Page 001

Withheld pursuant to/removed as

s.22

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 3, 2018 9:51 AM
To: GCPE Service Desk GCPE:EX
Subject: FW: New request - 2nd gov mailbox/calendar on phone

Categories: Red Category

Hi there,

I'm wondering if I can receive assistance for the following request below. Thanks!

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: June 26, 2018 2:57 PM
To: Clark, Lane GCPE:EX <Lane.Clark@gov.bc.ca>
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: July 4, 2018 2:37 PM
To: Lane GCPE:EX Clark (Lane.Clark@gov.bc.ca); GCPE Service Desk GCPE:EX
Subject: RE: SDI-7083 FW: New request - 2nd gov mailbox/calendar on phone

Categories: Red Category

Hi again Lane!

I spoke to the team and we feel like this isn't really the fix we were looking for as I estimated. I understand your concerns re the shared inbox. What we did in the Premier's Office was turn it into an IDIR, which I "owned" and maintained, and there was no problem. It would be my responsibility again – as in the PO – to own this account and maintain/change the password as needed and ensure that its access is restricted. This is really the preferred solution, unless there is another alternative that would fill the same gap.

Thanks!

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 3, 2018 12:28 PM
To: Lane GCPE:EX Clark (Lane.Clark@gov.bc.ca) <Lane.Clark@gov.bc.ca>; GCPE Service Desk GCPE:EX <gcpe.servicedesk@gov.bc.ca>
Subject: RE: SDI-7083 FW: New request - 2nd gov mailbox/calendar on phone

No worries, Lane – I thought you might be off or wrapped up in something else.

Hmm, I don't think that's what the tour team was looking for, but I'll run this past them and ask if they mind combining their personal calendars and the tour calendar for the purpose of viewing tour events on their phones. I sense this option would mean more notifications and everyone having to manage their own invites rather than a single calendar being updated by one person (me).

Thanks!

Maria
250.896.6823

From: Lane Clark [mailto:gcpe.servicedesk@gov.bc.ca]
Sent: July 3, 2018 10:28 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: SDI-7083 FW: New request - 2nd gov mailbox/calendar on phone

_____
Reply above this line.

Lane Clark commented:
Hi Maria,

Thanks for sending this in - sorry for losing track of your message to me from earlier.

The way the events@gov.bc.ca account is setup makes it difficult to access from a phone, without using https://summer.gov.bc.ca. The shared inbox is a resource account without a password. The lack of password is where the limitation stems from. This setup has presented issues, on a few occasions and we're looking at what's involved to improve usage.

There's a security risk in setting up a shared inbox with a password. The password also still needs to be changed every three months and requires coordination of all the users accessing the account to maintain the password, otherwise access is easily lost.

What I've done for the digital services team is setup one of their shared inboxes to forward all messages and meeting invites to the required users. With this setup, you can accept meeting invites and respond to messages as maria.szabo@gov.bc.ca, but not as events@gov.bc.ca.

Let me know what you think.

Thank you,

Lane

Ticket number: s.15
Ticket Subject: FW: New request - 2nd gov mailbox/calendar on phone

GCPE Service Desk

View request · Turn off this request's notifications

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 4, 2018 2:51 PM
To: Joleen GCPE:EX Badger (Joleen.Badger@gov.bc.ca); Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca); Elena GCPE:EX Banfield (Elena.Banfield@gov.bc.ca); Marlene GCPE:EX Behrens (Marlene.Behrens@gov.bc.ca)
Cc: Rick GCPE:EX Devereux (Rick.Devereux@gov.bc.ca)
Subject: FW: FRIDAY HEADS UP - Premier's event - Cowichan Hospital

Categories: Red Category

Hey team – looks like the Cowichan hospital event is going ahead this Friday. They'd wanted to hold a planning call this afternoon. Can't remember who was on this when it was a maybe (Joleen?) but here's the heads up.

Thanks!

Maria
250.896.6823

From: Anderson, Kristy GCPE:EX
Sent: July 4, 2018 11:52 AM
To: GCPE Media Relations <MEDREL@Victoria1.gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>; GCPE Digital Services <GCPENEWSRM@Victoria1.gov.bc.ca>
Cc: McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca>; Copeland, Kimberly GCPE:EX <Kimberly.Copeland@gov.bc.ca>; Zaharia, Sarah GCPE:EX <Sarah.Zaharia@gov.bc.ca>; Gibbs, Robb GCPE:EX <Robb.Gibbs@gov.bc.ca>; Shepherd, Brent GCPE:EX <Brent.Shepherd@gov.bc.ca>; Shewchuk, Chris GCPE:EX <Chris.Shewchuk@gov.bc.ca>
Subject: FRIDAY HEADS UP - Premier's event - Cowichan Hospital

Hi all

We have just been told that we will be announcing the go ahead for the new Cowichan hospital this Friday. Yes this Friday July 6th and the preferred time is 10-11 am.

We have materials well in hand and I understand they are just getting treasury board sign off. We would like to hold a planning call this afternoon with the events team and Island Health if that is possible. Please let us know.

We will add this to the calendar as well.

Talk soon and as always appreciate your assistance.

Kristy Anderson
Director, Communications
Ministry of Health
250-952-3387 (office) 778-678-5200 (mobile)
Kristy.Anderson@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 4, 2018 2:56 PM
To: Joleen GCPE:EX Badger (Joleen.Badger@gov.bc.ca); Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Cc: Rick GCPE:EX Devereux (Rick.Devereux@gov.bc.ca)
Subject: FW: Heads up: AG event July 12 or 13, Vancouver (AG AG-88277)

Categories: Red Category

This is also a new one that's coming up quick (along with the new TAC Artscape one on the 12th). Will leave it up to you two to decide assignments!

Maria
250.896.6823

From: Mandybura, Cadence GCPE:EX
Sent: July 4, 2018 12:42 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Duffus, Robert GCPE:EX <Robert.Duffus@gov.bc.ca>
Subject: Heads up: AG event July 12 or 13, Vancouver (AG AG-88277)

Hi events! We're planning an event for late next week announcing ICBC rate design changes to improve rate fairness (the result of an engagement run earlier this year). **The timing for this event is not yet confirmed**, but thought it would be useful to give your team a heads up as we would be looking for event support.

The corp cal entry is AG-88277. Here is a quick summary:

- **Time**: July 12 or 13, likely in the morning (TBC)
- **Location**: Vancouver, VCO would work
- **Event**: Tech briefing delivered by ICBC staff (~30 mins), following by press conference led by Minister Eby and ICBC chair Joy MacPhail (TBC), with a media QA (~30 mins total for presser & QA).
- **Room set-up**: Screen for PPT presentation for tech briefing; tables for technical experts; podium for speakers.

Let me know if you have any questions for us as this juncture. I can put together a draft itinerary if that's helpful. Thanks!

Cadence

Cadence Mandybura | Senior Public Affairs Officer
Ministry of Attorney General, Province of British Columbia
250 356-6305 (office) | 250 893-8513 (cell)
cadence.mandybura@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 5, 2018 4:37 PM
To: Paulson, Dave GCPE:EX; Giles, Alison GCPE:EX; Cascaden, Lori R GCPE:EX; Hanuman, Heron GCPE:EX
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: Debrief on site visit for Jul 10th EETF event
Attachments: IMG_2085.jpg; IMG_2086.jpg; IMG_2089.jpg

Categories: Red Category

Hi everyone,

I've recently joined the Event Services team and I'm helping Jarrett out with the EETF event on July 10th. Just wanted to debrief you all on the site visit we did together this morning!

- In terms of the podium visual, we thought we'd have it set up in the large workroom in front of the developing technology (the large blue machine seen in the pictures attached). They also have some really cool footage of the technology in action, on the ground, so we're thinking we'll set up a TV screen to the left of the machine (in front of the black barrels) that can play the footage throughout the announcement.
- I understand the speakers were going to be taken on a tour once the announcement concludes. The majority of what they're excited to show is in the space over from the workroom, but the site contacts warned that media cameras will not be allowed as proprietary info is kept there. If we are bringing a photographer, they'll have to be careful about what's pictured and any photos taken will need to be run past the site contact before being used anywhere.
- We have a briefing room and we can name it in the itinerary, which we'll have to you tomorrow. We also have two parking spots set aside in front of their door for the Minister and Mr. Weaver.
- The site contacts were also saying there was going to be a meeting for the task force before the announcement. We couldn't find any confirmation of this on our end, but they do have a boardroom set aside for this purpose if that's going ahead.

If you have any other questions, let us know!

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: July 5, 2018 4:45 PM
To: Danny PREM:EX Loubert (Danny.Loubert@gov.bc.ca)
Subject: FW: Call for Records OOP-2018-84473 Records Due July 13, 2018

Categories: Red Category

Hey!

Do you have access to my old email inbox?

Sorry!

Maria
250.896.6823

From: OOP FOI PREM:EX
Sent: July 5, 2018 4:44 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Call for Records OOP-2018-84473 Records Due July 13, 2018

Hi Maria,

Please see the below request and please let me know by July 13th whether or not you have any records. Please either PDF your records without attachments, OR drag all responsive records onto the LAN here: Z:\Government\FOI\OOP-2018-84473 - Maria Szabo MAY. When dragging records onto the LAN, please ensure the all emails are transferring over – this means counting the number of emails you are dragging over. Any questions, please call me. Thank you!

