

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: Accepted: s.15
Start: December 5, 2018 12:00:00 AM
End: December 6, 2018 12:00:00 AM
Location: Confirmation : s.22

When: Dec 5, 2018 (all day)
Where: Confirmation : s.22

s.15

Vancouver, British Columbia
s.15

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: Accepted: Comms touch base
Start: December 13, 2018 10:00:00 AM
End: December 13, 2018 10:45:00 AM
Location: s.15

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: Accepted: Conference call Senior MA's
Start: December 13, 2018 8:00:00 AM
End: December 13, 2018 8:15:00 AM
Location: Conference call /Tel:s.15;s.17 /Participant code:s.15:s.1 // Moderator code: s.15:s.1 (AMBER)

From: [van Baarsen, Amanda AEST:EX](#)
To: [Oaten, Jeremy AEST:EX](#)
Subject: Accepted: Correspondence Discussion
Start: December 20, 2018 1:00:00 PM
End: December 20, 2018 1:30:00 PM
Location: s.15

When: Dec 20, 2018 1:00:00 PM
Where: TBD

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: Accepted: FW: Team lunch
Start: December 14, 2018 12:00:00 PM
End: December 14, 2018 2:00:00 PM
Location: s.15

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: Accepted: Fight from Van to Vic
Start: December 7, 2018 7:30:00 AM
End: December 7, 2018 8:05:00 AM
Location: Booking s.22

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: Accepted: Flight to Vancouver
Start: December 5, 2018 6:40:00 PM
End: December 5, 2018 7:15:00 PM
Location: Booking number **s.22**

When: Dec 5, 2018 6:40:00 PM
Where: Booking number **s.22**

From: [van Baarsen, Amanda AEST:EX](#)
To: [Wright, Don J. PREM:EX](#)
Subject: Accepted: MEETING: Don, Christine, Selena, Amber, Tim Howlett, Jon Robinson, James Papadopoulos, Amanda Van Baarsen, Trevor Hughes, Jeff Vasey, Bindi Sawchuk, Murray Tekano, Vicki Willow, Christine Little, Angelo Cocco, Keith Evans, Nisha Bathe - Coord...

When: Dec 13, 2018 1:00:00 PM

Where: **s.15**

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Beresford, Charley FIN:EX](#)
Subject: Accepted: Meeting with Amanda van Baarsen
Start: December 13, 2018 4:30:00 PM
End: December 13, 2018 5:30:00 PM
Location: s.15

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: Accepted: Meeting with Senior MA"s
Start: January 16, 2019 11:00:00 AM
End: January 16, 2019 11:30:00 AM
Location: s.15

When: Jan 16, 2019 9:00:00 AM
Where: s.15

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: Accepted: Meeting with Senior MA"s
Start: January 16, 2019 11:00:00 AM
End: January 16, 2019 11:30:00 AM
Location: s.15

When: Jan 16, 2019 9:00:00 AM
Where: s.15

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: Accepted: Morning Call - December
Start: December 17, 2018 8:30:00 AM
End: December 17, 2018 9:00:00 AM
Location: s.15;s.17 ID:s.15;s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: Accepted: Pre-meeting RE: Apprenticeship & CBA's
Start: December 13, 2018 9:00:00 AM
End: December 13, 2018 10:00:00 AM
Location: s. 15

When: Dec 13, 2018 9:00:00 AM

Where: s. 15

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Confirmed Dec. 6th -dw

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: Accepted: Review calendar + material prep - January
Start: December 18, 2018 9:30:00 AM
End: December 18, 2018 10:00:00 AM
Location: Conf Call - see below

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: Accepted: T4A discussion
Start: December 6, 2018 11:00:00 AM
End: December 6, 2018 11:30:00 AM
Location: Amanda to Phone Michael

When: Dec 6, 2018 11:00:00 AM
Where: Amanda to Phone Michael

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#); [Rzepa, Christina AEST:EX](#)
Subject: Agenda
Date: December 12, 2018 10:30:47 AM

Here is what I've planned to brainstorm with you today and tomorrow during our poorly titled "strategy session". Please let me know if you see any missing items we should tackle in the 4 hours we've allocated.

1. Scheduling Processes
 - a. Theresa Cliff training
 - b. Cliff + cover sheet + 2 binders (process)
 - c. Minister's desired meetings
 - d. Incoming events/site visits/meeting invitations
2. Issues Management
 - a. Caseworks (issues management)
 - i. Correspondence vs casework – general incoming
 - ii. MLA correspondence
 - iii. MLA Office Cases (consent)
 - b. Correspondence (issues management)
 - i. # of incoming/week by top issues
 - ii. Proactive responses
 - iii. Issues management → when to bring forward
 - c. Twitter (issues management)
 - i. Monitoring stakeholder feeds
 - ii. Monitoring direct tweets
3. Binder Prep – MO + CO process synch
4. Stakeholder relations & AEST file division
 - a. January pre-Budget contact
 - b. February post-Budget contact

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: AvB expenses - Dec 9 -11
Date: December 11, 2018 11:02:00 AM

Dec 9: overnight in Vancouver (no morning flights on Dec 10)

- Overnight: \$22
- Dinner per diem
- Cab to Helijet: \$22.60

Dec 10: Meeting with Minister of State Chen and Minister Conroy

- Overnight: \$22 (Helijet return flight grounded)
- Full day per diem
- Cab to Helijet: \$9.40

Dec 11: return

- Breakfast per diem
- Cab back from Helijet: \$10.40

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: BCFS mtg
Date: December 11, 2018 12:55:38 PM

Can you send me this invitation?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Rzepa, Christina AEST:EX](#)
Subject: Calendar edits
Date: December 10, 2018 1:24:40 PM

Afternoon,

Today during the 30 60 90 the Minister indicated that she would like the following:

- Dec 12 to add an FYI: Building Trades Open House, location Burnaby from 11:30 – 3pm
- Jan 10th to be the earliest possible keynote speaker at the BCFS AGM – MAs are following up on options with the BCFS directly, but for the schedule to hold a time around 3pm ish.
- January 25th Building for the Future Conference – do we have any more information on this yet regarding whether the Minister has a role to play?
- January 29th to be used for stakeholder meetings/tour
- Feb 6-7: assuming the house is not sitting this week, Minister would like to see the proposed itinerary for the Forum of Labour Market Ministers, and to have flight options and accommodation holds ready as she would like to prioritize attendance with Minister Simpson
- March 8th: Minister would like us to not book anything that day
- March 11th: Minister would like to be in the Constituency office
- March 12-13: Minister would like to attempt a combination of student housing announcements, FNLG follow up meetings/tours, to visit PSI satellite campuses, and to get in a few Innovation/Tech centre visits with Minister Ralston, ideally as many of the above per trip as possible. I will work with Michael and Chris to get these organized.

Thank you!

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Burnett, Teresa M AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Turner, Julie AEST:EX](#); [Flesh, Cindy AEST:EX](#)
Subject: Cliff Categories & MO Office Training?
Date: December 16, 2018 4:40:51 PM

Hi Theresa!

I hope you had a lovely weekend. I understand you are the person to go to for any and all Cliff questions

Our office has a new Administrative Assistant beginning on Monday and a big goal for our office over the next three weeks will be going through outstanding event invitations and meeting requests to ensure they are properly marked in Cliff. This will primarily be her responsibility and I would like to make the process as smooth as possible for her.

I am hoping we may be able to connect over the phone on Monday to discuss some additional Cliff training for our office – both our new Administrative Assistant but perhaps also a refresher for the rest of the office. I'd like everyone to be able to create reports and export excel lists by all of:

- a date range;
- open/closed status; and
- sender category.

That said, I'm not sure whether we have programmed Cliff with the functionality to sort by category of sender at the moment. These are the categories I'm hoping to sort all of our incoming correspondence and invitations, for quick review:

- Public Post- Secondary
- Private Post Secondary
- Student Association
- MLA – Opposition
- MLA – Third Party
- MLA – Government
- MLA Casework
- MP
- Municipal / Regional District
- Union
- Professional Association
- First Nation
- Corporation / Business

I'd also love, if this hasn't been occurring already, to be able to sort our correspondence by topic. A separate category for what the sender is writing about. Things like Adult Basic Education, Tuition Waiver, Student Loans, Open Textbooks, Student Housing, etc. I'm less familiar with our incoming correspondence, so I'd love to chat more about what comes in most frequently, by topic.

Will you have a moment to connect on Monday to chat about what is possible?

Thanks so much!

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946 (C) **s.17**

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [MINCAL, AEST AEST:EX](#)
Subject: Declined: 30 60 90 Briefing

From: [van Baarsen, Amanda AEST:EX](#)
To: [Oaten, Jeremy AEST:EX](#)
Subject: Declined: Bi-weekly FOI Check-in

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: FLMM flight options
Date: December 16, 2018 3:10:32 PM

Flight Options to FLMM, for consideration:

Wednesday, Feb 5th: Vancouver to Ottawa.

Air Canada - 2:10pm, arriving in Ottawa 12:14am (1 stop in Toronto) total time 7 hours and 4 minutes \$294

West Jet - 3pm, arriving in Ottawa at 12:12am, (1 stop in Calgary) 6 hours and 12 minutes \$ 304.38

Air Canada - 3:15pm, arriving in Ottawa 1:09am, (1 stop in Calgary) total time, 6 hours and 54 minutes \$ 290

Air Canada - 3:15pm, arriving in Ottawa 1:34am, (1 stop in Toronto) total time, 7 hours and 19 minutes \$ 294

Air Canada - 4pm, arriving in Ottawa 1:34am, (1 stop in Toronto) total time 6 hours and 34 minutes \$ 294

Air Canada - 5:15pm, arriving in Ottawa at 1:52am, (non- stop) 4 hours and 37 minutes \$ 290

West Jet - 10:35pm, arriving in Ottawa at 8:06am, (1 stop in Toronto) 6 hours and 31 minutes \$ 307.25

Air Canada - 10:55pm, arriving in Ottawa at 8:14am, (1 stop in Toronto) total time 6 hours and 19 minutes \$294

Air Canada - 11:20pm arriving in Ottawa at 9:27am (1 stop in Montreal) total time 7 hours and 7 minutes \$ 290

Thursday, Feb 7th 2019 Ottawa to Vancouver

Air Canada - 1pm, arriving in Vancouver 6:20pm (1 stop in Toronto) total time 8 hours and 20 minutes \$334

West Jet - 1:45pm, arriving in Vancouver 6:19pm (1 stop In Toronto) 7 hours and 34 minutes \$319.64

Air Canada - 2pm, arriving in Vancouver 7:20pm, (1 stop in Toronto) total time 8 hours and 20 minutes \$ 525

Air Canada - 3:35pm, arriving in Vancouver 9:06pm, (1 stop in Montreal) total time 8 hours and 31 minutes \$ 295

West Jet - 3:45pm, arriving in Vancouver 9:20pm, (1 stop in Toronto) 8 hours and 35 minutes \$319.64

Air Canada - 4pm, arriving in Vancouver 10:10pm, (1 stop in Calgary) total time 7 hours and 10 minutes \$295

West Jet - 4:45pm, arriving in Vancouver 9:20pm, (1 stop In Toronto) 7 hours and 35 minutes \$ 319.64

Air Canada - 5pm, arriving in Vancouver 10:38pm (1 stop in Winnipeg) stop time 6 hours and 38 minutes \$462

Air Canada - 5:35pm, arriving in Vancouver 10:15pm,(non-stop) 5 hours and 40 minutes \$330

West Jet - 6:50pm, arriving in Vancouver 11:33pm (1 stop in Calgary) 7 hours and 43 minutes \$ 282.12

Air Canada

Leaving Ottawa Feb 8, 2019

5:25am, arriving in Vancouver at 10:08am 1 stop for an 1 hour and 17 minutes – total- 7 hours and 43 minutes \$354
5:25am, arriving in Vancouver at 11:20am , 1 stop for 2 hour 17 minutes – total 8 hours and 55 minutes \$391
5:45am, arriving in Vancouver at 10:00am , 1 stop 43 minutes – total 7 hours and 15 minutes \$349
6:00am, arriving in Vancouver at 11:20am, 1 stop for 1 hour and 42 minutes – total time 8 hours and 20 minutes \$ 509
7:00am- arriving in Van 9:40am non-stop total time 5 hours and 40 minutes \$ 349
7:00am, arriving in Vancouver at 12:20pm, 1 stop for 1 hour and 42 minutes – total time 8 hours and 20 minutes \$563
7:05am, arriving in Vancouver at 11:37am, 1 stop for 1 hour and 15 minutes – total time 7 hours and 32 minutes \$ 349
7:25am , arriving in Vancouver at 12:40pm, 1 stop for 1 hour and 53 minutes- total time 8 hours and 15 minutes \$349
9:00am, arriving in Vancouver at 2:20pm, 1 stop for 1 hour and 42 minutes – total time 8 hours and 20 minutes \$ 563
11:00am, arriving in Vancouver at 4:20pm, 1 stop for 1 hour and 42 minutes – total time 8 hours and 20 minutes \$ 509
1:00pm, arriving in Vancouver at 6:20pm, 1 stop for 1 hour and 42 minutes – total time 8 hours and 20 minutes \$ 563
2:00pm, arriving in Vancouver at 7:20pm, 1 stop for 1 hour and 42 minutes – total time 8 hours and 20 minutes \$ 694
3:35pm, arriving in Vancouver at 9:06pm, 1 stop for 2 hours and 3 minutes- total time 8 hours and 31 minutes \$ 349
4:00pm, arriving in Vancouver at 10:10pm, 1 stop 48 minutes – total time 7 hours and 10 minutes \$349
4:00pm, arriving in Vancouver at 10:55pm, 1 stop for 1 hour and 33 minutes – total time 7 hours and 55 minutes \$ 349
4:00pm, arriving in Vancouver 11:08pm , 1 stop for 1 hour and 42 minutes – total time 8 hours and 8 minutes \$563
5:35pm, arriving in Van at 10:15pm, non-stop total time 5 hours and 40 minutes \$ 349

West Jet

6:00am, arriving in Vancouver at 11:20am, 1 stop for 1 hour and 43 minutes- total time 8 hours and 20 minutes \$ 478.13
7:45am, arriving in Vancouver at 12:03pm, 1 stop for 1 hour and 4 minutes – total time 7 hours and 18 minutes \$ 349.31
7:45am, arriving in Vancouver at 1:03pm, 1 stop for 2 hours and 4 minutes – total time 8 hours and 18 minutes \$ 349

8:45am, arriving in Vancouver at 2:20pm, 1 stop for 1 hour and 52 minutes – total time 8 hours and 35 minutes \$353.85

9:45am, arriving in Vancouver at 2:20pm, 1 stop for 52 minutes – total time 7 hours and 35 minutes \$ 353.83

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#)
Subject: FLMM flights
Date: December 10, 2018 12:28:56 PM

Afternoon!

The Minister is hoping to ensure that we have holds on good rooms and flight for the Forum of Labour Market Ministers, if the house is not sitting the first week of February.

Can we get a sense of the schedule and then bring together some flight options for her consideration?

Thank you,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Oaten, Jeremy AEST:EX](#)
Subject: FOI - AED-2018-86570
Date: December 4, 2018 8:08:30 AM

Hi Jeremy,

This FOI is good to go as marked. Thanks.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: FW: Agenda - AEST - FNEESC/IAHLA January 17, 2019
Date: December 27, 2018 10:06:07 AM

Just in case you didn't get this from Shannon.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Mark, Melanie AEST:EX
Sent: December 21, 2018 3:42 PM
To: Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: Re: Agenda - AEST - FNEESC/IAHLA January 17, 2019

Thanks Christina.

Hi Shannon and Amanda
Tyrone sent this proposed agenda earlier today.

It would be helpful to know if and when they plan to share materials with us so we can all be prepared. Please let me know if you need me to do any follow up with Tyrone.

Best
Melanie

Sent from my iPhone

On Dec 21, 2018, at 2:35 PM, Minister, AEST AEST:EX <AEST.Minister@gov.bc.ca> wrote:

Hi team, here is the agenda for FNEESC coming up on January 17th.

Cheers,

Christina Rzepa
Executive Assistant to Hon. Melanie Mark
Minister for Advanced Education, Skills and Training
Room 133 Parliament Buildings
Cell: s.17

From: Nicolas Mejia <nicolasm@fnesc.ca>
Sent: December 21, 2018 11:38 AM
To: Minister, AEST AEST:EX <AEST.Minister@gov.bc.ca>
Cc: Tyrone McNeil <tyrone@fnesc.ca>
Subject: Agenda - AEST - FNESC/IAHLA January 17, 2019

Dear Honourable Melanie Mark,

Please find below our proposed agenda for the January 17, 2019 Bilateral:

s.16

Please let me know if you have any questions.

All the best and happy holidays!

Respectfully,

Nicolas Mejia

Manager of Post-Secondary Education and Training

Toll-free in BC: 1-877-422-3672

Office: 604-925-6087 ext. 108

Cell: 604-358-8789

Email: nicolasm@fnesc.ca

<image001.jpg>

**First Nations Education Steering Committee
First Nations Schools Association &
Indigenous Adult and Higher Learning
Association**

#113 - 100 Park Royal South, West Vancouver, BC V7T 1A2
T: 604-925-6087 ext. 108 F: 604-925-6097 1-877-422-3672
www.fnesc.ca www.fnsa.ca www.iahla.ca follow us
[@fnesc](https://www.instagram.com/fnesc)

The information contained in this message is intended only for the use of the recipient named above and may contain confidential or undisclosed information.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: FW: MO contact info
Date: December 18, 2018 10:27:10 AM

Can you follow up on this request?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 18, 2018 10:27 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: MO contact info

Hey Amanda – can you please send us the name of your new staff member, as well as the new phone numbers you have – we weren't aware that you had new #'s, and we've been calling the old ones and not getting any answer .

Thanks,
Julie

Julie Turner

Director of Executive Operations & Strategic Support
Deputy Minister's Office
Ministry of Advanced Education, Skills and Training
s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: FW: Meeting with Hon. Melanie Mark
Date: December 10, 2018 3:30:24 PM

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: van Baarsen, Amanda AEST:EX
Sent: December 7, 2018 11:14 AM
To: 'lmacleod@mnbc.ca' <lmacleod@mnbc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Meeting with Hon. Melanie Mark

Hi Lynn,

Thank you for the invitation for Metis Nation British Columbia to meet with Hon. Melanie Mark, Minister of Advanced Education, Skills and Training to discuss **s.16**
s.16

s.16 Would those interested in attending this meeting be available to meet with Minister Mark on Friday, December 14 in Vancouver?

I have copied the Minister's Administrative Coordinator who will be able to assist with the logistics of the meeting and set a time that can work for both MNBC and the Minister.

Thank you,

Amanda

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Cc: [Snoddon, Michael AEST:EX](#)
Subject: FW: REVIEW - Business in Vancouver question about Chinese Students
Date: December 17, 2018 4:48:25 PM

As below.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

Begin forwarded message:

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: December 17, 2018 at 3:19:30 PM PST
To: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Eso, Michael AEST:EX" <Michael.Eso@gov.bc.ca>, "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>, "Fernandes, Jennifer GCPE:EX" <Jennifer.Fernandes@gov.bc.ca>, "Marriott, Sarah GCPE:EX" <Sarah.Marriott@gov.bc.ca>
Subject: REVIEW - Business in Vancouver question about Chinese Students

Reporter

Chuck Chiang, Reporter
Business in Vancouver
604-366-2385
cchiang@biv.com
s.22

Deadline Tuesday, December 19, 2018 12:00 PM

Request

Business in Vancouver is working on a story on the education industry - namely the potential impact from China.

The reporter is wondering if the current situation can develop into what happened with the Saudis earlier this year, and whether there are any plans right now to mitigate the risk.

He wants a comment from the Ministry before next Tuesday.

Recommendation

Hi Chuck;

Many post-secondary institutions in B.C. enjoy a strong connection with China, including academic and applied research. The ministry continues to monitor the situation, but there is no reason to believe international students need to be concerned about continuing their education in B.C.

B.C. enjoys a strong and longstanding historical, social, cultural, educational and economic relationship with China.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: FW: Welcome to Exchange Unified Messaging
Date: December 12, 2018 3:17:26 PM

for my business cards.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Microsoft Outlook
Sent: December 5, 2018 3:29 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Welcome to Exchange Unified Messaging

Welcome to Exchange Unified Messaging

To use your phone to access your email, calendar, and contacts, call your Outlook Voice Access number and enter your PIN at the prompt.

Your access numbers: **s.22**
Your number: **7789745075**
Your PIN: **s.22**

To change your voice mail settings:

- In Outlook Web App, go to Options.
- In the navigation bar, select Phone.
- Make your changes on the Voice Mail page.

Welcome to Unified Communications (UC)

Please read and follow the Getting Started with UC guide to start your journey. You can find it, and much more information about UC at our [UC Site](#).

Some key things you need to know:

- 5-digit dialing is no longer supported (except for 7-7000)
- 10-digit dialing is required e.g.: 250-387-2727
- You now have Dial In Conferencing for Lync meetings.

If you have any problems, contact the Service Desk online, by email at 77000@gov.bc.ca or call 250 387-7000.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: Fwd: For MLA Chandra Herbert's quote approval
Date: December 21, 2018 12:13:56 PM

approved as below

Sent from my Samsung Galaxy smartphone.

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

From: "Chandra Herbert, Spencer" <s.chandraherbert@leg.bc.ca>
Date: 2018-12-21 11:46 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Re: For MLA Chandra Herbert's quote approval

Proposed change -

Copyright

From: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Date: Friday, December 21, 2018 at 11:29 AM
To: "Chandra Herbert, Spencer" <s.chandraherbert@leg.bc.ca>
Subject: Fwd: For MLA Chandra Herbert's quote approval

thoughts?

Sent from my Samsung Galaxy smartphone.

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

From: "Nienaber, Janice GCPE:EX" <Janice.Nienaber@gov.bc.ca>
Date: 2018-12-21 10:53 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Subject: For MLA Chandra Herbert's quote approval

Hi Amanda,

For the UVic SIF NR, here's the draft quote for MLA Spencer Chandra Herbert:

s.13

s.13

This replaces Minister Fleming's quote. Full draft NR is attached.

Thanks,

Janice Nienaber | Public Affairs Officer
Government Communications & Public Engagement
B.C. Ministry of Advanced Education, Skills and Training
T: 778-698-1824 | C: 250-208-4560 | E: Janice.Nienaber@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#) on behalf of [Beresford, Charley FIN:EX](#)
To: [Snoddon, Michael AEST:EX](#); [van Baarsen, Amanda AEST:EX](#); [Beresford, Charley FIN:EX](#)
Subject: Fwd: Meeting with Amanda van Baarsen

Sent from my Samsung Galaxy smartphone.

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

From: "Beresford, Charley FIN:EX" <Charley.Beresford@gov.bc.ca>

Date: 2018-12-13 9:00 AM (GMT-08:00)

To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Beresford, Charley FIN:EX" <Charley.Beresford@gov.bc.ca>

Subject: Meeting with Amanda van Baarsen

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: Fwd: Wednesday Jan 16th 1130am
Date: December 13, 2018 7:19:47 AM

You are lead on this?

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-12 4:32 PM (GMT-08:00)
To: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>, "Beattie, Michelle AEST:EX" <Michelle.Beattie@gov.bc.ca>, "Saunders, Anna AEST:EX" <Anna.Saunders@gov.bc.ca>, "Nichols, Alisha AEST:EX" <Alisha.Nichols@gov.bc.ca>
Cc: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Wednesday Jan 16th 1130am

Hello – Minister Fleming confirmed – how long is he and his staff required for – he will/needs to join via conference call – correct?

thanks

From: Hahn, Andra EDUC:EX
Sent: December 12, 2018 4:30 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Sampson, Laura EDUC:EX <Laura.Sampson@gov.bc.ca>; Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>
Subject: RE: Wednesday Jan 16th 1130am

Hi Cindy,

Actually I can confirm today that Minister Fleming is available to attend this briefing with Minister Mark. The following support staff from Education would also like to attend if that works on your end?:

- Minister Fleming
- Veronica Harrison, Sr. MA
- Scott MacDonald, DM
- Zita Teng, Executive Director **or**
- Paul Squires, ADM

Thanks and please let me know if there will be materials prior to the meeting and the location of the meeting.

Andra

From: Hahn, Andra EDUC:EX
Sent: December 12, 2018 1:52 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Wednesday Jan 16th 1130am

Thanks, Cindy. I will confirm with you tomorrow or Friday.
Andra

Andra Hahn
Administrative Coordinator
Office of the Hon. Rob Fleming
Minister of Education
Room 124, Parliament Buildings
Victoria, B.C.
250-387-8838

From: Flesh, Cindy AEST:EX
Sent: December 12, 2018 12:43 PM
To: Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>
Subject: Wednesday Jan 16th 1130am

Hello – I have been asked to reach out to your office and invite Minister Fleming to our Wednesday Jan 16th briefing on the **s.16** Jan 21-23rd topic – thanks and please let me know if you have any questions.

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Oaten, Jeremy AEST:EX](#)
Subject: Holly Hubley June 2018 Sent Emails FOI
Date: December 27, 2018 4:29:15 PM

Hi Jeremy,

Holly understands there is an FOI for her sent emails for June 2018. I have created a single pdf but the attachments within them make the file too large to send. Can you advise whether the request was with or without attachments?

Thanks,

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Cc: [Fernandes, Jennifer GCPE:EX](#); [Porter, Rodney GCPE:EX](#)
Subject: ITA at Hawthorn Elementary
Date: December 6, 2018 6:40:20 AM

This is a nice program – do we know whether this is an ITA initiative and how many schools they go to? ITA referenced at the end but there seem to be a lot of partners. Curious about their role.

Primary program dispels gender stereotypes; British-based initiative pays visit to Hawthorne Elementary as perceptions are developed early

The Delta Optimist

Thursday, December 06, 2018

Page A30

By Sandor Gyarmati

Copyright

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: ITA board and staff bio sheets
Date: December 4, 2018 11:38:02 AM

Thanks Holly: <https://www.itabc.ca/leadership/board-directors>

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: Jan 25
Date: December 20, 2018 8:25:03 AM

We can schedule meetings until 5:15 that day. But she needs a hard out by 5:15pm.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Cc: [Nichols, Alisha AEST:EX](#); [Saunders, Anna AEST:EX](#); [Snoddon, Michael AEST:EX](#); [Flesh, Cindy AEST:EX](#); [Eso, Michael AEST:EX](#)
Subject: MO Documents Timeline
Date: December 13, 2018 7:23:00 PM

Afternoon Julie,

As a preamble to our January planning conversation on Monday morning, thought it would be helpful to write out what our material timelines look like to help focus our discussion. There is a lot to prepare for early January and I want to make sure we're all on the same page.

Can we get materials for the following ready for MO printing the afternoon of **January 8th**:

- Jan 11 ministry briefing materials
- Jan 14th Nanaimo tour (itinerary to arrive Monday, Dec 17th)

Can we get materials for the following ready for MO printing the afternoon of **January 10th**:

- Any DNs coming forward for the week of Dec 14th
- Jan 16th briefing materials
- FNEESC meeting materials

Can we get materials for the following ready for MO printing the afternoon of **January 17th**:

- CMEC binder
- Jan 25th briefing materials (still tentative but please plan for it)
- Any DNs coming forward for the week of Jan 21st
- Stakeholder briefing materials for CUPE BC, Metis Association, and TRICORP (tentative meetings to be scheduled for Jan 25th)

Can we get materials for the following ready for MO printing the afternoon of **January 24th**:

- January 29th briefing materials (still tentative but please plan for it)
- Any DNs coming forward for the week of January 28th

Thanks Julie!

Looking forward to the conversation on Monday,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#); [Rzepa, Christina AEST:EX](#)
Subject: MO Strategy Session
Start: December 12, 2018 3:30:00 PM
End: December 12, 2018 5:30:00 PM
Location: s.15

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: Minister Calls, sheet
Date: December 13, 2018 2:12:28 PM

Total of 66 on our list for the Minister to call.

Working on the Staff list now.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#)
Subject: Ministry Christmas visits
Date: December 7, 2018 3:50:11 PM

Hi Cindy,

For the calendar next week – Jeff is in a conference call until noon so he is intending to come as soon after noon as possible – may be there for 12:05.

Can you readjust the calendar entries to reflect a pick up time closer to noon?

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: New Time Proposed: Weekly MO/DMO/GCPE Check In

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#)
Subject: RE: 2018-2019 BC Chamber of Commerce Policy and Positions Manual
Date: December 7, 2018 1:01:10 PM

Program area. I'm making up my own acronyms.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 7, 2018 1:01 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: RE: 2018-2019 BC Chamber of Commerce Policy and Positions Manual

PA?

From: van Baarsen, Amanda AEST:EX
Sent: December 7, 2018 1:00 PM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: RE: 2018-2019 BC Chamber of Commerce Policy and Positions Manual

I'll just have this printed for her. I'd rather get her something for her binder now rather than wait for PA approvals on edits. We aren't the lead so it should be fine.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 7, 2018 12:55 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>

Subject: RE: 2018-2019 BC Chamber of Commerce Policy and Positions Manual

Attached is the issues note GCPE prepared at the time of the AGM. Happy to make edits?

From: Porter, Rodney GCPE:EX
Sent: December 7, 2018 12:28 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: Re: 2018-2019 BC Chamber of Commerce Policy and Positions Manual

I've asked DMO for status of response letter.

Respectfully,

Rodney Porter
B.C. Ministry of Advanced Education, Skills and Training
Mobile 250 889-7494

On Dec 7, 2018, at 12:25 PM, van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca> wrote:

Do we have any bullets at all to provide the minister on the topics they bring up here?
She is having lunch with the Chamber (Premier and Cabinet lunch) on Monday.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 7, 2018 11:28 AM
To: Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Cc: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Subject: FW: 2018-2019 BC Chamber of Commerce Policy and Positions Manual

Hi Mike – Following up on our phone call. The DMO is on point as a cross-govt response is being coordinated by JTT.

From: van Baarsen, Amanda AEST:EX

Sent: November 25, 2018 3:41 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Subject: Fwd: 2018-2019 BC Chamber of Commerce Policy and Positions Manual

Afternoon,

Please let me know if this is not the correct process.

Can a response to this letter please be drafted for the Minister's review?

A

Sent from my Samsung Galaxy smartphone.

