

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 12, 2018 3:36 PM
To: Sturrock, James GCPE:EX
Subject: Transferred In!

Hi James,

I spoke to you on the phone yesterday re: my transfer out from the Premier's Office and into GCPE. Your number was provided to me by Joleen Badger. I'm in now (obviously)! I've also set up my phone for the most part, but there are a couple of things I'm hoping you can help me with.

1. Setting email up on my iPhone 7 – is this done the same as it was when I had email set up on my PREM phone? If so, I don't seem to have an MDMS enrolment email and I'm not sure where to download the AirWatch app, etc.
2. Anything else that I need to know in getting set up on my workstation!

If you can assist, my phone (250-896-6823) is now working, so feel free to give me a call.

Thanks!

Maria Szabo
Events Assistant, GCPE

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 13, 2018 5:07 PM
To: Clark, Lane GCPE:EX
Subject: RE: MDMS - Email on Phone

Hey Lane – thanks so much for your help! No worries on this. I'll be out at an event tomorrow morning but should be back in the office by 12:30. I can send you a message on Skype once I'm back and we can find a time to connect.

Appreciate it!

Maria
250.896.6823

From: Clark, Lane GCPE:EX
Sent: June 13, 2018 4:00 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: MDMS - Email on Phone

Hi Maria,

The iStore team has informed me that the MDMS service will be orderable for your account tonight, at midnight – I'll put in a rush order first thing tomorrow morning!

I'm sorry for the delay on getting this last step all setup for you – I've been informed that this is a known issue.

Please let me know if there's anything else you need. I'll touch base with you tomorrow to get email up and running on your phone.

All the best,

.....
Lane Clark

Service Desk Analyst
GDX - Government Digital Experience Division
Government Communications & Public Engagement
Direct: 778.698.9253 | Mobile: s.17

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 14, 2018 3:21 PM
To: Maria PREM:EX Szabo (Maria.Szabo@gov.bc.ca)
Subject: Events Inbox Guide

1. Event request comes in, put immediately into calendar
 - a. If it's an immediate request (generally under a week), forward to Rick/Joleen/Jarrett
 - b. Calendar entry should include ministry/Premier name, name of event, checklist
2. After assignment meeting, forward event email to assigned coordinator
3. And update calendar item with coordinator name
4. Keep updating as updates come in, if necessary!

Maria Szabo | Events Assistant
Government Communications and Public Engagement
250.896.6823 | maria.szabo@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 14, 2018 5:06 PM
To: Voter Services EBC:EX
Cc: Viaud, Chantille PREM:EX
Subject: RE: Ordering maps?

Hi Christina,

Thanks very much for this info. I'm passing it along to my colleague in the Premier's Office, Chantille, who will get back to you on whether they would like to place an order and, if so, how many copies.

Thank you!

Maria
250.896.6823

From: Voter Services EBC:EX
Sent: June 13, 2018 3:48 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Voter Services EBC:EX <voterservices@elections.bc.ca>
Subject: RE: Ordering maps?

Hi Maria

The province wide wall map is different from the electoral district maps. It is printed double sided. That map costs \$10.00 plus a \$ 20.00 administration fee.

If you would like to order that map let me know how many copies you would like. I will need the mailing address and I will include an invoice with the map.

Christina

From: Szabo, Maria GCPE:EX
Sent: June-13-18 12:52 PM
To: Voter Services EBC:EX <voterservices@elections.bc.ca>
Subject: RE: Ordering maps?

Hi Christina,

Thanks for your response!

If we were looking to purchase the first page of the [province-wide wall map](#) that's on the Elections BC site, how many map sheets would that involve and what would be the cost?

Appreciate it!

Best,

Maria
250.896.6823

From: Voter Services EBC:EX
Sent: June 13, 2018 12:24 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Ordering maps?

Hi Maria

Thank you for your email. Elections BC has electoral district maps for sale. The cost is \$ 7.00 per map sheet and a \$20.00 administration fee. The maximum number of map sheets in an electoral district is 4. If you would like me to provide you with a quote please provide the electoral districts you would like to purchase and how many copies of each set.

Sincerely,

Christina Sullivan
Voter Services Officer
Elections BC
Phone: 250-387-4153
Toll-free: 1-800-661-8683 / TTY 1-888-456-5448
Fax: 250-387-3578
Location: Suite 100-1112 Fort Street, Victoria
Email: Christina.Sullivan@elections.bc.ca
Web Site: www.elections.bc.ca

From: Szabo, Maria GCPE:EX
Sent: June-13-18 9:42 AM
To: Elections BC, Generalmail EBC:EX <ElectionsBC@elections.bc.ca>
Subject: Ordering maps?