Records of any and all emails (excluding attachments), text messages, BBMs, slack messages, and WhatsApp messages sent from Maria Szabo

(Date Range for Record Search: From 05/01/2018 To 05/31/2018) Date Format is MM/DD/YYYY

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

If you think that the search for records will take you over 3 hours and/or the total volume of records will exceed 200 pages, please let me know as soon as possible.

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

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

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 6, 2018 9:42 AM
To: Loubert, Danny PREM:EX
Subject: Fwd: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Categories: Red Category

I got this one too!

Sent from my iPhone

Begin forwarded message:

> **From:** "OOP FOI PREM:EX" <OOP.FOI@gov.bc.ca>
> **Date:** July 6, 2018 at 8:55:47 AM PDT
> **To:** "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
> **Subject: FW: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018**
>
> Hi Maria – forgot to include you in this reminder, I don't believe I've gotten your response to this one.
>
> Thanks so much ☺
>
> Alison
>
> ---
>
> **From:** OOP FOI PREM:EX
> **Sent:** Thursday, July 5, 2018 4:24 PM
> **To:** Van Meer-Mass, Kate PREM:EX; Fogg, Bruce PREM:EX; Oreck, Mira PREM:EX; Wade, Debbie PREM:EX
> **Subject:** Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018
>
> Hi all,
>
> Reminder for this request.
>
> Kate, Bruce, Mira – needing your records
> Debbie – needing Tamarra and Geoff's records
>
> Thanks so much!
>
> Alison
>
> ---
>
> **From:** OOP FOI PREM:EX
> **Sent:** Thursday, June 21, 2018 10:56 AM
> **To:** LP Premiers Vancouver Office; LP PO Executive Office
> **Subject:** Call for Records OOP-2018-84242 Records Due June 28, 2018
>
> *Hello,*
>
> *Please see the below request and please let me know by June 28th whether or not you have any records:*

Canvassed: All Exec staff, all Vancouver staff

All emails between the Premier's Office and Roseanne.Moran@leg.bc.ca

*(Date Range for Record Search: From **10/01/2017 To 11/30/2017**) Date Format is MM/DD/YYYY*

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

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

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 6, 2018 11:47 AM
To: OOP FOI PREM:EX
Subject: RE: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Categories: Red Category

Hi Alison,

I believe Danny has access to my old OOP inbox, so I've alerted him to this and another request for my May emails.

Thanks!

Maria
250.896.6823

From: OOP FOI PREM:EX
Sent: July 6, 2018 8:56 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hi Maria – forgot to include you in this reminder, I don't believe I've gotten your response to this one.

Thanks so much ☺

Alison

From: OOP FOI PREM:EX
Sent: Thursday, July 5, 2018 4:24 PM
To: Van Meer-Mass, Kate PREM:EX; Fogg, Bruce PREM:EX; Oreck, Mira PREM:EX; Wade, Debbie PREM:EX
Subject: Reminder: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hi all,

Reminder for this request.

Kate, Bruce, Mira – needing your records
Debbie – needing Tamarra and Geoff's records

Thanks so much!

Alison

From: OOP FOI PREM:EX
Sent: Thursday, June 21, 2018 10:56 AM
To: LP Premiers Vancouver Office; LP PO Executive Office
Subject: Call for Records OOP-2018-84242 Records Due June 28, 2018

Hello,

Please see the below request and please let me know by June 28th whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff

All emails between the Premier's Office and Roseanne.Moran@leg.bc.ca

*(Date Range for Record Search: From **10/01/2017 To 11/30/2017**) Date Format is MM/DD/YYYY*

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

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

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

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

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 6, 2018 11:53 AM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: EETF invite

Categories: Red Category

Definitely. Will stay tuned for the guest list!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 6, 2018 11:49 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: EETF invite

Hey!

Are you able to send this out in the next little bit?

Let me know if you have any questions.

Jarrett

From: Giles, Alison GCPE:EX
Sent: Thursday, July 5, 2018 11:25 AM
To: Hagglund, Jarrett GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Paulson, Dave GCPE:EX
Subject: EETF invite

Hi Jarrett,

Please find attached approved invite. We are working on the invite list.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 6, 2018 12:01 PM
To: Maria PREM:EX Szabo (Maria.Szabo@gov.bc.ca)
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: BC Government Event Invite - July 10, 2018
Attachments: BC Government Event Invite - July 10th.pdf

Categories: Red Category

Good afternoon,

Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.

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: July 6, 2018 1:03 PM
To: Cascaden, Lori R GCPE:EX; Giles, Alison GCPE:EX; Paulson, Dave GCPE:EX; Joshi, Shruti GCPE:EX; Hanuman, Heron GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: ITIN Jul 10th EETF event

Categories: Red Category

Great. Thanks!

Maria
250.896.6823

From: Cascaden, Lori R GCPE:EX
Sent: July 6, 2018 1:00 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Giles, Alison GCPE:EX <Alison.Giles@gov.bc.ca>; Paulson, Dave GCPE:EX <Dave.Paulson@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>; Hanuman, Heron GCPE:EX <Heron.Hanuman@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: ITIN Jul 10th EETF event

Hi Maria – the call in line will take questions.

Dave will have a look at this and get back to you with any possible edits.

Thanks,

Lori

From: Szabo, Maria GCPE:EX
Sent: Friday, July 6, 2018 12:59 PM
To: Cascaden, Lori R GCPE:EX; Giles, Alison GCPE:EX; Paulson, Dave GCPE:EX; Joshi, Shruti GCPE:EX; Hanuman, Heron GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: ITIN Jul 10th EETF event

Hi again everyone,

Here's the updated itinerary for the July 10th EETF event.

Quick question re the AV set-up – will the call-in line be taking questions or is the plan for it to be listen-only?

Thanks!

Maria
250.896.6823

From: Cascaden, Lori R GCPE:EX
Sent: July 5, 2018 6:41 PM
To: Giles, Alison GCPE:EX <Alison.Giles@gov.bc.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Paulson, Dave GCPE:EX <Dave.Paulson@gov.bc.ca>; Hanuman, Heron GCPE:EX <Heron.Hanuman@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Debrief on site visit for Jul 10th EETF event

Hi — let's discuss this as the speaking notes will need to be adjusted as I believe we mention the tour, or we will need to ensure that media relations let's media know they cannot participate.

Thanks!

Lori Cascaden
Communications Manager, GCPE
Ministry of Jobs, Trade and Technology
778-698-2892 (office)
778-679-3218 (mobile)
lori.cascaden@gov.bc.ca

On Jul 5, 2018, at 5:50 PM, Giles, Alison GCPE:EX <Alison.Giles@gov.bc.ca> wrote:

> Sounds good Maria and, although it's clearly an industrial space, it looks like it will work for this particular type of announcement.
>
> Disappointing about the limited amount of video we'll be able to take, but I completely understand the proprietary considerations.
>
> Yes – there is a meeting of the task force happening from 8:30 – 9:30 – Minesense is providing the space. It will be their first opportunity to meet as a group – we are taking advantage of them all being in the same place at the same time for the announcement!
>
> ---
>
> **From:** Szabo, Maria GCPE:EX
> **Sent:** Thursday, July 5, 2018 4:37 PM
> **To:** Paulson, Dave GCPE:EX; Giles, Alison GCPE:EX; Cascaden, Lori R GCPE:EX; Hanuman, Heron GCPE:EX
> **Cc:** Hagglund, Jarrett GCPE:EX
> **Subject:** Debrief on site visit for Jul 10th EETF event
>
> Hi everyone,
>
> I've recently joined the Event Services team and I'm helping Jarrett out with the EETF event on July 10th. Just wanted to debrief you all on the site visit we did together this morning!
>
> - In terms of the podium visual, we thought we'd have it set up in the large workroom in front of the developing technology (the large blue machine seen in the pictures attached). They also have some really cool footage of the technology in action, on the ground, so we're thinking we'll set up a TV screen to the left of the machine (in front of the black barrels) that can play the footage throughout the announcement.
> - I understand the speakers were going to be taken on a tour once the announcement concludes. The majority of what they're excited to show is in the space over from the workroom, but the site contacts warned that media cameras will not be allowed as proprietary info is kept there. If

we are bringing a photographer, they'll have to be careful about what's pictured and any photos taken will need to be run past the site contact before being used anywhere.

- We have a briefing room and we can name it in the itinerary, which we'll have to you tomorrow. We also have two parking spots set aside in front of their door for the Minister and Mr. Weaver.
- The site contacts were also saying there was going to be a meeting for the task force before the announcement. We couldn't find any confirmation of this on our end, but they do have a boardroom set aside for this purpose if that's going ahead.

If you have any other questions, let us know!

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: July 6, 2018 1:30 PM
To: 'Merran Smith'
Cc: Hagglund, Jarrett GCPE:EX; Jeremy Moorhouse
Subject: RE: BC Government Event Invite - July 10, 2018
Attachments: BC Government Event Invite - July 10th.pdf

Categories: Red Category

Hi Merran,

Thanks for your response. That's no problem – I have attached the invite again for Jeremy's information. Looking forward to having him there!

Best,

Maria
250.896.6823

From: Merran Smith [mailto:merran@cleanenergycanada.org]
Sent: July 6, 2018 1:24 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Jeremy Moorhouse <jeremy@cleanenergycanada.org>
Subject: Re: BC Government Event Invite - July 10, 2018

Hello,
I am not able to attend but my colleague, Jeremy Moorhouse, copied here, can attend. Can you transfer the invite to him? Thanks and best of luck.