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

From: "Williams, Doris AEST:EX" <Doris.Williams@gov.bc.ca>
Date: 2018-11-23 4:03 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>
Subject: FW: 2018-2019 BC Chamber of Commerce Policy and Positions Manual

FYI - Doris

From: Dan Baxter [<mailto:dbaxter@bccchamber.org>]
Sent: Thursday, November 22, 2018 10:02 AM
To: Minister, AEST AEST:EX
Cc: Minister, JTT JTT:EX
Subject: 2018-2019 BC Chamber of Commerce Policy and Positions Manual

Minister Mark,

On behalf of Mr. Val Litwin, President and CEO on the BC Chamber of Commerce, please find attached his letter to you regarding the BC Chamber's 2018-2019 Policy and Positions Manual. You will also find attached the most recently passed policy resolutions for your Ministry.

If you or your staff have any questions, please don't hesitate to contact the BC Chamber.

Best regards,

Dan Baxter

Director of Policy Development, Government & Stakeholder Relations

604.638.8116 | dbaxter@bcchamber.org | www.bcchamber.org

<image001.jpg><image002.jpg><image003.jpg><image004.jpg><image005.jpg>

<image006.png>

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Cc: [Flesh, Cindy AEST:EX](#)
Subject: RE: ACCESS Mailing Address
Date: December 18, 2018 9:25:59 AM

Thanks Julie.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 17, 2018 6:33 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: FW: ACCESS Mailing Address

Hi – here’s the address for the Ministers **s.22**

Thanks,
Julie

From: Poole, Catherine AEST:EX
Sent: December 17, 2018 10:04 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Sawchuk, Bindi AEST:EX <Bindi.Sawchuk@gov.bc.ca>
Subject: FW: ACCESS Mailing Address

Here is the mailing address for ACCESS.

Aboriginal Community Career Employment Services Society (ACCESS)
108 – 100 Park Royal
West Vancouver, British Columbia
V7T 1A2

Catherine Poole

Executive Director | Program Design and Delivery Branch | Workforce Innovation and Division
Responsible for Skills Training | Ministry of Advanced Education, Skills and Training
Email: Catherine.Poole@gov.bc.ca | P: 250.508.0420
With respect and acknowledgement of the traditional territories of the Lekwungen-speaking people, specifically the Songhees

and Esquimalt Nations

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: AEST - FNESEC/IAHLA Bilateral
Date: December 7, 2018 12:37:34 PM

Yes this time is approved.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 6, 2018 1:41 PM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: AEST - FNESEC/IAHLA Bilateral

Jan 17th confirmed – three hours as per usual 10:00-1:00pm????? Once I get your okay ahead I will confirm with DMO and FNESEC - thanks

From: Nicolas Mejia <nicolasm@fnesc.ca>
Sent: December 6, 2018 1:17 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: RE: AEST - FNESEC/IAHLA Bilateral

Hi Cindy,

We will proceed with January 17th in Vancouver. In terms of timing, how long did the Minister envision meeting for?

Thank you,

Nicolas

From: Flesh, Cindy AEST:EX [<mailto:Cindy.Flesh@gov.bc.ca>]
Sent: Wednesday, December 05, 2018 9:12 AM
To: Nicolas Mejia <nicolasm@fnesc.ca>
Subject: RE: AEST - FNESEC/IAHLA Bilateral

Hello – just confirming Thursday Jan 17th in Vancouver for the FNESEC/IAHLA meeting – what timeframe would work best for your group – thanks and look forward to hearing back from you.

From: Nicolas Mejia <nicolasm@fnesc.ca>
Sent: November 28, 2018 5:29 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: AEST - FNESEC/IAHLA Bilateral

No problem Cindy. Sorry for missing your call.

January 17th.

Thanks,

Nicolas

Sent from my iPhone

On Nov 28, 2018, at 4:30 PM, Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca> wrote:

Sorry to bug you – just needing to clarify that it is Jan 17th 2019 that I am holding not Dec 17 2018 - thanks

From: Nicolas Mejia <nicolasm@fnesc.ca>
Sent: November 23, 2018 7:43 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Wolsey, Ashley AEST:EX <Ashley.Wolsey@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: RE: AEST - FNESEC/IAHLA Bilateral

Hi Cindy,

Would January 21 or 22nd, 2019 work for a FNESEC/IAHLA bilateral with Minister Mark?

Thank you,

Nicolas

From: Flesh, Cindy AEST:EX [<mailto:Cindy.Flesh@gov.bc.ca>]
Sent: Tuesday, September 11, 2018 12:42 PM
To: Nicolas Mejia <nicolasm@fnesc.ca>
Cc: Wolsey, Ashley AEST:EX <Ashley.Wolsey@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: RE: AEST - FNESEC/IAHLA Bilateral

Hello – just following up on this - thanks

From: Flesh, Cindy AEST:EX
Sent: August 30, 2018 11:25 AM
To: 'Nicolas Mejia' <nicolasm@fnesc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: RE: AEST - FNESEC/IAHLA Bilateral

Hello Nicolas – unfortunately Oct 19th is not available in the Minister’s calendar – is there another date that would work for your folks – thanks muchly

From: Nicolas Mejia [<mailto:nicolasm@fnesc.ca>]
Sent: August 30, 2018 10:26 AM
To: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: AEST - FNESEC/IAHLA Bilateral

Hi Christina,

I hope you are well.

At the last bilateral meeting between Minister Mark and FNESEC/IAHLA, we agreed to a subsequent meeting on October 5, 2018.

Unfortunately, this date no longer works on our end.

Would it be possible to reschedule for October 19, 2018 instead?

Please let me know as soon as you can.

Thank you.

Respectfully,

Nicolas Mejia
Manager of Post-Secondary Education and Training
Toll-free in BC: 1-877-422-3672
Office: 604-925-6087 ext. 108
Cell: 604-358-8789
Email: nicolasm@fnesc.ca

**First Nations Education Steering Committee
First Nations Schools Association &
Indigenous Adult and Higher Learning
Association**

#113 - 100 Park Royal South, West Vancouver, BC V7T 1A2
T: 604-925-6087 ext. 108 F: 604-925-6097 1-877-422-3672

<image001.jpg>

| www.fnesc.ca www.fnsa.ca www.iahla.ca follow us
| [@fnesc](#)

The information contained in this message is intended only for the use of the recipient named above and may contain confidential or undisclosed information.

From: [van Baarsen, Amanda AEST:EX](#)
To: [AEST FOI Coordinator AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Turner, Julie AEST:EX](#)
Subject: RE: AEST Consultation GCP-2018-87101 Due: Nov 26, 2018.
Date: December 3, 2018 10:51:41 AM

This is good to go.

From: AEST FOI Coordinator AEST:EX
Sent: Monday, December 3, 2018 10:50 AM
To: van Baarsen, Amanda AEST:EX
Cc: Snoddon, Michael AEST:EX; Turner, Julie AEST:EX
Subject: RE: AEST Consultation GCP-2018-87101 Due: Nov 26, 2018.

Good morning Amanda,

IAO has indicated they will need to proceed with the processing of this FOI request without AEST's input very soon, as the identification of any harms was requested by November 26th. Can you please advise on the status of your review on this?

Jeremy Oaten, MA, CIAPP-C
Manager, Business Services & Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
T: 250 356-7966
C: s.17
F: 250 356-5468

From: van Baarsen, Amanda AEST:EX
Sent: Wednesday, November 14, 2018 1:09 PM
To: AEST FOI Coordinator AEST:EX
Subject: Re: AEST Consultation GCP-2018-87101 Due: Nov 26, 2018.

thank you. will get back to you.

Sent from my Samsung Galaxy smartphone.

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

From: "AEST FOI Coordinator AEST:EX" <AEST.FOICoordinator@gov.bc.ca>
Date: 2018-11-14 12:40 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Subject: FW: AEST Consultation GCP-2018-87101 Due: Nov 26, 2018.

Hi Amanda,

GCPE has asked us to consult on the attached records they are providing as part of a response to an outstanding FOI request. We are expected to provide an assessment on harms – I have reviewed and have not identified anything that MO staff contributed to the email strings to be of concern, but over to you to confirm.

Thank you!

Jeremy Oaten, MA, CIAPP-C
Manager, Business Services & Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
T: 250 356-7966
C: s.17
F: 250 356-5468

From: Turkington, Derek CITZ:EX
Sent: Friday, November 9, 2018 10:51 AM
To: AEST FOI Coordinator AEST:EX
Cc: Turkington, Derek CITZ:EX
Subject: AEST Consultation GCP-2018-87101 Due: Nov 26, 2018.

Hello,

GCPE received this FOI request from a Political Party:
Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from Sarah Marriott. (Date Range for Record Search: From 05/01/2018 To 06/30/2018)

They identified the attached document(s) as responsive records and wish to get your views on disclosure. If you need help determining harms, please see the attached harms assessment or contact me directly.

Your program area's response is due **Nov 26, 2018**.
IAO may take one to two business days to apply any severing.

If you are not able to respond by this date, we are required to continue processing this file without your recommendations.

1. Ministry Program Harms Assessment:

Please indicate which applies:

1. *There are no harms in these records. They can be released in full.*
2. *There are harms in releasing all of these records. They should be withheld in their entirety.*
3. *There are harms in portions of the records. Please give details so that IAO can apply the appropriate sections of FOIPPA. Please feel free to write directly on the attached records*

and send back to IAO. If you are unsure of why it is harmful please call the IAO to discuss the appropriate severing.

Program Area Approval Authority:
Name, Title, Program

2. IAO's review of harms assessment and recommendations on release

Comments/Recommendations:

IAO will assess the program area's harms and recommend full release, withhold in its entirety or partial release.

3. Ministry Executive approval for release

Comments/Recommendations:

Please indicate which applies:

- 1. Approved for release with no changes.*
- 2. Approved for release with the following changes... (insert changes).*
- 3. Not approved for release and why.*

Ministry Executive (Delegated Signoff):
Name, Title

Note that all general FOI request records that are released to an applicant should be published on the Open Information website unless the exemption criteria apply. The exemption criteria can be found on page 11 of the [Open Information and Open Data Policy](#). Consultations from outside provincial public bodies are not published on the Open Information website.

Exercise of Discretion:

The *Freedom of Information and Protection of Privacy Act* (FOIPPA) contains both mandatory and discretionary exceptions to disclosure. Sections 13 to 20 are the discretionary exceptions. Where Information Access Operations (IAO) has advised the head that a discretionary exception may apply, it is important that the head consider the possibility of releasing the information despite the fact that an exception may apply.

Factors relevant to the exercise of discretion include:

- the general purposes of the legislation: public bodies should make information available to the public; individuals should have access to personal information about themselves;
- the wording of the discretionary exception and the interests which the section attempts to balance;

- whether the individual's request could be satisfied by severing the record and by providing the applicant
- with as much information as is reasonably practicable;
- the historical practice of the public body with respect to the release of similar types of documents;
- the nature of the record and the extent to which the document is significant and/or sensitive to the public body;
- whether the disclosure of the information will increase public confidence in the operation of the public body;
- the age of the record;
- whether there is a sympathetic or compelling need to release materials;
- whether previous orders of the Commissioner have ruled that similar types of records or information should or should not be subject to disclosure; and
- when the policy advice exception is claimed, whether the decision to which the advice or recommendations relates has already been made.

Thank you,

Derek Turkington, FOI Analyst
Health Education Team
Information Access Operations

Page 066 of 318 to/à Page 067 of 318

Withheld pursuant to/removed as

s.22

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: AEST ECE Initiatives Joint Minister Meeting Dec 10 Materials
Date: December 5, 2018 2:47:53 PM

Hi Cindy,

Can you attach the documents? I don't have them handy and would appreciate it

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 4, 2018 3:28 PM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: AEST ECE Initiatives Joint Minister Meeting Dec 10 Materials

Hello – just following up on this thanks

From: Flesh, Cindy AEST:EX
Sent: December 4, 2018 1:38 PM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: AEST ECE Initiatives Joint Minister Meeting Dec 10 Materials

Okay to share with Minister's offices - thanks

From: Saunders, Anna AEST:EX
Sent: December 4, 2018 1:35 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: AEST ECE Initiatives Joint Minister Meeting Dec 10 Materials

Good afternoon,

Please see the attached materials for the following meeting:

Meeting Title: AEST Update on Early Childhood Education Initiatives

Meeting Date: Monday, December 10 10:00am

For Minister's Reference:

- Meeting Note 114047
 - Attachment 1: ECE WIL Program Proposal Details

- Power Point Presentation: Update on Early Childhood Education Initiatives

Please Note: Attached Power Point presentation is for Minister's information. The presentation also needs to be shared with Minister Conroy and Minister Chen.

Ministry Staff: ADM Jeff Vasey (in person)
ED Nicola Lemmer (via phone)

Thank you,

Anna Saunders | Administrative Assistant

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia

T: 778-974-4945 | **E:** anna.saunders@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#)
Subject: RE: AEST ECE Initiatives Joint Minister Meeting Dec 10 Materials
Date: December 5, 2018 3:05:31 PM

Yes.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 4, 2018 1:38 PM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: AEST ECE Initiatives Joint Minister Meeting Dec 10 Materials

Okay to share with Minister's offices - thanks

From: Saunders, Anna AEST:EX
Sent: December 4, 2018 1:35 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: AEST ECE Initiatives Joint Minister Meeting Dec 10 Materials

Good afternoon,

Please see the attached materials for the following meeting:

Meeting Title: AEST Update on Early Childhood Education Initiatives

Meeting Date: Monday, December 10 10:00am

For Minister's Reference:

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- Power Point Presentation: Update on Early Childhood Education Initiatives

Please Note: Attached Power Point presentation is for Minister's information. The presentation also needs to be shared with Minister Conroy and Minister Chen.

Ministry Staff: ADM Jeff Vasey (in person)
ED Nicola Lemmer (via phone)

Thank you,

Anna Saunders | Administrative Assistant

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-974-4945 | **E:** anna.saunders@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#); [Rzepa, Christina AEST:EX](#); [Vasey, Jeff AEST:EX](#)
Cc: [Nichols, Alisha AEST:EX](#); [Saunders, Anna AEST:EX](#); [Wolsey, Ashley AEST:EX](#)
Subject: RE: Additional topics - Minister Meeting with CUFA Today
Date: December 19, 2018 8:44:34 AM

Thanks very much, Julie.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 19, 2018 8:44 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Vasey, Jeff AEST:EX <Jeff.Vasey@gov.bc.ca>
Cc: Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Wolsey, Ashley AEST:EX <Ashley.Wolsey@gov.bc.ca>
Subject: Additional topics - Minister Meeting with CUFA Today
Importance: High

Hi – please see below request that came in late from Dr. Holler, President, to add additional topics for today’s meeting if time permits. We’ve asked for additional bullets from the division, and will forward info asap.

Thanks,
Julie

From: Lam, Emily AEST:EX
Sent: December 19, 2018 7:59 AM
To: Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>
Cc: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>
Subject: Minister Meeting with CUFA Today
Importance: High

Hi there,

We sent over this meeting note two day ago but yesterday we received an email thread that confirmed Dr. Holler’s attendance and her office mentioned if time permitted she would also like to discuss the following topics: *graduate scholarships, board governance, the BC Knowledge Development Fund, and upcoming collective bargaining.*

I have asked Pratibha/Rachel to prepare some additional bullets (appendix 2) for our respective topics, I did mention the other topics to Ashley but have not received bullets from their division (it may still come).

Not sure if you would like to send just the appendix over to the MO as back-pocket for the Minister or replace the entire document in eApprovals, I will leave that for the DMO team to manage, hope this was helpful.

Thanks!

Emily

Emily Lam
Manager of Divisional Operations

Governance Legislation & Corporate Planning Division
Ministry of Advanced Education, Skills, and Training
835 Humboldt St, Victoria, BC V8V 4W8
C:s.17 (texts welcome)

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: RE: BANK OF MONTERAL (MASTERCARD) HUBLEYH s.1 03DEC18 \$4621.37
Date: December 10, 2018 2:57:09 PM

Sounds great. Thanks.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Hubley, Holly AEST:EX
Sent: December 10, 2018 2:57 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: BANK OF MONTERAL (MASTERCARD) HUBLEYH s.17 03DEC18 \$4621.37

I'll give you the hard copy that gets filed and then I will need it back once you've looked at it.

Holly Hubley

Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

From: van Baarsen, Amanda AEST:EX
Sent: December 10, 2018 2:54 PM
To: Hubley, Holly AEST:EX <Holly.Hubley@gov.bc.ca>
Subject: RE: BANK OF MONTERAL (MASTERCARD) HUBLEYH s.17 03DEC18 \$4621.37

Thank you Holly,

Would you be able to print this out for me and put it in a binder and leave on my desk? I'd like to take a good look and will have difficulty while offsite.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Hubley, Holly AEST:EX
Sent: December 10, 2018 2:46 PM

To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>

Subject: BANK OF MONTERAL (MASTERCARD) HUBLEYhs.17 03DEC18 \$4621.37

For you approval - please forward back to me once approved and let me know if you have any questions.

The attached register package is complete, with register (all descriptions, account coding and taxes entered), receipts and forms attached.

Please forward your approval, along with the transaction package to accounts payable for Oracle entry.

Holly Hubley

Administrative Assistant to the Honourable Melanie Mark

Minister of Advanced Education, Skills & Training

Telephone : 250- 356-0179

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: Briefing Materials for December 19
Date: December 13, 2018 1:42:07 PM

Hi Julie,

Can the hard copy make its way here this afternoon instead of going with Jeff? We need to review all materials and sign off prior to sending it to the Minister, as per her direction. We've also several other materials to send to her as part of her weekly binder. Having it here to work from will allow us to send it all in one package, helping her keep track of everything she needs to review for next week.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 13, 2018 1:23 PM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Briefing Materials for December 19

Hi – hard copy binder will go to Jeff this afternoon so he can take it to Vancouver tomorrow for the Minister; and e-copy will be sent this afternoon. Sound ok?

From: Snoddon, Michael AEST:EX
Sent: December 13, 2018 1:21 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Briefing Materials for December 19

Hi Julie,

Just checking on the status of the briefing binder for Wednesday, December 19. What time can I expect them today?

Thanks,

Michael

Michael Snoddon

Ministerial Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills and Training

cell: s.17

|email: michael.snoddon@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Cc: [Flesh, Cindy AEST:EX](#); [Whitford, Kelly M AEST:EX](#); [Nichols, Alisha AEST:EX](#); [Saunders, Anna AEST:EX](#)
Subject: RE: Briefing schedule
Date: December 7, 2018 9:41:03 AM

For Dec 14 did we want to add the UFV final sale sign off? Kevin had mentioned this needed the Minister's official sign off, though it was decided prior to my start in this office.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 7, 2018 9:23 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>
Subject: FW: Briefing schedule

Some slight changes due to Cab Ops deadlines...here's what our list looks like now. Thanks.

1. Dec 14th briefings in Minister's CO – BN and staff support required
 - Vancouver Community College – discuss gov't priorities and objectives in this sector - Jeff
 - Metis Nation BC – **s.16** - Jeff
 - Tricorp – program design for Indigenous communities - Jeff
 - Emily Carr University – President's meeting – Jeff
 - Women Leaders Event – in particular the Interior Design members and small business – Tony

2. Dec 19, 10:00-12:00 regular briefing time
 - Camosun College TB Sub - Kevin
 - Student Mental Health – Jeff/Nicola
 - Tuition Waiver Program Update – Jeff
 - ITA mandate letter verbal update – Bindi
 - **s.13** verbal update – Tony

3. Jan 11, 10:00-12:00 VCO - regular briefing time
 - UBCO Student Housing TB Sub – Kevin
 - Pre-brief FLMM – Bindi
 - PSI Mandate Letters – Tony

- s.13 cab sub – Tony (Cab Ops drafts due Jan 9; finals Jan 23 for CCSSP Jan 30)
- s.16 Tony
- Possibly ITA mandate letter – TBC – Bindi (Cab Ops drafts due Jan 9; finals Jan 23 for CCSSP Jan 30)

4. Jan 16, 10:00-12:00 VCO - regular briefing time

- CleanBC – Bindi
- WDA skills training follow-up – Bindi
- s.16 Tony and IGRS
- Digital Strategy Info Campaign (STOB 67) – Bindi
- FNLG Debrief – Jeff/Bindi
- ITA Mandate Letter for sign-off – Bindi (Cab Ops final due Jan 23 for CCSSP Jan 30)
- s.13 cab sub for sign-off – Tony (Cab Ops final due Jan 23 for CCSSP Jan 30)

From: Turner, Julie AEST:EX

Sent: December 7, 2018 9:02 AM

To: van Baarsen, Amanda AEST:EX (Amanda.vanBaarsen@gov.bc.ca)

<Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>

Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Nichols, Alisha AEST:EX

<Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>

Subject: Briefing schedule

Hi – after our call yesterday Amanda, here’s what we have lined up for agenda items for Dec/Jan from our Forward Agenda list. Let me know if you have any changes.

1. Dec 19, 10:00-12:00 regular briefing time
 - Camosun College TB Sub - Kevin
 - Student Mental Health – Jeff/Nicola
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 - Aboriginal Service Plan Redesign – Jeff

Thanks,
Julie

Julie Turner

Director of Executive Operations & Strategic Support
Deputy Minister's Office
Ministry of Advanced Education, Skills and Training
s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Cc: [Eso, Michael AEST:EX](#); [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: Briefing schedule
Date: December 10, 2018 3:07:55 PM

Hi Julie,

Emily Carr and VCC are being rescheduled to January, so meeting materials can be delayed. We have confirmed the Interior Designers and Social Workers and are awaiting further responses from the Metis and TRICORP.

Would be a good idea to get those materials together in either situation. I am CCing Cindy here to keep you in the loop and to answer any technical questions about the schedule for that day.

So you are aware, the Minister has requested further meetings be scheduled. I do not have the list in front of me to share with you immediately, but I will ensure that you are aware of which requests will be scheduled as early as possible for the preparation of materials.

Thank you for all the follow up today!

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 10, 2018 2:15 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: FW: Briefing schedule

Hi – just wanted to chat about the Dec 14th briefings – we had talked about the Minister wanting to have these stakeholder meetings before Xmas, so we have this Dec 14 date – but when I look back on my notes, we had discussed January as well as an option. I understand that only 2 meetings for the 14th have been confirmed, so just checking in with you that you want to proceed with the list below?? Or do we want to move them to January? We are preparing background material for them.

Thanks,
Julie

From: Turner, Julie AEST:EX
Sent: December 7, 2018 9:23 AM
To: van Baarsen, Amanda AEST:EX (Amanda.vanBaarsen@gov.bc.ca)
<Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Whitford, Kelly M AEST:EX
(Kelly.Whitford@gov.bc.ca) <Kelly.Whitford@gov.bc.ca>; Nichols, Alisha AEST:EX
<Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>
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 - **s.16** Tony
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From: Turner, Julie AEST:EX
Sent: December 7, 2018 9:02 AM
To: van Baarsen, Amanda AEST:EX (Amanda.vanBaarsen@gov.bc.ca)
<Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Nichols, Alisha AEST:EX
<Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>
Subject: Briefing schedule

Hi – after our call yesterday Amanda, here’s what we have lined up for agenda items for Dec/Jan from our Forward Agenda list. Let me know if you have any changes.

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 - Aboriginal Service Plan Redesign – Jeff

Thanks,
Julie

Julie Turner

Director of Executive Operations & Strategic Support
Deputy Minister’s Office
Ministry of Advanced Education, Skills and Training
s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: RE: Budget Stakeholder Calls (Minister Follow Up).xlsx
Date: December 13, 2018 2:38:04 PM

Can you send me the electronic version of your finance binder table of contents please.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Snoddon, Michael AEST:EX
Sent: December 13, 2018 2:22 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Budget Stakeholder Calls (Minister Follow Up).xlsx

MS edits. Added some names.

Otherwise, I think it looks great.

Michael

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Cc: [Flesh, Cindy AEST:EX](#); [Nichols, Alisha AEST:EX](#)
Subject: RE: CMEC Protocol Briefing for Minister
Date: December 10, 2018 12:18:24 PM

Thanks Julie

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 10, 2018 12:11 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>
Subject: CMEC Protocol Briefing for Minister

Hi – as follow-up from our 30/60/90 day call this morning, the Minister’s protocol briefing for CMEC is included in our Jan 16 briefing time – IGRS is scheduled to drop in and provide a quick briefing for the Minister.

Thanks,
Julie

Julie Turner

Director of Executive Operations & Strategic Support
Deputy Minister’s Office
Ministry of Advanced Education, Skills and Training
s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: RE: Categories
Date: December 16, 2018 4:17:19 PM

This is exactly what I wanted. Thank you.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Snoddon, Michael AEST:EX
Sent: December 16, 2018 4:13 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Categories

Public Post- Secondary
Private Post Secondary
Student Association

Union

MLA
MP
Regional District
Municipal Government

Trades
Professional Association (non-union)
First Nation

Corporation/ Business

Michael Snoddon

Ministerial Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
cell: **S.17** | email: michael.snoddon@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: ["Thomas Nyce"](#)
Subject: RE: Contact exchange
Date: December 3, 2018 10:53:09 AM

Very nice meeting you Thomas!

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946 (C) **s.17**
Pronouns: she/her

From: Thomas Nyce [mailto:Thomas.Nyce@ledcor.com]
Sent: Monday, December 3, 2018 10:32 AM
To: van Baarsen, Amanda AEST:EX
Subject: Contact exchange

Hi Amanda,

It was a pleasure connecting with you briefly last week at the Minister's announcement of funds for VIU.

Amanda I wanted to share my contact information with you. Please feel free to reach out anytime. You can also reach me on my LinkedIn profile. <https://www.linkedin.com/in/thomas-tj-james-nyce-a6943b2b/>

Have a great day!

Thomas (TJ) Nyce BBA MM&C
Indigenous Affairs Representative
Ledcor Constructors Inc.
4, 3302 Appaloosa Road, Kelowna, BC V1V 2W5
p 250-491-7105 | c 778-214-6275
www.ledcor.com

FORWARD. TOGETHER.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: Deadline for approvals?
Date: December 3, 2018 11:06:24 AM

13th would be great.

From: Flesh, Cindy AEST:EX
Sent: Monday, December 3, 2018 11:05 AM
To: van Baarsen, Amanda AEST:EX; Snoddon, Michael AEST:EX
Subject: FW: Deadline for approvals?

I am thinking either Thursday/Friday Dec 13th/14th or Monday Dec 17th – you thoughts and direction - thanks

From: Nichols, Alisha AEST:EX
Sent: December 3, 2018 10:35 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Deadline for approvals?

Hi Cindy,

s.22 , is there a date that you require approvals to be submitted by? We don't want to put her in any rush situations over the holidays.

Thanks,

Alisha Nichols | Document Coordinator
Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-698-9183 | **E:** alisha.nichols@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#); [Baskerville, Shannon AEST:EX](#)
Cc: [Brewster, Kevin AEST:EX](#); [Eso, Michael AEST:EX](#); [Binder, Stephen GCPE:EX](#); [Fernandes, Jennifer GCPE:EX](#); [Turner, Julie AEST:EX](#)
Subject: RE: EDUC NR
Date: December 20, 2018 8:53:38 AM

Thank you.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 20, 2018 8:45 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>
Cc: Brewster, Kevin AEST:EX <Kevin.Brewster@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Binder, Stephen GCPE:EX <Stephen.Binder@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: RE: EDUC NR

Attached is the final news release from education. It's teed up for 1015am.

This is what I suggested (Amanda – EDUC's MO will call you shortly)

s.13

From: Porter, Rodney GCPE:EX
Sent: December 20, 2018 8:44 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>
Cc: Brewster, Kevin AEST:EX <Kevin.Brewster@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Binder, Stephen GCPE:EX <Stephen.Binder@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: EDUC NR

Importance: High

Here's the latest draft from last Friday. This is meant to go out around 1030am today. I've asked for a line to be added as discussed about how this came about as a result of a partnership.

I've highlighted in pink / boild a possible line in the draft below – thoughts?

s.13

Page 091 of 318

Withheld pursuant to/removed as

s.13

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: RE: Executive Assistants Workshop Agenda
Date: December 5, 2018 3:14:34 PM

Appreciate that reminder. Thx

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Rzepa, Christina AEST:EX
Sent: December 5, 2018 3:03 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Executive Assistants Workshop Agenda

No, I'll take the ferry over on Sunday – we need to sort out if I'm staying for any time on Thursday for a team meeting or if I should fly back on Wednesday. For discussion another time – right now I have a flight booked back on the Wednesday.

Thanks!

From: van Baarsen, Amanda AEST:EX
Sent: Wednesday, December 5, 2018 3:01 PM
To: Rzepa, Christina AEST:EX
Subject: RE: Executive Assistants Workshop Agenda

I will go over this with her on our evening calls or sometime tomorrow. Do you need flights booked?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Rzepa, Christina AEST:EX
Sent: December 4, 2018 1:07 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Fwd: Executive Assistants Workshop Agenda

Hi it looks like PO wants the EAs in Victoria in December 10th as well...we should talk about staffing.
Thanks

Christina Rzepa
EA, Advanced Education, Skills and Training

Begin forwarded message:

From: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>
Date: December 4, 2018 at 11:06:33 AM PST
To: LP Executive Assistants <LPEAS@Victoria1.gov.bc.ca>
Cc: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Subject: **Executive Assistants Workshop Agenda**

Hi all,

Below is the agenda for training on Dec 10th and 11th. See you next week!

Kate

Executive Assistants Workshop

Monday, December 10
Room 223, Legislature

9:30AM-10:00AM:	Coffee/Workshop Start
10:00AM-12:00PM:	Staffing Refresher
12:00PM-1:00PM:	Lunch (<i>lunch not served</i>)
1:00PM-1:30PM:	Events with Ministers
1:30PM-2:00PM:	HR Policies and Q and A
2:00PM-3:00PM:	Check in/Roundtable

Tuesday, December 11

Building Inclusive Organizations
9:30AM – 4:30PM
s.15

Coffee will be provided at 9:30AM
Lunch break will be from 12PM-1PM – *there are lunch options at the hotel and nearby*

Sent from my iPhone

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Flesh, Cindy AEST:EX](#)
Subject: RE: FLMM follow up
Date: December 14, 2018 11:36:15 AM

Great. Thanks. Cindy – can you formally request? Amber Hockin indicated that John had approved it but I'd like to have it written down.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Rzepa, Christina AEST:EX
Sent: December 14, 2018 11:35 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: FLMM follow up

Yes she did

Christina Rzepa
EA, Advanced Education, Skills and Training

On Dec 14, 2018, at 11:34 AM, van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca> wrote:

Hi Chris,

Did the Minister request that we seek leave from Cabinet?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Rzepa, Christina AEST:EX
Sent: December 14, 2018 10:46 AM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Flesh, Cindy AEST:EX

<Cindy.Flesh@gov.bc.ca>

Subject: FLMM follow up

Hi folks,

Following the call I have a few logistical questions that we need info for, to proceed on planning for FLMM:

Cindy: Does the Minister have leave from Cabinet for February 6-8?