Hi there,

I have a question on behalf of the Premier's Office and GCPE. I'm wondering if ElectionsBC is able to provide electoral district maps or if they need to be printed elsewhere. Would you please advise?

Thank you!

Maria Szabo, Events Assistant
Event Services | GCPE
maria.szabo@gov.bc.ca
250.896.6823

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 15, 2018 2:09 PM
To: Geary, Vanessa PREM:EX
Subject: RE: help

Sorry, still don't have emails on my phone so I didn't get to see this until I came in! I'm holding the fort for Danny – no worries. I'm glad you asked!

Maria
250.896.6823

From: Geary, Vanessa PREM:EX
Sent: June 14, 2018 6:20 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: help

Could I please take you up on offer for help tomorrow to give Danny a break. I am in interviews all morning, then planning session all afternoon, s.22
If you cant, don't worry, but if you can, thanks a lot!

Vanessa Geary | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1662 | **M:** 604-619-0513
E: vanessa.geary@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 15, 2018 2:40 PM
To: Hamilton, Becky GCPE:EX
Subject: RE: Start Up Documents

Thanks a bunch!

Maria
250.896.6823

From: Hamilton, Becky GCPE:EX
Sent: June 15, 2018 1:25 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Reed, Linda GCPE:EX <Linda.Reed@gov.bc.ca>
Subject: RE: Start Up Documents

Oh yes....right...thanks for reminding me. No you don't need to send again unless you want to make a change (life event). Cheers.

From: Szabo, Maria GCPE:EX
Sent: Friday, June 15, 2018 1:22 PM
To: Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX
Subject: RE: Start Up Documents

Thanks, Becky. That group life beneficiary designation and my flexible benefits aren't changing and I sent those originals in back in November. Is it necessary to send them again?

Maria
250.896.6823

From: Hamilton, Becky GCPE:EX
Sent: June 15, 2018 8:45 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Reed, Linda GCPE:EX <Linda.Reed@gov.bc.ca>
Subject: RE: Start Up Documents

You can scan...the only form we need original is the group life beneficiary document.

From: Szabo, Maria GCPE:EX
Sent: Thursday, June 14, 2018 3:32 PM
To: Reed, Linda GCPE:EX
Cc: Hamilton, Becky GCPE:EX
Subject: RE: Start Up Documents

Hi Linda,

Thanks for this! I did have the email and had them ready to go but didn't have access into my account until late yesterday.

As was mentioned previously, I'm working out of Vancouver until August. Is it possible to scan these forms and send them back to you, as I will be unable to deliver them in person? I've attached the scans here in case it will suffice. If not, perhaps Joleen – as she is returning to Victoria today – could deliver the physical copies in person on my behalf?

Thanks!

Maria
250.896.6823

From: Reed, Linda GCPE:EX
Sent: June 14, 2018 12:16 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hamilton, Becky GCPE:EX <Becky.Hamilton@gov.bc.ca>
Subject: FW: Start Up Documents

Hi Maria
Just sending this again in case you didn't receive it at your Premier's office email. Thank you

From: Reed, Linda GCPE:EX
Sent: Friday, June 8, 2018 10:30 AM
To: Szabo, Maria PREM:EX
Cc: Hamilton, Becky GCPE:EX
Subject: Start Up Documents

Hi Maria

Following up on the welcome email that was sent to you, below is a list of the startup forms. Please complete these forms prior to your first day so your startup process can move quickly.
Most of the links should work. Attached are a couple forms that you may not be able to access online.
We will not require payroll forms as you are already on the government payroll. I have included Flexible Benefit forms but these are only required if you want to change your current coverage.

Please call GCPE HR at 250-387-1420 within your first few days to book an appointment to submit your paperwork.
Thank you,
Becky Hamilton
Linda Reed

Start-up forms Maria Szabo

- Fill out your New Employee Start Up Forms. We recommend you keep copies of your paperwork.