Merran

From: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Date: Friday, July 6, 2018 at 12:03 PM
To: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Cc: "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Event Invite - July 10, 2018

Good afternoon,

Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.

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: July 6, 2018 1:37 PM
To: 'Lutz, Jonathan'; Brenda Bailey
Subject: RE: BC Government Event Invite - July 10, 2018
Attachments: BC Government Event Invite - July 10th.pdf

Categories: Red Category

Hi Jonathan and Brenda,

Thanks very much for your response. Brenda – please find the invitation attached for this event with the Ministry of Jobs, Trade and Technology on July 10th at 10am. We look forward to having you attend!

Best,

Maria
250.896.6823

From: Lutz, Jonathan [mailto:jon@ea.com]
Sent: July 6, 2018 1:26 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Brenda Bailey <brenda@digibc.org>
Subject: RE: BC Government Event Invite - July 10, 2018

Unfortunately I am unable to attend next week since I will be away on business. Please invite Brenda Bailey, ED for DigiBC in my place (on cc) if you have not already.

Many thanks

Jon

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Friday, July 6, 2018 12:01 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Event Invite - July 10, 2018

Good afternoon,

Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.

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: July 6, 2018 1:43 PM
To: 'Gallad, Michael'
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: BC Government Event Invite - July 10, 2018

Categories: Red Category

Hi Michael,

Thanks very much for your response and we look forward to having you there!

The Minister usually tries to say hello to guests but, due to the nature of the event, there will not be much time for a full discussion. If you'd like to arrange for a meeting with Minister Ralston, I'd encourage you to reach out to his office at JTT.minister@gov.bc.ca.

Best,

Maria
250.896.6823

From: Gallad, Michael [mailto:mgallad@illumina.com]
Sent: July 6, 2018 1:28 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: BC Government Event Invite - July 10, 2018

Hi Maria,

I will definitely move some things around to make this work.
Will there be time to discuss with the Minister?

Thank you very much

Michael

Michael Gallad
Country Director - Illumina Canada
Director, Global Sales
illumina, Inc.
Email: mgallad@illumina.com
Website: www.illumina.com

From: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Date: Friday, July 6, 2018 at 12:35 PM
To: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Cc: "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Event Invite - July 10, 2018

External message, be mindful when clicking links or attachments

Good afternoon,

Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.

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: July 6, 2018 1:47 PM
To: Sturrock, James GCPE:EX; Trimble, Brett FIN:EX; PREM Tech
Cc: Behrens, Marlene GCPE:EX; GCPE Service Desk GCPE:EX
Subject: RE: Requesting access to UBCM Meetings inbox (SDI-7109)

Categories: Red Category

Haha, that makes sense. Thanks a bunch. All good!

Maria
250.896.6823

From: Sturrock, James GCPE:EX
Sent: July 6, 2018 1:23 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>; GCPE Service Desk GCPE:EX <gcpe.servicedesk@gov.bc.ca>
Subject: RE: Requesting access to UBCM Meetings inbox (SDI-7109)

Hi Maria,

Just confirming did you add the mailbox to your Outlook? This is something you have to do manually.

1. Open Outlook
2. Click File tab in the Toolbar
3. Click Account Settings button, select Account Settings
4. Select the E-Mail tab
5. Highlight your mailbox, click the Change button
6. Click the More Settings button
7. Select the Advance tab
8. Click the Add button
9. Type the Shared E-Mail Address
10. Click the Apply and Ok buttons
11. Click Next, Finish, and Close buttons

Let me know if problems persist.

Regards,
James Sturrock
GCPE Service Desk Lead
GDX - Government Digital Experience Division
Government Communications & Public Engagement
EMAIL – CALL – IM

From: Szabo, Maria GCPE:EX
Sent: Friday, July 6, 2018 12:45 PM

To: Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca>; Sturrock, James GCPE:EX <James.Sturrock@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>; GCPE Service Desk GCPE:EX <gcpe.servicedesk@gov.bc.ca>
Subject: RE: Requesting access to UBCM Meetings inbox (SDI-7109)

Thank you, but I logged out, restarted my computer, and logged back in and it appears that I still don't have the inbox. ☹

Maria
250.896.6823

From: Trimble, Brett FIN:EX
Sent: July 5, 2018 2:21 PM
To: Sturrock, James GCPE:EX <James.Sturrock@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; GCPE Service Desk GCPE:EX <gcpe.servicedesk@gov.bc.ca>
Subject: RE: Requesting access to UBCM Meetings inbox (SDI-7109)

Hi James,
Maria has now been added to the mailbox, to gain the access she will need to "Sign out" and back in again to her computer.
If there are any issues please let me know.
Regards, Brett

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

From: Sturrock, James GCPE:EX
Sent: July 5, 2018 1:50 PM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; GCPE Service Desk GCPE:EX <gcpe.servicedesk@gov.bc.ca>
Subject: RE: Requesting access to UBCM Meetings inbox (SDI-7109)

Hello PREM Tech,

Are you able to grant the following user access to the Union of BC Municipalities Meetings PREM:EX UBCM.Meetings@gov.bc.ca mailbox?

Szabo, Maria GCPE:EX Maria.Szabo@gov.bc.ca

Thanks,
James Sturrock
GCPE Service Desk Lead

GDX - Government Digital Experience Division
Government Communications & Public Engagement
EMAIL – CALL – IM

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 5, 2018 1:39 PM
To: GCPE Service Desk GCPE:EX <gcpe.servicedesk@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: Requesting access to UBCM Meetings inbox

Hi there,

I'm looking to get access to the Union of BC Municipalities Meetings (ubcm.meetings@gov.bc.ca) inbox – and hopefully it can be done rather quickly! I will be assisting Marlene, who currently holds access to it, with maintenance of the email.s.22 I need to be able to see it starting Monday. Is this doable?

Thank you!

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: July 6, 2018 2:05 PM
To: Patrick, Andrew GCPE:EX; GCPE Event Request GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Elena GCPE:EX Banfield (Elena.Banfield@gov.bc.ca); Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca); Joleen GCPE:EX Badger (Joleen.Badger@gov.bc.ca)
Subject: RE: Event request - July 30, 1:00 p.m. - Kwantlen University - Richmond campus - Plant science lab and research farm

Categories: Red Category

Hi Andrew,

Thanks for following up. I'll pass this along to the events managers, but we should be able to confirm an event coordinator for you by Monday afternoon following our assignment meeting. Whoever is assigned will be in contact with you and should be available for a planning call on the 17th.

Best,

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

From: Patrick, Andrew GCPE:EX
Sent: July 6, 2018 8:39 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>; Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: RE: Event request - July 30, 1:00 p.m. - Kwantlen University - Richmond campus - Plant science lab and research farm

Hi there,

I'm just following up on this request for an event planner for July 30 at Kwantlen University in Richmond.

I was hoping to confirm a planner, s.22 am hoping to arrange a planning call for the Tuesday s.22

Thanks for your help,

Andrew

From: Patrick, Andrew GCPE:EX
Sent: Thursday, June 28, 2018 10:51 AM
To: GCPE Event Request GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Banfield, Elena GCPE:EX
Subject: Event request - July 30, 1:00 p.m. - Kwantlen University - Richmond campus - Plant science lab and research farm

Hello events team,

Our JTT team is requesting an event planner for a media event happening at Kwantlen University's Richmond campus on July 30 at 1:00 p.m. to announce funding for a plant science lab and research farm.

The event was previously scheduled for June 5 and has undergone a few changes – most notably, Minister Popham will be announcing the funding, which is distributed through our ministry (JTT). Min. Mark may also attend.

Attached you will find the updated EP. Our previous event coordinator was Elena Banfield who has already done a site visit.

Let me know if you need any further information.

Many thanks,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 6, 2018 2:31 PM
To: 'Gavin Dirom'
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: BC Government Event Invite - July 10, 2018

Categories: Red Category

Hi Gavin,

Thanks for your response. Please feel free to pass the invitation along to those representatives for Geoscience BC. If they can confirm their attendance with me, that would be much appreciated.

Thank you!

Maria
250.896.6823

From: Gavin Dirom [mailto:dirom@geosciencebc.com]
Sent: July 6, 2018 2:14 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: BC Government Event Invite - July 10, 2018

Thank you for the invitation Maria. Unfortunately, s.22 and not able to attend this event, however, I wish to send the following Geoscience BC representatives in my stead if that is ok with you:

- Christa Pellett – Project Coordinator
- Ron Prasad – GIS Specialist
- Candice Appleby – Office Manager & Communications Coordinator

Best regards, Gavin

Gavin C. Dirom
President and CEO
Geoscience BC

604.662.4147 ext. 23
778.233.6459 (cell)
dirom@geosciencebc.com
1101 - 750 West Pender St., Vancouver BC, V6C 2T7
Website | Twitter | Facebook| LinkedIn

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!

This email transmission is confidential and may contain proprietary information for the exclusive use of the intended recipient. If you are not the intended recipient, please notify the sender and delete all copies.

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 6, 2018 12:01 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Event Invite - July 10, 2018

Good afternoon,

Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.

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: July 6, 2018 2:52 PM
To: Badger, Joleen GCPE:EX
Subject: RE: INFO Re: Invitation to 2018 Chinese Culture Heritage Festival & The 10th Vancouver Water-Splashing Festival on July 29, 2018

Categories: Red Category

Will do!