Additionally Cindy: can you please work with Minister Simpson's staff to see if there are a few dates in January that we can propose for a pre-FLMM meeting with Minister Mark, Minister Simpson, and First Nations Leadership?

What are the flight options for these dates – I will look in to this right now!

Once we have this information, then Bindi's team can work on reaching out to First Nations Leadership. Ideally we'd like this info by Monday, but if not then Tuesday at the latest.

Please let me know if you have any questions!

Cheers,

Christina Rzepa
Executive Assistant to Hon. Melanie Mark
Minister for Advanced Education, Skills and Training
Room 133 Parliament Buildings
Cell: **s.17**

From: [van Baarsen, Amanda AEST:EX](#)
To: [Minister, AEST AEST:EX](#); [AEST MCRU Incoming Corresp Working Box AEST:EX](#); [Snoddon, Michael AEST:EX](#); [Rzepa, Christina AEST:EX](#)
Cc: [Turner, Julie AEST:EX](#)
Subject: RE: FOR ED SIGNATURE: Letter in support of Interior Design Profession
Date: December 5, 2018 2:41:57 PM

Thanks Jeremy,

I agree - can you send the program area response to Michael for review prior to sending out?

Amanda van Baarsen
Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

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

From: Minister, AEST AEST:EX
Sent: December 4, 2018 4:03 PM
To: AEST MCRU Incoming Corresp Working Box AEST:EX
<AEST.MCRUIncomingCorrespWorkingBox@gov.bc.ca>; Snoddon, Michael AEST:EX
<Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Cc: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: FOR ED SIGNATURE: Letter in support of Interior Design Profession

Good afternoon,

You requested advice on the disposition of this incoming correspondence. We have received several incomings on this matter, and the Ministry is actively engaging with the professional association on this matter. I recommend this be answered by the program area directly.

For internal use:

Branch: GAA
Issue: Professional Associations

Jeremy Oaten, MA, CIAPP-C
Manager, Business Services & Ministerial Correspondence and Research Unit Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
T: 250 356-7966
C: s.17
F: 250 356-5468

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

From: Dave Witty [<mailto:dwitty@shaw.ca>]
Sent: Sunday, November 25, 2018 1:56 PM
To: Minister, AEST AEST:EX
Cc: s.22
Subject: Letter in support of Interior Design Profession

Please find a letter re:a/n subject attached to this email.

Thank you.

David Witty PhD, MRAIC, FCIP, RPP

From: [van Baarsen, Amanda AEST:EX](#)
To: [Poldrugovac, Saija FIN:EX](#)
Cc: [Flesh, Cindy AEST:EX](#)
Subject: RE: FOR REVIEW: November Monthly Proactive Release of Minister's Travel Receipts
Date: December 10, 2018 3:42:39 PM

Thank you. Can I see the proactive schedule disclosure at the same time as these, for the same periods? Cindy, is that something you would normally do?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Poldrugovac, Saija FIN:EX
Sent: December 10, 2018 3:38 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: FW: FOR REVIEW: November Monthly Proactive Release of Minister's Travel Receipts
Importance: High

Hi Amanda,
I believe this should be sent to you in your new role.
Please let me know if you have any questions.
Thanks!
~Saija

From: Poldrugovac, Saija FIN:EX
Sent: December 10, 2018 7:26 AM
To: Iliffe, Liam AEST:EX
Cc: Flesh, Cindy AEST:EX
Subject: FOR REVIEW: November Monthly Proactive Release of Minister's Travel Receipts
Importance: High

To: Senior Ministerial Assistant

Enclosed please find the Minister's monthly transactions that have been redacted to remove items that require severing. If you hover over text that shows redaction with a red box around it, you will see why that information is being redacted. Please review the file for accuracy. **If there is an item that you feel should be redacted please contact me via email by the 22nd day of the month for resolution/correction.** If there are no edits to be made, we do not require a response at this time.

Please share this package with your GCPE contact within 1 business day.

This email is a preliminary copy and approval will be required for the Quarterly release which will include this month and the other months in the quarter.

Thank you and please give me a call if you have any questions.

Thanks,
Saija

Saija Poldrugovac

Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance

Phone: (778) 678-3496 **Fax:** (250) 356-7326

E-mail: Saija.Poldrugovac@gov.bc.ca

Website: <http://gww.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: RE: FYI - Casework overview
Date: December 19, 2018 12:32:48 PM

Thank you!!

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Rzepa, Christina AEST:EX
Sent: December 19, 2018 12:02 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: FYI - Casework overview

Saved under **s.15** but feel free to move it to a place that seems more logical as needed

From: Rzepa, Christina AEST:EX
Sent: December 19, 2018 12:01 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FYI - Casework overview

Attached and I'll save it on the **s.15** – 5 outstanding with one extra that just needs a quick clarifying question

Christina Rzepa
Executive Assistant to Hon. Melanie Mark
Minister for Advanced Education, Skills and Training
Room 133 Parliament Buildings
Cell: **s.17**

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#); [Rzepa, Christina AEST:EX](#)
Cc: [Fernandes, Jennifer GCPE:EX](#)
Subject: RE: Final sign off on fact sheets
Date: December 19, 2018 3:22:29 PM

In short – the deadlines are entirely up to her.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 19, 2018 3:22 PM
To: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Cc: Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Final sign off on fact sheets

Hi Christina; Not sure I understand, both were requested by the minister.

Once finalized then I will work to getting them posted online and work with Tony on a dissemination for the tuition waiver fact sheet.

From: Rzepa, Christina AEST:EX
Sent: December 19, 2018 3:16 PM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Cc: Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Final sign off on fact sheets

Hi team is there a deadline for the Indigenous and the Youth in Care fact sheets final sign off?

Christina Rzepa
Executive Assistant to Hon. Melanie Mark
Minister for Advanced Education, Skills and Training
Room 133 Parliament Buildings
Cell: **s.17**

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: RE: Flights
Date: December 3, 2018 5:35:22 PM

Dec 5 6:40pm Helijet pls.
Go back on the Friday at 7:35am.

Can you add to my calendar once booked?

Thx!
A

From: Hubley, Holly AEST:EX
Sent: Monday, December 3, 2018 3:45 PM
To: van Baarsen, Amanda AEST:EX
Subject: Flights

Helijet Thursday **December 6** – Earliest non wait listed leaves at 9:35am and arrives 10:10am
\$325.00

Earliest non wait listed leaves Vancouver 1:45pm, and arrives
2:20pm \$325.00

Harbour Air, Thursday **December 6**- 8:30am arriving in Vancouver 9:05pm, \$207
3pm, arriving in Victoria 3:35pm, \$207

Other options via Helijet leaving Victoria **Dec 5** 6:40pm, arriving in Vancouver 7:15pms \$189.00
And coming back Friday morning via Helijet leaving Vancouver at 7:30am arriving in Victoria at
8:05am \$325
Or leaving Vancouver at 9:30am arriving in Victoria at 10:05am

I can waitlist you if you need to for helijet

Holly Hubley
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Cc: [Nichols, Alisha AEST:EX](#); [Saunders, Anna AEST:EX](#); [Beattie, Michelle AEST:EX](#); [Flesh, Cindy AEST:EX](#)
Subject: RE: For 12:30 today - RUSH / URGENT : BN FOR PREMIER - Indigenous art programs
Date: December 11, 2018 11:41:49 AM

Thank you Julie.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 11, 2018 11:41 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Beattie, Michelle AEST:EX <Michelle.Beattie@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: For 12:30 today - RUSH / URGENT : BN FOR PREMIER - Indigenous art programs
Importance: High

For the 12:30 meeting today.

From: Wolsey, Ashley AEST:EX
Sent: December 11, 2018 11:19 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: FW: RUSH / URGENT : BN FOR PREMIER - Indigenous art programs
Importance: High

Hi Julie,

We just received the proposal for the PJH meeting today. Can you please share with MO?

Thanks!

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31
Date: December 19, 2018 12:59:09 PM

With whomever is the most familiar with the report.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 19, 2018 12:59 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

With ADM or ED – do you have a preference? Thanks

From: van Baarsen, Amanda AEST:EX
Sent: December 19, 2018 12:43 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

Today. I just have a few questions before I show it to the Minister.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 19, 2018 12:43 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

When would you like someone to call you about this - thanks

From: van Baarsen, Amanda AEST:EX
Sent: December 19, 2018 10:25 AM
To: Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Flesh, Cindy AEST:EX

<Cindy.Flesh@gov.bc.ca>

Cc: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>

Subject: Re: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

Can I get a quick call about this one? I just have a few questions.

Sent from my Samsung Galaxy smartphone.

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

From: "Nichols, Alisha AEST:EX" <Alisha.Nichols@gov.bc.ca>

Date: 2018-12-19 9:47 AM (GMT-08:00)

To: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>

Cc: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "Whitford, Kelly M AEST:EX" <Kelly.Whitford@gov.bc.ca>, "Saunders, Anna AEST:EX" <Anna.Saunders@gov.bc.ca>, "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>, "Eso, Michael AEST:EX" <Michael.Eso@gov.bc.ca>, "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>

Subject: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

Good morning,

The attached information note is for Minister's review and approval if possible please:

For Minister's Approval: Major Projects Inventory Q3 Report

Materials:

- Information Note 114501
 - o Attachment A – Top Indigenous & Provincially Funded Projects

Due to Ministry: Monday, December 31

Staff would like to release this report on December 31. *If Minister is not able to review this before she leaves, please let us know and we will hold the report.*

Thank you,

Alisha Nichols | Document Coordinator

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia

T: 778-698-9183 | E: alisha.nichols@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Nichols, Alisha AEST:EX](#); [Flesh, Cindy AEST:EX](#)
Cc: [Rzepa, Christina AEST:EX](#); [Snoddon, Michael AEST:EX](#); [Whitford, Kelly M AEST:EX](#); [Saunders, Anna AEST:EX](#); [Eso, Michael AEST:EX](#)
Subject: RE: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31
Date: December 19, 2018 1:52:24 PM

Of course. I just don't want to put a document in front of her if I can't explain it and answer her questions. If anyone else is familiar I am happy to chat with them too. Don't want to stall unnecessarily.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 19, 2018 1:48 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: RE: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

Hi –s.22 · can this wait until the new year?

Thanks,
Julie

From: van Baarsen, Amanda AEST:EX
Sent: December 19, 2018 10:25 AM
To: Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: Re: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

Can I get a quick call about this one? I just have a few questions.

Sent from my Samsung Galaxy smartphone.

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

From: "Nichols, Alisha AEST:EX" <Alisha.Nichols@gov.bc.ca>

Date: 2018-12-19 9:47 AM (GMT-08:00)

To: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>

Cc: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "Whitford, Kelly M AEST:EX" <Kelly.Whitford@gov.bc.ca>, "Saunders, Anna AEST:EX" <Anna.Saunders@gov.bc.ca>, "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>, "Eso, Michael AEST:EX" <Michael.Eso@gov.bc.ca>, "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>

Subject: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

Good morning,

The attached information note is for Minister's review and approval if possible please:

For Minister's Approval: Major Projects Inventory Q3 Report

Materials:

- Information Note 114501
 - o Attachment A – Top Indigenous & Provincially Funded Projects

Due to Ministry: Monday, December 31

Staff would like to release this report on December 31. *If Minister is not able to review this before she leaves, please let us know and we will hold the report.*

Thank you,

Alisha Nichols | Document Coordinator

Office of the Deputy Minister

Ministry of Advanced Education, Skills and Training

Province of British Columbia

T: 778-698-9183 | E: alisha.nichols@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: "Roberta Ellis"
Cc: [XT:Vucko, Michelle GCPE:IN](#); [Flesh, Cindy AEST:EX](#); [Baskerville, Shannon AEST:EX](#)
Subject: RE: ITA Board Reception - Dec 6
Date: December 5, 2018 3:04:22 PM

Thank you so much for the quick response, Roberta!

My apologies for the delayed follow up – the Minister is interested in attending the dinner and I've followed up with details with Michelle Vucko. Just looping back to you now.

Thanks again,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: Roberta Ellis <rellis@itabc.ca>
Sent: December 4, 2018 2:34 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: [XT:Vucko, Michelle GCPE:IN](#) <mvucko@itabc.ca>; [Flesh, Cindy AEST:EX](#) <Cindy.Flesh@gov.bc.ca>; [Baskerville, Shannon AEST:EX](#) <Shannon.Baskerville@gov.bc.ca>
Subject: Re: ITA Board Reception - Dec 6

Absolutely - we would be delighted - the Board gets together with executive staff ahead of the day of the meeting - it is a dinner so my own view is if the Minister isn't staying for the whole event it would likely be best to come at the beginning? What do you think Amanda? Or at least work it out so it's comfortable?

Michelle could assist with the scheduling.

Regards

Roberta

And of course if she has time to stay for dinner - great!

On: 04 December 2018 11:36,
"van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca> wrote:

Good morning Roberta,

The Minister's schedule has cleared up on December 6th and she was inquiring about whether she might be able to pop into the ITA reception on Thursday, given that the board will all be in one place. She'd like an opportunity to say hello to folks – can you advise whether this is possible and provide details where you have them for her calendar?

Thanks so much,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946 (C) **s.17**

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: ITA Board Reception - Dec 6
Date: December 5, 2018 2:47:14 PM

If you haven't done so already can you respond to my outgoing email from this morning/afternoon with that list?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 4, 2018 3:29 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: ITA Board Reception - Dec 6

Will the Minister be staying for dinner and if yes ^{s.22} - thanks

From: Roberta Ellis <rellis@itabc.ca>
Sent: December 4, 2018 2:34 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: XT:Vucko, Michelle GCPE:IN <mvucko@itabc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>
Subject: Re: ITA Board Reception - Dec 6

Absolutely - we would be delighted - the Board gets together with executive staff ahead of the day of the meeting - it is a dinner so my own view is if the Minister isn't staying for the whole event it would likely be best to come at the beginning? What do you think Amanda? Or at least work it out so it's comfortable?

Michelle could assist with the scheduling.

Regards

Roberta

And of course if she has time to stay for dinner - great!

On: 04 December 2018 11:36,
"van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca> wrote:

Good morning Roberta,

The Minister's schedule has cleared up on December 6th and she was inquiring about whether she might be able to pop into the ITA reception on Thursday, given that the board will all be in one place.

She'd like an opportunity to say hello to folks – can you advise whether this is possible and provide details where you have them for her calendar?

Thanks so much,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946 (C) s.22

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [XT:Vucko, Michelle GCPE:IN](#)
Cc: [Flesh, Cindy AEST:EX](#)
Subject: RE: ITA Board Reception - Dec 6
Date: December 5, 2018 1:28:55 PM

Apologies Michelle,

I meant to email first thing this morning but was not able to put my mind to it until this moment.

The Minister will strive to arrive for 6pm. **s.22**
s.22 I hope this is ok? Her intent is to stay for the duration of the dinner but that may change depending on **s.22**

Thank you so much for the late accommodation!

Amanda van Baarsen
Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946 (C) **s.17**
Pronouns: she/her

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

From: Michelle Vucko <mvucko@itabc.ca>
Sent: December 5, 2018 11:33 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: ITA Board Reception - Dec 6

Thank you,

Amanda, could you please let me know what time to expect Minister Mark and yourself? It would be great if she could arrive for 6:00 pm, we typically have a reception between 6:00 - 6:30, and then have our meal for 6:30.

I should also let you know that our executive team (CEO, COO and CFO) as well as board secretary attend the dinners as well.

Please feel free to call me anytime on my cell 604-764-5604.

Michelle Vucko
E.A. to CEO / Board of Directors

Industry Training Authority
800 - 8100 Granville Avenue, Richmond, BC t 778.785.2407 | c 604.764.5604 | www.itabc.ca

Industry Training Authority [@ita_bc](#)

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other use of this email is strictly prohibited. If you have received this email in error, please notify the sender immediately and immediately delete this message including any attachments. Thank you.

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

From: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Sent: December 4, 2018 11:52 AM
To: Michelle Vucko <mvucko@itabc.ca>; Roberta Ellis <rellis@itabc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Shelley Gray <sgray@itabc.ca>
Subject: Re: ITA Board Reception - Dec 6

Thanks so much Michelle,
I will be joining her.

Sent from my Samsung Galaxy smartphone.

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

From: Michelle Vucko <mvucko@itabc.ca>
Date: 2018-12-04 11:49 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, Roberta Ellis <rellis@itabc.ca>
Cc: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>, "XT:Gray, Shelley GCPE:IN" <sgray@itabc.ca>
Subject: RE: ITA Board Reception - Dec 6

Hello Amanda,

s.22 so for the sake of expediency, I would like to take liberty and respond on her behalf; I know she would be more than pleased to have Minister Mark pop in and join the ITA Board.

Logistics are as follows:

DATE: Thursday December 6
TIME: 6:00 pm - 8:00 pm
LOCATION s.15

Will anyone be joining Minister Mark so I can adjust the reservations accordingly?

Michelle Vucko

E.A. to CEO / Board of Directors

[<http://www.itabc.ca/sites/default/files/images-content/info/ITA.jpg>]

Industry Training Authority

800 - 8100 Granville Avenue, Richmond, BC t 778.785.2407 | c 604.764.5604 |

www.itabc.ca<http://www.itabc.ca/#_blank>

[http://www.itabc.ca/sites/default/files/images-content/info/Facebook_2.png]

<<http://www.facebook.com/industrytrainingauthority>> [http://www.itabc.ca/sites/default/files/images-content/info/LinkedIn_2.png] <<https://www.linkedin.com/company/industry-training-authority>>

[http://www.itabc.ca/sites/default/files/images-content/info/YouTube_2.png]

<<http://www.youtube.com/user/itabctradetraining>> [http://www.itabc.ca/sites/default/files/images-content/info/Flickr_2.png] <<https://www.flickr.com/photos/industrytrainingauthority/>>

[http://www.itabc.ca/sites/default/files/images-content/info/Twitter_2.png] <https://twitter.com/ita_bc>

[http://www.itabc.ca/sites/default/files/images-content/info/Instagram_02.png]

<https://www.instagram.com/ita_bc/>

Industry Training Authority @ita_bc

[email signature 1]

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From: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Sent: December 4, 2018 11:36 AM
To: Roberta Ellis <rellis@itabc.ca>
Cc: Michelle Vucko <mvucko@itabc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: ITA Board Reception - Dec 6

Good morning Roberta,

The Minister's schedule has cleared up on December 6th and she was inquiring about whether she might be able to pop into the ITA reception on Thursday, given that the board will all be in one place. She'd like an opportunity to say hello to folks - can you advise whether this is possible and provide details where you have them for her calendar?

Thanks so much,

Amanda van Baarsen
Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training Room 133 | Parliament Buildings,
Victoria, BC | V8W 9V1
(P) 250-953-0946 (C)s.17
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [XT:Vucko, Michelle GCPE:IN](#)
Subject: RE: ITA Board Reception - Dec 6
Date: December 5, 2018 3:12:28 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

s.22

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Michelle Vucko <mvucko@itabc.ca>
Sent: December 5, 2018 3:07 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: ITA Board Reception - Dec 6

Amanda,

s.22

Michelle Vucko
E.A. to CEO / Board of Directors



Industry Training Authority
800 – 8100 Granville Avenue, Richmond, BC
t 778.785.2407 | c 604.764.5604 | www.itabc.ca



Industry Training Authority @ita_bc



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From: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Sent: December 5, 2018 3:04 PM
To: Roberta Ellis <rellis@itabc.ca>
Cc: Michelle Vucko <mvucko@itabc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>
Subject: RE: ITA Board Reception - Dec 6

Thank you so much for the quick response, Roberta!

My apologies for the delayed follow up – the Minister is interested in attending the dinner and I've followed up with details with Michelle Vucko. Just looping back to you now.

Thanks again,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: Roberta Ellis <rellis@itabc.ca>
Sent: December 4, 2018 2:34 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: XT:Vucko, Michelle GCPE:IN <mvucko@itabc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>
Subject: Re: ITA Board Reception - Dec 6

Absolutely - we would be delighted - the Board gets together with executive staff ahead of the day of the meeting - it is a dinner so my own view is if the Minister isn't staying for the whole event it would likely be best to come at the beginning? What do you think Amanda? Or at least work it out so it's comfortable?

Michelle could assist with the scheduling.

Regards

Roberta

And of course if she has time to stay for dinner - great!

On: 04 December 2018 11:36,

"van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca> wrote:

Good morning Roberta,

The Minister's schedule has cleared up on December 6th and she was inquiring about whether she might be able to pop into the ITA reception on Thursday, given that the board will all be in one place. She'd like an opportunity to say hello to folks – can you advise whether this is possible and provide details where you have them for her calendar?

Thanks so much,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946 (C) **s.17**

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: RE: ITA Contact Info
Date: December 4, 2018 11:20:27 AM

Thx!

From: Turner, Julie AEST:EX
Sent: Tuesday, December 4, 2018 11:20 AM
To: van Baarsen, Amanda AEST:EX
Subject: RE: ITA Contact Info

604 222 2463 – office # for Roberta.
s.22 – cell for Roberta.

From: van Baarsen, Amanda AEST:EX
Sent: December 4, 2018 11:19 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Subject: RE: ITA Contact Info

Thanks Julie – do you have a phone number?

From: Turner, Julie AEST:EX
Sent: Tuesday, December 4, 2018 11:11 AM
To: van Baarsen, Amanda AEST:EX
Cc: Snoddon, Michael AEST:EX
Subject: ITA Contact Info

Here you go.....

EMAIL: rellis@itabc.ca **Chair: Roberta Ellis**

Assistant: Michelle Vucko mvucko@itabc.ca

-

-

Julie Turner
Director of Executive Operations & Strategic Support
Deputy Minister's Office
Ministry of Advanced Education, Skills and Training
s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#); [Rzepa, Christina AEST:EX](#); [Eso, Michael AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Cc: [Turner, Julie AEST:EX](#)
Subject: RE: ITA Indigenous Initiatives Logo
Date: December 5, 2018 1:54:04 PM

Thank you for all of this.

From: Porter, Rodney GCPE:EX
Sent: December 5, 2018 11:36 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: RE: ITA Indigenous Initiatives Logo

FYI: Total cost was \$11,000. This includes complete rights to the logo, all the art files, and rights to the Indigenous eagle art in the background of the logo.

From: Porter, Rodney GCPE:EX
Sent: December 5, 2018 11:31 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: RE: ITA Indigenous Initiatives Logo

Here are the ITA Indigenous Advisory Council members:

Arlene Lambert	Metis BC Nation
Bruce Falstead	Fortis BC
Caroline Falstead (Jeannie Cranmer)	Indigenous Corporate Training
Colleen Hodgson	Metis BC Nation
Dan Pope	SkillTech Global
Helen Boyce	ACCESS
Jerry Asp	
John Chenoweth	Nicola Valley Institute of Technology
Karen Abramson	Okanagan Training & Development Council
Karin Hunt	PGNAETA
Nadine Israel	BC Hydro
Rhonda Labelle	Cariboo Chilcotin Aboriginal Training Employment Centre
Roger LeLerc	Coast Mountain SD#82
Susan Kelly	Ministry of Aboriginal Relations & Reconciliation

From: van Baarsen, Amanda AEST:EX
Sent: December 5, 2018 11:22 AM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: RE: ITA Indigenous Initiatives Logo

Thanks very much. One final question – can we get a list of who is on the Indigenous Advisory Council?

The latest I could find is from March 2017: <https://www.itabc.ca/sites/default/files/docs/discover/AAC.pdf>

Thanks

From: Porter, Rodney GCPE:EX
Sent: December 5, 2018 11:17 AM

To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>

Cc: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>

Subject: RE: ITA Indigenous Initiatives Logo

Answers below.

Can you explain how you came to this design? We wanted a logo to represent the work that we do together with communities to support Indigenous people in trades training. We're all working together towards apprenticeship success for Indigenous people, a common goal – paddling together in the same canoe. We also wanted the logo to be inclusive of all Indigenous communities and peoples, so we incorporated the medicine wheel and the Metis infinity symbol.

Was there a process? We had concept meetings with the Indigenous Initiatives team and an Indigenous member of the Industry Relations team to discuss what we wanted the brand and logo to represent and then met with the North Vancouver Indigenous artist, Alano Edzerza, to share our ideas and get his input.

Were Indigenous trades people consulted, engaged or involved other than the designer? Yes, once we had a version of logo that we felt represented our belief of inclusivity, diversity, collaboration, and trades training success, Michael Cameron, Director of Indigenous Initiatives, presented it to our Indigenous Advisory Council. The council is made up of Indigenous community influencers and leaders outside of ITA. The response was unanimously positive with the only feedback being to add the Metis infinity symbol, which we did on the paddle. We also shared it with some of our Indigenous Apprenticeship Advisors.

And what is the roll out plan? We'll be creating a brand/style guide in January and then plan the roll out. We didn't have an event or reveal in mind but will be introducing it at all of our speaking opportunities. We've started developing Indigenous Initiatives collateral and info sheets and will be implementing the new logo on them as well. Internally, we will do a reveal, hosted by Michael.

My apologies but I am not sure what you mean by Work Force Development - could you elaborate? ITA receives funding from the federal Workforce Development Agreement (WDA) program to support and fund trades training programs for equity groups, including women and Indigenous people. It has its own federal/provincial gov't logo lock up. When we create collateral that pertains to Indigenous support through the Workforce Development Agreement program, we will use both our Indigenous Initiatives logo and the WDA logo lock up.

From: van Baarsen, Amanda AEST:EX

Sent: December 5, 2018 9:35 AM

To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>

Cc: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>

Subject: RE: ITA Indigenous Initiatives Logo

Thanks Rodney,

You're right. Who was consulted will be key: was there agreement on direction and how was the artist decided on. Hopefully the answer is yes, and in consensus.

The artist himself is Tahltan, which bodes well: <https://www.edzerzagallery.com/pages/about-us>

From: Porter, Rodney GCPE:EX

Sent: December 5, 2018 9:21 AM

To: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>

Cc: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>

Subject: FW: ITA Indigenous Initiatives Logo

Good morning. I'd like to discuss the ITA's new Indigenous logo at our 10am, including how best to flag with the Minister. I have asked for more details around any consultation, engagement of Indigenous trades people or Elders.

Otherwise, ITA says the design represents the nations of all four directions (medicine wheel) and the Metis (infinity symbol on the paddle). The logo shows that we're all in the same canoe paddling together towards Indigenous apprenticeship success.

The logo was designed by a North Vancouver Artist, Alano Edzerza.

The Indigenous Initiatives logo will be used alongside the ITA/BC Gov logo lock up and the Work Force Development logo lock up as needed.

ITA is looking for feedback by December 18.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: Invitation to Speak at BCFS General Meeting
Date: December 11, 2018 1:02:41 PM

Thank you.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 11, 2018 12:59 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Invitation to Speak at BCFS General Meeting

As requested

From: Williams, Doris AEST:EX
Sent: November 27, 2018 8:44 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: FW: Invitation to Speak at BCFS General Meeting

Invite:

Ref name of the event and institution: BC Federation of Students – General Meeting

Date and time: Jan 10 to 13, 2019

RSVP:

Location: Sheraton Vancouver Airport

From: Michael Olson [<mailto:m.olson@theBCFS.ca>]
Sent: Monday, November 26, 2018 5:28 PM
To: Minister, AEST AEST:EX
Subject: Invitation to Speak at BCFS General Meeting

Dear Minister Mark,

It is my pleasure to invite you to address delegates at the 37th annual general meeting of the British Columbia Federation of Students. The general meeting is scheduled for January 10 to 13, 2019 at the Sheraton Vancouver Airport Hotel in Richmond.

The Federation has members at thirteen colleges and universities in all regions of the province, and collectively represents more than 130,000 students.

Members of the British Columbia Federation of Students meet twice a year to discuss the post-

secondary education system, formulate policy, and establish the general direction for the Federation for the six to twelve months follow. In addition to work undertaken in the plenary sessions and subcommittee meetings, several workshops will be held addressing issues that effect students and their families.

We appreciate the relationship we have begun to forge with you and your staff, and we look forward to working together in the months and years to come. In your time as Minister, you have implemented many policies and initiatives that have increased access to post-secondary education not just in academics, but also in trades training. We invite you to attend our general meeting to speak about your vision for post-secondary education, particularly in the areas of access and student debt.

We are hopeful that you will be able to arrange your schedule to find time to speak with students at this annual event. To ensure you are able to speak to delegates, we are prepared to adjust our agenda to accommodate your needs.

Please contact me to discuss your schedule at (604) 733-1880 or at this email address.

Sincerely,
Michael

Michael Olson | Executive Officer
British Columbia Federation of Students
(604) 733-1880 | wearebcstudents.ca | @theBCFS

From: [van Baarsen, Amanda AEST:EX](mailto:van.Baarsen.Amanda@AEST.EX)
To: "m.olson@theBCFS.ca"
Subject: RE: Invitation to Speak at BCFS General Meeting
Date: December 11, 2018 2:20:26 PM

Hi Michael,

I'm sorry we haven't had a chance to touch base yet. Are you able to give me a quick ring on my cell:
s.17 I'm hoping we can find a time for the Minister to speak but I am not sure what the options are for the current agenda.

Thanks,

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

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students at this annual event. To ensure you are able to speak to delegates, we are prepared to adjust our agenda to accommodate your needs.

Please contact me to discuss your schedule at (604) 733-1880 or at this email address.

Sincerely,
Michael

Michael Olson | Executive Officer
British Columbia Federation of Students
(604) 733-1880 | wearebcstudents.ca | @theBCFS

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Cc: [Rzepa, Christina AEST:EX](#); [Flesh, Cindy AEST:EX](#); [Nichols, Alisha AEST:EX](#)
Subject: RE: Jan 11th NVIT
Date: December 20, 2018 10:59:40 AM

This looks great. Thank you Julie.

Amanda van Baarsen

Ministerial Assistant to
 Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
 Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
 (P) 778-974-5075 (C) 5.17
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 20, 2018 10:59 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>
Subject: FW: Jan 11th NVIT

Hi – this is a preliminary agenda that has been discussed with NVIT – final details and background materials are underway. Just wanted to share this with you now, in case you had any concerns.

Also, would like to know if the Minister is comfortable with the number of students and faculty that may join the lunch. We will send a final tour package to your office on Jan 8.