****PLEASE NOTE: Benefits are effective the first of the month following the month you are hired.**

☐ Mandatory forms to fill out

- [Standards of Conduct Acknowledgement](#)

- Standards of Conduct Acknowledgement Form
 - http://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/standards_conduct_acknowledgement.pdf
- [Information and Communications Technology Agreement](#)
 - Please also read the '[Appropriate Use Policy](#)' – it clearly outlines the appropriate use of Government Information and Information Technology Resources
- GCPE Personal & Emergency Contact Information (attached)
- Flexible Benefits Enrollment form (attached) **For further information on Flexible Benefits, Questions and Answers, Flexible Benefits Program Guide and additional forms, please visit the [Flexible Benefits Main Page](#) on the MyHR site. <not applicable to union employees>**
- GCPE Mobile Device Usage Agreement.pdf (attached)
 - You will be asked to review and sign the form with a GCPE Service Desk representative before being assigned a mobile device.
- Call GCPE HR at 250-387-1420 if you require any further information. **If you have benefit specific questions call the benefits center at 1-877-277-0772 as we do not administer benefits at GCPE HR.**

Did you know... The BC Public Service is an [award-winning](#) employer and has been recognized as one of [B.C.'s Top Employers](#) from 2008 -2015; Canada's Top 100 Employers from 2010-2015; Canada's Top 25 Family Friendly Employers for 2013-2015 and Canada's Greenest Employers from 2009-2015!

Linda Reed
 Human Resources Coordinator
 Government Communications and Public Engagement
 Phone: 250-387-1420

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 15, 2018 2:46 PM
To: Lane GCPE:EX Clark (Lane.Clark@gov.bc.ca)
Subject: FW:s.15

Hi Lane - sending this your way just because you've been helping me with stuff thus far, but please feel free to pass it along to whomever needs to deal with this.

Just wondering if someone at GCPE has put in a new install Remote Access order for me or what's the protocol around this? Thanks!

Maria
250.896.6823

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

From: ITIMS-Prod [mailto:donotreply@gov.bc.ca]
Sent: June 15, 2018 10:50 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject:s.15

PLEASE DO NOT RESPOND TO THIS EMAIL ID. SEND YOUR COMMUNICATION TO THE COORDINATOR RESPONSIBLE FOR THIS REQUEST/ORDER.

From: Laura Knowles - Remote Access Services (RAS)
Phone: 250-387-4759 - SVSOA@gov.bc.ca

Emailed To: Danny.Loubert@gov.bc.ca and
Maria.Szabo@gov.bc.ca

We have received a Remote Access Service/VPN Account cancellation/transfer order for the id: s.15. The BILLING portion for Maria Szabo's RAS/VPN account with your ministry will be cancelled at the end of the month.

We will keep Maria Szabo's RAS/VPN account active for three weeks (this will prevent any interruption in service). When this employee has their new Ministry submit a new install Remote Access order for them, we will transfer the billing to that ministry.

If an install order is not received within this time, we will delete Maria Szabo's s.15) VPN account.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 15, 2018 3:50 PM
To: Hagglund, Jarrett GCPE:EX; Maria PREM:EX Szabo (Maria.Szabo@gov.bc.ca)
Subject: RE: BC Government Invite - June 18, 2018
Attachments: BC Government Event Invite, June 18, 2018 - Updated.pdf

Hello,

Please note the revised room location on the updated invite attached.

Thank you,

Maria Szabo | Events Assistant
Government Communications and Public Engagement
maria.szabo@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: June 15, 2018 3:43 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Invite - June 18, 2018

Good afternoon,

Please find attached an invitation from the Honourable Adrian Dix, Minister of Health, for an event on Vancouver on June 18th. We look forward to your RSVP.

Best,

Maria Szabo | Events Assistant
Government Communications and Public Engagement
maria.szabo@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 15, 2018 4:01 PM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: Mobile Response Team - First Responders Event

So nice!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: June 15, 2018 3:59 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Mobile Response Team - First Responders Event

From today. Looked better than I thought.

From: Riel McGuire [<mailto:s.22>]
Sent: Friday, June 15, 2018 12:59 PM
To: GCPE Digital Services; Hagglund, Jarrett GCPE:EX; Hanuman, Heron GCPE:EX
Subject: Mobile Response Team - First Responders Event

Here is the Dropbox link to access the stills from today's event in Surrey:

s.22

All my best,

Riel

RIEL McGUIRE | filmmaker
s.22

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 15, 2018 4:12 PM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: updated for Monday -- seniors materials

Thanks!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: June 15, 2018 4:07 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: updated for Monday -- seniors materials

Elena has these as well but for your reference.