Maria
250.896.6823

From: Badger, Joleen GCPE:EX
Sent: July 6, 2018 2:51 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: INFO Re: Invitation to 2018 Chinese Culture Heritage Festival & The 10th Vancouver Water-Splashing Festival on July 29, 2018

Can you please add to the calendar?

From: McLaren, Chris PREM:EX
Sent: Thursday, July 5, 2018 4:05 PM
To: 'CCSA CANADA'
Cc: Badger, Joleen GCPE:EX
Subject: INFO Re: Invitation to 2018 Chinese Culture Heritage Festival & The 10th Vancouver Water-Splashing Festival on July 29, 2018

Hello Harris,
Thank you for the information regarding the Chinese Culture Heritage Festival.
I have copied Joleen Badger from our Events Services who will be in touch with you regarding the Premier's attendance.
Kind regards,
Chris

Chris McLaren, Scheduling Officer
Office of the Premier
250-387-1806

From: CCSA CANADA [mailto:ccsacanada@gmail.com]
Sent: Thursday, July 5, 2018 3:59 PM
To: McLaren, Chris PREM:EX
Subject: Re: ACCEPTING Re: Invitation to 2018 Chinese Culture Heritage Festival & The 10th Vancouver Water-Splashing Festival on July 29, 2018

Hi Chris,

It is our great honor to have Premier Horgan's attendance of our event.

The initial agenda of the 2018 Chinese Culture Heritage Festival & the 10th Vancouver Water-splashing Festival is following:

On July 29th, 2018

10:00 AM the audience to enter the stadium
11:00 AM the parade begins
11:15 AM the distinguished guests to deliver speeches
11:45 AM the performance begins
12:30 PM the celebration events begins
15:00 PM the water-splashing event
18:00 PM the end of the events

We hope this arrangement can fit with the schedule of Premier Horgan, if you have any further question, please don't be heisted to contact us.

And we are also expecting the greeting letter from Premier Horgan.

Thank you for your support.

Regards,

Harris

2018-06-28 10:01 GMT-07:00 McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>:

Hello Harris,

Thank you for the kind invitation to Premier Horgan inviting him to attend the 2018 Chinese Culture Heritage Festival in Burnaby on July 29.

Premier Horgan would be pleased to attend. At this time, we would appreciate an agenda or itinerary of events for review, at your earliest convenience.

We will follow up with timing on the Premier's arrival as soon as we are able to confirm.

Kind regards,

Chris

Chris McLaren, Scheduling Officer

Office of the Premier

250-387-1806

From: CCSA CANADA [mailto:ccsacanada@gmail.com]
Sent: Monday, June 11, 2018 10:51 AM
To: Horgan.MLA, John <John.Horgan.MLA@leg.bc.ca>
Subject: Invitation to 2018 Chinese Culture Heritage Festival & The 10th Vancouver Water-Splashing Festival on July 29, 2018

The Honourable John Horgan

Premier
Parliament Buildings
Victoria, BC V8V 1X4

Re: Invitation to 2018 Chinese Culture Heritage Festival & The 10th Vancouver Water-Splashing Festival on July 29, 2018

Dear Honourable John Horgan**,**

CCSA (Canadian Community Service Association) will host its 2018 Chinese Culture Heritage Festival & The 10th Vancouver Water-Splashing Festival on **July 29, 2018** at **10:00AM**. The event will take place at **the Swangard Stadium of Burnaby Central Park** on 3883 Imperial Street, Burnaby, BC. We are pleased to invite you to attend this special event as the VIP guest. We also look forward to your honorary greeting letter for our event.

The Chinese Culture Heritage Festival is a great opportunity for community gathering in celebration of Chinese culture and history, and sharing that pride with all ethnic groups which made us Canadians. The 2017 Chinese Culture Heritage Festival successfully showed the splendid Chinese culture and presented the significant contribution of the Chinese community to the Canadian multiculturalism. As the significant annual celebration of the Canadian Chinese Community, it is the 10th year for the CCSA to organize this event. We would like to take this great opportunity to commemorate the contribution of Chinese Community to the prosperity of Canada.

Vancouver Water-Splashing Festival has been successfully held for eight years. It is no longer limited to a minority festival of Chinese community, but also a multi-cultural event with new activities every year. The Water-Splashing Festival symbolizes the New Year of the Dai, Blang, Achang ethnic minorities in China. It is one of the liveliest ceremonious traditional festivals to bring joy, happiness and good luck to our community.

We would like to thank you for your support in the past events. We are anticipating 20,000 and more visitors this year for the event. Your participation will make this event a greater one.

We are looking forward to seeing you in the event. Please confirm with us for your attendance. If you have any questions please let us know by return.

Sincerely yours,

Harris Niu
President

Canadian Community Service Association
11060 Horseshoe Way, Richmond, B.C., Canada V7A 4V5
Tel: 604-757-9922 Fax: 604-757-9899

Email: ccsacanada@gmail.com

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 6, 2018 5:55 PM
To: Behrens, Marlene GCPE:EX
Subject: Re: UBCM Convention Ad Submission & Event App Profile

Categories: Red Category

Sure thing! s.22 Did you leave the UBCM phone somewhere?

s.22

Sent from my iPhone

On Jul 6, 2018, at 4:26 PM, Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca> wrote:

> Hi!
>
> Sorry, this is random. Can you please hold on to this email, but ignore it for the time being?
>
> I just got this and I don't know what it is, but I've reached out to my contact at MAH to see if they have any feedback. I think I may have to deal with this a bit on Monday, but I wanted to send it to you now, in case we do need to do something about it next week, s.22
>
> I hope that's ok. Sorry, and thank you!
>
> Marlene
>
> ---
>
> **From:** Jennifer Kwok [mailto:jkwok@ubcm.ca]
> **Sent:** Friday, July 6, 2018 4:11 PM
> **To:** Behrens, Marlene GCPE:EX
> **Cc:** Kelsey Mackay-Smith
> **Subject:** UBCM Convention Ad Submission & Event App Profile
>
> Dear Ms. Behrens,
>
> I hope all is well with you! My name is Jennifer and I am currently assisting Kelsey with the upcoming UBCM Convention.
>
> I wanted to touch base with you with instructions on submitting your **Quarter Page Ad** and the **Event App** profile for the upcoming 2018 UBCM Convention in Whistler.
>
> **Submit Quarter Page Program Ad by July 20**
> You receive a quarter page ad in the printed Convention program. The deadline to submit your advertisement is Friday July 20. **Please submit to our design team (andi@thornleycreative.com) and cc myself or Kelsey.**

Please be sure to read the **attached** specifications and instructions carefully before creating and submitting your advertisement!

Update Your Event App Profile by July 20

BC Government will also be showcased on the Event App, which we require you to update your profile details.

How to Update Company Profile:

- Go to https://access.ubcm.ca/sponsorship/form.php?recid=NzI5
- Complete the form online. Instructions are directly on the form.

If you have any questions or need assistance with completing the above, please do not hesitate to contact me at any time.

Thank you and have a great weekend!

Sincerely,
Jennifer

Jennifer Kwok
Events & Corporate Operations Assistant
Union of BC Municipalities | www.ubcm.ca
60-10551 Shellbridge Way | Richmond, BC V6X 2W9
604.270.8226 ext.117 | **jkwok@ubcm.ca**

From: Kelsey Mackay-Smith <kmackaysmith@ubcm.ca>
Date: Thursday, April 19, 2018 at 4:27 PM
To: "marlene.behrens@gov.bc.ca" <marlene.behrens@gov.bc.ca>
Subject: UBCM Convention Reception

Hello Ms. Behrens,

I hope your week is going well! I wanted to introduce myself as the new Event and Sponsorship Coordinator here at UBCM. I understand from my colleagues, Pamela Lewis and Kathleen Spalek, that you are our point of contact for the BC Government Reception during the Convention.

Pamela mentioned that you have already been in touch with her regarding your space and requirements for this year. I just wanted to touch base with you and ensure that you have everything you need from us for your planning?

I have also attached our formal Sponsorship Confirmation letter for your reference. If you have any questions or concerns regarding the upcoming Convention please do not hesitate to contact me.

I look forward to working with you!

Kelsey

Kelsey Mackay-Smith

Events & Sponsorship Coordinator

Union of BC Municipalities
60 – 10551 Shellbridge Way
Richmond, BC V6X 2W9
Phone: 604-270-8226 Ext. 103
Email: kmackaysmith@ubcm.ca
Website: www.ubcm.ca

<2018 UBCM Confirmation Letter - BC Government.pdf>

<UBCM Convention Ad Specs[1].pdf>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 10:10 AM
To: 'reg'
Subject: RE: BC Government Event Invite - July 10, 2018

Categories: Red Category

Hi Reg,

Thanks for your email. I cannot provide much more information, but the Minister's announcement is one that is geared to help sustain our growing economy and support the future of industry, technology and innovation in B.C. Dr. Andrew Weaver, leader of the BC Green Party, will also be a part of the announcement.

We hope to have you join us.

Best,

Maria
250.896.6823

From: reg [mailto:reg@bcac.bc.ca]
Sent: July 6, 2018 1:22 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: BC Government Event Invite - July 10, 2018

Hi Maria

Can you please provide some additional background on the nature of the announcement, so we can better plan.

Reg

Sent from my S6

-------- Original message --------
From: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Date: 2018-07-06 12:00 (GMT-08:00)
To: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Cc: "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Event Invite - July 10, 2018

Good afternoon,

Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.