<p>Minister arrives at NVIT Vancouver campus</p> <ul style="list-style-type: none"> Ken will be at the campus to greet the Minister, with a parking pass, and will accompany her for the entire tour. 	<p>12:00 to 12:15 pm</p>
<p>Shared lunch with students, faculty, staff and elders</p> <ul style="list-style-type: none"> 30-40 students, 10-15 staff/faculty, and 3-5 elders will be in attendance for a shared lunch where soup and bannock will be served. An elder will welcome the participants to the lunch. Ken will introduce Minister to individual students/faculty/staff/elders, and facilitate any discussions. The Minister can give a short speech but this is optional. 	<p>12:15 to 1:00 pm</p>
<p>Tour of campus and meeting with NVIT leadership</p> <ul style="list-style-type: none"> Ken will give Minister a quick tour of the Vancouver campus (campus is very small) Minister will then meet with Ken and Verna Billy-Mannabarriet, Vice-President Academic at NVIT/Chair of 	<p>1:00 to 1:30 pm</p>

the Indigenous Adult and Higher Learning Association.

- Discussion topics will include the proposed Northern Campus in Kitimat, the Urban Indigenous Strategy, and other issues related to Indigenous education and NVIT.

Thanks,
Julie

Julie Turner

Director of Executive Operations & Strategic Support
Deputy Minister's Office
Ministry of Advanced Education, Skills and Training
s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Saadati, Negin AEST:EX](#)
Subject: RE: MLA Laurie Throness - University of Fraser Valley Board
Date: December 20, 2018 9:55:10 AM

Thank you!

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Saadati, Negin AEST:EX
Sent: December 20, 2018 9:54 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: MLA Laurie Throness - University of Fraser Valley Board

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Cc: [Snoddon, Michael AEST:EX](#)
Subject: RE: MO Materials Timelines
Date: December 18, 2018 4:31:05 PM

Just to note that we'll need to send her speaking notes for the BCFS and VIU on the 9th. s.22
s.22 and can help with suggested edits in advance. But it'll likely come back for revisions within a short timeline for the BCFS after she has a chance to review it.

Amanda van Baarsen

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Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C)s.17
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 18, 2018 4:24 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: MO Materials Timelines

Please let me know if I can do anything to help.

From: van Baarsen, Amanda AEST:EX
Sent: December 18, 2018 4:19 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: MO Materials Timelines

Afternoon!

I've prepared a version of the attached calendar to assist the Minister in understanding what she can expect her January to look like and I thought you might like to see it as well to ensure we are all on the same page. Her first week back is very document heavy

Note that this is just a draft as she considers what changes she'd like to see. It also does not yet include a look at February, which we plan to include in her binder for January 9th. February details will change what the last week of January will look like in terms of documents preparation.

I'll make sure to keep everyone in the loop as details change.

Cheers,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 778-974-5075 (C) **s.17**

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Porter, Rodney GCPE:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#); [Rzepa, Christina AEST:EX](#)
Subject: RE: MO Materials Timelines
Date: December 20, 2018 9:45:24 AM

Yep! I will send out a new calendar shortly

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 20, 2018 9:40 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: RE: MO Materials Timelines

Hi Amanda – just wanted to note that the Jan 29 briefing is now Jan 30, as per our conversation yesterday.

Thanks,
Julie

From: van Baarsen, Amanda AEST:EX
Sent: December 18, 2018 4:19 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: MO Materials Timelines

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Note that this is just a draft as she considers what changes she'd like to see. It also does not yet include a look at February, which we plan to include in her binder for January 9th. February details will change what the last week of January will look like in terms of documents preparation.

I'll make sure to keep everyone in the loop as details change.

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Amanda van Baarsen

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Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 778-974-5075 (C) s.17

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: Meeting request
Date: December 19, 2018 1:59:14 PM

Thank you!

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 19, 2018 1:58 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Meeting request

I have added to your calendar and confirmed - thanks

From: Stephanie DenOtter <stephanie@bccolleges.ca>
Sent: December 19, 2018 1:54 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: Meeting request

Hi Cindy,

Can 1:30 pm work for coffee at **s.22** on Monday, January 7th?

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866
My workweek: Tuesday to Friday
#201-534 Pandora Avenue, Victoria BC V8W 1N6
stephanie@bccolleges.ca
[bccolleges.ca](#) | [Twitter](#) | [Instagram](#)

On Tue, 18 Dec 2018 at 14:47, Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca> wrote:

1

Jan 7th works for Amanda – let me know time and place - thanks

From: Stephanie DenOtter <stephanie@bccolleges.ca>

Sent: December 18, 2018 2:41 PM

To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

Subject: Re: Meeting request

Hi Cindy,

Thanks for getting back to me. s.22 happy to find
time the week of January 7th. Here are some times that work for Colin and perhaps Amanda as
well?!

1st choice: Thursday, January 10th - sometime between 10 am - 11:30 am

2nd choice: Monday, Jan 7th - sometime between 11 am - 2 pm

3rd choice: Wednesday, Jan 9th - sometime between 1:30 pm - 3 pm

Thanks Cindy.

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866

On Tue, 18 Dec 2018 at 14:20, Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca> wrote:

Hello Stephanie – tomorrow unfortunately will not work for Amanda – she will be available the
week of Dec 31st – will that work for Colin - thanks

From: Stephanie DenOtter <stephanie@bccolleges.ca>

Sent: December 18, 2018 2:03 PM

To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

Subject: Re: Meeting request

Hi Cindy,

I thought I'd circle back with you about the possibility of Amanda and Colin connecting for
coffee.

I'm just wondering if on the off chance it can work, Colin has time tomorrow at 1:30 pm. If you
have a minute to let me know that would be great.

Many thanks,

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866

On Thu, 13 Dec 2018 at 13:44, Stephanie DenOtter <stephanie@bccolleges.ca> wrote:

Hi Cindy,

Below is the email I sent to Holly last week and wondered if there is a possibility of a coffee meeting next week?

When you have a chance to let me know we can schedule a mutually convenient time. If you'd rather call my number is 250-595-4866.

Many thanks Cindy.

Stephanie

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stephanie@bccolleges.ca
bccolleges.ca | [Twitter](#) | [Instagram](#)

----- Forwarded message -----

From: **Stephanie DenOtter** <stephanie@bccolleges.ca>
Date: Tue, 4 Dec 2018 at 13:33
Subject: Meeting request
To: <holly.hublely@gov.bc.ca>

Hi Holly,

I hope this finds you well. I understand Amanda VanBaarsen (sp?!) is Ministerial Assistant to Hon Mark. It would be great if we could work together to schedule a meet and greet for Colin and Amanda early in January. If you think the week of December 17th is a better option, perhaps quieter, then we could look at times then as well.

When you have a moment to let me know what might work it would be appreciated.

Many thanks,

Stephanie

Stephanie DenOtter

Executive Assistant to the President

BC Colleges 250-595-4866

My workweek: Tuesday to Friday

#201-534 Pandora Avenue, Victoria BC V8W 1N6

stephanie@bccolleges.ca

bccolleges.ca | [Twitter](#) | [Instagram](#)

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: Meeting request
Date: December 18, 2018 2:42:40 PM

January 7th. Anytime is fine. 30 minutes. Victoria.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**

Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 18, 2018 2:42 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Meeting request

For yous

From: Stephanie DenOtter <stephanie@bccolleges.ca>
Sent: December 18, 2018 2:41 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
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From: Stephanie DenOtter <stephanie@bccolleges.ca>

Sent: December 18, 2018 2:03 PM

To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

Subject: Re: Meeting request

Hi Cindy,

I thought I'd circle back with you about the possibility of Amanda and Colin connecting for coffee.

I'm just wondering if on the off chance it can work, Colin has time tomorrow at 1:30 pm. If you have a minute to let me know that would be great.

Many thanks,

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866

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bccolleges.ca | [Twitter](#) | [Instagram](#)

----- Forwarded message -----

From: **Stephanie DenOtter** <stephanie@bccolleges.ca>

Date: Tue, 4 Dec 2018 at 13:33

Subject: Meeting request

To: <holly.hublely@gov.bc.ca>

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When you have a moment to let me know what might work it would be appreciated.

Many thanks,

Stephanie

Stephanie DenOtter

Executive Assistant to the President

BC Colleges 250-595-4866

My workweek: Tuesday to Friday

#201-534 Pandora Avenue, Victoria BC V8W 1N6

stephanie@bccolleges.ca

bccolleges.ca | [Twitter](#) | [Instagram](#)

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: Meeting request
Date: December 18, 2018 2:07:51 PM

I would be very happy to meet sometime the week of the 31st.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**

Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 18, 2018 2:07 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Meeting request

Direction please and thanks

From: Stephanie DenOtter <stephanie@bccolleges.ca>
Sent: December 18, 2018 2:03 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: Meeting request

Hi Cindy,

I thought I'd circle back with you about the possibility of Amanda and Colin connecting for coffee.

I'm just wondering if on the off chance it can work, Colin has time tomorrow at 1:30 pm. If you have a minute to let me know that would be great.

Many thanks,

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Executive Assistant to the President
BC Colleges 250-595-4866

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Many thanks Cindy.

Stephanie

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stephanie@bccolleges.ca
bccolleges.ca | [Twitter](#) | [Instagram](#)

----- Forwarded message -----

From: **Stephanie DenOtter** <stephanie@bccolleges.ca>
Date: Tue, 4 Dec 2018 at 13:33
Subject: Meeting request
To: <holly.hubley@gov.bc.ca>

Hi Holly,

I hope this finds you well. I understand Amanda VanBaarsen (sp?!) is Ministerial Assistant to Hon Mark. It would be great if we could work together to schedule a meet and greet for Colin and Amanda early in January. If you think the week of December 17th is a better option, perhaps quieter, then we could look at times then as well.

When you have a moment to let me know what might work it would be appreciated.

Many thanks,

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866
My workweek: Tuesday to Friday
#201-534 Pandora Avenue, Victoria BC V8W 1N6

stephanie@bccolleges.ca
[bccolleges.ca](#) | [Twitter](#) | [Instagram](#)

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: RE: Meeting request
Date: December 5, 2018 2:53:47 PM

If you could just keep this handy – I can't speak to availability yet.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Hubley, Holly AEST:EX
Sent: December 4, 2018 1:37 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Meeting request

They are wanting to set up a meeting request with you and wanted to know what was a good time for you. Please get back to me so I can reach back out them.

Thanks

Holly Hubley
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

From: Stephanie DenOtter [<mailto:stephanie@bccolleges.ca>]
Sent: Tuesday, December 4, 2018 1:34 PM
To: Hubley, Holly AEST:EX
Subject: Meeting request

Hi Holly,

I hope this finds you well. I understand Amanda VanBaarsen (sp?!) is Ministerial Assistant to Hon Mark. It would be great if we could work together to schedule a meet and greet for Colin and Amanda early in January. If you think the week of December 17th is a better option, perhaps quieter, then we could look at times then as well.

When you have a moment to let me know what might work it would be appreciated.

Many thanks,

Stephanie

Stephanie DenOtter

Executive Assistant to the President

BC Colleges 250-595-4866

My workweek: Tuesday to Friday

#201-534 Pandora Avenue, Victoria BC V8W 1N6

stephanie@bccolleges.ca

bccolleges.ca | [Twitter](#) | [Instagram](#)

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: Meeting request
Date: December 19, 2018 3:44:47 PM

Can you add to my calendar?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 19, 2018 3:36 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Meeting request

For yous

From: Stephanie DenOtter <stephanie@bccolleges.ca>
Sent: December 19, 2018 3:24 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: Meeting request

Thanks Cindy.

Attached is Colin's bio so Amanda knows who to sit with!

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866
My workweek: Tuesday to Friday
#201-534 Pandora Avenue, Victoria BC V8W 1N6
stephanie@bccolleges.ca
[bccolleges.ca](#) | [Twitter](#) | [Instagram](#)

On Wed, 19 Dec 2018 at 13:58, Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca> wrote:

1

Done and have a great holiday season

From: Stephanie DenOtter <stephanie@bccolleges.ca>

Sent: December 19, 2018 1:54 PM

To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

Subject: Re: Meeting request

Hi Cindy,

Can 1:30 pm work for coffee at s.22 on Monday, January 7th?

Stephanie

Stephanie DenOtter

Executive Assistant to the President

BC Colleges 250-595-4866

My workweek: Tuesday to Friday

#201-534 Pandora Avenue, Victoria BC V8W 1N6

stephanie@bccolleges.ca

bccolleges.ca | [Twitter](#) | [Instagram](#)

On Tue, 18 Dec 2018 at 14:47, Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca> wrote:

Jan 7th works for Amanda – let me know time and place - thanks

From: Stephanie DenOtter <stephanie@bccolleges.ca>

Sent: December 18, 2018 2:41 PM

To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

Subject: Re: Meeting request

Hi Cindy,

Thanks for getting back to me. s.22 happy to find time the week of January 7th. Here are some times that work for Colin and perhaps Amanda as well?!

1st choice: Thursday, January 10th - sometime between 10 am - 11:30 am

2nd choice: Monday, Jan 7th - sometime between 11 am - 2 pm

3rd choice: Wednesday, Jan 9th - sometime between 1:30 pm - 3 pm

Thanks Cindy.

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866

On Tue, 18 Dec 2018 at 14:20, Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca> wrote:

Hello Stephanie – tomorrow unfortunately will not work for Amanda – she will be available the week of Dec 31st – will that work for Colin - thanks

From: Stephanie DenOtter <stephanie@bccolleges.ca>
Sent: December 18, 2018 2:03 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: Meeting request

Hi Cindy,

I thought I'd circle back with you about the possibility of Amanda and Colin connecting for coffee.

I'm just wondering if on the off chance it can work, Colin has time tomorrow at 1:30 pm. If you have a minute to let me know that would be great.

Many thanks,

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866

On Thu, 13 Dec 2018 at 13:44, Stephanie DenOtter <stephanie@bccolleges.ca> wrote:

Hi Cindy,

Below is the email I sent to Holly last week and wondered if there is a possibility of a coffee meeting next week?

When you have a chance to let me know we can schedule a mutually convenient time. If you'd rather call my number is 250-595-4866.

Many thanks Cindy.

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866
My workweek: Tuesday to Friday
#201-534 Pandora Avenue, Victoria BC V8W 1N6
stephanie@bccolleges.ca
bccolleges.ca | [Twitter](#) | [Instagram](#)

----- Forwarded message -----

From: **Stephanie DenOtter** <stephanie@bccolleges.ca>

Date: Tue, 4 Dec 2018 at 13:33

Subject: Meeting request

To: <holly.hubley@gov.bc.ca>

Hi Holly,

I hope this finds you well. I understand Amanda VanBaarsen (sp?!) is Ministerial Assistant to Hon Mark. It would be great if we could work together to schedule a meet and greet for Colin and Amanda early in January. If you think the week of December 17th is a better option, perhaps quieter, then we could look at times then as well.

When you have a moment to let me know what might work it would be appreciated.

Many thanks,

Stephanie

Stephanie DenOtter
Executive Assistant to the President
BC Colleges 250-595-4866
My workweek: Tuesday to Friday
#201-534 Pandora Avenue, Victoria BC V8W 1N6
stephanie@bccolleges.ca
bccolleges.ca | [Twitter](#) | [Instagram](#)

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Cc: [Eso, Michael AEST:EX](#)
Subject: RE: Meeting with Geoscience BC
Date: December 12, 2018 11:14:32 AM

Hi Julie,

Much more lead time is the goal going forward. This week and next I expect to be an anomaly. Do you have time on Friday to review the more fulsome list? Perhaps at 2:30?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 12, 2018 11:05 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: FW: Meeting with Geoscience BC

Just wanted to chat a bit about these briefings being scheduled with short notice for materials. This one jams us with all the other briefings/meetings being scheduled this month and next. Can we please get more lead time, if possible? Preferably 2 weeks notice before the meeting date is good.

When you have time, can we please run through the meeting request list to coordinate?

Thanks,
Julie

From: Flesh, Cindy AEST:EX
Sent: December 12, 2018 10:56 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Beattie, Michelle AEST:EX <Michelle.Beattie@gov.bc.ca>
Subject: FW: Meeting with Geoscience BC

Hello this meeting has been confirmed for Monday Dec 17th in Vancouver – Minister’s constit office 10:00-10:45 – BN and staff please and thanks – attendees Gavin Dirom – topic: introduction and to speak to strategic plan they recently released – thanks and please let me know if you have any questions.

From: Flesh, Cindy AEST:EX
Sent: July 17, 2018 9:45 AM
To: 'Candice Appleby' <appleby@geosciencebc.com>
Subject: RE: Meeting with Geoscience BC

Thanks Candice – I will get back to you as quickly as I can.

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: Candice Appleby [<mailto:appleby@geosciencebc.com>]
Sent: Tuesday, July 17, 2018 9:44 AM
To: Flesh, Cindy AEST:EX
Subject: RE: Meeting with Geoscience BC

Hi Cindy,

Whenever the Minister has availability – I know she must have a busy schedule.

Cheers,
Candice

From: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Sent: Tuesday, July 17, 2018 9:43 AM
To: Candice Appleby <appleby@geosciencebc.com>
Subject: RE: Meeting with Geoscience BC

Thanks Candice – is there specific time you are looking for or just when the Minister has availability ?

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/>.***

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From: Candice Appleby [<mailto:appleby@geosciencebc.com>]
Sent: Tuesday, July 17, 2018 9:41 AM
Subject: Meeting with Geoscience BC

Hello,

We were hoping to set up a meeting with the Minister and Geoscience BC President and CEO Gavin Dirom to speak to our recently released Strategic Plan and the work Geoscience BC does.

Would we be able to set something up?

Regards,
Candice

Candice Appleby

Office Manager and Communications Coordinator

Geoscience BC

604.662.4147 ext. 22

appleby@geosciencebc.com

1101 - 750 West Pender St., Vancouver BC, V6C 2T7

[Website](#) | [Twitter](#) | [Facebook](#) | [LinkedIn](#)

Six new RFPs now open to generate new minerals research and data! [Learn more!](#)

Geoscience BC has released its Strategic Plan 2018-2022! [Explore the plan!](#)

Join the [Geoscience BC mailing list](#) to receive the latest data and updates!

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From: [van Baarsen, Amanda AEST:EX](#)
To: "fparnell@tricorp.ca"
Cc: [Flesh, Cindy AEST:EX](#)
Subject: RE: Meeting with Hon. Melanie Mark
Date: December 7, 2018 11:59:45 AM

With apologies, I misspelled your email address. Please see below.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: van Baarsen, Amanda AEST:EX
Sent: December 7, 2018 11:48 AM
To: 'fparnel@tricorp.ca' <fparnel@tricorp.ca>; 'jridley@tricorp.ca' <jridley@tricorp.ca>
Cc: 'cpilfold@tricorp.ca' <cpilfold@tricorp.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Meeting with Hon. Melanie Mark

Good afternoon Mr. Parnell,

Thank you for the invitation for TRICORP to meet with Hon. Melanie Mark, Minister of Advanced Education, Skills and Training. I apologize for the delay in responding. Would those interested in attending be available to meet with Minister Mark on Friday, December 14 in Vancouver?

I have copied the Minister's Administrative Coordinator who will be able to assist with the logistics of the meeting to set a time that can work for both TRICORP and the Minister.

Thank you,

Amanda

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#); [Rzepa, Christina AEST:EX](#)
Subject: RE: Meeting with the Minister
Date: December 18, 2018 11:09:23 AM

Thanks. I'll give Haida a ring now.

Amanda van Baarsen
Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

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

From: Flesh, Cindy AEST:EX
Sent: December 18, 2018 11:07 AM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: FW: Meeting with the Minister

Please see the topic below - upcoming collective bargaining.

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

From: Coordinator <coordinator@cufa.bc.ca>
Sent: December 18, 2018 10:37 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: Meeting with the Minister

Hi Cindy,

My apologies for the delay!

Dr. Jacqueline Holler will be attending on her own. Time permitting, she would like to discuss the following topics: graduate scholarships, board governance, the BC Knowledge Development Fund, and upcoming collective bargaining.

Happy holidays to you and the rest of the team!

Thank you,
Haida

Haida Antolick, Resource Coordinator
Confederation of University Faculty Associations of BC
604-646-4677 | coordinator@cufa.bc.ca

From: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Sent: Monday, December 17, 2018 2:53 PM
To: Coordinator
Subject: RE: Meeting with the Minister

Hello - just following up on this - thanks

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

From: Flesh, Cindy AEST:EX
Sent: December 13, 2018 10:35 AM
To: 'Coordinator' <coordinator@cufa.bc.ca>
Subject: RE: Meeting with the Minister

Hello - thanks for your call today - I am able to confirm Wednesday Dec 19th 1:00-1:45 with Minister Mark at her constit office 1070 1641 Commercial Drive - if you could please send me a list of attendees and topic you wish to discuss it would be much appreciated.

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

From: Flesh, Cindy AEST:EX
Sent: August 22, 2018 9:28 AM
To: 'Coordinator' <coordinator@cufa.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: RE: Meeting with the Minister

Hello Haida - unfortunately Minister Mark will not be in Victoria on Sept 5th and on Sept 6th the Minister's calendar is fully engaged - I will get back to you ASAP with some date suggestions - thanks for your patience and understanding and please let me know if I can be of further assistance.

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

From: Coordinator [<mailto:coordinator@cufa.bc.ca>]
Sent: August 21, 2018 1:47 PM
To: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Meeting with the Minister

Hi Chris,

Thanks for this update! That sounds great.

I just confirmed another meeting for Jacqueline and Michael in Victoria on September 5th, so I thought I'd check whether any of the following times happen to work for Minister Mark: the afternoon of September 5th in Victoria, or anytime September 6th in Victoria or Vancouver. If that doesn't work I completely understand, but I just thought I would check before booking Jacqueline's flights.

Many thanks,
Haida

Haida Antolick
Resource Coordinator
Confederation of University Faculty Associations of BC
604-646-4677 / coordinator@cufa.bc.ca

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

From: Rzepa, Christina AEST:EX [<mailto:Christina.Rzepa@gov.bc.ca>]
Sent: August 19, 2018 4:55 PM
To: Coordinator <coordinator@cufa.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Meeting with the Minister

Thanks Haida, unfortunately September 27th is not available either, I will work with my colleague Cindy to find a some good days to pitch to you.

All the best,
Chris

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

From: Coordinator [<mailto:coordinator@cufa.bc.ca>]

Sent: Friday, August 10, 2018 1:19 PM

To: Rzepa, Christina AEST:EX

Subject: Re: Meeting with the Minister

Hi Christina,

Thanks for your quick reply!

Sure; in terms of September, our president is out of province September 17 - 25. If Minister Mark happens to be available in Vancouver on September 27 that would be ideal, as our President (who resides in Prince George) will already be in town for meetings, but I know that's a long shot. Otherwise, can you please let us know when the Minister may be available in Vancouver?

Thanks very much,
Haida

Haida Antolick, Resource Coordinator
Confederation of University Faculty Associations of BC
604-646-4677 | coordinator@cufa.bc.ca

From: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>

Sent: Friday, August 10, 2018 11:57 AM

To: Coordinator

Subject: Re: Meeting with the Minister

Hi Haida! Unfortunately that week is completely booked up for the Minister. Can we look ahead to September?

Christina Rzepa
EA, Advanced Education, Skills and Training

On Aug 10, 2018, at 12:38 PM, Coordinator <coordinator@cufa.bc.ca<<mailto:coordinator@cufa.bc.ca>>> wrote:

Hi Christian and Christina,

Thank you for following up with me, Christian! I'm sorry to see you go, but all the best in your next role. It was a pleasure to work with you as well! Are you moving to another ministry?

Hi Christina, I hope all's well with you! When you get a chance can you please follow up with me regarding our leadership's request to meet with the Minister later this month? As I mentioned below, sometime in Vancouver between August 21st and 24th inclusive would be ideal, but of course we understand the Minister is very busy.

Many thanks,

Haida

Haida Antolick, Resource Coordinator
Confederation of University Faculty Associations of BC
604-646-4677 | coordinator@cufa.bc.ca<<mailto:coordinator@cufa.bc.ca>>

From: Avendano, Christian AEST:EX <Christian.Avendano@gov.bc.ca<<mailto:Christian.Avendano@gov.bc.ca>>>

Sent: Friday, August 10, 2018 11:21 AM

To: Coordinator
Cc: Rzepa, Christina AEST:EX
Subject: RE: Meeting with the Minister

Hi Haida

I have an update, it looks like the Ministers EA, Christina Rzepa, will be taking over meeting requests now. I have CC'ed her in this email.

Thanks
Christian Avendano
Ministerial Assistant, Minister of Advanced Education Skills and Training
250-356-0179

From: Coordinator [<mailto:coordinator@cufa.bc.ca>]
Sent: Friday, August 10, 2018 10:11 AM
To: Avendano, Christian AEST:EX
Subject: Fw: Meeting with the Minister

Hi Christian,

How are you doing? I hope you're managing to stay reasonably cool!

I just wanted to follow up on Michael's request to arrange a meeting with the Minister. Do you know if she will be available sometime in the week of August 20th? Between the 21st and the 24th in Vancouver would be ideal for Michael and our President, Jacqueline, but of course we understand the Minister's schedule is very busy.

Please let me know what may work for Minister Mark.

Thanks very much,

Haida

Haida Antolick, Resource Coordinator
Confederation of University Faculty Associations of BC
604-646-4677 | coordinator@cufa.bc.ca <<mailto:coordinator@cufa.bc.ca>>

----- Forwarded message -----

From: Executive Director <execdir@cufa.bc.ca> <<mailto:execdir@cufa.bc.ca>>>
Date: Tuesday, July 24, 2018
Subject: Meeting with the Minister
To: Christian.Avendano@gov.bc.ca <<mailto:Christian.Avendano@gov.bc.ca>>

Hi Christian,

I just wanted to follow up on our conversation. Our UBC FA folks are attempting to find someone for the Kelowna announcement and may well have been in contact directly. However as mentioned this is a tricky time of year as many faculty are away from campus.

I also wanted to follow up on the request for a meeting with Minister Mark in Vancouver the week of August 20. On

July 1st our new President, Dr. Jacqueline Holler, took office.

<http://www.cufa.bc.ca/about/staff-board/>

Jacqueline is a Professor History at the University of Northern British Columbia and is eager to continue our dialogue with the Minister. In terms of the week of the 20th, any day that week would work with the exception of the Monday. If the week of the 20th does not work for the Minister we could start looking at potential dates in September as well.

All the best for now,
Michael

--

Michael Conlon
Executive Director
Confederation of University Faculty Associations of British Columbia

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: RE: Mental health materials
Date: December 20, 2018 9:08:19 AM

Thanks Rodney

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 20, 2018 9:07 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: Mental health materials

News release – updated by removing reference to AEST releasing the RFP, Citizens’ Services is referenced instead as releasing on behalf of partner ministries.

Issues note – updated to include ecosystem in the key messages and a line in the background about CITZ issues the RFP

s.13

Respectfully

Rodney Porter, Communications Director
B.C. Ministry of Advanced Education, Skills and Training
Mobile: **250 889-7494**
Email: rodney.porter@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#); [Porter, Rodney GCPE:EX](#)
Cc: [Sawchuk, Bindi AEST:EX](#)
Subject: RE: Minister Request: Wildfire response in Williams Lake
Date: December 4, 2018 8:23:12 AM

Thanks Julie,

ASAP would be great as her flight lands at 9:30.

If you could please CC Chris on your reply for expediency that would be ideal 😊

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946 (C) s.17
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: Tuesday, December 4, 2018 8:21 AM
To: Snoddon, Michael AEST:EX; Porter, Rodney GCPE:EX
Cc: Sawchuk, Bindi AEST:EX; van Baarsen, Amanda AEST:EX
Subject: RE: Minister Request: Wildfire response in Williams Lake

We'll get you a few bullets on this.

From: Snoddon, Michael AEST:EX
Sent: December 4, 2018 8:17 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Cc: Sawchuk, Bindi AEST:EX <Bindi.Sawchuk@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Minister Request: Wildfire response in Williams Lake

Hi Julie and Rodney,

The Minister has asked for information on funding to the community of Williams Lake through the WDA or other funds to help with re-training or fire recovery this year. The Minister has indicated that Williams Lake received money last year.

I am hoping to get just a couple lines in case the Minister is asked on her tour today.

Thanks,

Michael

Michael Snoddon

Ministerial Assistant to the Honourable Melanie Mark

Minister of Advanced Education, Skills and Training

cell: s.17 | email: michael.snoddon@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: RE: Minister Request: Wildfire response in Williams Lake
Date: December 5, 2018 3:09:39 PM

Not sure I thanked you for this. Just going back through emails now to ensure I don't drop something. Appreciate the quick turnaround.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 4, 2018 10:05 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Subject: Fwd: Minister Request: Wildfire response in Williams Lake

Begin forwarded message:

From: "Brown, Taylor J AEST:EX" <Taylor.Brown@gov.bc.ca>
Date: December 4, 2018 at 9:25:42 AM PST
To: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Cc: "Sawchuk, Bindi AEST:EX" <Bindi.Sawchuk@gov.bc.ca>, "Poole, Catherine AEST:EX" <Catherine.Poole@gov.bc.ca>
Subject: FW: Minister Request: Wildfire response in Williams Lake

Hi Julie,

Please see info requested below:

Please let us know if you require any additional information.

Thank you,

Taylor

From: Williams, Cordelia AEST:EX
Sent: Tuesday, December 4, 2018 9:23 AM
To: Poole, Catherine AEST:EX; Sawchuk, Bindi AEST:EX
Cc: Brown, Taylor J AEST:EX

Subject: RE: Minister Request: Wildfire response in Williams Lake

Good morning,

The Rapid Response Fund (RRF), with funds from the Workforce Development Agreement (WDA), provided \$25,225 for 24 people from the Xat'Sull - Soda Creek First Nations to participate in BC Wildfire & First Aid Training: BC Wildfire Certification to support those seeking employment as a Wildfire Firefighter or as a BC Wildfire Contractor Crew Boss, with additional First Aid certification of OFA Level 1 and Transportation Endorsement. Training took place in September 2018 at facilities located in Deep Creek (15 min from Williams Lake, B.C.).

This project was delivered in partnership with the Ministry of Forest Lands and Natural Resource Operations and Rural Development (FLNRORD) and the College of New Caledonia – Quesnel Campus

Please let me know if you would like any additional information.

All the best
Cordelia

From: Poole, Catherine AEST:EX
Sent: Tuesday, December 4, 2018 8:26 AM
To: Sawchuk, Bindi AEST:EX; Williams, Cordelia AEST:EX
Cc: Brown, Taylor J AEST:EX
Subject: Re: Minister Request: Wildfire response in Williams Lake

s.22

Cordelia, could you please assist with this request? Please note tight timelines. Thank you!!!