J

From: Thistle-Walker, Carlene GCPE:EX
Sent: Friday, June 15, 2018 4:02 PM
To: Singh, Jasmyrn HLTH:EX; van Baarsen, Amanda HLTH:EX
Cc: Banfield, Elena GCPE:EX; Hagglund, Jarrett GCPE:EX; Tounsi, Marielle GCPE:EX; Anderson, Kristy GCPE:EX; Heinze, Laura R GCPE:EX; Lawrie, Hannah GCPE:EX
Subject: updated for Monday -- seniors materials

Hi Jas and Amanda,
Here are the updated materials.

Attached are:

- Itinerary
- News release – this hybrid version combines your edits with edits from program
- QA – with one Q that we will hear back on Monday
- Speaking notes, Minister
- Emcee notes, PS Kang

Let us know if you have any questions or need anything else.

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 | Mobile: s.17 | email: carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 18, 2018 3:43 PM
To: Devereux, Rick GCPE:EX; Hagglund, Jarrett GCPE:EX; Badger, Joleen GCPE:EX
Subject: FW: Events support request - three health upcoming events

Hey guys – here's an update on the Health event next week. Those Tues/Weds holds were the same as medication coverage one in the MA calendar but it's been moved again to Tuesday at 12:30pm (which I updated in the events cal). Passing it along if you want to assign someone sooner than later!

Thanks,

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: June 18, 2018 3:18 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Li, Jessica P GCPE:EX <Jessica.P.Li@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>
Subject: RE: Events support request - three health upcoming events

Hi Maria, nice to "meet" you. Thanks for reaching out. I wasn't sure who I should talk to about next week's event!

Yes, tomorrow's event has now been officially cancelled, but we are planning for the HIV medication event for next week. It has actually just changed to Tuesday, June 26 at 12:30 p.m. (I am waiting for the corp cal folks to 100% confirm tomorrow, but we have tentative approval and the time works for the minister and for our partner, Dr. Montaner).

If you can let us know who can assist with this event, that would be lovely.

Thanks and any questions, please let me know,
Carlene

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 | Mobile: S.17 | email: carlene.thistle-walker@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Monday, June 18, 2018 3:14 PM
To: Thistle-Walker, Carlene GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events support request - three health upcoming events

Hi Carlene,

I'm a new member of the Events team and I'm hoping to help coordinate the different requests that we have coming in!

With regard to your requests below, I've heard that tomorrow's Tuesday event has been cancelled, but I wanted to follow up on next Tuesday/Wednesday. We've caught wind of a medication coverage event to be held at 9:00am on the 27th. Is this the same one mentioned below? Is there any update on the day & time? Would 9am Wednesday sound right to you?

Thanks!

Maria Szabo | Events Assistant
Government Communications and Public Engagement
250.896.6823 | maria.szabo@gov.bc.ca

From: Thistle-Walker, Carlene GCPE:EX
Sent: June 12, 2018 4:53 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Lindstein, Sarah GCPE:EX <Sarah.Lindstein@gov.bc.ca>; Li, Jessica P GCPE:EX <Jessica.P.Li@gov.bc.ca>; LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca>
Subject: Events support request - three health upcoming events

Hi events team,
As discussed with Rick, these are the three events that we have on the radar for the coming weeks. I am waiting on an a-okay on the time from Cara., but I think we are hopefully good on the first two. On the final one. the options from the minister's office were the morning of the 26th or 27th at 9:30 a.m.-ish. We would do the event with Dr. Julio Montaner probably in the DTES.

If you can let us know if you can help with these or if you need more information, that would be great. Thank you.

Monday June 18	Event at 11:30 a.m. in Vancouver on funding to respite and adult day program services for seniors
Tuesday June 19	Event at 10 a.m. in Vancouver/Surrey on funding for home supports and professional services for seniors
Tuesday June 26 or Wednesday June 27	Event with the BC Centre for Excellence in HIV/ AIDs to provide a six month update on HIV Pre-Exposure Prophylaxis coverage TBC

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 | Mobile: S.17 | email: carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 19, 2018 9:12 AM
To: Brown, Dawn A PREM:EX; Massy, Michelle E PREM:EX; Klus, Arianna PREM:EX
Subject: Cabinet committees mailing lists

Hi all,

Sending this to all of you as I have received notifications about Cabinet committees from you three in the past!

