICBC Focus Groups & Campaign**Location:** Geoff's Office**Start:** Mon 2019-07-15 5:00 PM**End:** Mon 2019-07-15 5:30 PM**Show Time As:** Tentative**Recurrence:** (none)**Meeting Status:** Not yet responded**Organizer:** Hockin, Amber PREM:EX**Required Attendees:** Meggs, Geoff PREM:EX; Evans, Donna GCPE:EX; Poorooshab, Nammi GCPE:EXRescheduled from June 20th (DW)

Wade, Debbie PREM:EX

Subject: Amber & Geoff - De-brief
Location: VCO

Start: Wed 2019-06-26 2:45 PM
End: Wed 2019-06-26 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Hockin, Amber PREM:EX
Required Attendees: Meggs, Geoff PREM:EX

Requested by Amber – DW June 26th

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:07 AM
To: Wade, Debbie PREM:EX
Subject: RE: phone call with Geoff on Friday

Oh sorry, I just noticed you have a GEO conference call at that time!
Maybe 2:45-3:30pm?

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:06 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: phone call with Geoff on Friday

Hi Amber;

Geoff just advised that he is s.22 and a phone call will be difficult to schedule. Would you be able to meet with him at VCO this afternoon and go over things? I can book 3:30-4:15pm?

Let me know,
Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 10:03 AM
To: McLaren, Chris PREM:EX
Subject: New AC in SDPR

Hi Chris;

Her name is
contact Kirsten Detlefsen

thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX on behalf of Meggs, Geoff PREM:EX
Sent: Wednesday, June 26, 2019 9:57 AM
To: s.17
Subject: Accepted: AIR CANADA : Vancouver to Edmonton (6:10PM)

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 9:49 AM
To: Silverio, Lisa FLNR:EX
Subject: RE: Our of Province Travel

Thanks Lisa,

I will leave for Geoff s.22

Debb

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Silverio, Lisa FLNR:EX
Sent: Wednesday, June 26, 2019 9:43 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Our of Province Travel

Hi Debbie,
I have attached forms for MDD & Tim Renneberg to travel to Saskatchewan Aug 11-14 for CCFM (Canadian Council of Forest Ministers) conference.
Thank you,

Lisa

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 9:23 AM
To: Drew, Ashley ENV:EX
Subject: RE: Meeting

Good morning Ashely;

s.22

Thanks

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Drew, Ashley ENV:EX
Sent: Tuesday, June 25, 2019 4:11 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting

Hi Debbie,

s.22

Thank you,

Ashley Drew
Administrative Assistant to the Honourable George Heyman
Minister of Environment and Climate Change Strategy
Office: 250-387-1187

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 9:13 AM
To: Hockin, Amber PREM:EX
Subject: RE: Schedule for next week

Good morning Amber;

Yes I will co-ordinate all of the below 😊

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff and Amber Hockin - Deputy Chief of Staff Office of the Premier
778-974-6075

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

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 26, 2019 8:08 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Schedule for next week

Hi Debbie: I did a quick review of my calendar for next week - the only thing I see that would affect others is the staffing of meeting with Rick Glumac. Could Geoff do this one?

As well could I get you to schedule a 45 minute call with Geoff on Friday July 5 so that we can do a handover - s.22
s.22 ?

Finally there will likely need to be briefing(s) for the COFI trip. I will do my best to be available s.22

s.22 - I can be added to these meetings as a call in if you could let Jarrett and Amber Nash know. As a backup I can call Bobbi and get caught up. I could also accept all materials on the iPad rather than have a binder if that is possible.
Thanks!!

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

Wade, Debbie PREM:EX

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 26, 2019 9:06 AM
To: Virk, Rajmeet LASS:EX
Subject: RE: Meeting request for Daryl Plecas

Good morning Raj;

Yes it will be in Geoff's office or the Speakers, I'll confirm asap.
Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: Virk, Rajmeet <Rajmeet.Virk@leg.bc.ca>
Sent: Wednesday, June 26, 2019 9:01 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Debbie,

This will work for Garry. I'll add to his calendar – will this be held in Geoff's office?

Best,
Raj

Rajmeet Virk | Government Whip & Deputy Whip's Assistant | New Democrat BC Government Caucus
T: 250-953-4741 | **F:** 250-387-4680
rajmeet.virk@leg.bc.ca | www.bcndpcaucus.ca

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: Monday, June 24, 2019 3:25 PM
To: Virk, Rajmeet <Rajmeet.Virk@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: FW: Meeting request for Daryl Plecas

Hi Raj;

Geoff has asked me to schedule a meeting with MLA Begg and MLA Daryl Plecas. Can you please advise if MLA Begg is available on Wed. July 3rd @ 4:30-5:00pm.

Thanks so much!

Debbie Wade

*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Sent: Monday, June 24, 2019 3:22 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: RE: Meeting request for Daryl Plecas

Hi Debbie!

July 3rd 4:30-5:00pm will work. The other dates can't work unfortunately.

Thanks,
Heidi

From: Wade, Debbie PREM:EX [<mailto:Debbie.Wade@gov.bc.ca>]
Sent: Monday, June 24, 2019 3:17 PM
To: Scott, Heidi <Heidi.Scott@leg.bc.ca>
Cc: Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>
Subject: Meeting request for Daryl Plecas

Hi Heidi;

Hope you are doing great! Geoff has asked me to schedule a meeting with Garry Begg, Daryl Plecas and himself for sometime next week. Geoff can be available at the following times;

Tuesday July 2nd @ 5:00pm
Wednesday July 3rd @ 12:00-12:30
Wed. July 3rd @ 4:30-5:00pm

Please advise if any of these times might work for Daryl.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*