Catherine

Sent from my iPhone

On Dec 4, 2018, at 8:24 AM, Sawchuk, Bindi AEST:EX <Bindi.Sawchuk@gov.bc.ca> wrote:

They are looking for info before 9:30 AM.

From: Turner, Julie AEST:EX
Sent: Tuesday, December 4, 2018 8:22 AM
To: Sawchuk, Bindi AEST:EX

Cc: Poole, Catherine AEST:EX; Brown, Taylor J AEST:EX
Subject: FW: Minister Request: Wildfire response in Williams Lake

Hi – can you please provide a couple bullets on this for the MO? M3 is touring Williams Lake today.

Thanks,
Julie

From: Snoddon, Michael AEST:EX
Sent: December 4, 2018 8:17 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Cc: Sawchuk, Bindi AEST:EX <Bindi.Sawchuk@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Minister Request: Wildfire response in Williams Lake

Hi Julie and Rodney,

The Minister has asked for information on funding to the community of Williams Lake through the WDA or other funds to help with re-training or fire recovery this year. The Minister has indicated that Williams Lake received money last year.

I am hoping to get just a couple lines in case the Minister is asked on her tour today.

Thanks,

Michael

Michael Snoddon

Ministerial Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
cell: s.22 | email: michael.snoddon@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: Minister's AEST Christmas event on Tuesday Dec 11th 5:00-6:00
Date: December 6, 2018 12:54:53 PM

I am trying to get details today.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 6, 2018 12:15 PM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Minister's AEST Christmas event on Tuesday Dec 11th 5:00-6:00

Nothing has been done about this – it is just a hold in the calendar – I am away tomorrow – is this confirmed and should a invite be going out to the Ministry Executive or is this just MO - 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: [van Baarsen, Amanda AEST:EX](#)
To: [Trimble, Brett FIN:EX](#)
Subject: RE: Missed Call
Date: December 27, 2018 4:19:57 PM

See you then

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Trimble, Brett FIN:EX
Sent: December 27, 2018 4:20 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Re: Missed Call

Excellent, glad to hear that. Have a great new years and I'll see you in 2019?

Regards, Brett

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

From: Amanda.vanBaarsen@gov.bc.ca
Sent: December 27, 2018 4:17 PM
To: Brett.Trimble@gov.bc.ca
Subject: RE: Missed Call

Yes. As it turns out it was fine. I just needed to restart my computer...

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Trimble, Brett FIN:EX
Sent: December 27, 2018 4:14 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Re: Missed Call

Did you get a hold of Robin/ get this resolved?

Regards, Brett

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

From: Amanda.vanBaarsen@gov.bc.ca
Sent: December 27, 2018 11:13 AM
To: Brett.Trimble@gov.bc.ca
Subject: Re: Missed Call

thank you brett! im trying to get access to the ministers emails and in the co putet change, missed the part to set up the option upon login.

Sent from my Samsung Galaxy smartphone.

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

From: "Trimble, Brett FIN:EX" <Brett.Trimble@gov.bc.ca>
Date: 2018-12-27 11:01 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Re: Missed Call

Hi Ananda,

Were you able to get ahold of one of the team. Robin and Dean should be available (250)953-5151

Regards, Brett

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

From: Amanda.vanBaarsen@gov.bc.ca
Sent: December 27, 2018 10:13 AM
To: Brett.Trimble@gov.bc.ca
Subject: Missed Call

You missed a call from van Baarsen, Amanda AEST:EX (Cell) at^{s.17}

Caller-Id: s.17

Job Title: Ministerial Assistant
Company: Legislative Precinct
Work: 778 974-5075
Mobile: s.17
Email: Amanda.vanBaarsen@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: Missing Items
Date: December 13, 2018 2:45:10 PM

I need more on this. What are we talking about.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 13, 2018 2:44 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Missing Items

Please see below - thanks

From: Poldrugovac, Saija FIN:EX
Sent: December 13, 2018 2:42 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Missing Items

Amanda....

From: Flesh, Cindy AEST:EX
Sent: December 13, 2018 2:42 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Missing Items

Who is it for?

From: Poldrugovac, Saija FIN:EX
Sent: December 13, 2018 2:41 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Missing Items

Hi Cindy,

Can you please follow up with Amanda on E130143? I still haven't seen the approval come in yet.

Just a heads up that we will be short staffed over the holidays^{s.22}

^{s.22} Please have everything to me as soon as possible to ensure it is processed^{s.22}

s.22

Thanks!
~Saija

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: Missing Items
Date: December 13, 2018 2:50:17 PM

On my forms list it says it is with FSA MIN OFF, FIN

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 13, 2018 2:44 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Missing Items

Please see below - thanks

From: Poldrugovac, Saija FIN:EX
Sent: December 13, 2018 2:42 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Missing Items

Amanda....

From: Flesh, Cindy AEST:EX
Sent: December 13, 2018 2:42 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Missing Items

Who is it for?

From: Poldrugovac, Saija FIN:EX
Sent: December 13, 2018 2:41 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Missing Items

Hi Cindy,

Can you please follow up with Amanda on E130143? I still haven't seen the approval come in yet.

Just a heads up that we will be short staffed over the holidays^{s.22}

^{s.22} Please have everything to me as soon as possible to ensure it is processed^{s.22}

s.22

Thanks!
~Saija

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#)
Cc: [Flesh, Cindy AEST:EX](#); [Nichols, Alisha AEST:EX](#); [Saunders, Anna AEST:EX](#)
Subject: RE: New SharePoint Site
Date: December 6, 2018 11:48:45 AM

Many thanks!

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 6, 2018 11:47 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>
Subject: FW: New SharePoint Site

Hi everyone,

Below is a link to a SharePoint site that we will use to dock the AEST Minister Briefings – Forward Agenda document. We have listed them in preference of order, with the 2 items for a possible December 17th meeting noted at the top.

You will be able to view and print the document any time you wish. Please note that you will not receive updates when the document is updated, so please check the site for the most current version.

https://aved.collaborate.gov.bc.ca/sites/dm_meetings/Secure%20Documents/Forms/AllItems.aspx

If you have any issues accessing, please let me know. Thanks to Alisha for putting this together!

Thanks,
Julie

Julie Turner

Director of Executive Operations & Strategic Support
Deputy Minister's Office
Ministry of Advanced Education, Skills and Training

s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: RE: Opposition Correspondence/Casework
Date: December 5, 2018 2:49:07 PM

Thanks

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 4, 2018 3:26 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Cc: Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>
Subject: FW: Opposition Correspondence/Casework

Hi Amanda – here you go....

From: Turner, Julie AEST:EX
Sent: Sunday, November 25, 2018 2:32 PM
To: Oaten, Jeremy AEST:EX
Subject: FW: Opposition Correspondence/Casework

Hi Jeremy – this is over to you from the MO – pls send back to me and I can forward onto the MO.

Thanks,
Julie

From: van Baarsen, Amanda AEST:EX
Sent: November 20, 2018 3:22 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Opposition Correspondence/Casework

Good afternoon!

Could I get a Cliff report of all the Opposition MLAs correspondence that has come to this office? This can include anything we've initiated as a result of any kind of communication from their offices, including casework coming from CAs. This is not time sensitive but I would appreciate it sometime during the week of Dec 3, if possible.

Thanks,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: Opposition Correspondence/Casework
Date: December 7, 2018 11:23:36 AM

Thank you! I appreciate this

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 7, 2018 11:23 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Subject: FW: Opposition Correspondence/Casework

Hi – here's last 6 months of 2017.

From: Oaten, Jeremy AEST:EX
Sent: December 7, 2018 11:15 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: RE: Opposition Correspondence/Casework

This is what we were able to locate for July-Dec 17.

Jeremy Oaten, MA, CIAPP-C
Manager, Business Services & Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
T: 250 356-7966
C: s.17
F: 250 356-5468

Begin forwarded message:

From: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Date: December 5, 2018 at 2:53:21 PM PST
To: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Subject: RE: Opposition Correspondence/Casework

Quick question – were there any pieces of correspondence from 2017?

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: Turner, Julie AEST:EX

Sent: December 4, 2018 3:26 PM

To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>

Cc: Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>

Subject: FW: Opposition Correspondence/Casework

Hi Amanda – here you go....

From: Turner, Julie AEST:EX

Sent: Sunday, November 25, 2018 2:32 PM

To: Oaten, Jeremy AEST:EX

Subject: FW: Opposition Correspondence/Casework

Hi Jeremy – this is over to you from the MO – pls send back to me and I can forward onto the MO.

Thanks,

Julie

From: van Baarsen, Amanda AEST:EX

Sent: November 20, 2018 3:22 PM

To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>

Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

Subject: Opposition Correspondence/Casework

Good afternoon!

Could I get a Cliff report of all the Opposition MLAs correspondence that has come to this office? This can include anything we've initiated as a result of any kind of communication from their offices, including casework coming from CAs. This is not time sensitive but I would appreciate it sometime during the week of Dec 3, if possible.

Thanks,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Nichols, Alisha AEST:EX](#)
Cc: [Saunders, Anna AEST:EX](#); [Turner, Julie AEST:EX](#); [Flesh, Cindy AEST:EX](#)
Subject: RE: Outstanding Items for Approval
Date: December 20, 2018 10:49:26 AM

Thank you! Just got off the phone with her. She's going to follow up

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Nichols, Alisha AEST:EX
Sent: December 20, 2018 10:38 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Outstanding Items for Approval

Hi Amanda,

Chelsea Chalifour is available this morning to speak with you about the BCCA proclamation request.

You can reach her at **s.17** : at your convenience.

Thank you,

Alisha Nichols | A/Executive Coordinator
Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-698-9183 | **E:** alisha.nichols@gov.bc.ca

From: Nichols, Alisha AEST:EX
Sent: Wednesday, December 19, 2018 4:08 PM
To: van Baarsen, Amanda AEST:EX
Cc: Saunders, Anna AEST:EX; Turner, Julie AEST:EX; Flesh, Cindy AEST:EX
Subject: RE: Outstanding Items for Approval

Hi Amanda,

Jeremy Higgs is available to speak to you about MPI at your convenience this afternoon. You can reach him at **s.17**

We're working on getting someone for the BCCA proclamation request. That proclamation is for the

Spring, so if it needs to be held until January for approval, that's ok.

Thanks,

Alisha Nichols | A/Executive Coordinator

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-698-9183 | E: alisha.nichols@gov.bc.ca

From: van Baarsen, Amanda AEST:EX
Sent: Wednesday, December 19, 2018 3:36 PM
To: Nichols, Alisha AEST:EX; Flesh, Cindy AEST:EX
Cc: Saunders, Anna AEST:EX
Subject: RE: Outstanding Items for Approval

Hi Alisha,

I can likely get the last two confirmed if someone is able to give me a quick ring to answer a couple of questions about them.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Nichols, Alisha AEST:EX
Sent: December 19, 2018 3:34 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Outstanding Items for Approval

Hi Cindy,

These are the items that are outstanding for Minister approval:

- Indigenous Career Guide
 - This may have been approved on Monday during the 30/60/90, but we don't have confirmation. If you could check, that would be wonderful.
- DN 114552 – KPU lease to Surrey
 - Revised version sent to you this afternoon.
- DN 114175 – BC Construction Association proclamation request
- IN 114501 – Major Projects Inventory Q3 Report
 - If Minister is not able to review this in time, please let us know and we will not release

the report.

Please note: as per today's briefing, an updated version of the Camosun TB sub will be coming your way this evening or tomorrow morning (it's with DM for approval right now).

Thank you!

Alisha Nichols | A/Executive Coordinator

Office of the Deputy Minister

Ministry of Advanced Education, Skills and Training

Province of British Columbia

T: 778-698-9183 | **E:** alisha.nichols@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Cc: [Flesh, Cindy AEST:EX](#)
Subject: RE: PA cancelled December 6
Date: December 4, 2018 8:16:05 AM

Yes.

From: Turner, Julie AEST:EX
Sent: Tuesday, December 4, 2018 8:16 AM
To: van Baarsen, Amanda AEST:EX
Cc: Flesh, Cindy AEST:EX
Subject: RE: PA cancelled December 6

Will find out details and get back to you. Is it just the reception portion that the Minister will be attending?

From: van Baarsen, Amanda AEST:EX
Sent: December 3, 2018 3:55 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Sawchuk, Bindi AEST:EX <Bindi.Sawchuk@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: FW: PA cancelled December 6

Afternoon Julie,

Can you find for me when and where the reception is for the Dec 6 ITA meeting? The Minister would like to attend and I will be joining her.

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946 (C) s.17

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: PLEASE NOTE Invitation: clean BC launch - Dec 5/Wed
Date: December 3, 2018 3:48:08 PM

Can you find out from the Ministry how much time they will need?

And get an estimate for me on how quickly she could get there and back?

From: Flesh, Cindy AEST:EX
Sent: Monday, December 3, 2018 2:43 PM
To: van Baarsen, Amanda AEST:EX; Snoddon, Michael AEST:EX
Subject: FW: PLEASE NOTE Invitation: clean BC launch - Dec 5/Wed
Importance: High

Direction please and thanks- Minister has a briefing at 12:00-2:00 at VCO

From: Giuliano, Angela <Angela.Giuliano@leg.bc.ca>
Sent: December 3, 2018 2:20 PM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>; LP Support Staff <LPSUPPORT@Victoria1.gov.bc.ca>
Cc: LP Executive Assistants <LPEAS@Victoria1.gov.bc.ca>; LP Ministerial Assistants <LPMAs@Victoria1.gov.bc.ca>; LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Subject: PLEASE NOTE Invitation: clean BC launch - Dec 5/Wed
Importance: High

Hi,

Please see below and attached for your MINs attention. This is not a whipped event, however, please let me know if your Minister plans to attend. This invite was sent to private MLAs email and CAs – fyi.

Thank you!
Angela

From: Moran, Roseanne
Sent: Monday, December 03, 2018 1:08 PM
Subject: Invitation: clean BC launch

Please find attached an invitation to the launch of clean BC on Wednesday, December 5 at the Vancouver Public Library. Vancouver MLAs have already been invited, and all MLAs are welcome.

Event will run from 11:45 am until about 1 pm in the Alice McKay Room. There will be a diverse audience from many sectors and communities. The Premier will speak, as well as Minister Heyman and Andrew Weaver.

If you are planning to go, please let Angela Giuliano know as well as RSVP'ing to events@gov.bc.ca as requested on the invitation.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Fernandes, Jennifer GCPE:EX](#); [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#); [Rzepa, Christina AEST:EX](#)
Cc: [Porter, Rodney GCPE:EX](#)
Subject: RE: PLS REVIEW: BCRFA P4 Project Close-out report + press release
Date: December 7, 2018 12:33:11 PM

Sounds fine to me.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Fernandes, Jennifer GCPE:EX
Sent: December 6, 2018 2:47 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Subject: PLS REVIEW: BCRFA P4 Project Close-out report + press release

Hello,

Our Sector Labour Market Partnership division has sent along a request for its contract holder to release its own NR.

The contract holder, BCRFA, has recently completed their Phase 4 SLMP project called “Inspired Restaurants”.

In short, 63 restaurants participated in a pilot project to develop an HR program for better recruitment in the restaurant industry.

They are not requesting an announcement. The BCRFA wishes to send a press release out to their stakeholder group.

Our recommendation is that we agree to the contract holder releasing its own NR.

Thanks,
Jennifer

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: RE: Press Release - AltaGas Operator Training Program Graduation
Date: December 5, 2018 2:19:32 PM

Thanks.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 5, 2018 2:14 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Press Release - AltaGas Operator Training Program Graduation

Cindy sent a request for a quote.

I've followed up with Altagas. I have requested a draft news release before we send a quote.

I strongly recommend against sending quotes without seeing what the actual news release states...

Once I get a draft, however rough, I will plug in a draft quote and sling it your way.

From: van Baarsen, Amanda AEST:EX
Sent: December 5, 2018 2:08 PM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Subject: FW: Press Release - AltaGas Operator Training Program Graduation

Are you in the loop here?

From: Flesh, Cindy AEST:EX
Sent: December 5, 2018 9:56 AM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: FW: Press Release - AltaGas Operator Training Program Graduation

Direction please and thanks

From: Minister, AEST AEST:EX

Sent: December 5, 2018 9:37 AM

To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

Subject: FW: Press Release - AltaGas Operator Training Program Graduation

Holly Hubley

Administrative Assistant to the Honourable Melanie Mark

Minister of Advanced Education, Skills & Training

Telephone: 250- 356-0179

From: Jennifer Osmar [<mailto:Jennifer.Osmar@altagas.ca>]

Sent: Wednesday, December 5, 2018 9:08 AM

To: Minister, AEST AEST:EX

Subject: Press Release - AltaGas Operator Training Program Graduation

Good Morning Doris,

AltaGas is preparing a press release for December 20, to announce the graduation of students from AltaGas' Operator Training Program, at Coast Mountain College.

In recognition of the Ministry of Advanced Education's Employer Training Grant awarded to AltaGas for the training program, I am writing to ask if Minister Mark would like to contribute a quote to the press release.

Deadline to submit a quote is Wednesday, December 12.

Please let me know if I can provide any further information at this time.

Kind Regards,

Jennifer

Jennifer Osmar | Senior Advisor – Stakeholder Relations

AltaGas Ltd. | 1700, 355 4th Ave. SW Calgary, AB. T2P-0J1

Direct: [403-691-7553](tel:403-691-7553) | Cellphone: [403-801-1575](tel:403-801-1575)

E-mail: Jennifer.osmar@altagas.ca

From: Jennifer Osmar

Sent: Monday, December 03, 2018 1:20 PM

To: 'Minister, AEST AEST:EX'

Subject: RE: Invitation to the AltaGas Operator Training Program Graduation Celebration

Hello Doris,

Thank you very much for your email. We appreciate that Minister Mark will send along a letter of greeting. We'll be sure to have it read and acknowledged at the graduation.

Best Regards,

Jennifer

Jennifer Osmar | Senior Advisor – Stakeholder Relations

AltaGas Ltd. | 1700, 355 4th Ave. SW Calgary, AB. T2P-0J1

Direct: [403-691-7553](tel:403-691-7553) | Cellphone: [403-801-1575](tel:403-801-1575)

E-mail: Jennifer.osmar@altagas.ca

From: Minister, AEST AEST:EX [<mailto:AEST.Minister@gov.bc.ca>]

Sent: Friday, November 30, 2018 3:56 PM

To: Jennifer Osmar

Subject: RE: Invitation to the AltaGas Operator Training Program Graduation Celebration

EXTERNAL EMAIL. *Use caution when opening links and attachments, and when prompted to enter User IDs or Passwords.*

Good Afternoon Jennifer;

Minister Mark would like to thank you for the kind invitation to attend your graduation.

Unfortunately due to scheduling conflicts the Minister is unable to attend and has asked that I pass along that a letter of greeting will be sent shortly.

Thank you again and please let me know if I can be of further assistance.

Regards,

Doris Williams

**A/Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training**

From: Jennifer Osmar [<mailto:Jennifer.Osmar@altagas.ca>]

Sent: Monday, November 26, 2018 10:40 AM

To: Minister, AEST AEST:EX

Cc: Flesh, Cindy AEST:EX; Jennifer Osmar

Subject: Invitation to the AltaGas Operator Training Program Graduation Celebration

Dear Honourable Minister Mark,

On behalf of AltaGas, Coast Mountain College, the Lax Kw'alaams Business Development LP and the Metlakatla First Nation, we invite you to join us on December 20th as we celebrate the graduating class of the AltaGas Operator Training Program. The celebration is taking place in Prince Rupert at the Coast Mountain College campus.

Attached is your invitation providing further information.

Please RSVP by return email by December 7th.

We hope to see you there.

Sincerely,

Jennifer

Jennifer Osmar | Senior Advisor – Stakeholder Relations

AltaGas Ltd. | 1700, 355 4th Ave. SW Calgary, AB. T2P-0J1

Direct: [403-691-7553](tel:403-691-7553) | Cellphone: [403-801-1575](tel:403-801-1575)

E-mail: Jennifer.osmar@altagas.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: RE: QUESTION - mental health RFP?
Date: December 6, 2018 7:46:21 AM

Amazing.

I will likely see her around 8:45 but she won't be able to take a look at it really until very likely, 12:30

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 6, 2018 7:43 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Cc: Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: RE: QUESTION - mental health RFP?

Good morning. I have a first draft with program area to review. Let me know if there's a specific time today you'd like something by...

From: van Baarsen, Amanda AEST:EX
Sent: December 5, 2018 1:29 PM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Cc: Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: RE: QUESTION - mental health RFP?

If you don't mind having a draft ready I can run the idea by her tomorrow.

From: Porter, Rodney GCPE:EX
Sent: December 5, 2018 12:44 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Cc: Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: QUESTION - mental health RFP?

Do you want a news release to coincide with the posting of the RFP for 24/7 consultation, referral and information on mental health once the RFP goes up on BCBid?

Respectfully

Rodney Porter, Communications Director

B.C. Ministry of Advanced Education, Skills and Training

Mobile: **250 889-7494**

Email: rodney.porter@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Fernandes, Jennifer GCPE:EX](#); [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#); [Flesh, Cindy AEST:EX](#)
Cc: [Porter, Rodney GCPE:EX](#); [Hager, Barbara GCPE:EX](#)
Subject: RE: QUESTION: Letter of Greeting - AltaGas Operator Training Program Graduation at CMTN - Dec. 20
Date: December 17, 2018 10:25:08 AM

None at all.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Fernandes, Jennifer GCPE:EX
Sent: December 17, 2018 9:21 AM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Hager, Barbara GCPE:EX <Barbara.Hager@gov.bc.ca>
Subject: QUESTION: Letter of Greeting - AltaGas Operator Training Program Graduation at CMTN - Dec. 20

Hi,

AltaGas is asking if Jennifer Rice can read out the AltaGas letter of greeting. Any concerns?

Thanks,
Jennifer

From: Hager, Barbara GCPE:EX
Sent: December 13, 2018 1:28 PM
To: 'Jennifer.Osmar@altagas.ca' <Jennifer.Osmar@altagas.ca>
Cc: Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Subject: Letter of Greeting - AltaGas Operator Training Program Graduation at CMTN - Dec. 20

Dear Jennifer.

We are pleased to send you a letter of greeting from the Honourable Melanie Mark on the occasion of the AltaGas Operator Training Program Graduation on December 20, 2018.

Best wishes for a memorable graduation ceremony for all those involved.

Sincerely,

Barbara

Barbara Hager | Public Affairs Officer
Government Communications & Public Engagement
B.C. Ministry of Advanced Education, Skills and Training

Phone: 778-974-3565 | email: Barbara.hager@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: RE: RFP thingy
Date: December 27, 2018 10:23:00 AM

Ok

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 27, 2018 10:24 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Re: RFP thingy

In a meeting taking about this project

Will email / phone you in a bit

Respectfully,

Rodney Porter
B.C. Ministry of Advanced Education, Skills and Training
Mobile 250 889-7494

On Dec 27, 2018, at 10:10 AM, van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca> wrote:

G'morning!

I hope you had a happy Christmas. What did the resolution end up being?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 21, 2018 12:15 PM

To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: Fwd: RFP thingy

Respectfully,

Rodney Porter
B.C. Ministry of Advanced Education, Skills and Training
Mobile 250 889-7494

Begin forwarded message:

From: "Gibbs, Robb GCPE:EX" <Robb.Gibbs@gov.bc.ca>
Date: December 21, 2018 at 12:10:33 PM PST
To: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Subject: RFP thingy

Hi Rodney,

s.13

Can we put a hold on this, do you think?

R

Robb Gibbs
ADM – Strategic Communications
Government Communications & Public Engagement
P: 1-778-698-7469
C: 1-778-584-1242

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: RE: Request from MO - NVIT Burnaby
Date: December 11, 2018 3:26:27 PM

Hi Julie – can you please pass on the contact information for the President?

We have available time on Dec 17, 19, and 20 and a small window from 1-2pm on Jan 11 at the moment.

I'd like to be able to touch base and have a bit of a casual conversation with him, however. Would appreciate a number to reach him at if you have it handy.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 11, 2018 2:51 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Fwd: Request from MO - NVIT Burnaby

FYI

Begin forwarded message:

From: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Date: December 11, 2018 at 11:11:43 AM PST
To: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>
Subject: **FW: Request from MO - NVIT Burnaby**

Hi Chris - January is better for NVIT - please see below. Let us know if you would like to proceed with January.

Thanks,
Julie

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

From: Wolsey, Ashley AEST:EX
Sent: December 11, 2018 10:58 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Vasey, Jeff AEST:EX <Jeff.Vasey@gov.bc.ca>; Beattie, Michelle AEST:EX <Michelle.Beattie@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>;

Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>
Subject: FW: Request from MO - NVIT Burnaby
Importance: High

Hi Julie,

Staff spoke to NVIT President Ken Tourand. While NVIT is very interested in organizing a tour of the Burnaby campus for the Minister, they won't be in a position to do so for Dec. 14, as neither Ken nor Dr. Verna Billy Minnabarriet are available that day. However, they are happy to organize a tour for January.

Thanks,
Ashley

>>

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

From: Rzepa, Christina AEST:EX
Sent: December 10, 2018 3:50 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: NVIT Burnaby

Hi Julie,

The minister had asked us to set up a site tour with NVIT to tour their Burnaby campus - in past months we tried to nail down a date but were unsuccessful.

I'd like to call someone at the campus and see if this Friday the 14th would work, knowing it is short notice. I'd especially like to know if students will be around.

Could you please find me the contact info for our key contact at the campus or ask ministry staff in the appropriate division to reach out and see if there is any chance Friday would be a good opportunity to visit?

If not we will look to plan a tour in January.

Just let me know what the easiest path to getting this call done quickly is-

Thanks very much!

Christina Rzepa

EA, Advanced Education, Skills and Training

Page 199 of 318 to/à Page 200 of 318

Withheld pursuant to/removed as

s.22

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: Travel Authorization forms for approval
Date: December 19, 2018 8:49:08 AM

We've not yet heard any differently. So yes.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 19, 2018 8:39 AM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Travel Authorization forms for approval

Fyi – is this trip still a go?

From: Wade, Debbie PREM:EX
Sent: December 18, 2018 4:36 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Travel Authorization forms for approval

Hello Miss Cindy;

Please find attached the signed Travel Authorization forms.

Thanks!

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

From: Flesh, Cindy AEST:EX
Sent: Monday, December 3, 2018 1:14 PM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Travel Authorization forms for approval

These are for Minister Mark and her MA Michael Snoddon – thanks and please let me know if you have any questions.

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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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: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: RE: UBCO Announcement- January 25
Date: December 17, 2018 10:30:13 AM

This is amazing.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Snoddon, Michael AEST:EX
Sent: December 17, 2018 10:29 AM
To: Mitchell, Noah LASS:EX <Noah.Mitchell@leg.bc.ca>
Cc: s.17 <Amanda.vanBaarsen@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Binder, Stephen GCPE:EX <Stephen.Binder@gov.bc.ca>
Subject: UBCO Announcement- January 25

Hi Noah,

A few logistics around the upcoming announcement on January 25 at UBC-O in Kelowna. I have also attached the signed travel authorization from Minister Mark and a very tentative event itinerary.

The announcement is going to begin at 11:00am. For arrival time on campus- there are two options:

1. Just a pre-brief which would begin at 10:45am.
2. Pre-tour and pre-brief which would begin at 10:30am.

The event will last about 1.5 hours, and should conclude around 12:30pm.

There are some extra tour stops that we can organize for Nicholas if he would like pertaining to his committee work. The extra tour(s) can run from 1:30pm-3pm.

I also have found some flight options for you, please let me know what options the MLA chooses and that you have booked. I will work with the events team to build a custom itinerary.

To Kelowna:

Option 1- January 24 (overnight in Kelowna) AC8418- Vancouver- Kelowna- 5:10pm-6:06pm
Option 2- January 24 (overnight in Kelowna) AC8420- Vancouver- Kelowna- 7:40pm- 8:35pm
Option 3- January 25 (day of)- AC188- Vancouver to Kelowna- 9:05am-10:00am

To Vancouver:

Option 1- January 25- (no post announcement tour)- AC8417- Kelowna to Vancouver- 2:30pm-

3:29pm

Option 2- January 25 (post-announcement tour)- AC8419- Kelowna to Vancouver- 4:40pm-5:39pm.

Finally, during the first week of the new year, I will send you the new release for quote approval. Closer to the event, I will also send you final copies of the news release, key messages, speaking notes, draft social media posts, parking maps and itineraries, an institutional profile and a full issues scan if the MLA encounters media questions. I can provide this digitally or run over an event binder, if you'd like

If you have any questions, don't hesitate to get a hold of me on my cell at 250-818-1035. One thing to note; I will be out of the office from Wednesday, December and returning on December 28 but am still available by email and cell.

Thanks!

Michael

Michael Snoddon

Ministerial Assistant to the Honourable Melanie Mark

Minister of Advanced Education, Skills and Training

cell: **s.17**

| email: michael.snoddon@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: RE: UPDATED: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21
Date: December 19, 2018 3:19:11 PM

Yes. Please print and add my initials and date of receipt for today.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

From: Rzepa, Christina AEST:EX
Sent: December 19, 2018 2:43 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: UPDATED: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21
Importance: High

Should I print for the Minister or do you want to review it first?

From: Nichols, Alisha AEST:EX
Sent: December 19, 2018 2:38 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>
Subject: UPDATED: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21
Importance: High

Good afternoon,

Please see the attached **updated** DN as per MO request.

Thank you,

Alisha Nichols | A/Executive Coordinator
Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-698-9183 | **E:** alisha.nichols@gov.bc.ca

From: Saunders, Anna AEST:EX

Sent: Thursday, December 13, 2018 10:08 AM

To: Flesh, Cindy AEST:EX

Cc: Rzepa, Christina AEST:EX; Snoddon, Michael AEST:EX; Whitford, Kelly M AEST:EX; Turner, Julie AEST:EX; Eso, Michael AEST:EX; van Baarsen, Amanda AEST:EX; Nichols, Alisha AEST:EX

Subject: RE: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21

Good Morning,

Please disregard the contents of the email below.

Edits are being made as per Minister's Office request.

An updated version will be available to you soon.