I'm no longer with the Premier's Office – I have moved into GCPE as of this week – so you can take me off of your mailing lists re: Cabinet committees.

Thanks so much for everything & good luck!

Best,

Maria Szabo | Events Assistant
Government Communications and Public Engagement
250.896.6823 | maria.szabo@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 20, 2018 3:02 PM
To: Behrens, Marlene GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; Badger, Joleen GCPE:EX; Devereux, Rick GCPE:EX; Banfield, Elena GCPE:EX
Subject: Re: AEST-84857 - Request for Event Planner/ Events participation in kickoff meeting Friday June 22

Great! Thanks, Marlene - I'll leave it to you.

Sent from my iPhone

On Jun 20, 2018, at 2:52 PM, Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca> wrote:

I am available on Friday at 10 and can join the call. I'm happy to get back to her directly, if you'd like.

Thanks,

Marlene

From: Szabo, Maria GCPE:EX
Sent: Wednesday, June 20, 2018 2:46 PM
To: Hagglund, Jarrett GCPE:EX; Badger, Joleen GCPE:EX; Devereux, Rick GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX
Subject: FW: AEST-84857 - Request for Event Planner/ Events participation in kickoff meeting Friday June 22

Hey – anyone able to attend this conference call? Friday, 10am, for AEST/JTT/Mitacs event on July 6th. Let me know if you get back to Nova or if you'd like me to respond (or let me know what you would normally do in this situation).

Thanks!

Maria
250.896.6823

From: Pierson, Nova GCPE:EX
Sent: June 20, 2018 11:01 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: AEST-84857 - Request for Event Planner/ Events participation in kickoff meeting Friday June 22

Hi Rick and Events Team,
We're working to get this July 6 event (AEST-84857) approved, but in the meantime it would be very helpful to get AEST, JTT, and Mitacs together. Both communications managers have suggested having Events at this kick off meeting would also be incredibly helpful. Is there a chance you can join us for this conference call? Please let me know if you have any questions. I'm working to get the Event Plan ready as we speak.
Best,

Nova

Nova Pierson | Public Affairs Officer
Government Communications & Public Engagement
B.C. Ministry of Advanced Education, Skills and Training

Phone: 250.208.2743 |email: nova.pierson@gov.bc.ca

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

From: Pierson, Nova GCPE:EX

Sent: Wednesday, June 20, 2018 9:52 AM

To: Pierson, Nova GCPE:EX; Cascaden, Lori R GCPE:EX; Fort, Oriane GCPE:EX; Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; hyoung@mitacs.ca

Subject: Conference call - Mitacs announcement

When: Friday, June 22, 2018 10:00 AM-10:30 AM (UTC-08:00) Pacific Time (US & Canada).

Where: Dial-in s.15,s.17 ID s.15,s.17

Hello everyone,

I'm proposing a brief conference call Friday at 10 a.m. to connect us all about the proposed Mitacs funding announcement event July 6: e.g., location, timing, attendees and speakers, next steps. Please let me know if this will work for you all, and if there's anything else you'd like to discuss.

Here is the call in info:

s.15,s.17

IDs.15,s.17

Best,
Nova

Nova Pierson | Public Affairs Officer
Government Communications & Public Engagement
B.C. Ministry of Advanced Education, Skills and Training

Phone: 250.208.2743 |email: nova.pierson@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 20, 2018 3:10 PM
To: Devereux, Rick GCPE:EX; Hagglund, Jarrett GCPE:EX
Cc: Badger, Joleen GCPE:EX
Subject: RE: Events support request - three health upcoming events

Sure thing. I'll reach out to Carlene and let her know.

Maria
250.896.6823

From: Devereux, Rick GCPE:EX
Sent: June 20, 2018 2:53 PM
To: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>
Subject: RE: Events support request - three health upcoming events

Hi Jarrett

We had tentatively booked you for a TAC event that day (and just didn't tell you yet so as not to bother you), but that has been bumped – so you can do this. One flag is that there is very likely going to be a major Fed-Prov signing announcement that day also, which we may need to help with, but given the feds are driving it, we can probably do less than normal. That just got decided in the last two hours though so we still need to get details – I have asked.

All that to say, if you can do this health event that would be great. Maria – can you connect Carlene? I believe they wanted to have a call tomorrow.