Best,

Maria Szabo | Events Assistant

Government Communications and Public Engagement

250.896.6823 | maria.szabo@gov.bc.ca

Filter service subscribers can train this email as spam or not-spam here

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 10:10 AM
To: Cascaden, Lori R GCPE:EX
Subject: RE: BC Government Event Invite - July 10, 2018

Categories: Red Category

Thanks, Lori! I thought so – just wanted to run it past you.

Maria
250.896.6823

From: Cascaden, Lori R GCPE:EX
Sent: July 6, 2018 4:09 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Giles, Alison GCPE:EX <Alison.Giles@gov.bc.ca>; Paulson, Dave GCPE:EX <Dave.Paulson@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: BC Government Event Invite - July 10, 2018

Hi Maria – We really try not to share too much information so that we do not scoop our announcement. Outside of what is in the invite, I am not sure what more we can say without giving it away. Maybe just reinforce what is in the invite and let the person know that Andrew Weaver, BC Green Party leader will also be there for the announcement.

Thanks,

Lori

From: Szabo, Maria GCPE:EX
Sent: Friday, July 6, 2018 1:34 PM
To: Cascaden, Lori R GCPE:EX; Giles, Alison GCPE:EX; Paulson, Dave GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: FW: BC Government Event Invite - July 10, 2018

Hi again!

Getting a handful of responses to the invites for this event and I had this request. Thought I would let you decide how much information you'd like to share. Let me know how you'd like me to respond, or if you'd prefer to reach out yourselves.

Thanks!

Maria
250.896.6823

From: reg [mailto:reg@bcac.bc.ca]
Sent: July 6, 2018 1:22 PM

To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: BC Government Event Invite - July 10, 2018

Hi Maria

Can you please provide some additional background on the nature of the announcement, so we can better plan.

Reg

Sent from my S6

-------- Original message --------
From: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Date: 2018-07-06 12:00 (GMT-08:00)
To: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Cc: "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Event Invite - July 10, 2018

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Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.

Best,

Maria Szabo | Events Assistant

Government Communications and Public Engagement

250.896.6823 | maria.szabo@gov.bc.ca

Filter service subscribers can train this email as spam or not-spam here

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 10:11 AM
To: 'Scott D. Sampson'
Cc: Greg Weinrauch
Subject: RE: BC Government Event Invite - July 10, 2018

Categories: Red Category

Hi Scott,

Thanks very much for your response. We regret that you are unable to attend, but you should feel free to invite another staff member in your place. Please share the invitation with them and if they could confirm with me that they will be there, it would be much appreciated.

Best,

Maria
250.896.6823

From: Scott D. Sampson [mailto:ssampson@scienceworld.ca]
Sent: July 6, 2018 3:51 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Greg Weinrauch <gweinrauch@scienceworld.ca>
Subject: RE: BC Government Event Invite - July 10, 2018

Hello Maria,

Thank you for the invitation. I'm afraid I will not be able to attend s.22 Any chance that another of my staff could go in my place?

Best wishes,

Scott

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 6, 2018 12:01 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Event Invite - July 10, 2018

Good afternoon,

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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: July 9, 2018 10:13 AM
To: 'Allen Eaves'
Cc: Hagglund, Jarrett GCPE:EX; Andrew Booth
Subject: RE: BC Government Event Invite - July 10, 2018

Categories: Red Category

Hi Allen,

Thanks very much for your response. We regret that you're unable to join us, but you should feel free to share the invitation with Andrew so that he can attend in your place. If he could confirm with me that he will be there, it would be much appreciated.

Best,

Maria
250.896.6823

From: Allen Eaves [mailto:allen.eaves@stemcell.com]
Sent: July 6, 2018 9:34 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Andrew Booth <andrew.booth@stemcell.com>
Subject: Re: BC Government Event Invite - July 10, 2018

Dear Maria,

Unfortunately I can't attend the July 10th event s.22

Possibly Andrew Booth, our CCO, could attend in my place.

Warmest regards,

Allen

ALLEN EAVES OBC, MD, PhD, FRCPC
PRESIDENT AND CEO

VANCOUVER, BC CANADA
1618 STATION STREET VANCOUVER BC V6A 1B6 CANADA
T. 604 668 0818 • 1 800 667 0322 F. 604 675 7830 E. ALLEN.EAVES@STEMCELL.COM W. WWW.STEMCELL.COM

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On 6 July 2018 at 12:00, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Good afternoon,
>
> Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.
>
> 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: July 9, 2018 10:49 AM
To: 'Amandine Correia'
Subject: RE: BC Government Event Invite - July 10, 2018

Categories: Red Category

Hi again Amandine,

The event should last about 45 minutes or so.

Thanks!

Maria
250.896.6823

From: Amandine Correia [mailto:acorreia@quarkventure.com]
Sent: July 9, 2018 10:25 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: BC Government Event Invite - July 10, 2018

Hello Maria,

Thanks for your message.
I understand but is it possible to know until what time it lasts at least ? It is not mentioned in the invitation.

Regards

Amandine Correia
Administrative Assistant
604-262-8818 ex 107
www.quarkventure.com

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 10:12 AM
To: Amandine Correia <acorreia@quarkventure.com>
Subject: RE: BC Government Event Invite - July 10, 2018

Hi Amandine,

Thanks for your email. I cannot provide much more information, but the Minister's announcement is one that is geared to help sustain our growing economy and support the future of industry, technology and innovation in B.C. Dr. Andrew Weaver, leader of the BC Green Party, will also be a part of the announcement.

We hope to have Karimah es Sabar join us.

Best,

Maria
250.896.6823

From: Amandine Correia [mailto:acorreia@quarkventure.com]
Sent: July 6, 2018 4:34 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: BC Government Event Invite - July 10, 2018

Dear Maria,

Before I RSVP Karimah es Sabar to this event, can we have more details about it ? Who is attending ?

Thanks for your help in advance.

Amandine Correia
Administrative Assistant
604-262-8818 ex 107
www.quarkventure.com

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Friday, July 6, 2018 12:01 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: BC Government Event Invite - July 10, 2018

Good afternoon,

Please find attached an invitation from the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology, for an event in Vancouver on Tuesday, July 10th. We look forward to your RSVP.

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: July 9, 2018 11:58 AM
To: Hagglund, Jarrett GCPE:EX; Devereux, Rick GCPE:EX; Badger, Joleen GCPE:EX; Banfield, Elena GCPE:EX
Subject: RE: Check in meeting today

Categories: Red Category

I'm available.

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 9, 2018 11:34 AM
To: Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>; Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>; Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Check in meeting today

Im free then.

From: Devereux, Rick GCPE:EX
Sent: Monday, July 9, 2018 11:34 AM
To: Badger, Joleen GCPE:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX; Szabo, Maria GCPE:EX
Subject: Check in meeting today

Hi All,

I have to be in a meeting at 2:45 pm with a couple of new Comms Directors, from JTT and AG. Is there any chance that everyone is also available at 3:15 for our check in ?

Thanks
Rick

Rick Devereux
Director, Event Services | Government Communications and Public Engagement
rick.devereux@gov.bc.ca | 250-812-1207

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 2:24 PM
To: 'Mike Davenport'
Subject: RE: RSVP for MineSense announcement - UrtheCast

Categories: Red Category

Hi Mike,

It certainly wouldn't be inappropriate – s.22
s.22

Best,

Maria
250.896.6823

From: Mike Davenport [mailto:mdavenport@urthecast.com]
Sent: July 9, 2018 12:29 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Mark Wlodyka <mwlodyka@urthecast.com>; Wade Larson <wade@urthecast.com>
Subject: Re: RSVP for MineSense announcement - UrtheCast

Hi Maria,

s.22
Thanks

Mike

Michael Davenport, PhD
Director R&D Program Development
URTHECAST

604-265-6266 | Office
604-790-3771 | Mobile

33 – 1055 Canada Place | Vancouver, BC, Canada | V6C 0C3
mDavenport@UrtheCast.com

From: Mike Davenport <mdavenport@urthecast.com>
Date: Sunday, July 8, 2018 at 1:34 PM
To: "maria.szabo@gov.bc.ca" <maria.szabo@gov.bc.ca>
Cc: Mark Wlodyka <mwlodyka@urthecast.com>, Wade Larson <wade@urthecast.com>, Mike Davenport <mdavenport@urthecast.com>
Subject: RSVP for MineSense announcement - UrtheCast

Dear Ms. Maria Szabo,

We received your invitation to the announcement at MineSense on Tuesday at 10am. Thank you very much.

s.22 Mark has asked me to attend in his place, on UrtheCast's behalf, with your permission.

I trust that is OK, and I will see you on Tuesday at 10am.

Mike

Michael Davenport, PhD
Director R&D Program Development
URTHECAST

604-265-6266 | Office
604-790-3771 | Mobile

33 – 1055 Canada Place | Vancouver, BC, Canada | V6C 0C3
mDavenport@UrtheCast.com

10:00 a.m.
Tuesday, July 10th, 2018
MineSense Technologies
8365 Ontario St., Suite 100, Vancouver

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 2:26 PM
To: 'Alejandra Najera'
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Video recordings of machinery for tomorrow's event

Categories: Red Category

Thanks so much, Alejandra! If that doesn't work out, it would just be great to have the video files and images on a thumb drive for the technicians to work with in the morning.