Thank you,

Anna Saunders | A/Document Coordinator

Office of the Deputy Minister

Ministry of Advanced Education, Skills and Training

Province of British Columbia

T: 778-974-4945 | E: anna.saunders@gov.bc.ca

From: Saunders, Anna AEST:EX

Sent: Wednesday, December 12, 2018 9:30 AM

To: Flesh, Cindy AEST:EX

Cc: Rzepa, Christina AEST:EX; Snoddon, Michael AEST:EX; Whitford, Kelly M AEST:EX; Turner, Julie AEST:EX; Eso, Michael AEST:EX; van Baarsen, Amanda AEST:EX; Nichols, Alisha AEST:EX

Subject: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21

Good Morning,

Please see the attached materials for the following item:

For Minister's Decision: Kwantlen Polytechnic University request to lease one floor of five-floor Civic Plaza campus to the City of Surrey

Materials:

- Decision Note 114452
 - o Appendix 1 – Kwantlen Polytechnic University's Civic Plaza
 - o Attachment 1 – Consent Form
 - o Schedule A – Survey Plan

Due to Ministry: Friday, December 21

Thank you,

Anna Saunders | A/Document Coordinator

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-974-4945 | **E:** anna.saunders@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: RE:s.15 Confirmation s.22
Date: December 5, 2018 9:40:02 AM

Thanks

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

From: Hubley, Holly AEST:EX
Sent: December 5, 2018 9:37 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE:s.15 Confirmation s.22

It is for tonight and tomorrow night and yes I will add it to your calander

Holly Hubley
Administrative Assistant to the Honourable Melanie Mark Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

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

From: van Baarsen, Amanda AEST:EX
Sent: Wednesday, December 5, 2018 9:37 AM
To: Hubley, Holly AEST:EX; Flesh, Cindy AEST:EX
Subject: RE:s.15 Confirmation s.22

Thanks very much. Can you confirm it is for tonight and tomorrow night and add it to my calendar as an "All day" entry just so I don't forget?

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

From: Hubley, Holly AEST:EX
Sent: December 5, 2018 9:36 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW:s.15 Confirmation s.22

s.15

Vancouver, British Columbia

s.15

Canada

Holly Hubley
Administrative Assistant to the Honourable Melanie Mark Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

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

From: s.15
Sent: Wednesday, December 5, 2018 9:34 AM

To: Hubley, Holly AEST:EX
Subject: s.15 Confirmation s.22

Please review the attached PDF for your confirmation.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: Uvic Indigenous Fine Arts Program Meeting Dec 11 Materials
Date: December 8, 2018 9:15:20 AM

absolutely

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 8, 2018 9:15 AM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Uvic Indigenous Fine Arts Program Meeting Dec 11 Materials

Okay to share with PO, MCJ and MSF - thanks

From: Saunders, Anna AEST:EX
Sent: December 7, 2018 8:35 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>
Subject: Uvic Indigenous Fine Arts Program Meeting Dec 11 Materials

Good Morning,

Please see the attached materials for the following meeting:

Meeting Title: Indigenous Fine Arts Program Uvic

Meeting Date: Tuesday, December 11 12:30pm

For Minister's Reference:

- Meeting Note 114494
 - o Attachment 1: Artist Biography

Ministry Staff: ADM Jeff Vasey, ED Deborah Hull

Thank you,

Anna Saunders | Administrative Assistant

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-974-4945 | **E:** anna.saunders@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Rzepa, Christina AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: Wednesday Dec 19th Ministry briefing
Date: December 17, 2018 11:11:24 AM

There are concerns. Someone will need to be on site in person please.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 17, 2018 11:10 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Subject: Wednesday Dec 19th Ministry briefing

Hey – DMO is

Flagging that we have no exec able to attend M3 briefing in person on the 19th. Shannon has a don wright meeting and Jeff has a stakeholder meeting.
Let me know if there are concerns.

Thoughts - thanks

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: RE: Weekly MO/DMO/GCPE Check In
Date: December 14, 2018 1:56:07 PM

Thanks.

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 14, 2018 7:58 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Weekly MO/DMO/GCPE Check In

Just checked – you are in all of them – we moved this weeks’ to yesterday instead of Wed so you may have missed the calendar update.

From: Turner, Julie AEST:EX
Sent: December 14, 2018 7:56 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Weekly MO/DMO/GCPE Check In

For sure

From: van Baarsen, Amanda AEST:EX
Sent: December 13, 2018 6:58 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: RE: Weekly MO/DMO/GCPE Check In

Hi Julie

Can you add me to these recurring calendar entries? I think I've missed a few

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

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

From: Snoddon, Michael AEST:EX **On Behalf Of** Turner, Julie AEST:EX

Sent: December 13, 2018 6:56 PM

To: van Baarsen, Amanda AEST:EX; Flesh, Cindy AEST:EX; Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; Nichols, Alisha AEST:EX; Whitford, Kelly M AEST:EX; Saunders, Anna AEST:EX; Rzepa, Christina AEST:EX; Snoddon, Michael AEST:EX; Iliffe, Liam AEST:EX

Subject: FW: Weekly MO/DMO/GCPE Check In

When: Occurs every Wednesday effective 2018-10-24 from 2:45 PM to 3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Dial-in **s.15;s.17** | Conference ID **s.15;s.17** (Julie to moderate)

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

From: Turner, Julie AEST:EX

Sent: October 23, 2018 11:04 AM

To: Turner, Julie AEST:EX; Flesh, Cindy AEST:EX; Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; Nichols, Alisha AEST:EX; Whitford, Kelly M AEST:EX; Saunders, Anna AEST:EX; Rzepa, Christina AEST:EX; Snoddon, Michael AEST:EX; Iliffe, Liam AEST:EX

Subject: Weekly MO/DMO/GCPE Check In

When: Occurs every Wednesday effective 2018-10-24 from 2:45 PM to 3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Dial-in **s.15;s.17** | Conference ID **s.15;s.17** (Julie to moderate)

NEW DIAL-IN INFORMATION!

Simply call the number below from any phone and enter the conference ID.

You can also join from your computer using Lync by clicking on the "Join online meeting" link below.

.....

Join online meeting

s.15

Join by Phone

Local - Victoria: +s.15;s.17

Local - Vancouver: +s.15;s.17

Toll-Free: +s.15;s.17

[Find a local number](#)

Conference ID: s.15;s.17

[Forgot your dial-in PIN?](#) | [First online meeting?](#)

.....

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: Welcome to Exchange Unified Messaging
Date: December 12, 2018 3:26:45 PM

You're a pro.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 12, 2018 3:26 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Welcome to Exchange Unified Messaging

Already done for yous

From: van Baarsen, Amanda AEST:EX
Sent: December 12, 2018 3:17 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: FW: Welcome to Exchange Unified Messaging

for my business cards.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Microsoft Outlook
Sent: December 5, 2018 3:29 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Welcome to Exchange Unified Messaging

Welcome to Exchange Unified Messaging

To use your phone to access your email, calendar, and contacts, call your Outlook Voice Access number and enter your PIN at the prompt.

Your access numbers: s.22
Your number: 7789745075

Your PIN: s.22

To change your voice mail settings:

- In Outlook Web App, go to Options.
- In the navigation bar, select Phone.
- Make your changes on the Voice Mail page.

Welcome to Unified Communications (UC)

Please read and follow the Getting Started with UC guide to start your journey. You can find it, and much more information about UC at our [UC Site](#).

Some key things you need to know:

- 5-digit dialing is no longer supported (except for 7-7000)
- 10-digit dialing is required e.g.: 250-387-2727
- You now have Dial In Conferencing for Lync meetings.

If you have any problems, contact the Service Desk online, by email at 77000@gov.bc.ca or call 250 387-7000.

From: [van Baarsen, Amanda AEST:EX](#)
To: "[Kyla Epstein](#)"
Cc: [Jude Morrison](#)
Subject: RE: Welcome!
Date: December 5, 2018 2:17:34 PM
Attachments: [image002.png](#)

Thanks, Kyla

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Kyla Epstein <kepstein@bcit.ca>
Sent: December 4, 2018 6:56 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Jude Morrison <jmorrison122@bcit.ca>
Subject: Welcome!

Hello Amanda,

Welcome to your new role! We are really looking forward to working with you as the Senior MA for the Minister of Advanced Education.

I'm attaching a couple of recent summary documents that we have shared with government stakeholders to provide an overview of two issues that are important to us:

- How Applied Research at BCIT is, and can better, drive the economy
- The importance of doing better to support our precarious (Part-Time Studies) members who contribute to high-quality public post-secondary education

We look forward to connecting again once you've settled into the role.

All our best

Kyla

Kyla Epstein (Pronouns: she/her)

Member Engagement Officer

BCIT Faculty & Staff Association

TEL 604.432.8569 | CELL 604.999.5952 | [BCITFSA.CA](#) |  BCITFSA

I [acknowledge](#) that the BCITFSA and its members' workplaces are located on unceded Indigenous land belonging to the Coast Salish peoples, including the territories of the x̱məθḵwəy̱əm (Musqueam), Səlilwataʔ/Selilwitulh (Tsleil-Waututh) and Skwxwú7mesh (Squamish) Nations.

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Oaten, Jeremy AEST:EX](#)
Subject: RE: *ALERT: Incoming Assignment - eApprovals item 5583 : CLIFF#
Date: December 18, 2018 9:19:15 AM

Thanks

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: Oaten, Jeremy AEST:EX
Sent: December 18, 2018 9:17 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: *ALERT: Incoming Assignment - eApprovals item 5583 : CLIFF#

FYI to your question: The individual named is acting in a business capacity representing the organization noted in the email, so the name is fine to release.

Jeremy Oaten, MA, CIAPP-C
Manager, Business Services & Ministerial Correspondence and Research Unit
Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
T: 250 356-7966
C: **s.17**
F: 250 356-5468

From: AEST eApprovals [<mailto:NoReply@gov.bc.ca>]
Sent: Tuesday, December 18, 2018 9:15 AM
To: Oaten, Jeremy AEST:EX
Subject: *ALERT: Incoming Assignment - eApprovals item 5583 : CLIFF#

You have been sent an eApprovals Item by van Baarsen, Amanda AEST:EX.

Cliff Number:
Other Number:
TRIM Number:
Topic: AED-2018-87008 - Sign Off - EA Sent Items (January)
Date Final Due: 12/24/2018 12:00:00 AM
Last Action: Item Approved

Comments:

Could the constituent's name be visible on the 11th page in the last email from CR? I am not

familiar with the case but may need to sever. Approved regardless, at your discretion to sever.

eApprovals Link:

<http://eapprovals.collaborate.gov.bc.ca/eapprovals/SitePages/activeItems.aspx>

Super User Link:

<http://eapprovals.collaborate.gov.bc.ca/eapprovals/SitePages/superUser.aspx>

Cliff Link:

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: as requested
Date: December 4, 2018 3:29:40 PM

Many thanks

From: Flesh, Cindy AEST:EX
Sent: December 4, 2018 3:19 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: as requested

<http://gww.eforms.gov.bc.ca/>

<https://timepay.gov.bc.ca/>

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: as requested
Date: December 8, 2018 9:26:50 AM

Please help me on Tuesday. I am failing to figure out how to make the forms work

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 8, 2018 9:08 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: as requested

finfsaminoff@gov.bc.ca

see you Tuesday!

From: van Baarsen, Amanda AEST:EX
Sent: December 7, 2018 11:22 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: as requested

Remind me who I send my approvals to for authorizations of the Minister and MO staff expenses?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 4, 2018 3:19 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: as requested

<http://gww.eforms.gov.bc.ca/>

<https://timepay.gov.bc.ca/>

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: can you re-send those forms
Date: December 6, 2018 11:49:04 AM

Easy enough for me to print now and bring back.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 6, 2018 11:49 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: can you re-send those forms

I can send or just have the Minister sign next week when she is here – let me know your thoughts - thanks

From: van Baarsen, Amanda AEST:EX
Sent: December 6, 2018 11:28 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: can you re-send those forms

I forgot to bring them. Will print them here and sign and bring back?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: questions from Ministry
Date: December 10, 2018 1:55:14 PM

Are you able to confirm when the last possible date to have the UBCO TB sub brief would be? When is it going to TB? What deadline are we working back from?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 10, 2018 1:31 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Subject: questions from Ministry

Dec 12th visit to St Ann's – would the Minister like to have hot chocolate and cookies for the staff (same as last year)?

Dec 14th – Jeff will be in person to meetings – okay if Tony and Bindi call in or would you like them in person?

Ministry would like a separate briefing for the UBCO TB sub (45 minutes) they don't want it on either the Jan 11th or Jan 16th Ministry briefing – thoughts and suggestions – thanks

Bindi would like 15 minutes with the Minister to brief her FLMM – looking for 15 minutes – I am thinking Dec 14th – thoughts.

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Cc: [Flesh, Cindy AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: RE: questions from Ministry
Date: December 10, 2018 3:21:17 PM

Thank you!

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Rzepa, Christina AEST:EX
Sent: December 10, 2018 3:19 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: [Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>](#); [Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>](#)
Subject: Re: questions from Ministry

Yep the CO has conference call tech!

Christina Rzepa
EA, Advanced Education, Skills and Training

On Dec 10, 2018, at 3:11 PM, van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca> wrote:

Jeff in person is great. Not a problem to have Bindi and Tony dial in as long as the office has conferencing capability – **Chris**, can you confirm?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [Flesh, Cindy AEST:EX](#)
Sent: December 10, 2018 1:31 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; [Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>](#)
Subject: questions from Ministry

Dec 12th visit to St Ann's – would the Minister like to have hot chocolate and cookies for the staff (same as last year)?

Dec 14th – Jeff will be in person to meetings – okay if Tony and Bindi call in or would you like them in person?

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Bindi would like 15 minutes with the Minister to brief her FLMM – looking for 15 minutes – I am thinking Dec 14th – thoughts.

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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Page 230 of 318

Withheld pursuant to/removed as

s.22

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: RE: today at 1215
Date: December 11, 2018 11:48:13 AM

Sure. Sounds fine.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Flesh, Cindy AEST:EX
Sent: December 11, 2018 11:48 AM
To: Mark, Melanie AEST:EX <Melanie.Mark@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: today at 1215
Importance: High

Jeff would like to come to the office at 1215 for a quick chat before they head off to the 1230 meeting – okay with you - thanks

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: RE: wildfires
Date: December 4, 2018 8:12:09 AM

Scratch that. She wants a different note.

From: van Baarsen, Amanda AEST:EX
Sent: Tuesday, December 4, 2018 8:04 AM
To: Porter, Rodney GCPE:EX
Subject: wildfires

Do we have an existing note on what AEST does to assist in situation of wildfires (shelter space?) I can shoot over to the team in Williams Lake?

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: Re: 6498_IndigenousSkillsTraining+Education_Factsheet (v2)
Date: December 19, 2018 10:43:23 AM

Chris can you print this out for the Minister for her consideration after the briefing?

Sent from my Samsung Galaxy smartphone.

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

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: 2018-12-19 10:39 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>, "Eso, Michael AEST:EX" <Michael.Eso@gov.bc.ca>
Cc: "Fernandes, Jennifer GCPE:EX" <Jennifer.Fernandes@gov.bc.ca>
Subject: FW: 6498_IndigenousSkillsTraining+Education_Factsheet (v2)

Updated Indigenous posts-secondary education and skills training fact sheet. We're running out of space.

Can we consider this final?

From: Kerner, Tara GCPE:EX
Sent: December 19, 2018 10:30 AM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Subject: Re: 6498_IndigenousSkillsTraining+Education_Factsheet (v2)

Hi Rodney,
Attached is the revised factsheet.

I really struggled with finding room for the new content. On the first page I had to get rid of the icons in the bottom right-hand corner because they took up too much room. On page two I combined the two top right bullets to give some space for the new text. I hope that is ok.

Let me know if there is anything else you need.

Happy Holidays.

Tara Kerner, CGD
Designer, Graphic Communications
Government Communications and Public Engagement (GCPE)

Province of British Columbia
4th Floor, 617 Government Street, Victoria, B.C. V8V 2M1
T: **250.356.8129**

[Graphic Design Request System](#)
[BCID Website \(Internal\)](#)
[BCID Website \(External\)](#)
[Graphics 411 Information and Resources](#)

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: Tuesday, December 18, 2018 at 4:56 PM
To: Tara Kerner <Tara.Kerner@gov.bc.ca>
Subject: RE: 6498_IndigeneousSkillsTraining+Education_Factsheet (v2)

Hello Tara; Hope you're keeping well and gearing up for the holidays.

Attached is an updated factsheet based on feedback that the minister received at the First Nations Leadership Gathering.

Please give me a shout if any of these edits are unclear or confusing.

Again, thanks for all your help.

From: Kerner, Tara GCPE:EX
Sent: November 28, 2018 1:09 PM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Subject: Re: 6498_IndigeneousSkillsTraining+Education_Factsheet (v2)

You bet. Here you go.

Tara Kerner, CGD
Designer, Graphic Communications
Government Communications and Public Engagement (GCPE)
Province of British Columbia
4th Floor, 617 Government Street, Victoria, B.C. V8V 2M1
T: **250.356.8129**

[Graphic Design Request System](#)
[BCID Website \(Internal\)](#)
[BCID Website \(External\)](#)
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From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: Wednesday, November 28, 2018 at 1:04 PM

To: Tara Kerner <Tara.Kerner@gov.bc.ca>

Subject: Re: 6498_IndigenousSkillsTraining+Education_Factsheet (v2)

Approved

Can you please send print ready version

Thanks again

Respectfully,

Rodney Porter

B.C. Ministry of Advanced Education, Skills and Training

Mobile 250 889-7494

On Nov 28, 2018, at 12:56 PM, Kerner, Tara GCPE:EX <Tara.Kerner@gov.bc.ca> wrote:

Hi Rodney,
Here is the revised factsheet.

Tara Kerner, CGD

Designer, Graphic Communications
Government Communications and Public Engagement (GCPE)
Province of British Columbia
4th Floor, 617 Government Street, Victoria, B.C. V8V 2M1
T: **250.356.8129**

[Graphic Design Request System](#)
[BCID Website \(Internal\)](#)
[BCID Website \(External\)](#)
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From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>

Date: Wednesday, November 28, 2018 at 12:12 PM

To: Tara Kerner <Tara.Kerner@gov.bc.ca>

Subject: RE: 6498_IndigenousSkillsTraining+Education_Factsheet (v2)

Hi Tara; Three tweaks in the attached.

Page 1:

Change the date from December 2018 to November 2018

Underline the X in the Minister's Nisga'a name.

Page 2:

Add the word "to".

Edits made using the comments function.

Thank you.

From: Kerner, Tara GCPE:EX
Sent: November 28, 2018 11:00 AM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Subject: Re: 6498_IndigeneousSkillsTraining+Education_Factsheet (v2)

Hi Rodney,
Hope all is well.

I have updated the indigenous factsheet. Attached please find revised project number 6498 (version 2).

Please let me know if there is anything else you might need.
Cheers.

Tara Kerner, CGD
Designer, Graphic Communications
Government Communications and Public Engagement (GCPE)
Province of British Columbia
4th Floor, 617 Government Street, Victoria, B.C. V8V 2M1
T: **250.356.8129**

[Graphic Design Request System](#)
[BCID Website \(Internal\)](#)
[BCID Website \(External\)](#)
[Graphics 411 Information and Resources](#)

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: Tuesday, November 27, 2018 at 12:49 PM
To: Tara Kerner <Tara.Kerner@gov.bc.ca>
Cc: Andrew Pratt <Andrew.Pratt@gov.bc.ca>
Subject: RE: 6498_IndigeneousSkillsTraining+Education_Factsheet

Hi Tara; Please see attached. The design and layout is as usual fantastic. The colour palette great to ensure consistency in the family while making this distinctive.

The minister's message is a complete re-write from what was previously approved.

We are adding another text block to the second page under the heading: Industry Training Authority

There are numerous additional additions / re-writes for which I apologize. I've copied Andrew out of guilt.

I will also give you a phone call.

From: Kerner, Tara GCPE:EX
Sent: November 27, 2018 7:57 AM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Cc: Pratt, Andrew GCPE:EX <Andrew.Pratt@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>
Subject: Re: 6498_IndigeneousSkillsTraining+Education_Factsheet

Hi Rodney,
What kind of roadblocks are you referring to?
If you are experiencing roadblocks, you are welcome to contact me.
I am here if you need me.

Tara Kerner, CGD
Designer, Graphic Communications
Government Communications and Public Engagement (GCPE)
Province of British Columbia
4th Floor, 617 Government Street, Victoria, B.C. V8V 2M1
T: **250.356.8129**

[Graphic Design Request System](#)
[BCID Website \(Internal\)](#)
[BCID Website \(External\)](#)
[Graphics 411 Information and Resources](#)

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: Monday, November 26, 2018 at 6:44 PM
To: Tara Kerner <Tara.Kerner@gov.bc.ca>
Cc: Andrew Pratt <Andrew.Pratt@gov.bc.ca>, "Fernandes, Jennifer GCPE:EX" <Jennifer.Fernandes@gov.bc.ca>, "LeGuilloux, Marg GCPE:EX" <Marg.LeGuilloux@gov.bc.ca>

Subject: FW: 6498_IndigenousSkillsTraining+Education_Factsheet

Tara; I am running into a series of roadblocks with this. I am going to speak with Marg and Andrew.

From: Kerner, Tara GCPE:EX

Sent: November 26, 2018 11:58 AM

To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>

Subject: 6498_IndigenousSkillsTraining+Education_Factsheet

Importance: High

Hi Rodney,

Attached please find the rush factsheet for Indigenous Skills Training and Post-Secondary Education.

I hope this is what you are looking for.

It is an 8.5 x 11 inch paper created with no bleeds so it can be printed at a professional printer or with an in-house colour printer. If this is being printed in-house then ensure it is printed on both sides and select "actual size" (not "scale to fit").

If there are any edits needing to be made, please compile them in a lump-sum and mark them into the PDF using the "commenting and editing" tool (in Acrobat Reader).
Cheers.

Tara Kerner, CGD

Designer, Graphic Communications
Government Communications and Public Engagement (GCPE)
Province of British Columbia
4th Floor, 617 Government Street, Victoria, B.C. V8V 2M1
T: **250.356.8129**

[Graphic Design Request System](#)

[BCID Website \(Internal\)](#)

[BCID Website \(External\)](#)

[Graphics 411 Information and Resources](#)

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>

Date: Thursday, November 22, 2018 at 2:52 PM

To: Tara Kerner <Tara.Kerner@gov.bc.ca>

Cc: Andrew Pratt <Andrew.Pratt@gov.bc.ca>

Subject: Managing expectations

Hi Tara; thanks for your call earlier.

Do you mind flipping me an email with turnaround times for the indigenous education

2-pager as you mentioned. I want to share it with the MO to manage expectations.

As minister Mark is a visual person she was hoping to review at least once prior to production so sending it over the night before or morning of the FNLG isn't going to work. Plus we'd need access to a printer and high quality paper.

But if this cannot be avoided due to your workload I totally understand but it's important for me to manage expectations.

Thanks and I'm happy to chat with you and Andrew.

Respectfully,

Rodney Porter
B.C. Ministry of Advanced Education, Skills and Training
Mobile 250 889-7494

<6498_IndigeneousSkillsTraining+Education_Factsheet_v2.pdf>

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#)
Subject: Re: ACCESS Mailing Address
Date: December 17, 2018 8:08:21 PM

thank you.

Sent from my Samsung Galaxy smartphone.

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

From: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>
Date: 2018-12-17 8:07 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>
Subject: Re: ACCESS Mailing Address

Absolutely-s.22

Christina Rzepa
EA, Advanced Education, Skills and Training

On Dec 17, 2018, at 6:33 PM, van Baarsen, Amanda AEST:EX
<Amanda.vanBaarsen@gov.bc.ca> wrote:

Can you shepherd?

Sent from my Samsung Galaxy smartphone.

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

From: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Date: 2018-12-17 6:32 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>
Cc: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Subject: FW: ACCESS Mailing Address

Hi – here's the address for the Ministers.
s.22

Thanks,

Julie

From: Poole, Catherine AEST:EX
Sent: December 17, 2018 10:04 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Sawchuk, Bindi AEST:EX <Bindi.Sawchuk@gov.bc.ca>
Subject: FW: ACCESS Mailing Address

Here is the mailing address for ACCESS.

Aboriginal Community Career Employment Services Society (ACCESS)

108 – 100 Park Royal

West Vancouver, British Columbia

V7T 1A2

Catherine Poole

Executive Director | Program Design and Delivery Branch | Workforce Innovation
and Division Responsible for Skills Training | Ministry of Advanced Education,
Skills and Training

Email: Catherine.Poole@gov.bc.ca | P: 250.508.0420

With respect and acknowledgement of the traditional territories of the Lekwungen-speaking people, specifically
the Songhees and Esquimalt Nations

From: [van Baarsen, Amanda AEST:EX](#)
To: [Cleaver, Sheila C FIN:EX](#)
Cc: [Flesh, Cindy AEST:EX](#); [Holman, Melissa FIN:EX](#); [Fleurant, Kathleen CITZ:EX](#)
Subject: Re: BMO Travel Card / Ministry Transfer / Amanda van Baarsen
Date: December 11, 2018 11:10:20 AM

Thank you very much.

Sent from my Samsung Galaxy smartphone.

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

From: "Cleaver, Sheila C FIN:EX" <Sheila.Cleaver@gov.bc.ca>
Date: 2018-12-11 11:05 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>, "Holman, Melissa FIN:EX" <Melissa.Holman@gov.bc.ca>, "Fleurant, Kathleen CITZ:EX" <Kathleen.Fleurant@gov.bc.ca>
Subject: RE: BMO Travel Card / Ministry Transfer / Amanda van Baarsen

Hi Amanda,

I received your new application with Min of AEST and will be processing today.

We will keep your current card open until you have received and activated your new card.

Thank You.

Sheila Cleaver

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

From: Fleurant, Kathleen CITZ:EX
Sent: December 4, 2018 11:42 AM
To: Cleaver, Sheila C FIN:EX
Subject: BMO Travel Card / Ministry Transfer / Amanda van Baarsen

Hi Sheila,

Ministerial Assistant - Amanda van Baarsen has been transferred over to the Ministry of Advanced Education, Skill and Training. A new travel called application is currently in the works from AEST. Can you please cancel Amanda's existing BMO card ending in **s.17** when the new one arrives.

Thank you,

Kathleen Fleurant | Administrative Coordinator
Honourable Jinny Sims' Office | Minister of Citizens' Services
Parliament Buildings
Ph: 250-387-7920
e: Kathleen.Fleurant@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/>.

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Cleaver, Sheila C FIN:EX](#)
Subject: Re: BMO Travel card
Date: December 31, 2018 12:22:00 PM

Got the new card! OK to cancel the last.

Sent from my Samsung Galaxy smartphone.

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

From: "Cleaver, Sheila C FIN:EX" <Sheila.Cleaver@gov.bc.ca>
Date: 2018-12-28 8:50 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: BMO Travel card

Hi Amanda,

Your Min of AEST Bank of Montreal (BMO) Travel Card has been put in the mail to you today.

I will keep your current Min of Cit Svs card#^{s.17} open until you've received and activated this one. Please Email me when okay to cancel this card.

Activation

Please call the number on the card to activate. They will ask you security questions to identify yourself:

Code/password is:^{s.17}

Company Name is

PIN#

BMO will also mail your PIN# in a separate envelope. This will be mailed directly to the address you entered on your application form.

Also, this is a disclosure from BMO: *Please keep your PIN# confidential and separate from your card at all times. If you share your PIN with someone else, you will lose your liability with BMO.*

On-line access to your account

BMO will send you 2 Emails, one with your username (your Email address) and another with your temporary password to get online access to your account. Your statements are available after the 4th of each month.

Please log into BMO Spend Dynamics - <https://www.bmospenddynamics.com> and enter your Username and password. You will then be prompted to change this temporary password.

Appropriate use of your card

****Please note this card is NOT to be used for personal charges or personal ATM withdrawals****

It is to be used for approved purchases relating to government travel.

Policy & Procedures

Please see the Core Policy & Procedures Manual for cardholder's responsibilities and procedures. gov.bc.ca/corepolicy Go to Procedures/E. Special Types of Disbursements/E.3 Travel Card

Also, there is additional information on our website - Ministry of Finance.

http://www.fin.gov.bc.ca/gws/camss/fsa/financial_operations/Travel/Index.stm

Monthly Statements

- BMO will mail you a statement as of midnight on the third day of each month, covering the preceding month's purchases.
- Travel cardholders are to pay the full amount of their statement by the billing due date shown on their statement, which is typically 30 days after the statement issue date.
- Interest penalties will apply to charges not paid in full as of the billing due date, at the rate of prime plus 2%. Please note: to avoid interest penalties the full amount of the statement must be paid. For example, a statement may be issued in the amount of \$100, covering several transactions. If the cardholder only pays BMO \$95 by the billing due date, BMO will assess an interest penalty on the full \$100, not just the \$5 outstanding.
- Travel cardholders are personally responsible for any overdue payment interest charges, unless the failure to pay is due to the Province not reimbursing the cardholder in sufficient time to make payment to BMO.
- Payment can be made to BMO at any time before the payment due date. Cardholders may pay BMO through one or more of the following options. *Please be sure to allow a few business days for online payments to get to BMO before the due date:*
 - ❖ by cheque, mailed to BMO (but must be received at BMO by the payment due date);
 - ❖ by cash at any branch of the Bank of Montreal;
 - ❖ by Automated Teller Machine;
 - ❖ by telephone banking;
 - ❖ by Internet payment-the payee is "BMO CORP/COMMERCIAL MASTERCARD"
 - ❖ by electronic funds transfer (EFT) from a cardholder's bank account; or,
 - ❖ by pre-authorized debit from a cardholder's bank account

Thank You.

Sheila Cleaver

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

From: [van Baarsen, Amanda AEST:EX](#)
To: [Cleaver, Sheila C FIN:EX](#)
Subject: Re: BMO card online access
Date: December 11, 2018 8:35:45 AM

thank you!

Sent from my Samsung Galaxy smartphone.

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

From: "Cleaver, Sheila C FIN:EX" <Sheila.Cleaver@gov.bc.ca>
Date: 2018-12-11 8:35 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: BMO card online access

Hi Amanda,

Below is a username and password to log into BMO Spend Dynamics:

Username – **s.17**

Temporary password – **s.17**

Please log in to <https://www.bmospenddynamics.com> and you will be prompted to change this temporary password.

Thank You.

Sheila Cleaver

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

From: van Baarsen, Amanda AEST:EX
Sent: December 11, 2018 7:49 AM
To: Cleaver, Sheila C FIN:EX
Subject: BMO card online access

Hi there,

In my transfer of offices I received a new computer and can no longer remember how to log into my BMO online portal. Do you know how I can figure this out?