Thanks
Rick

From: Hagglund, Jarrett GCPE:EX
Sent: Wednesday, June 20, 2018 10:59 AM
To: Szabo, Maria GCPE:EX
Cc: Badger, Joleen GCPE:EX; Devereux, Rick GCPE:EX
Subject: Re: Events support request - three health upcoming events

Not sure what folks work loads are like for next week but if needed I'm happy to take it and start working on it tomorrow.

Thanks for following up Maria!

Jarrett

Sent from my iPhone

On Jun 20, 2018, at 11:55 AM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

Hey guys - any update on assigning someone for this Health event on Tuesday? Thanks!

Maria

Sent from my iPhone

Begin forwarded message:

From: "Thistle-Walker, Carlene GCPE:EX" <Carlene.ThistleWalker@gov.bc.ca>
Date: June 20, 2018 at 7:41:25 AM PDT
To: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>, "GCPE Event Request GCPE:EX" <Events@gov.bc.ca>
Cc: "Li, Jessica P GCPE:EX" <Jessica.P.Li@gov.bc.ca>, "Anderson, Kristy GCPE:EX" <Kristy.Anderson@gov.bc.ca>
Subject: RE: Events support request - three health upcoming events

Hi Maria, any word on who might be able to assist with this? I have confirmed the timing for this. I would like to set up a planning call this week. Thanks very much.

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 | Mobile: S.17 . | email: carlene.thistle-walker@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Monday, June 18, 2018 4:31 PM
To: Thistle-Walker, Carlene GCPE:EX; GCPE Event Request GCPE:EX
Cc: Li, Jessica P GCPE:EX; Anderson, Kristy GCPE:EX
Subject: RE: Events support request - three health upcoming events

Thanks, Carlene! Nice to "meet" you, too.

I've passed this info along to figure out which of us can provide support that day. Someone will be in touch soon. Do you have an EP for this one?

Thanks!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: June 18, 2018 3:18 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Li, Jessica P GCPE:EX <Jessica.P.Li@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>
Subject: RE: Events support request - three health upcoming events

Hi Maria, nice to "meet" you. Thanks for reaching out. I wasn't sure who I should talk to about next week's event!

Yes, tomorrow's event has now been officially cancelled, but we are planning for the HIV medication event for next week. It has actually just changed to Tuesday, June 26 at 12:30 p.m. (I am waiting for the corp cal folks to 100% confirm tomorrow, but we have tentative approval and the time works for the minister and for our partner, Dr. Montaner).

If you can let us know who can assist with this event, that would be lovely.

Thanks and any questions, please let me know,
Carlene

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 | Mobile S.17 | email: carlene.thistle-walker@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Monday, June 18, 2018 3:14 PM
To: Thistle-Walker, Carlene GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events support request - three health upcoming events

Hi Carlene,

I'm a new member of the Events team and I'm hoping to help coordinate the different requests that we have coming in!

With regard to your requests below, I've heard that tomorrow's Tuesday event has been cancelled, but I wanted to follow up on next Tuesday/Wednesday. We've caught wind of a medication coverage event to be held at 9:00am on the 27th. Is this the same one mentioned below? Is there any update on the day & time? Would 9am Wednesday sound right to you?

Thanks!

Maria Szabo | Events Assistant
Government Communications and Public Engagement
250.896.6823 | maria.szabo@gov.bc.ca

From: Thistle-Walker, Carlene GCPE:EX
Sent: June 12, 2018 4:53 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Lindstein, Sarah GCPE:EX <Sarah.Lindstein@gov.bc.ca>; Li, Jessica P GCPE:EX <Jessica.P.Li@gov.bc.ca>; LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca>
Subject: Events support request - three health upcoming events

Hi events team,
As discussed with Rick, these are the three events that we have on the radar for the coming weeks. I am waiting on an a-okay on the time from Cara., but I think we are

hopefully good on the first two. On the final one. the options from the minister's office were the morning of the 26th or 27th at 9:30 a.m.-ish. We would do the event with Dr. Julio Montaner probably in the DTES.

If you can let us know if you can help with these or if you need more information, that would be great. Thank you.