Maria
250.896.6823

From: Alejandra Najera [mailto:anajera@minesense.com]
Sent: July 9, 2018 11:04 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Video recordings of machinery for tomorrow's event

Hi Maria.
I have just asked our team in the sensors and data area and I will confirm asap.
Hopefully it is easy to do.

Thank you!

Alejandra Najera
Human Resources & Corporate Records Administrator
Minesense Technologies Ltd.

minesense

Tel. +(604)449.3780 – **Ext. 140**

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 10:57 AM
To: Alejandra Najera <anajera@minesense.com>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Video recordings of machinery for tomorrow's event

Hi Alejandra!

Thanks so much for all of the work you're doing to help us with this event tomorrow.

I was wondering if there's one more thing you can help us with – our AV guy has asked me if he could have the file/link to the file of the video recordings that we wanted to play on the TV screen during the announcement. These were the recordings of your technology on the ground and in the field. He also suggested that it would be useful to have a couple stock images of the machinery in case the videos start glitching. Is this a possibility? Would you be able to share those recordings with me today so I can get them to the AV company before tomorrow?

Let me know!

Thank you,

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: July 9, 2018 2:53 PM
To: Giles, Alison GCPE:EX; Paulson, Dave GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: EETF-itinerary change
Attachments: Itinerary - JTT - 9JULY18 - DRAFT.docx

Categories: Red Category

Adjusted.

Maria
250.896.6823

From: Giles, Alison GCPE:EX
Sent: July 9, 2018 2:47 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Paulson, Dave GCPE:EX <Dave.Paulson@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: RE: EETF-itinerary change

Hi Maria,

Can you please see below for edit from us. Thanks.

From: Szabo, Maria GCPE:EX
Sent: Monday, July 9, 2018 2:30 PM
To: Paulson, Dave GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Giles, Alison GCPE:EX
Subject: RE: EETF-itinerary change

Thanks, Dave. I've updated our version for you.

Maria
250.896.6823

From: Paulson, Dave GCPE:EX
Sent: July 9, 2018 2:25 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>; Giles, Alison GCPE:EX <Alison.Giles@gov.bc.ca>
Subject: EETF-itinerary change

Hi Maria,
There's been a late change to the itinerary. Parliamentary Secretary for Technology Rick Glumac is now emcee. Here's a revised itinerary.
Dave

Itinerary:

Time	EETF LAUNCH EVENT Tuesday, July 10, 2018 10 a.m. start
9:45 a.m.	Pre-brief by GCPE Events for Minister Ralston, EETF chair Kathy Kinloch, MLA Weaver, Emcee Rick Glumac and MineSense CEO Jeff More
10 a.m.	Jeff More welcomes guests and makes brief opening remarks; introduces emcee Rick Glumac
10:03 a.m.	Emcee Glumac makes brief opening remarks; introduces Minister Bruce Ralston; Minister Ralston speaks
10:08 a.m.	Emcee Glumac thanks Minister Ralston; introduces BC Green Party leader Andrew Weaver; Andrew Weaver speaks
10:12 a.m.	Emcee thanks Andrew Weaver; introduces EETF chair Kathy Kinloch; Kathy Kinloch speaks
10:15 a.m.	Emcee thanks Kathy Kinloch; Emcee asks MineSense CEO Jeff More to return to the podium; Jeff More returns to podium to speak
10:20 a.m.	Speakers portion concludes; Emcee Rick Glumac calls speakers and task force members together for photos
10:21 a.m.	GCPE media relations opens floor to questions from reporters.
10:30 a.m.	Minister Ralston, chair Kinloch and MLA Weaver tour MineSense facility with CEO Jeff More, vice-president Fani Kanafani and media
10:45 a.m.	Minister Ralston conducts phone interviews with media unable to attend

Dave Paulson
Government Communications & Public Engagement
Ministry of Jobs, Trade and Technology
250-356-7959

Dave.Paulson@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 3:54 PM
To: Giles, Alison GCPE:EX; Hagglund, Jarrett GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: RSVPs - MLAs
Attachments: JTT, EETF Launch, July 10.xlsx

Categories: Red Category

Hi Alison,

Here's the RSVP list I have so far. Hope that helps!

Best,

Maria
250.896.6823

From: Giles, Alison GCPE:EX
Sent: July 9, 2018 3:27 PM
To: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: RSVPs - MLAs

Hi Jarrett and Maria,

We know Mitzi Dean is attending tomorrow but are there others we can insert into the Minister's notes now?

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 4:11 PM
To: Cascaden, Lori R GCPE:EX; Paulson, Dave GCPE:EX
Cc: Giles, Alison GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX
Subject: RE: Itinerary order change
Attachments: Itinerary - JTT - 9JULY18 - DRAFT.docx

Categories: Red Category

Done!

Maria
250.896.6823

From: Cascaden, Lori R GCPE:EX
Sent: July 9, 2018 4:09 PM
To: Paulson, Dave GCPE:EX <Dave.Paulson@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Giles, Alison GCPE:EX <Alison.Giles@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>
Subject: RE: Itinerary order change

Hi Dave – one edit on the below.

Please ensure made to our itinerary too.

Thanks,

Lori

From: Paulson, Dave GCPE:EX
Sent: Monday, July 9, 2018 4:08 PM
To: Szabo, Maria GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Giles, Alison GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX
Subject: Itinerary order change

Hi Maria,
One more minor switcheroo in the itinerary.
Photo opp will now take place after the Q&A with reporters.

10:20 a.m. - Speakers portion concludes; GCPE media relations opens the floor and telephone line to questions from reporters
10:28 a.m. - Emcee Rick Glumac calls speakers and task force members together for photos

Thanks,
Dave

Dave Paulson
Government Communications & Public Engagement

Ministry of Jobs, Trade and Technology
250-356-7959
Dave.Paulson@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 4:17 PM
To: 'Mike Fuoco'
Subject: FW: Video recordings of machinery for tomorrow's event

Categories: Red Category

Hi Mike – here's the update on the files. Sorry about that! Hopefully it will be easy enough to sort out tomorrow morning.

Maria
250.896.6823

From: Alejandra Najera [mailto:anajera@minesense.com]
Sent: July 9, 2018 3:20 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Video recordings of machinery for tomorrow's event

Hi Maria.

Our CEO confirmed that we need to have permission of our clients to actually give you the files beforehand.
I will receive some images that we can transmit and will ask one of our engineers to have it ready on a usb.
Thank you!

Alejandra Najera
Human Resources & Corporate Records Administrator
Minesense Technologies Ltd.

minesense

Tel. +(604)449.3780 – **Ext. 140**

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 2:26 PM
To: Alejandra Najera <anajera@minesense.com>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Video recordings of machinery for tomorrow's event

Thanks so much, Alejandra! If that doesn't work out, it would just be great to have the video files and images on a thumb drive for the technicians to work with in the morning.

Maria
250.896.6823

From: Alejandra Najera [mailto:anajera@minesense.com]
Sent: July 9, 2018 11:04 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Video recordings of machinery for tomorrow's event

Hi Maria.
I have just asked our team in the sensors and data area and I will confirm asap.
Hopefully it is easy to do.

Thank you!

Alejandra Najera
Human Resources & Corporate Records Administrator
Minesense Technologies Ltd.

minesense

Tel. +(604)449.3780 – **Ext. 140**

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 10:57 AM
To: Alejandra Najera <anajera@minesense.com>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Video recordings of machinery for tomorrow's event

Hi Alejandra!

Thanks so much for all of the work you're doing to help us with this event tomorrow.

I was wondering if there's one more thing you can help us with – our AV guy has asked me if he could have the file/link to the file of the video recordings that we wanted to play on the TV screen during the announcement. These were the recordings of your technology on the ground and in the field. He also suggested that it would be useful to have a couple stock images of the machinery in case the videos start glitching. Is this a possibility? Would you be able to share those recordings with me today so I can get them to the AV company before tomorrow?

Let me know!

Thank you,

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: July 9, 2018 4:42 PM
To: Paulson, Dave GCPE:EX
Subject: RE: Itinerary order change

Categories: Red Category

Sure did – should be part of the changes in the last draft I sent at 4:11. Thanks!

Maria
250.896.6823

From: Paulson, Dave GCPE:EX
Sent: July 9, 2018 4:27 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Itinerary order change

Hi Maria,
Just ensuring you got this later change from Lori…

10:20 a.m. - Speakers portion concludes; GCPE media relations opens the floor and telephone line to questions from reporters
10:28 a.m. - Emcee Rick Glumac calls speakers and task force members together for photos

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From: Cascaden, Lori R GCPE:EX
Sent: Monday, July 9, 2018 4:09 PM
To: Paulson, Dave GCPE:EX; Szabo, Maria GCPE:EX
Cc: Giles, Alison GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX
Subject: RE: Itinerary order change

Hi Dave – one edit on the below.

Please ensure made to our itinerary too.

Thanks,

Lori

From: Paulson, Dave GCPE:EX
Sent: Monday, July 9, 2018 4:08 PM
To: Szabo, Maria GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Giles, Alison GCPE:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX
Subject: Itinerary order change

Hi Maria,
One more minor switcheroo in the itinerary.

Photo opp will now take place after the Q&A with reporters.