Amanda van Baarsen
Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: Re: Brett
Date: December 3, 2018 1:50:44 PM

thanks Cindy

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-03 1:38 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Brett

Will come tomorrow around 9amish to get you all setup - 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/>.***

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: Re: Brett
Date: December 3, 2018 2:17:29 PM

yep!

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-03 2:16 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Brett

He is wondering is 1pm would be okay - thanks

From: van Baarsen, Amanda AEST:EX
Sent: December 3, 2018 1:51 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: Brett

can he come around 12 instead of 9am?

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-03 1:38 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Brett

Will come tomorrow around 9amish to get you all setup - 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/>.***

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Oaten, Jeremy AEST:EX](#)
Subject: Re: Cliff Categories & MO Office Training?
Date: December 16, 2018 7:18:13 PM

for sure. are you free early monday morning?

Sent from my Samsung Galaxy smartphone.

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

From: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Date: 2018-12-16 7:16 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "Oaten, Jeremy AEST:EX" <Jeremy.Oaten@gov.bc.ca>
Subject: Re: Cliff Categories & MO Office Training?

Can we please chat about this further? Teresa reports to Jeremy who reports to me - and I am currently looking at undertaking a correspondence review which will likely start in January/February, and include training for any staff that requires it such as the MO. Let's chat further.

Julie

On Dec 16, 2018, at 4:40 PM, van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca> wrote:

Hi Theresa!

I hope you had a lovely weekend. I understand you are the person to go to for any and all Cliff questions

Our office has a new Administrative Assistant beginning on Monday and a big goal for our office over the next three weeks will be going through outstanding event invitations and meeting requests to ensure they are properly marked in Cliff. This will primarily be her responsibility and I would like to make the process as smooth as possible for her.

I am hoping we may be able to connect over the phone on Monday to discuss some additional Cliff training for our office – both our new Administrative Assistant but perhaps also a refresher for the rest of the office. I'd like everyone to be able to create reports and export excel lists by all of:

- a date range;
- open/closed status; and
- sender category.

That said, I'm not sure whether we have programmed Cliff with the functionality to sort by category of sender at the moment. These are the categories I'm hoping to sort all of our incoming correspondence and invitations, for quick review:

- Public Post- Secondary
- Private Post Secondary
- Student Association
- MLA – Opposition
- MLA – Third Party
- MLA – Government
- MLA Casework
- MP
- Municipal / Regional District
- Union
- Professional Association
- First Nation
- Corporation / Business

I'd also love, if this hasn't been occurring already, to be able to sort our correspondence by topic. A separate category for what the sender is writing about. Things like Adult Basic Education, Tuition Waiver, Student Loans, Open Textbooks, Student Housing, etc. I'm less familiar with our incoming correspondence, so I'd love to chat more about what comes in most frequently, by topic.

Will you have a moment to connect on Monday to chat about what is possible?

Thanks so much!

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946 (C) s.17

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Oaten, Jeremy AEST:EX](#); [Burnett, Teresa M AEST:EX](#)
Subject: Re: Correspondence Discussion
Date: December 18, 2018 10:57:47 AM

would love if it could be here

Sent from my Samsung Galaxy smartphone.

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

From: "Oaten, Jeremy AEST:EX" <Jeremy.Oaten@gov.bc.ca>
Date: 2018-12-18 10:54 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Burnett, Teresa M AEST:EX" <Teresa.Burnett@gov.bc.ca>
Subject: Correspondence Discussion

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

From: "Oaten, Jeremy AEST:EX" <Jeremy.Oaten@gov.bc.ca>
Date: 2018-12-18 10:54 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Burnett, Teresa M AEST:EX" <Teresa.Burnett@gov.bc.ca>
Subject: Correspondence Discussion

Amanda – we can come over to the MO and meet there or I can try to book a space in St Ann’s. Let me know what you’d prefer, either is good for us!

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: Re: Dec 14 meeting confirmations?
Date: December 12, 2018 2:21:50 PM

yep

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-12 1:29 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Dec 14 meeting confirmations?

Me again and sorry to bug – Ministry is wondering if okay if staff call into the Monday Dec 17th meeting w GeoScience 10:00-10:45 (Jeff, Nicola and Shannon) just let me know.

From: van Baarsen, Amanda AEST:EX
Sent: December 12, 2018 1:23 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: Dec 14 meeting confirmations?

yep

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-12 1:18 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Dec 14 meeting confirmations?

Thanks – just to confirm – Jeff in person and Tony okay to call in – correct - thanks

From: van Baarsen, Amanda AEST:EX
Sent: December 12, 2018 12:56 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Re: Dec 14 meeting confirmations?

just chatted with julie. jeff is going there tomorrow and will bring the dn with him. so no need to

schedule.

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-12 12:17 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Dec 14 meeting confirmations?

Am I offering the Ministry time after the IDIBC meeting and if yes how long is required – I understand from the meeting just now Jeff will be calling in – will he be calling in to all meetings (ie: call with Bindi, UNBC Social Work and IDIBC?? Thanks and sorry to bug.

From: Turner, Julie AEST:EX
Sent: December 12, 2018 12:13 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Dec 14 meeting confirmations?

Ok thanks. I confirmed with Amanda on the UFV one being moved up from Dec 19 to Dec 14 – due to timing of getting back to UFV. Kevin Brewster will be dialing in.

From: Flesh, Cindy AEST:EX
Sent: December 12, 2018 12:11 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: RE: Dec 14 meeting confirmations?

They are not confirmed – meeting w Tricorp to happen in Feb when they are in Vic – they will be contacting me in 2019 – waiting to hear back from Metis about a possible meeting next week – I will have to get back to you about UFV – I know nothing.

From: Turner, Julie AEST:EX
Sent: December 12, 2018 11:41 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>
Subject: Dec 14 meeting confirmations?

Hi – can you please confirm if we have the MNBC and Tricorp confirmed yet? Materials are being prepared.

And do you have a time for Kevin's item of UFV Land Disposal for Friday as well?

Thanks,
Julie

Julie Turner

Director of Executive Operations & Strategic Support
Deputy Minister's Office
Ministry of Advanced Education, Skills and Training
s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: Re: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31
Date: December 19, 2018 10:49:06 AM

no. ministry.

Sent from my Samsung Galaxy smartphone.

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

From: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>
Date: 2018-12-19 10:48 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Re: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

Was that to me?

Michael Snoddon

Ministerial Assistant to the Hon. Melanie Mark
Minister of Advanced Education, Skills & Training

s.17 | michael.snoddon@gov.bc.ca

On Dec 19, 2018, at 10:24 AM, van Baarsen, Amanda AEST:EX
<Amanda.vanBaarsen@gov.bc.ca> wrote:

Can I get a quick call about this one? I just have a few questions.

Sent from my Samsung Galaxy smartphone.

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

From: "Nichols, Alisha AEST:EX" <Alisha.Nichols@gov.bc.ca>
Date: 2018-12-19 9:47 AM (GMT-08:00)
To: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Cc: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "Whitford, Kelly M AEST:EX" <Kelly.Whitford@gov.bc.ca>, "Saunders, Anna AEST:EX" <Anna.Saunders@gov.bc.ca>, "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>, "Eso, Michael AEST:EX" <Michael.Eso@gov.bc.ca>, "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: For Minister's Approval - Major Projects Inventory Q3 Report - Due Dec 31

Good morning,

The attached information note is for Minister's review and approval if possible please:

For Minister's Approval: Major Projects Inventory Q3 Report

Materials:

- Information Note 114501
 - o Attachment A – Top Indigenous & Provincially Funded Projects

Due to Ministry: Monday, December 31

Staff would like to release this report on December 31. *If Minister is not able to review this before she leaves, please let us know and we will hold the report.*

Thank you,

Alisha Nichols | Document Coordinator

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-698-9183 | **E:** alisha.nichols@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Roberta Ellis](#)
Subject: Re: ITA Board Reception - Dec 6
Date: December 6, 2018 9:38:37 PM

It was a lovely dinner. Thank you so much for making it work :)

Sent from my Samsung Galaxy smartphone.

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

From: Roberta Ellis <rellis@itabc.ca>
Date: 2018-12-06 8:52 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Re: ITA Board Reception - Dec 6

Pleasure to get to know you Amanda
R

On: 05 December 2018 15:04,
"van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca> wrote:

Thank you so much for the quick response, Roberta!

My apologies for the delayed follow up – the Minister is interested in attending the dinner and I've followed up with details with Michelle Vucko. Just looping back to you now.

Thanks again,

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Roberta Ellis <rellis@itabc.ca>
Sent: December 4, 2018 2:34 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: XT:Vucko, Michelle GCPE:IN <mvucko@itabc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>;
Baskerville, Shannon AEST:EX <Shannon.Baskerville@gov.bc.ca>
Subject: Re: ITA Board Reception - Dec 6

Absolutely - we would be delighted - the Board gets together with executive staff ahead of the day of the meeting - it is a dinner so my own view is if the Minister isn't staying for the whole event it would likely be best to come at the beginning? What do you think Amanda? Or at least work it out so it's comfortable?

Michelle could assist with the scheduling.

Regards

Roberta

And of course if she has time to stay for dinner - great!

On: 04 December 2018 11:36,

"van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca> wrote:

Good morning Roberta,

The Minister's schedule has cleared up on December 6th and she was inquiring about whether she might be able to pop into the ITA reception on Thursday, given that the board will all be in one place. She'd like an opportunity to say hello to folks – can you advise whether this is possible and provide details where you have them for her calendar?

Thanks so much,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946 (C) s.17

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#); [Flesh, Cindy AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#); [Nichols, Alisha AEST:EX](#); [Saunders, Anna AEST:EX](#)
Subject: Re: Jan 11th NVIT
Date: December 12, 2018 8:26:50 PM

Hi Julie - I had a quick chat with the President directly and we discussed the itinerary that Cindy laid out over the phone this afternoon.

Hoping to firm it up on each side :)

Sent from my Samsung Galaxy smartphone.

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

From: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Date: 2018-12-12 7:15 PM (GMT-08:00)
To: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Cc: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "Nichols, Alisha AEST:EX" <Alisha.Nichols@gov.bc.ca>, "Saunders, Anna AEST:EX" <Anna.Saunders@gov.bc.ca>
Subject: Re: Jan 11th NVIT

Hi - we can follow-up, but has this itinerary been discussed and confirmed with NVIT? If so, can you please pass along the contact at NVIT - was it the President's Office? What kind of topics were discussed, if any, for the meeting?

Thanks,
Julie

On Dec 12, 2018, at 3:32 PM, Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca> wrote:

Hello – I have been asked to touch base with you regarding the lunch/tour/meeting on Jan 11th 12:15-1:30 – AEST staff please and thanks and looking for Ministry advice on if materials should be prepare – thanks and please let me know if you have any questions.

Day looking like this

Welcome back lunch with students 12:00-1:00 (Minister to arrive at 12:15)
Tour and meeting 1:00-1:30

Are you able to touch base with the President to firm up this agenda

Thanks again

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/>.***

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Cc: [Snoddon, Michael AEST:EX](#)
Subject: Re: MO update on a few things....
Date: December 11, 2018 7:12:15 AM

she has not communicated this yet but she may upon coming into town this week.

Sent from my Samsung Galaxy smartphone.

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

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: 2018-12-11 6:57 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>
Subject: Fwd: MO update on a few things....

Good morning Amanda; do you know if the Minister has any feedback to the info graphic for the tuition waiver program?

Respectfully,

Rodney Porter
B.C. Ministry of Advanced Education, Skills and Training
Mobile 250 889-7494

Begin forwarded message:

From: "McConnan, Kelly AEST:EX" <Kelly.McConnan@gov.bc.ca>
Date: December 11, 2018 at 6:48:51 AM PST
To: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Subject: **RE: MO update on a few things....**

When you have a chance or approved version, can you please send to Tony and I?
Thanks
Kelly

From: Porter, Rodney GCPE:EX
Sent: Friday, December 7, 2018 2:25 PM
To: McConnan, Kelly AEST:EX
Subject: Re: MO update on a few things....

With Minister Mark

Respectfully,

Rodney Porter
B.C. Ministry of Advanced Education, Skills and Training
Mobile 250 889-7494

On Dec 7, 2018, at 2:22 PM, McConnan, Kelly AEST:EX <Kelly.McConnan@gov.bc.ca> wrote:

The infographic needs to be ready ☺
Status?

From: Wolsey, Ashley AEST:EX
Sent: Friday, December 7, 2018 2:19 PM
To: Turner, Julie AEST:EX
Cc: McConnan, Kelly AEST:EX; Beattie, Michelle AEST:EX; Nichols, Alisha AEST:EX
Subject: RE: MO update on a few things....

We understand. Thanks

From: Turner, Julie AEST:EX
Sent: Friday, December 7, 2018 2:18 PM
To: Wolsey, Ashley AEST:EX
Cc: McConnan, Kelly AEST:EX; Beattie, Michelle AEST:EX; Nichols, Alisha AEST:EX
Subject: Re: MO update on a few things....

The Minister specifically asked for this briefing to be included in this meeting, so we should proceed with it on this date. Sorry!

On Dec 7, 2018, at 2:09 PM, Wolsey, Ashley AEST:EX <Ashley.Wolsey@gov.bc.ca> wrote:

Hi Julie,

I have been speaking with Kelly and the Tuition Waiver Program Update will be much more robust if we can go in January. Is there an option to have this moved to the new year?

Thanks,
Ashley

From: Turner, Julie AEST:EX
Sent: Friday, December 7, 2018 9:21 AM
To: Brewster, Kevin AEST:EX; Loughran, Tony D AEST:EX; Sawchuk, Bindi AEST:EX; Vasey, Jeff AEST:EX
Cc: Nichols, Alisha AEST:EX; Saunders, Anna AEST:EX;

Whitford, Kelly M AEST:EX; Beattie, Michelle AEST:EX; Brown, Taylor J AEST:EX; Lam, Emily AEST:EX; Reeve, Jaclyn AEST:EX; Street, Hilary AEST:EX; Tennant, Laura AEST:EX; Weiss, Cheryl AEST:EX; Wolsey, Ashley AEST:EX
Subject: MO update on a few things....

Hi – after speaking with the MO, we have a few upcoming things to prepare for:

1. Dec 11, 5:00-6:00pm – all Exec and Rodney are invited to the MO for a Xmas drop-in. **Michelle – can you please send out an invite for calendars.**
2. Dec 12, 12:00-2:30pm – Minister will visit both Cook St and St. Ann locations for a walkabout to visit staff. **Michelle – can you please ask Jeff to pick up the Minister (and Amanda) at the MO then go to Cook St first, followed by St. Ann’s, and accompany her for the walkabout. Let’s discuss further with Jeff.**
3. Dec 14th briefings in Minister’s CO – BN and staff support required – **details and material deadlines will go to divisions from Anna.**
 - Vancouver Community College – discuss gov’t priorities and objectives in this sector - Jeff
 - Metis Nation BC – data collection, youth in care, funding - Jeff
 - Tricorp – program design for Indigenous communities - Jeff
 - Emily Carr University – President’s meeting – Jeff
 - Women Leaders Event – in particular the Interior Design members and small business – Tony
4. Dec 19, 10:00-12:00 regular briefing time – **material deadlines will go to divisions from Anna.**
 - Camosun College TB Sub - Kevin
 - Student Mental Health – Jeff/Nicola
 - Tuition Waiver Program Update – Jeff
 - ITA mandate letter verbal update – Bindi
 - s.13 verbal update – Tony
5. Jan 11, 10:00-12:00 VCO - regular briefing time – **material deadlines will go to divisions from Anna.**
 - UBCO Student Housing TB Sub – Kevin
 - Pre-brief FLMM – Bindi
 - PSI Mandate Letters – Tony

- s.13 cab sub – Tony (Cab Ops drafts due Jan 9; finals Jan 23 for CCSSP Jan 30)
 - s.16 Tony
 - Possibly ITA mandate letter – TBC – Bindi (Cab Ops drafts due Jan 9; finals Jan 23 for CCSSP Jan 30)
6. Jan 16, 10:00-12:00 VCO - regular briefing time – **material deadlines will go to divisions from Anna.**
- CleanBC – Bindi
 - WDA skills training follow-up – Bindi
 - s.16 Tony and IGRS
 - Digital Strategy Info Campaign (STOB 67) – Bindi
 - FNLG Debrief – Jeff/Bindi
 - ITA Mandate Letter for sign-off – Bindi (Cab Ops final due Jan 23 for CCSSP Jan 30)
 - s.13 cab sub for sign-off – Tony (Cab Ops final due Jan 23 for CCSSP Jan 30)
7. Jan 16, afternoon – possible tour of Pearson College – TBC. **More details to follow shortly.**
8. Jan 17 – VCO - time TBC – **more details coming on this one.**
- FNEESC – our relationship and any previous meeting discussion background – Jeff

There may be some adjustments, but this is what we have right now.

Thank you!
Julie

Julie Turner

Director of Executive Operations & Strategic Support
Deputy Minister's Office
Ministry of Advanced Education, Skills and Training
s.17

Page 268 of 318 to/à Page 270 of 318

Withheld pursuant to/removed as

s.22

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: Re: Meeting Request - CG Japan
Date: December 12, 2018 2:59:48 PM

could you check with Julie about protocol for these meetings? Would it be appropriate to schedule a pre-brief in advance of this meeting?

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-12 2:57 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: Meeting Request - CG Japan

Hello – looking for you thoughts on this – she could go to VCO to meet after the MMF!

From: Jordan, Annette IGRS:EX
Sent: December 12, 2018 2:01 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Meeting Request - CG Japan

Hi Cindy,

The Protocol Manager coming over for this visit doesn't have a vehicle with him so it would be difficult for him to get to the Minister's constituency office. I think unless she is coming into downtown Vancouver we might need to look at dates in January. Let me know what you think.

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

From: Flesh, Cindy AEST:EX
Sent: December 12, 2018 11:27 AM
To: Jordan, Annette IGRS:EX <Annette.Jordan@gov.bc.ca>
Subject: RE: Meeting Request - CG Japan

Unfortunately no – she is working from her constit office – I will double check

From: Jordan, Annette IGRS:EX
Sent: December 12, 2018 11:24 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Meeting Request - CG Japan

The timing is good but I assumed that it would be at 999 Canada Place, would the Minister be down there at all that day?

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

From: Flesh, Cindy AEST:EX
Sent: December 12, 2018 11:23 AM
To: Jordan, Annette IGRS:EX <Annette.Jordan@gov.bc.ca>
Subject: RE: Meeting Request - CG Japan

Looking at 11:00-11:45 at 1070 1641 Commercial Drive – would that work for the Consul General

From: Jordan, Annette IGRS:EX
Sent: December 12, 2018 11:18 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Meeting Request - CG Japan

Hi Cindy,

December 17th works for the Consul General, he has a meeting already that day with Minister Farnworth at VCO at 12, if the Minister would be available just prior to or just after that would be great. Thanks.

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

From: Flesh, Cindy AEST:EX
Sent: December 12, 2018 11:01 AM
To: Jordan, Annette IGRS:EX <Annette.Jordan@gov.bc.ca>
Subject: RE: Meeting Request - CG Japan

Hello – sorry for delay in getting back to you on this request – wondering if the Consul General has time next week for a meeting in Vancouver I have Monday Dec 17th, Wednesday Dec 19th and Thursday Dec 20th – thanks and please let me know if you have any questions.

From: Jordan, Annette IGRS:EX
Sent: November 30, 2018 2:14 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: Meeting Request - CG Japan

Hello Cindy,

The newly appointed Consul General of Japan, Mr. Takashi Hatori has requested a meeting with Minister Mark. He is hoping to have this sometime before Christmas if possible, or whenever the Minister would be available, in Victoria or Vancouver. His topics of discussion are listed below:

s.16

s.16

Please let me know if the Minister is available. Thank you.

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: Re: Meeting with Minister Mark
Date: December 11, 2018 12:57:17 PM
Attachments: [image008.png](#)
[image009.png](#)
[image010.png](#)

no staff. no materials. 1 hour.

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-11 12:56 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Meeting with Minister Mark

Will you require AEST staff and BN for this meeting – 30 minutes or 45? thanks

From: van Baarsen, Amanda AEST:EX
Sent: December 11, 2018 12:54 PM
To: 'Alyssa Alexander' <aalexander@bcbuildingtrades.org>
Cc: Tom Sigurdson <tsigurdson@bcbuildingtrades.org>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Meeting with Minister Mark

Thank you Alyssa,

Please let our office know as soon as you have confirmed the names of the additionally people attending this meeting, I've included our Administrative Coordinator, Cindy Flesh to manage the details.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Alyssa Alexander <aalexander@bcbuildingtrades.org>
Sent: December 11, 2018 12:50 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Tom Sigurdson <tsigurdson@bcbuildingtrades.org>
Subject: RE: Meeting with Minister Mark

As per our telephone conversation, we have scheduled a meeting time of January 10th at 10:00 am at Minister Melanie Mark's Constituency office.

Thank you,



Alyssa Alexander, Administrative Assistant

BC Building Trades Council

#207 – 88 Tenth Street

New Westminster, BC, V3M 6H8

T: 778-397-2220 F: 778-397-2250 E: aalexander@bcbuildingtrades.org

MoveUP



This email and any attachments may be confidential or legally privileged. If you received this message in error or are not the intended recipient, please destroy the e-mail message and any attachments or copies.

From: Tom Sigurdson <tsigurdson@bcbuildingtrades.org>

Sent: December 11, 2018 9:19 AM

To: amanda.vanbaarsen@gov.bc.ca

Cc: Alyssa Alexander <aalexander@bcbuildingtrades.org>

Subject: Meeting with Minister Mark

Good morning Amanda,

I and a couple of the training coordinators would like to meet with Minister Mark as soon as practicable to discuss **s.12;s.13**. I will not know who of the training coordinators will attend the meeting with me but very likely they will be individuals who train in occupations that were designated compulsory prior to the legislative change in the early 2000's.

I understand that getting appointments at this time of the year is very difficult so let me offer my available times and hopefully one of those times will work for the Minister's calendar. I have the morning of Monday, December 17, very late afternoon on Wednesday, December 19 (returning from Prince Rupert landing around 2 p.m.), almost anytime on Thursday, December 20 except between 2:30 and 4 p.m. and I can move anything on Friday to make a meeting time work.

Thanks in advance for your assistance.

TS

Tom Sigurdson, Executive Director



BC Building Trades Council

#207 – 88 Tenth Street

New Westminster, BC, V3M 6H8

T: 778-397-2220 F: 778-397-2250 E: tsigurdson@bcbuildingtrades.org



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From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: Re: Meeting with Senior MA's
Date: December 28, 2018 7:15:06 PM

nope

Sent from my Samsung Galaxy smartphone.

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

From: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Date: 2018-12-28 7:01 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Fwd: Meeting with Senior MA's

I was invited to this. Am I required to attend?

Michael Snoddon

Ministerial Assistant to the Hon. Melanie Mark
Minister of Advanced Education, Skills & Training
s.17 | michael.snoddon@gov.bc.ca

Begin forwarded message:

From: "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
To: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>, "LP Senior Ministerial Assistants" <SRMINAST@Victoria1.gov.bc.ca>, "Hockin, Amber PREM:EX" <Amber.Hockin@gov.bc.ca>
Subject: Meeting with Senior MA's

Dec. 28th – dw

From: [van Baarsen, Amanda AEST:EX](#)
To: [Coordinator](#)
Subject: Re: Meeting with the Minister
Date: December 18, 2018 1:24:26 PM

yes!

Sent from my Samsung Galaxy smartphone.

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

From: Coordinator <coordinator@cufa.bc.ca>
Date: 2018-12-18 1:13 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Re: Meeting with the Minister

Hi Amanda,

Sure, we can chat **s.22**
speak a bit later today? **s.22**

Can we

Cheers,
Haida

Sent from my iPhone

> On Dec 18, 2018, at 3:11 PM, van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca> wrote:

>

> Hi Haida,

>

> Do you have a quick moment to chat in advance of the meeting tomorrow?

>

> Amanda van Baarsen

> Ministerial Assistant to

> Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

> Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

> (P) 778-974-5075 (C) **s.17**

> Pronouns: she/her

>

>

>

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

> **From:** Coordinator <coordinator@cufa.bc.ca>

> **Sent:** December 18, 2018 10:37 AM

> **To:** Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

> **Subject:** Re: Meeting with the Minister

>

> Hi Cindy,

>

> My apologies for the delay!

>

> Dr. Jacqueline Holler will be attending on her own. Time permitting, she would like to discuss the following topics: graduate scholarships, board governance, the BC Knowledge Development Fund, and upcoming collective

bargaining.

>

> Happy holidays to you and the rest of the team!

>

> Thank you,

> Haida

>

> Haida Antolick, Resource Coordinator

> Confederation of University Faculty Associations of BC

> 604-646-4677 | coordinator@cufa.bc.ca

>

>

> From: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

> Sent: Monday, December 17, 2018 2:53 PM

> To: Coordinator

> Subject: RE: Meeting with the Minister

>

> Hello - just following up on this - thanks

>

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

> From: Flesh, Cindy AEST:EX

> Sent: December 13, 2018 10:35 AM

> To: 'Coordinator' <coordinator@cufa.bc.ca>

> Subject: RE: Meeting with the Minister

>

> Hello - thanks for your call today - I am able to confirm Wednesday Dec 19th 1:00-1:45 with Minister Mark at her constit office 1070 1641 Commercial Drive - if you could please send me a list of attendees and topic you wish to discuss it would be much appreciated.

>

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

> From: Flesh, Cindy AEST:EX

> Sent: August 22, 2018 9:28 AM

> To: 'Coordinator' <coordinator@cufa.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>

> Subject: RE: Meeting with the Minister

>

> Hello Haida - unfortunately Minister Mark will not be in Victoria on Sept 5th and on Sept 6th the Minister's calendar is fully engaged - I will get back to you ASAP with some date suggestions - thanks for your patience and understanding and please let me know if I can be of further assistance.

>

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

> From: Coordinator [<mailto:coordinator@cufa.bc.ca>]

> Sent: August 21, 2018 1:47 PM

> To: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>

> Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>

> Subject: RE: Meeting with the Minister

>

> Hi Chris,

>

> Thanks for this update! That sounds great.

>

> I just confirmed another meeting for Jacqueline and Michael in Victoria on September 5th, so I thought I'd check whether any of the following times happen to work for Minister Mark: the afternoon of September 5th in Victoria, or anytime September 6th in Victoria or Vancouver. If that doesn't work I completely understand, but I just thought I would check before booking Jacqueline's flights.

>

> Many thanks,

> Haida

>
> Haida Antolick
> Resource Coordinator
> Confederation of University Faculty Associations of BC
> 604-646-4677 / coordinator@cufa.bc.ca
>
>
>
> -----Original Message-----
> From: Rzepa, Christina AEST:EX [mailto:Christina.Rzepa@gov.bc.ca]
> Sent: August 19, 2018 4:55 PM
> To: Coordinator <coordinator@cufa.bc.ca>
> Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
> Subject: RE: Meeting with the Minister
>
> Thanks Haida, unfortunately September 27th is not available either, I will work with my colleague Cindy to find a
some good days to pitch to you.
>
> All the best,
> Chris
>
> -----Original Message-----
> From: Coordinator [mailto:coordinator@cufa.bc.ca]
> Sent: Friday, August 10, 2018 1:19 PM
> To: Rzepa, Christina AEST:EX
> Subject: Re: Meeting with the Minister
>
> Hi Christina,
>
> Thanks for your quick reply!
>
> Sure; in terms of September, our president is out of province September 17 - 25. If Minister Mark happens to be
available in Vancouver on September 27 that would be ideal, as our President (who resides in Prince George) will
already be in town for meetings, but I know that's a long shot. Otherwise, can you please let us know when the
Minister may be available in Vancouver?
>
> Thanks very much,
> Haida
>
> Haida Antolick, Resource Coordinator
> Confederation of University Faculty Associations of BC
> 604-646-4677 | coordinator@cufa.bc.ca
>
>
> _____
> From: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
> Sent: Friday, August 10, 2018 11:57 AM
> To: Coordinator
> Subject: Re: Meeting with the Minister
>
> Hi Haida! Unfortunately that week is completely booked up for the Minister. Can we look ahead to September?
>
> Christina Rzepa
> EA, Advanced Education, Skills and Training
>
> On Aug 10, 2018, at 12:38 PM, Coordinator <coordinator@cufa.bc.ca<mailto:coordinator@cufa.bc.ca>> wrote:
>
>
>

> Hi Christian and Christina,
>
> Thank you for following up with me, Christian! I'm sorry to see you go, but all the best in your next role. It was a pleasure to work with you as well! Are you moving to another ministry?
>
> Hi Christina, I hope all's well with you! When you get a chance can you please follow up with me regarding our leadership's request to meet with the Minister later this month? As I mentioned below, sometime in Vancouver between August 21st and 24th inclusive would be ideal, but of course we understand the Minister is very busy.
>
> Many thanks,
>
> Haida
>
>
> Haida Antolick, Resource Coordinator
> Confederation of University Faculty Associations of BC
> 604-646-4677 | coordinator@cufa.bc.ca<<mailto:coordinator@cufa.bc.ca>>
>
> _____
> From: Avendano, Christian AEST:EX
> <Christian.Avendano@gov.bc.ca<<mailto:Christian.Avendano@gov.bc.ca>>>
> Sent: Friday, August 10, 2018 11:21 AM
> To: Coordinator
> Cc: Rzepa, Christina AEST:EX
> Subject: RE: Meeting with the Minister
>
> Hi Haida
>
> I have an update, it looks like the Ministers EA, Christina Rzepa, will be taking over meeting requests now. I have CC'ed her in this email.
>
> Thanks
> Christian Avendano
> Ministerial Assistant, Minister of Advanced Education Skills and Training
> 250-356-0179
>
> From: Coordinator [<mailto:coordinator@cufa.bc.ca>]
> Sent: Friday, August 10, 2018 10:11 AM
> To: Avendano, Christian AEST:EX
> Subject: Fw: Meeting with the Minister
>
>
> Hi Christian,
>
>
>
> How are you doing? I hope you're managing to stay reasonably cool!
>
> I just wanted to follow up on Michael's request to arrange a meeting with the Minister. Do you know if she will be available sometime in the week of August 20th? Between the 21st and the 24th in Vancouver would be ideal for Michael and our President, Jacqueline, but of course we understand the Minister's schedule is very busy.
>
> Please let me know what may work for Minister Mark.
>
> Thanks very much,
>
> Haida
>

>
> Haida Antolick, Resource Coordinator
> Confederation of University Faculty Associations of BC
> 604-646-4677 | coordinator@cufa.bc.ca<mailto:coordinator@cufa.bc.ca>

> _____

>
>
> ----- Forwarded message -----
> From: Executive Director <execdir@cufa.bc.ca<mailto:execdir@cufa.bc.ca>>
> Date: Tuesday, July 24, 2018
> Subject: Meeting with the Minister
> To: Christian.Avendano@gov.bc.ca<mailto:Christian.Avendano@gov.bc.ca>

>
>
> Hi Christian,

> I just wanted to follow up on our conversation. Our UBC FA folks are attempting to find someone for the Kelowna announcement and may well have been in contact directly. However as mentioned this is a tricky time of year as many faculty are away from campus.