Monday June 18	Event at 11:30 a.m. in Vancouver on funding to respite and adult day program services for seniors
Tuesday June 19	Event at 10 a.m. in Vancouver/Surrey on funding for home supports and professional services for seniors
Tuesday June 26 or Wednesday June 27	Event with the BC Centre for Excellence in HIV/ AIDs to provide a six month update on HIV Pre-Exposure Prophylaxis coverage TBC

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 | Mobile: s.17 | email: carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 20, 2018 3:12 PM
To: Thistle-Walker, Carlene GCPE:EX; Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Cc: GCPE Event Request GCPE:EX; Li, Jessica P GCPE:EX; Anderson, Kristy GCPE:EX
Subject: RE: Events support request - three health upcoming events

Hi again Carlene,

Can now confirm that Jarrett will be assigned to this event and will help you folks out. Sorry again about making you wait!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: June 20, 2018 12:45 PM
To: Thistle-Walker, Carlene GCPE:EX <Carlene.ThistleWalker@gov.bc.ca>
Cc: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Li, Jessica P GCPE:EX <Jessica.P.Li@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>
Subject: Re: Events support request - three health upcoming events

Hi Carlene - The management team has been swamped but 've passed this on again and we should have an assignment for you by end of day. You'll hear soon!

Thanks,

Maria

Sent from my iPhone

On Jun 20, 2018, at 7:41 AM, Thistle-Walker, Carlene GCPE:EX <Carlene.ThistleWalker@gov.bc.ca> wrote:

Hi Maria, any word on who might be able to assist with this? I have confirmed the timing for this. I would like to set up a planning call this week. Thanks very much.

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 | Mobile: **s.17**

email: carlene.thistle-walker@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Monday, June 18, 2018 4:31 PM
To: Thistle-Walker, Carlene GCPE:EX; GCPE Event Request GCPE:EX

Cc: Li, Jessica P GCPE:EX; Anderson, Kristy GCPE:EX
Subject: RE: Events support request - three health upcoming events

Thanks, Carlene! Nice to “meet” you, too.

I’ve passed this info along to figure out which of us can provide support that day. Someone will be in touch soon. Do you have an EP for this one?

Thanks!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: June 18, 2018 3:18 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Li, Jessica P GCPE:EX <Jessica.P.Li@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>
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Carlene Thistle-Walker | Communications Manager
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B.C. Ministry of Health

Tel: 250.952.1644 | Mobile: **S.17** | email: carlene.thistle-walker@gov.bc.ca

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Maria Szabo | Events Assistant
Government Communications and Public Engagement
250.896.6823 | maria.szabo@gov.bc.ca

From: Thistle-Walker, Carlene GCPE:EX
Sent: June 12, 2018 4:53 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Lawrie, Hannah GCPE:EX <Hannah.Lawrie@gov.bc.ca>; Lindstein, Sarah GCPE:EX <Sarah.Lindstein@gov.bc.ca>; Li, Jessica P GCPE:EX <Jessica.P.Li@gov.bc.ca>; LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca>
Subject: Events support request - three health upcoming events

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Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 | Mobile: S.17 | email: carlene.thistle-walker@gov.bc.ca

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Withheld pursuant to/removed as

s.22

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 26, 2018 12:30 PM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: REQUEST: Conference Call for BCAC event

Sounds good! Let me know if 11 works for them.

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: June 26, 2018 12:21 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: REQUEST: Conference Call for BCAC event

Here is the details I have for the event I mentioned. I have asked them if 11am can work for a call tomorrow as I have an event with AG till 10:30am.

J

From: Nesbitt, Rachel GCPE:EX
Sent: Tuesday, June 26, 2018 11:56 AM
To: Hagglund, Jarrett GCPE:EX
Cc: Durno, Sarah TAC:EX; Wood, Gillian TAC:EX; 'f.bednarczyk@thepolygon.ca'
Subject: REQUEST: Conference Call for BCAC event

Hi All,

I would like to set up a conference call for 10 a.m. tomorrow to discuss the final details with respects to the BC Arts Council event on July 4 (1:00 -2:00 p.m.) Please let me know if that doesn't work.
My director would like to send out invitations tomorrow. (see attached)

Jarrett, please note: confirmed emcee is now Bowinn Ma, MLA for North Vancouver-Lonsdale. (see attachment). I have also copied Faye on this email, who will be your contact for setting up a site visit.

Thank you,

Rachel

Rachel Nesbitt
Public Affairs Officer
Government Communications and Public Engagement
Ministry of Tourism, Arts and Culture
Province of British Columbia
Ph: 250 387-0104
Cell: 250 387-1717

Email: Rachel.Nesbitt@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 26, 2018 2:57 PM
To: Clark, Lane GCPE:EX
Subject: New request - 2nd gov mailbox/calendar on phone

Hi Lane,

Once again, I'm not sure if I can or should go directly to you for these new requests, so let me know if I need to speak with someone else.