10:20 a.m. - Speakers portion concludes; GCPE media relations opens the floor and telephone line to questions from reporters
10:28 a.m. - Emcee Rick Glumac calls speakers and task force members together for photos

Thanks,
Dave

Dave Paulson
Government Communications & Public Engagement
Ministry of Jobs, Trade and Technology
250-356-7959
Dave.Paulson@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 10, 2018 8:04 AM
To: anajera@minesense.com
Subject: Morning!

Categories: Red Category

Hi Alejandra - just letting you know that Jarrett and I are here and the AV setup is well underway. I'm sure you're busy this morning but hopefully we can touch base when you have a second!

Maria

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 10, 2018 12:14 PM
To: Cascaden, Lori R GCPE:EX; Giles, Alison GCPE:EX; Paulson, Dave GCPE:EX; Joshi, Shruti GCPE:EX
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: FW: Government event July 10th at 10am

Categories: Red Category

Hi all – here's the audio file from today. If you have questions, let me know.

Best,

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 10, 2018 11:05 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

I hope everything went well for today's event at MineSense Technologies in Vancouver? I have included a link below to the audio file from this event. Let me know if you have any difficulties downloading the audio file?

R1887363-1 GCPE MEDIA EVENT - VANCOUVER - JULY 10TH
https://www.dropbox.com/s/v57584olkmyi6ll/R1887363-1%20GCPE%20MEDIA%20EVENT%20-%20VANCOUVER%20-%202018-07-10.MP3?dl=0

Please note the audio file is only available via the FMAV Archiver online for 30 days. On day 31 the content will be long-term archived, and the link will no longer be accessible. Should you wish to access the audio file after day 31 please contact your FMAV account manager to obtain a copy.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 9, 2018 2:34 PM
To: Szabo, Maria GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: Re: Government event July 10th at 10am

Thanks for catching that. My mistake in copy and pasting the address. We also noticed it this afternoon as well.

Thanks again for pointing it out.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 2:17:46 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

And we just looked the invoice over – seems great! The only small thing I caught was that the address is **8365 Ontario Street** (not 365). Wouldn't want them going to the wrong address!

Thanks again,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 1:42 PM
To: 'Mike Fuoco' <mfuoco@fmav.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Government event July 10th at 10am

Hi Mike,

I totally understand. Our site contact, Alejandra, is working on it. She will confirm with me ASAP if it's possible for them to send the files over. From my understanding, it would just be one video file. I've also asked about the back-up images and Alejandra is sorting it out with the right team over there.

Jarrett has forwarded you the TELUS info and I've attached the itinerary here.

Both Jarrett and I will be onsite at 7:30am tomorrow morning. My number is 250-896-6823 and Jarrett's is 604 817-1458. I think either of us would be the best ones to contact and we will connect with Alejandra when we're all there.

Thanks very much for the info about the technicians helping us out tomorrow. All of this is very much appreciated!

Best,

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 9, 2018 1:08 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

Thank you for getting back to me with this update.

I would really appreciate if we could get our hands on a link to the video recording as quickly as possible as I would prefer not to have our technicians loading and testing it on site. Is it just one video file that we play and loop on screen during the event, or are there multiple video files to playback?

As mentioned in my earlier email can you confirm if MineSense is also be able to provide a few back-up still images of the mining machines should we encounter any playback issues with the video on site?

I look forward to receiving a copy of the Telus dial-in information, along with the event itinerary this afternoon so that I can include the information in my event resume for our technicians working the event.

Who is the onsite contact at MineSense that we should connect with on arrival tomorrow morning? Is there a number we should call them at (cell or land line)? What time will you be on site tomorrow morning?

Lastly, your lead technician for this event is Jim Frith. Should you need to contact Jim he can be reached on his cell Tuesday morning at s.22 . Jim will be assisted by Brent Burbee, and Nicole Ostapowich.

I think that's it. Sorry for all the questions.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 12:03:51 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

Hi Mike,

I've asked the site contact for the video recordings – I'll forward them along to you as soon as I receive them if they're able to pass them along.

Our site contact said she would be there for 7am, so the timing sounds good!

I've seen your other email with the breakdown and request for the call-in line phone number; I'll review this with Jarrett and get back to you shortly.

Thank you!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 6, 2018 2:56 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

Thank you for the pictures and the answers to my questions everything is much clearer now. It looks like a fairly straight forward event set-up.

Would it be possible to get someone to forward a link to the video recordings you want to display on screen? I would like to look at the recording properties ahead of time to make sure they will play back correctly on our equipment. It might also be a good idea to have a few back-up still images available of the mining machines should we encounter any playback issues on site.

I was thinking that we should plan to be on site loading in between 07:15 / 07:30 am. I would like to allow enough time to get the sound, feeds, lighting, monitor / graphics playback in place as well as establish and pretest our cellular connection with Telus before guests and media arrive. Let me know if this works okay with yourself and the Minesense people?

I think that's it for now.

Thanks again,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 6, 2018 1:52:01 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

Nice to meet you too, Mike, and thanks for your questions! I've answered them in blue below. Hope that helps – let me know if anything else comes to mind.

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 5, 2018 6:12 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

It's a pleasure to meet you. Congratulations on your appointment to the GCPE Event Services Team! Thank you for reaching out and contacting me for this event. I have asked my Operations Manager to look into firming up a technical crew for your event on Tuesday.

Off the top I did have a few questions for you.

They are as follows.

- Where in the building will the event be taking place? Is it on the ground floor? It will be taking place in a large, industrial workshop that's part of the building. It is located on the ground floor and there is a separate entrance a little further down from their front door that enters right into the space. When we get there, we can make sure the door is unlocked for load-in.
- If you have any pictures of the event space I would appreciate if you could forward me a copy? Pictures attached!
- Do you require any BC flags to backdrop the podium? No flags.
- Is the media call in line a listen only scenario, or will it be a two way call with questions coming for media listening in on the conference call bridge feed? They will take questions on the call-in line.
- What type of graphics media were you planning to display on the monitor screen? The screen will play some footage of their innovative mining technology. They broadcast live from their worksite sin the main part of their building (it's really cool!) but they also have saved recordings that we'll use for this event. It's essentially a camera feed of the mining machines on the ground.
- Do you have a custom event graphic to put up on the monitor screen as a static walk-in / walk-out image? If not as an alternative we can provide a BCID graphic image on screen (see attached sample)? Sure, the BCID graphic image would be great to have static on the screen. I imagine we'd want to start the video once the event begins. There's no sound and the video would be playing in the background as they're speaking as more of a visual element.

I think that's it for questions for the time being. I am sure a few more questions will come from your answers to the above.

Best regards,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 5, 2018 4:20:26 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: Government event July 10th at 10am

Hi Mike,

I've just joined the Event Services team here with the provincial government and I hear you're the one to talk to about booking AV services!

We're coordinating an event with Ministry of Jobs, Trade, & Technology (JTT) and we'll need everything for a standard podium announcement. The event is set to take place on Tuesday, July 10th at 10am at Minesense – Unit #100, 8365 Ontario St, Vancouver.

Additionally, we'll require a TV screen set up to play a video (around 70" if possible?) as well as the tech to allow for a media call-in line. The space does not have a phone line, so we'll have to use cellular.

Let me know how that sounds.

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: July 10, 2018 12:15 PM
To: 'Mike Fuoco'
Subject: RE: Government event July 10th at 10am

Categories: Red Category

Hi Mike,

It seemed to go well and the technicians on site were awesome. I've passed this along to the folks that need it and let them know to inquire if anything comes up. Thanks so much for everything!

Best,

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 10, 2018 11:05 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

I hope everything went well for today's event at MineSense Technologies in Vancouver? I have included a link below to the audio file from this event. Let me know if you have any difficulties downloading the audio file?

R1887363-1 GCPE MEDIA EVENT - VANCOUVER - JULY 10TH
https://www.dropbox.com/s/v57584olkmyi6ll/R1887363-1%20GCPE%20MEDIA%20EVENT%20-%20VANCOUVER%20-%202018-07-10.MP3?dl=0

Please note the audio file is only available via the FMAV Archiver online for 30 days. On day 31 the content will be long-term archived, and the link will no longer be accessible. Should you wish to access the audio file after day 31 please contact your FMAV account manager to obtain a copy.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 9, 2018 2:34 PM
To: Szabo, Maria GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: Re: Government event July 10th at 10am

Thanks for catching that. My mistake in copy and pasting the address. We also noticed it this afternoon as well.

Thanks again for pointing it out.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 2:17:46 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

And we just looked the invoice over – seems great! The only small thing I caught was that the address is **8365 Ontario Street** (not 365). Wouldn't want them going to the wrong address!

Thanks again,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 1:42 PM
To: 'Mike Fuoco' <mfuoco@fmav.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Government event July 10th at 10am

Hi Mike,

I totally understand. Our site contact, Alejandra, is working on it. She will confirm with me ASAP if it's possible for them to send the files over. From my understanding, it would just be one video file. I've also asked about the back-up images and Alejandra is sorting it out with the right team over there.

Jarrett has forwarded you the TELUS info and I've attached the itinerary here.

Both Jarrett and I will be onsite at 7:30am tomorrow morning. My number is 250-896-6823 and Jarrett's is 604 817-1458. I think either of us would be the best ones to contact and we will connect with Alejandra when we're all there.

Thanks very much for the info about the technicians helping us out tomorrow. All of this is very much appreciated!

Best,

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 9, 2018 1:08 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

Thank you for getting back to me with this update.