>
> I also wanted to follow up on the request for a meeting with Minister Mark in Vancouver the week of August 20. On July 1st our new President, Dr. Jacqueline Holler, took office.

>
> <http://www.cufa.bc.ca/about/staff-board/>

>
> Jacqueline is a Professor History at the University of Northern British Columbia and is eager to continue our dialogue with the Minister. In terms of the week of the 20th, any day that week would work with the exception of the Monday. If the week of the 20th does not work for the Minister we could start looking at potential dates in September as well.

>
>
> All the best for now,
> Michael

>
>
> --
> Michael Conlon
> Executive Director
> Confederation of University Faculty Associations of British Columbia
>

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: Re: NVIT Burnaby
Date: December 11, 2018 9:11:50 AM

thank you :)

Sent from my Samsung Galaxy smartphone.

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

From: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>
Date: 2018-12-11 9:10 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Fwd: NVIT Burnaby

FYI - trying to figure out if it might work for Friday

Christina Rzepa
EA, Advanced Education, Skills and Training

Begin forwarded message:

From: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Date: December 11, 2018 at 8:53:48 AM PST
To: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>
Subject: RE: NVIT Burnaby

Will check and get back to you!

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

From: Rzepa, Christina AEST:EX
Sent: December 11, 2018 8:53 AM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: Re: NVIT Burnaby

Hi Julie it was going to potentially be a tour at the end of the day on the way home for the Minister, post meetings - just wanted to see if it was feasible! Do you have any contact information for me? Thanks

Christina Rzepa
EA, Advanced Education, Skills and Training

On Dec 11, 2018, at 8:07 AM, Turner, Julie AEST:EX
<Julie.Turner@gov.bc.ca> wrote:

Also coincidentally Shannon and Jeff are meeting with NVIT on Dec 20.

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

From: Turner, Julie AEST:EX

Sent: December 11, 2018 7:47 AM

To: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>

Subject: RE: NVIT Burnaby

Hi Christina - we currently have briefings being scheduled on Dec 14 - times TBC - all with stakeholders. Are you sure you want to see if the 14th is available?

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

From: Rzepa, Christina AEST:EX

Sent: December 10, 2018 3:50 PM

To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>

Subject: NVIT Burnaby

Hi Julie,

The minister had asked us to set up a site tour with NVIT to tour their Burnaby campus - in past months we tried to nail down a date but were unsuccessful.

I'd like to call someone at the campus and see if this Friday the 14th would work, knowing it is short notice. I'd especially like to know if students will be around.

Could you please find me the contact info for our key contact at the campus or ask ministry staff in the appropriate division to reach out and see if there is any chance Friday would be a good opportunity to visit?

If not we will look to plan a tour in January.

Just let me know what the easiest path to getting this call done quickly is-

Thanks very much!

Christina Rzepa

EA, Advanced Education, Skills and Training

From: [van Baarsen, Amanda AEST:EX](#)
To: [Services, LLBC LASS:EX](#)
Subject: Re: Overdue Book - Legislative Library
Date: December 19, 2018 9:59:48 AM

thank you

Sent from my Samsung Galaxy smartphone.

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

From: "LLBC.Services" <LLBC.Services@leg.bc.ca>
Date: 2018-12-19 9:59 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Overdue Book - Legislative Library

Hello Amanda,

I have renewed **s.22**

The new due date is January 30, 2019.

Best,

Wiebke

Wiebke Imsel

Library Technician | Legislative Library of British Columbia | Parliament Buildings | Victoria, BC V8V 1X4 | Tel:
250.387.6518

The Legislative Library provides information and research services to the Legislative Assembly.

Library Hours: 8:30-5, or until the House adjourns
Research Phone: 250.387.6510
Research Email: LLBC.Ref@leg.bc.ca
Website: <https://www.leg.bc.ca/learn-about-us/legislative-library>

From: van Baarsen, Amanda AEST:EX [<mailto:Amanda.vanBaarsen@gov.bc.ca>]
Sent: Wednesday, December 19, 2018 9:53 AM
To: LLBC.Services <LLBC.Services@leg.bc.ca>
Subject: RE: Overdue Book - Legislative Library

Please renew for me!

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17

Pronouns: she/her

From: LLBC.Services <LLBC.Services@leg.bc.ca>
Sent: December 19, 2018 9:36 AM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: Overdue Book - Legislative Library

Hello Amanda,

The book s.22
s.22 is marked overdue. Would you like us to renew this item? If not, could you please return it at your earliest convenience?

Please let me know if you have any questions.

Thank you,

Wiebke

Wiebke Imsel

Library Technician | Legislative Library of British Columbia | Parliament Buildings | Victoria, BC V8V 1X4 | Tel:
250.387.6518

The Legislative Library provides information and research services to the Legislative Assembly.

Library Hours: 8:30-5, or until the House adjourns
Research Phone: 250.387.6510
Research Email: LLBC.Ref@leg.bc.ca
Website: <https://www.leg.bc.ca/learn-about-us/legislative-library>

From: [van Baarsen, Amanda AEST:EX](#)
To: [Fernandes, Jennifer GCPE:EX](#); [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#); [Flesh, Cindy AEST:EX](#)
Cc: [Porter, Rodney GCPE:EX](#); [Pierson, Nova GCPE:EX](#)
Subject: Re: QUESTION: Survivors of Violence and Victims of Abuse, and Older Workers) Call for Response delayed
Date: December 13, 2018 12:36:25 PM

Thanks.

Sent from my Samsung Galaxy smartphone.

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

From: "Fernandes, Jennifer GCPE:EX" <Jennifer.Fernandes@gov.bc.ca>
Date: 2018-12-13 12:29 PM (GMT-08:00)
To: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>, "Eso, Michael AEST:EX" <Michael.Eso@gov.bc.ca>, "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Cc: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>, "Pierson, Nova GCPE:EX" <Nova.Pierson@gov.bc.ca>
Subject: QUESTION: Survivors of Violence and Victims of Abuse, and Older Workers) Call for Response delayed

Hello,

Program has decided to hold off posting the Call for Response (CFR) (Survivors of Violence and Victims of Abuse, and Older Workers) until Jan. 2 and leave it open for 1-2 weeks longer.

They believe the CFR would get lost over the holidays and not seen by enough respondents. They anticipate agreements in place for July 1.

We propose the NR go Jan. 7 when the Minister is back, if that works for everyone? We will still move materials forward asap.

Thanks,
Jennifer

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: Re: Quote for survivors of violence and older workers approved
Date: December 19, 2018 4:29:17 PM

sure.

Sent from my Samsung Galaxy smartphone.

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

From: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>
Date: 2018-12-19 4:27 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Quote for survivors of violence and older workers approved

Yes - I would suggest since she is gone now that you send this electronically and say a printed copy will be on her desk tomorrow

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

From: van Baarsen, Amanda AEST:EX
Sent: December 19, 2018 4:23 PM
To: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>
Subject: FW: Quote for survivors of violence and older workers approved

Can you print and confirm that the added line in the NR meets the Minister's expectations?

5th paragraph:

Both programs will include skills training and wrap-around supports, to address the barriers to employment that older workers and survivors of violence and abuse can face. The programs will be available regardless of EI eligibility, giving those with multiple barriers more access to skills training and supports for employment.

Amanda van Baarsen
Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training Room 133 | Parliament Buildings,
Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) s.17
Pronouns: she/her

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

From: Porter, Rodney GCPE:EX
Sent: December 19, 2018 3:50 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Pierson, Nova GCPE:EX <Nova.Pierson@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: FW: Quote for survivors of violence and older workers approved

Amanda;
Here you go - NR, IN and QA
MO pitch attached if needed.

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

From: Mark, Melanie AEST:EX

Sent: December 18, 2018 4:11 PM

To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>

Subject: Quote for survivors of violence and older workers approved

However please expand a significance line about what wrap around supports means thank you

Sent from my iPhone

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Cc: [Snoddon, Michael AEST:EX](#)
Subject: Re: REVIEW - Business in Vancouver question about Chinese Students
Date: December 17, 2018 5:12:58 PM

either is fine.

Sent from my Samsung Galaxy smartphone.

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

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: 2018-12-17 5:12 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>
Subject: Re: REVIEW - Business in Vancouver question about Chinese Students

Hi again. Sorry, but to clarify do you want this delivered on background or ministry spokesperson attribution?

Respectfully,

Rodney Porter
B.C. Ministry of Advanced Education, Skills and Training
Mobile 250 889-7494

On Dec 17, 2018, at 4:48 PM, van Baarsen, Amanda AEST:EX
<Amanda.vanBaarsen@gov.bc.ca> wrote:

As below.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

Begin forwarded message:

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: December 17, 2018 at 3:19:30 PM PST
To: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>

Cc: "Eso, Michael AEST:EX" <Michael.Eso@gov.bc.ca>, "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>, "Fernandes, Jennifer GCPE:EX" <Jennifer.Fernandes@gov.bc.ca>, "Marriott, Sarah GCPE:EX" <Sarah.Marriott@gov.bc.ca>

Subject: REVIEW - Business in Vancouver question about Chinese Students

Reporter

Chuck Chiang, Reporter
Business in Vancouver
604-366-2385
cchiang@biv.com

s.22

Deadline Tuesday, December 19, 2018 12:00 PM

Request

Business in Vancouver is working on a story on the education industry - namely the potential impact from China.

The reporter is wondering if the current situation can develop into what happened with the Saudis earlier this year, and whether there are any plans right now to mitigate the risk.

He wants a comment from the Ministry before next Tuesday.

Recommendation

Hi Chuck;

Many post-secondary institutions in B.C. enjoy a strong connection with China, including academic and applied research. The ministry continues to monitor the situation, but there is no reason to believe international students need to be concerned about continuing their education in B.C.

B.C. enjoys a strong and longstanding historical, social, cultural, educational and economic relationship with China.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: Re: RFP thingy
Date: December 27, 2018 11:14:09 AM

thank you.

Sent from my Samsung Galaxy smartphone.

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

From: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Date: 2018-12-27 10:59 AM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: RFP thingy

Morning Amanda. **s.13**

s.13 Attached is the version that went to MMHA for review. I've also attached the current versions of the NR and QA.

From: van Baarsen, Amanda AEST:EX
Sent: December 27, 2018 10:10 AM
To: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>
Subject: RE: RFP thingy

G'morning!

I hope you had a happy Christmas. What did the resolution end up being?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**

Pronouns: she/her

From: Porter, Rodney GCPE:EX
Sent: December 21, 2018 12:15 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>
Subject: Fwd: RFP thingy

Respectfully,

Rodney Porter
B.C. Ministry of Advanced Education, Skills and Training
Mobile 250 889-7494

Begin forwarded message:

From: "Gibbs, Robb GCPE:EX" <Robb.Gibbs@gov.bc.ca>
Date: December 21, 2018 at 12:10:33 PM PST
To: "Porter, Rodney GCPE:EX" <Rodney.Porter@gov.bc.ca>
Subject: RFP thingy

Hi Rodney,

s.13

Can we put a hold on this, do you think?

R

Robb Gibbs
ADM – Strategic Communications
Government Communications & Public Engagement
P: 1-778-698-7469
C: 1-778-584-1242

From: [van Baarsen, Amanda AEST:EX](#)
To: [Hubley, Holly AEST:EX](#)
Subject: Re: Security office
Date: December 11, 2018 1:50:02 PM

thx. went down.

Sent from my Samsung Galaxy smartphone.

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

From: "Hubley, Holly AEST:EX" <Holly.Hubley@gov.bc.ca>
Date: 2018-12-11 1:20 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Security office

Hey Amanda,

The security office just called and wanted you to go down, no one stated what it was about.

Holly Hubley
Administrative Assistant to the Honourable Melanie Mark
Minister of Advanced Education, Skills & Training
Telephone: 250- 356-0179

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: Re: UPDATED: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21
Date: December 19, 2018 3:12:30 PM

give me 5 min. then you can add my signature. michael and i discussed this one

Sent from my Samsung Galaxy smartphone.

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

From: "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>
Date: 2018-12-19 2:43 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: UPDATED: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21

Should I print for the Minister or do you want to review it first?

From: Nichols, Alisha AEST:EX
Sent: December 19, 2018 2:38 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Cc: Rzepa, Christina AEST:EX <Christina.Rzepa@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>; Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>; Eso, Michael AEST:EX <Michael.Eso@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>
Subject: UPDATED: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21
Importance: High

Good afternoon,

Please see the attached **updated** DN as per MO request.

Thank you,

Alisha Nichols | A/Executive Coordinator
Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-698-9183 | **E:** alisha.nichols@gov.bc.ca

From: Saunders, Anna AEST:EX
Sent: Thursday, December 13, 2018 10:08 AM
To: Flesh, Cindy AEST:EX
Cc: Rzepa, Christina AEST:EX; Snoddon, Michael AEST:EX; Whitford, Kelly M AEST:EX; Turner, Julie AEST:EX; Eso, Michael AEST:EX; van Baarsen, Amanda AEST:EX; Nichols, Alisha AEST:EX
Subject: RE: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21

Good Morning,

Please disregard the contents of the email below.

Edits are being made as per Minister's Office request.

An updated version will be available to you soon.

Thank you,

Anna Saunders | A/Document Coordinator

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-974-4945 | E: anna.saunders@gov.bc.ca

From: Saunders, Anna AEST:EX
Sent: Wednesday, December 12, 2018 9:30 AM
To: Flesh, Cindy AEST:EX
Cc: Rzepa, Christina AEST:EX; Snoddon, Michael AEST:EX; Whitford, Kelly M AEST:EX; Turner, Julie AEST:EX; Eso, Michael AEST:EX; van Baarsen, Amanda AEST:EX; Nichols, Alisha AEST:EX
Subject: For Minister's Decision - KPU lease to City of Surrey - Due Dec 21

Good Morning,

Please see the attached materials for the following item:

For Minister's Decision: Kwantlen Polytechnic University request to lease one floor of five-floor Civic Plaza campus to the City of Surrey

Materials:

- Decision Note 114452
 - o Appendix 1 – Kwantlen Polytechnic University's Civic Plaza
 - o Attachment 1 – Consent Form
 - o Schedule A – Survey Plan

Due to Ministry: Friday, December 21

Thank you,

Anna Saunders | A/Document Coordinator

Office of the Deputy Minister
Ministry of Advanced Education, Skills and Training
Province of British Columbia
T: 778-974-4945 | E: anna.saunders@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: Re: Update on briefings - and a couple questions
Date: December 11, 2018 3:55:37 PM

let me run it by her

Sent from my Samsung Galaxy smartphone.

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

From: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Date: 2018-12-11 3:54 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: Update on briefings - and a couple questions

That's better at our end.

From: van Baarsen, Amanda AEST:EX
Sent: December 11, 2018 3:39 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Subject: Re: Update on briefings - and a couple questions

could possibly do the 29th.

Sent from my Samsung Galaxy smartphone.

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

From: "Turner, Julie AEST:EX" <Julie.Turner@gov.bc.ca>
Date: 2018-12-11 3:37 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Cc: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Subject: RE: Update on briefings - and a couple questions

Ok – for Jan 25, Shannon has DMC until 10, so we can do after that if that works. Will get back to you about the 28th – seems fairly booked for Exec.

Thanks,
Julie

From: van Baarsen, Amanda AEST:EX

Sent: December 11, 2018 3:35 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Update on briefings - and a couple questions

Future briefings: January 25th works for a briefing day, and possibly Monday, January 28th

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 11, 2018 3:23 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Update on briefings - and a couple questions

Thanks

From: van Baarsen, Amanda AEST:EX
Sent: December 11, 2018 3:23 PM
To: Turner, Julie AEST:EX <Julie.Turner@gov.bc.ca>
Cc: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: Update on briefings - and a couple questions

1. If you can get it there with Jeff in the room, yes.
2. Yes
3. Not yet.

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: Turner, Julie AEST:EX
Sent: December 11, 2018 3:06 PM
To: van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX

<Michael.Snoddon@gov.bc.ca>

Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Nichols, Alisha AEST:EX <Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>; Whitford, Kelly M AEST:EX <Kelly.Whitford@gov.bc.ca>

Subject: FW: Update on briefings - and a couple questions

For #3 question – meant to put Jan 16 – thanks

From: Turner, Julie AEST:EX

Sent: December 11, 2018 1:30 PM

To: van Baarsen, Amanda AEST:EX (Amanda.vanBaarsen@gov.bc.ca)

<Amanda.vanBaarsen@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>

Cc: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>; Nichols, Alisha AEST:EX

<Alisha.Nichols@gov.bc.ca>; Saunders, Anna AEST:EX <Anna.Saunders@gov.bc.ca>

Subject: Update on briefings - and a couple questions

Hi – here's our updated list of upcoming briefings – updates in red – with questions listed:

1. Can we advance the UFV property item to Dec 14 from Dec 19 – we realize these are stakeholder meetings on the 14th, but Kevin would like to provide UFV with signed approval documents by their preferred date of Dec 18th.
2. Did you still want to go ahead with the BC Directors of Social Workers – I understand that Tony spoke with Amanda on this.
3. Do you have any more briefing times that we can schedule after Jan 11?

Thanks,

Julie

Dec 14th briefings in Minister's CO – BN and staff support required. Stakeholder meetings – please proceed with preparing these materials even if tentative on this date – MO to confirm asap.

- Vancouver Community College – discuss gov't priorities and objectives in this sector – Jeff - will be rescheduled to January.
- Metis Nation BC – data collection, youth in care, funding – Jeff – still to be confirmed.
- Tricorp – program design for Indigenous communities – Jeff – still to be confirmed.
- Emily Carr University – President's meeting – Jeff – will be rescheduled to January.
- Interior Design Institute of BC – Tony
- BC Directors of Social Workers – Tony
- FLMM update (verbal) - Bindi

Dec 19, 10:00-12:00 regular briefing time.

- Camosun College TB Sub - Kevin
- Student Mental Health – Jeff/Nicola
- Tuition Waiver Program Update – Jeff
- ITA mandate letter verbal update – Bindi

- s.13 verbal update – Tony
- UFV Land Disposal – Kevin

Jan 11, 10:00-12:00 VCO - regular briefing time – **material deadlines will go to divisions from Anna.**

- UBCO Student Housing TB Sub – Kevin – will be a separate briefing – time/date TBC.
- Pre-brief FLMM – Bindi
- PSI Mandate Letters – Tony
- s.13 cab sub – Tony (Cab Ops drafts due Jan 9; finals Jan 23 for CCSSP Jan 30)
- s.16 Tony
- Possibly ITA mandate letter – TBC – Bindi (Cab Ops drafts due Jan 9; finals Jan 23 for CCSSP Jan 30)

Julie Turner

Director of Executive Operations & Strategic Support

Deputy Minister's Office

Ministry of Advanced Education, Skills and Training

s.17

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: Re: VIU Centre for Innovation on Fish Health
Date: December 20, 2018 12:42:00 PM

i will confirm :)

Sent from my Samsung Galaxy smartphone.

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

From: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>
Date: 2018-12-20 12:19 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: Fwd: VIU Centre for Innovation on Fish Health

I did not tell MBR he's speaking not MC. Whoops.

Michael Snoddon

Ministerial Assistant to the Hon. Melanie Mark
Minister of Advanced Education, Skills & Training
s.17

| michael.snoddon@gov.bc.ca

Begin forwarded message:

From: "Robb, Amanda JTT:EX" <Amanda.Robb@gov.bc.ca>
Date: December 20, 2018 at 2:59:06 PM EST
To: "McNish, James JTT:EX" <James.McNish@gov.bc.ca>, "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>
Cc: "Szabo, Maria JTT:EX" <Maria.Szabo@gov.bc.ca>, "Hay, Lorna JTT:EX" <Lorna.Hay@gov.bc.ca>, "Walters, Hailey JTT:EX" <Hailey.Walters@gov.bc.ca>
Subject: RE: VIU Centre for Innovation on Fish Health

Hi Maria and Michael,

As a follow up can we get more details from AEST's on this event? MBR has agreed to MC and need to know if SN's have been requested through AEST? I am cc'ing Lorna and Hailey on this email as I will be away from December 27-January 21st so they will help manage scheduling in my absence.

Thanks,

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: 250-387-9133 | Fax: 250-356-3000 | Email:amanda.rob主@gov.bc.ca

From: McNish, James JTT:EX

Sent: December 14, 2018 5:23 PM

To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>

Cc: Szabo, Maria JTT:EX <Maria.Szabo@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>

Subject: Re: VIU Centre for Innovation on Fish Health

I'll confirm with MBR but I'm 95% sure he'll want to MC and be there for the 1130 event.

Sent from my iPhone

On Dec 14, 2018, at 4:52 PM, Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca> wrote:

Hi James,

11:30 start for the event. We would like MBR to MC the event if that helps!

Otherwise, we could work towards going on another tour of another innovation centre together in the afternoon at 1:30.

I'll know more from MMM by Monday and can update you then.

Thanks,

Michael

Michael Snoddon

Ministerial Assistant to the Hon. Melanie Mark
Minister of Advanced Education, Skills & Training

s.17

| michael.snoddon@gov.bc.ca

On Dec 14, 2018, at 3:19 PM, McNish, James JTT:EX

<James.McNish@gov.bc.ca> wrote:

Michael thanks again for the invite.

MBR is completely game for doing this tour.

Any chance early afternoon would work?

Thanks!

-James

Sent from my iPhone

On Dec 5, 2018, at 9:18 AM, Snoddon, Michael AEST:EX
<Michael.Snoddon@gov.bc.ca> wrote:

Hi Team JTT!

Following up on a conversation our Minister's had about doing a mini innovation centre tour in the new year. Minister Mark will be opening the Centre for Innovation on Fish Health at the Nanaimo VIU campus on January 14. The Centre is located inside the VIU Centre for Shellfish Research. I wanted to reach out to see if MBR is available and interested in this date.

Thanks,

Michael

Michael Snoddon

Ministerial Assistant to the Honourable Melanie Mark

Minister of Advanced Education, Skills and Training

cell: 604-952-1717

| email:

michael.snoddon@gov.bc.ca

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: Re: You are SFU FASS! Will you consider sharing where you SFU degree took you?
Date: December 12, 2018 2:22:31 PM

i havent been able to ask her about this. are there any other days?

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-12 1:58 PM (GMT-08:00)
To: "Snoddon, Michael AEST:EX" <Michael.Snoddon@gov.bc.ca>, "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: RE: You are SFU FASS! Will you consider sharing where you SFU degree took you?

Hello – looking for direction this please and thanks

From: Flesh, Cindy AEST:EX
Sent: December 6, 2018 12:13 PM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; van Baarsen, Amanda AEST:EX <Amanda.vanBaarsen@gov.bc.ca>
Subject: FW: You are SFU FASS! Will you consider sharing where you SFU degree took you?

They are asking for Thursday Dec 13th – thoughts please and thanks

From: Minister, AEST AEST:EX
Sent: December 6, 2018 12:08 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: FW: You are SFU FASS! Will you consider sharing where you SFU degree took you?

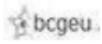
They are seeking the Minister to participate in a small recruiting campaign FASS is organizing this month.

Date: Thursday December 13, 2018

From: Mark.MLA, Melanie [<mailto:Melanie.Mark.MLA@leg.bc.ca>]
Sent: Thursday, December 6, 2018 11:57 AM
To: Minister, AEST AEST:EX
Subject: FW: You are SFU FASS! Will you consider sharing where you SFU degree took you?

This looks like Ministry correspondence!

Amy Ryder | Constituency Assistant | Hon. Melanie Mark, MLA Vancouver-Mount Pleasant
P: 604-660-0707 | F: 604-398-3711 | 1070-1641 Commercial Drive V5L 3Y3



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Help save paper - do you need to print this email?

From: FASS Communications [mailto:fass_comm@sfu.ca]

Sent: Wednesday, December 5, 2018 4:37 PM

To: Mark.MLA, Melanie <Melanie.Mark.MLA@leg.bc.ca>

Subject: You are SFU FASS! Will you consider sharing where you SFU degree took you?

Dear Hon. Melanie Mark,

I hope this email finds you well and enjoying the last few unseasonably sunny, brisk winter days we've seen in Burnaby, Vancouver, and the surrounding area!

My name is Christine Lyons and I am a communications officer with the Faculty of Arts and Social Sciences (FASS) at SFU. A couple years ago, shortly after you first earned your seat in the BC legislature, I wrote [an alumni profile](#) on you for the FASS website.

I'm writing in hopes that you might be interested and available to participate in a small recruiting campaign FASS is organizing this month. As you know from your own experiences from studying political science at SFU, an education in arts and social sciences gives students a highly adaptable skill set. Students with degrees in our disciplines go on to inspiring and fulfilling careers in fields like politics and public service, policy research and analysis, advocacy and social justice, and even in emerging fields involving technology and development.

Your degree led you to work for such organizations as Big Sisters Canada, Covenant House, Save the Children Canada, the Urban Native Youth Association, and the Office of the Representative for Children and Youth. Now you are the BC Minister of Advanced Education, Skills and Training. You're doing incredible work for the people of BC! SFU FASS wants to communicate to students that they can really go places when they pursue a degree in our disciplines.

We are hoping you might be willing to have your photo taken and be able to contribute a couple of sentences to this campaign. My colleague, Aman Chandi has organized to travel to see our alumni with a photographer and audio-recording equipment on Thursday December 13, 2018. If you are available, she can come to you at a convenient time/place, take a photo or two, and record you saying one or two sentences about your SFU experience.

I realize the timeline is short on this, but we would love to be able to include your voice in the project. Please let me know at your earliest convenience if you might be available. I can then send you more details and make arrangements with Aman to come to you to take photo and record your sentence or two.

Thanks so much in advance for your time and consideration. I look forward to keeping in touch and perhaps writing another Alumni feature profile on you and your work in the future!

Warmest wishes,

Christine Lyons

**Communications Officer | Faculty of Arts and Social Sciences
Simon Fraser University**

AQ 6158 | 8888 University Drive, Burnaby, BC V5A 1S6

T: 778-782-9415 | E: fasscomm@sfu.ca

www.sfu.ca/fass

Twitter: @SFUFASS | Facebook: [SFU Faculty of Arts and Social Sciences](https://www.facebook.com/SFU-Faculty-of-Arts-and-Social-Sciences)

I respectfully acknowledge SFU is on unceded and traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sḵw̓x̓wú7mesh (Squamish), sə́lilwə́taʔt̓ (Tseil-Waututh) and kʷikʷə́łəm (Kwkwetlem) Nations.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Subject: Re: you okay
Date: December 10, 2018 4:15:05 PM

absolutely. thank you

Sent from my Samsung Galaxy smartphone.

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

From: "Flesh, Cindy AEST:EX" <Cindy.Flesh@gov.bc.ca>
Date: 2018-12-10 4:11 PM (GMT-08:00)
To: "van Baarsen, Amanda AEST:EX" <Amanda.vanBaarsen@gov.bc.ca>
Subject: you okay

With me heading out right now to go and p/u stuff for tomorrow – you okay with that?

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: [van Baarsen, Amanda AEST:EX](#)
To: [Porter, Rodney GCPE:EX](#)
Subject: Tentative: FW: Team lunch
Start: December 14, 2018 12:00:00 PM
End: December 14, 2018 2:00:00 PM
Location: s.22

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: Vacation Schedule Chart
Date: December 6, 2018 7:49:32 AM

Can you send this to me so I can make sure it is in her book?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 250-953-0946
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: calling in soon
Date: December 19, 2018 2:47:22 PM

Just on a call with the minister

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 778-974-5075 (C) **s.17**

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Hubley, Holly AEST:EX](#); [Eso, Michael AEST:EX](#); [Snoddon, Michael AEST:EX](#)
Subject: coming in around 10am
Date: December 11, 2018 7:19:53 AM

Good morning,

My Helijet flight last night was having engine problems and was grounded as a result. I am now on a 9:30 flight this morning and will be coming in straight from the terminal.

See you all in a few hours!

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#)
Cc: [Snoddon, Michael AEST:EX](#)
Subject: heat on weekends
Date: December 31, 2018 8:41:23 AM

Good morning!

Can you track down the magical human who is in control of the heat for this building and ask that the heat in mine and Michael's office be turned on for weekends?

We are often here at least one day each weekend (like me yesterday) and it was freezing. I was in full outdoor winter gear.

We were able to get just the MA office heat turned on in Health too, somehow.

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 778-974-5075 (C)s.17

Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Flesh, Cindy AEST:EX](#); [Hubley, Holly AEST:EX](#)
Subject: meeting process mtg - 2pm
Date: December 4, 2018 12:46:14 PM

Hi team,

Can we meet at 2pm instead of 4? I misspoke earlier and will not actually be back from my 330 in time.

Sent from my Samsung Galaxy smartphone.

From: [van Baarsen, Amanda AEST:EX](#)
To: [Snoddon, Michael AEST:EX](#); [Eso, Michael AEST:EX](#)
Subject: my door being closed
Date: December 5, 2018 9:38:50 AM

You are both welcome in at any time – this office just picks up all the reception chatter – I have my door closed right now just so I can read.

I am not making any kind of statement

From: [van Baarsen, Amanda AEST:EX](#)
To: [Rzepa, Christina AEST:EX](#)
Subject: style guide
Date: December 18, 2018 8:21:44 AM

Would you be able to draft one of these appropriate for the Minister's social media?

Amanda van Baarsen

Ministerial Assistant to
Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training
Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1
(P) 778-974-5075 (C) **s.17**
Pronouns: she/her

From: [van Baarsen, Amanda AEST:EX](#)
To: [Turner, Julie AEST:EX](#)
Subject: timelines
Date: December 10, 2018 12:27:11 PM

Thanks for the call earlier,

Just looking for a sense of when and if the Minister can see a draft of the ITA MOUs and when we might be able to get a more fulsome note on the WDA advertising process.

Thanks,

Amanda van Baarsen

Ministerial Assistant to

Hon. Melanie Mark, Minister of Advanced Education, Skills, and Training

Room 133 | Parliament Buildings, Victoria, BC | V8W 9V1

(P) 250-953-0946

Pronouns: she/her