The events team was hoping to look at getting the events calendar (currently owned by Joleen) attached to the events email (events@gov.bc.ca) so that the email inbox and calendar would be accessible to us on our phones. I actually had the exact same thing done when I was working in the Premier's Office, as we had a separate email/calendar for boardroom requests which we connected and then installed on our phones.

Would you be able to help us do this? Let me know what you think.

Thanks!

Maria Szabo | Events Assistant
Government Communications and Public Engagement
250.896.6823 | maria.szabo@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: June 26, 2018 4:17 PM
To: Hamilton, Becky GCPE:EX
Subject: FW: Start Up Documents
Attachments: MariaSzabo_Onboarding.pdf

Hi Becky,

I saw that you were asking after these documents on June 21st. They should all be found in the document I scanned and sent on June 14th. Let me know if I'm misunderstanding.

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: June 14, 2018 3:31 PM
To: Reed, Linda GCPE:EX <Linda.Reed@gov.bc.ca>
Cc: Hamilton, Becky GCPE:EX <Becky.Hamilton@gov.bc.ca>
Subject: RE: Start Up Documents

Hi Linda,

Thanks for this! I did have the email and had them ready to go but didn't have access into my account until late yesterday.

As was mentioned previously,^{s.22} Is it possible to scan these forms and send them back to you, as I will be unable to deliver them in person? I've attached the scans here in case it will suffice. If not, perhaps Joleen – as she is returning to Victoria today – could deliver the physical copies in person on my behalf?

Thanks!

Maria
250.896.6823

From: Reed, Linda GCPE:EX
Sent: June 14, 2018 12:16 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hamilton, Becky GCPE:EX <Becky.Hamilton@gov.bc.ca>
Subject: FW: Start Up Documents

Hi Maria
Just sending this again in case you didn't receive it at your Premier's office email. Thank you

From: Reed, Linda GCPE:EX
Sent: Friday, June 8, 2018 10:30 AM
To: Szabo, Maria PREM:EX

Cc: Hamilton, Becky GCPE:EX
Subject: Start Up Documents

Hi Maria

Following up on the welcome email that was sent to you, below is a list of the startup forms. Please complete these forms prior to your first day so your startup process can move quickly.

Most of the links should work. Attached are a couple forms that you may not be able to access online.

We will not require payroll forms as you are already on the government payroll. I have included Flexible Benefit forms but these are only required if you want to change your current coverage.

Please call GCPE HR at 250-387-1420 within your first few days to book an appointment to submit your paperwork.

Thank you,

Becky Hamilton

Linda Reed

Start-up forms Maria Szabo

- ☐ Fill out your New Employee Start Up Forms. We recommend you keep copies of your paperwork.

****PLEASE NOTE: Benefits are effective the first of the month following the month you are hired.**

- ☐ Mandatory forms to fill out
 - ☐ Standards of Conduct Acknowledgement
 - ☐ Standards of Conduct Acknowledgement Form
 - http://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/standards_conduct_acknowledgement.pdf
 - ☐ Information and Communications Technology Agreement
 - Please also read the '[Appropriate Use Policy](#)' – it clearly outlines the appropriate use of Government Information and Information Technology Resources
 - ☐ GCPE Personal & Emergency Contact Information (attached)
 - ☐ Flexible Benefits Enrollment form (attached) **For further information on Flexible Benefits, Questions and Answers, Flexible Benefits Program Guide and additional forms, please visit the [Flexible Benefits Main Page](#) on the MyHR site. <not applicable to union employees>**
 - ☐ GCPE Mobile Device Usage Agreement.pdf (attached)
 - You will be asked to review and sign the form with a GCPE Service Desk representative before being assigned a mobile device.

- ☐ Call GCPE HR at 250-387-1420 if you require any further information. **If you have benefit specific questions call the benefits center at 1-877-277-0772 as we do not administer benefits at GCPE HR.**

Did you know... The BC Public Service is an award-winning employer and has been recognized as one of B.C.'s Top Employers from 2008 -2015; Canada's Top 100 Employers from 2010-2015; Canada's Top 25 Family Friendly Employers for 2013-2015 and Canada's Greenest Employers from 2009-2015!

Linda Reed
Human Resources Coordinator
Government Communications and Public Engagement
Phone: 250-387-1420