I would really appreciate if we could get our hands on a link to the video recording as quickly as possible as I would prefer not to have our technicians loading and testing it on site. Is it just one video file that we play and loop on screen during the event, or are there multiple video files to playback?

As mentioned in my earlier email can you confirm if MineSense is also be able to provide a few back-up still images of the mining machines should we encounter any playback issues with the video on site?

I look forward to receiving a copy of the Telus dial-in information, along with the event itinerary this afternoon so that I can include the information in my event resume for our technicians working the event.

Who is the onsite contact at MineSense that we should connect with on arrival tomorrow morning? Is there a number we should call them at (cell or land line)? What time will you be on site tomorrow morning?

Lastly, your lead technician for this event is Jim Frith. Should you need to contact Jim he can be reached on his cell Tuesday morning at s.22 . Jim will be assisted by Brent Burbee, and Nicole Ostapowich.

I think that's it. Sorry for all the questions.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 12:03:51 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

Hi Mike,

I've asked the site contact for the video recordings – I'll forward them along to you as soon as I receive them if they're able to pass them along.

Our site contact said she would be there for 7am, so the timing sounds good!

I've seen your other email with the breakdown and request for the call-in line phone number; I'll review this with Jarrett and get back to you shortly.

Thank you!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 6, 2018 2:56 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

Thank you for the pictures and the answers to my questions everything is much clearer now. It looks like a fairly straight forward event set-up.

Would it be possible to get someone to forward a link to the video recordings you want to display on screen? I would like to look at the recording properties ahead of time to make sure they will play back correctly on our equipment. It might also be a good idea to have a few back-up still images available of the mining machines should we encounter any playback issues on site.

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I think that's it for now.

Thanks again,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 6, 2018 1:52:01 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

Nice to meet you too, Mike, and thanks for your questions! I've answered them in blue below. Hope that helps – let me know if anything else comes to mind.

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 5, 2018 6:12 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

It's a pleasure to meet you. Congratulations on your appointment to the GCPE Event Services Team! Thank you for reaching out and contacting me for this event. I have asked my Operations Manager to look into firming up a technical crew for your event on Tuesday.

Off the top I did have a few questions for you.

They are as follows.

- Where in the building will the event be taking place? Is it on the ground floor? It will be taking place in a large, industrial workshop that's part of the building. It is located on the ground floor and there is a separate entrance a little further down from their front door that enters right into the space. When we get there, we can make sure the door is unlocked for load-in.
- If you have any pictures of the event space I would appreciate if you could forward me a copy? Pictures attached!
- Do you require any BC flags to backdrop the podium? No flags.
- Is the media call in line a listen only scenario, or will it be a two way call with questions coming for media listening in on the conference call bridge feed? They will take questions on the call-in line.
- What type of graphics media were you planning to display on the monitor screen? The screen will play some footage of their innovative mining technology. They broadcast live from their worksite sin the main part of their building (it's really cool!) but they also have saved recordings that we'll use for this event. It's essentially a camera feed of the mining machines on the ground.
- Do you have a custom event graphic to put up on the monitor screen as a static walk-in / walk-out image? If not as an alternative we can provide a BCID graphic image on screen (see attached sample)? Sure, the BCID graphic image would be great to have static on the screen. I imagine we'd want to start the video once the event begins. There's no sound and the video would be playing in the background as they're speaking as more of a visual element.

I think that's it for questions for the time being. I am sure a few more questions will come from your answers to the above.

Best regards,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 5, 2018 4:20:26 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: Government event July 10th at 10am

Hi Mike,

I've just joined the Event Services team here with the provincial government and I hear you're the one to talk to about booking AV services!

We're coordinating an event with Ministry of Jobs, Trade, & Technology (JTT) and we'll need everything for a standard podium announcement. The event is set to take place on Tuesday, July 10th at 10am at Minesense – Unit #100, 8365 Ontario St, Vancouver.

Additionally, we'll require a TV screen set up to play a video (around 70" if possible?) as well as the tech to allow for a media call-in line. The space does not have a phone line, so we'll have to use cellular.

Let me know how that sounds.

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: July 10, 2018 1:04 PM
To: Gibbings, Nicole MAH:EX
Cc: Behrens, Marlene GCPE:EX
Subject: RE: UBCM Meeting Requests - Numbers Check in

Categories: Red Category

Hi Nicole,

As of now, we have received 207 requests. From what I've heard, that's quite low compared to last year. I don't think it would be a problem to send out a reminder tomorrow.

Thanks for checking in!

Best,

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

From: Gibbings, Nicole MAH:EX
Sent: July 10, 2018 10:26 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: UBCM Meeting Requests - Numbers Check in

Hi Maria,

I am reaching out to see how many meeting requests you have received for your Cabinet meeting requests.

I have received significantly less meeting requests than last year as of now. We have been discussing the idea of sending a reminder at the end of the day tomorrow if the meeting requests do not increase.

Can you let me know how many request you have received so far and if you think a reminder would be advisable.

Thanks!

-Nicole

Nicole Gibbings S.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 10, 2018 1:17 PM
To: 'amy@landwithoutlimits.com'
Subject: UBCM meeting requests

Categories: Red Category

Hi Amy,

My colleague Jarrett passed your email along to me as I'm assisting another event coordinator with the logistics of UBCM 2018.

UBCM is made up of local, regional, and First Nations governments. These organizations were invited to request meetings via letter, which was sent in June, that outlined the process for requesting meetings.

Tourism associations are not included in the groups that UBCM brings together; however, if you're enthusiastic about meeting with the Premier or any other Cabinet minister, I would encourage you to reach out to them through their general email inboxes (found listed here) to request a meeting with them.

Thanks for your interest!

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: July 10, 2018 2:05 PM
To: Pierson, Nova GCPE:EX
Cc: Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; GCPE Event Request GCPE:EX; Devereux, Rick GCPE:EX
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Categories: Red Category

Hi Nova,

We can certainly assign someone for you by the end of Monday as we have our team assignment meetings on Monday afternoons (and we are usually only able to figure out our capacity for the two weeks ahead). If you absolutely need somebody sooner, let me know and I'm sure we can accommodate.

Thanks!

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

From: Pierson, Nova GCPE:EX
Sent: July 10, 2018 1:46 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Hi Rick,
Wondering if you've been able to assign anyone to this event in Cranbrook August 2? We're hoping to connect the events person with College of the Rockies sooner, rather than later, as they will be dealing with summer vacations and want to touch base on some of the logistics.
Thanks so much,
Nova

From: Pierson, Nova GCPE:EX
Sent: Tuesday, July 3, 2018 3:21 PM
To: GCPE Event Request GCPE:EX
Subject: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Good afternoon,
AEST would like to request event support for an event to announce the official opening of the College of the Rockies trades building.
The event is currently scheduled for August 10th at 1:30 p.m., at College of the Rockies in Cranbrook.
Please find attached the Event Plan.
Please let me know if you have any questions,
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: July 10, 2018 3:50 PM
To: 'twyla@comox.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Meeting Request with Indigenous Relations & Reconciliation

Categories: Red Category

Hi Twyla,

No problem. You should receive a new confirmation with the adjusted priority number as requested.

Thank you!

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

From: twyla@comox.ca [mailto:twyla@comox.ca]
Sent: July 10, 2018 11:48 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting Request with Indigenous Relations & Reconciliation
Importance: High

Good morning,

I received confirmation of Town of Comox Meeting Request with the Minister of Indigenous Relations & Reconciliation. Could our request be amended to reflect priority no. 1 vs. 3 – I made an error when completing the initial request. Thank you.

Twyla Slonski
Executive Coordinator
Office of the Mayor & CAO

Town of Comox
1809 Beaufort Avenue
Comox, BC V9M 1R9
Telephone: 1.250.339.2202 ext. 238
Facsimile: 1.250.339.7110
Email: twyla@comox.ca

This email and any attachments are for the use of the intended recipient only and may be confidential and privileged. If you are not the intended recipient, you are hereby notified that any review, retransmission, printing, copying, circulation or other use of this message and any attachment, is prohibited. If you received this message in error, please notify me by return email and delete the message, any attachments and any copy of the message and attachments from your system. Thank you.

We respectfully acknowledge that we live, work and play on the traditional lands of the K'omoks First Nation Gila 'kasla...Hay ch q' a'.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 10, 2018 3:57 PM
To: 'Kim Tvergyak'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Meeting ID 139

Categories: Red Category

Hi Kim,

No problem. You should receive a reconfirmation with the adjustments made as requested below.

Thanks!

Best,

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

From: Kim Tvergyak [mailto:ktvergyak@coldstream.ca]
Sent: July 6, 2018 10:32 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting ID 139

Good Morning,

Would I be able to change the Additional Information on this meeting request to the following (delete what is currently there):

s.16

Thank you.

Kim Tvergyak | Executive Administrative Assistant
District of Coldstream | 9901 Kalamalka Road, Coldstream, BC V1B 1L6
T: 250-550-1524 | F: 250-545-4733
www.coldstream.ca

The information contained in this communication is confidential and intended only for the use of those to whom it is addressed. If you have received this communication in error, please notify me by telephone (collect if necessary) and delete or destroy any copies of it. Thank you.

Please consider the environment before printing this email.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 10, 2018 4:02 PM
To: 'Kim Tvergyak'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Meeting ID 140

Categories: Red Category

Hi Kim,

Just wanted to let you know that I've seen this email – my colleague who would know best on this matte s.22 s.22 I will try to have an answer to you then. It could be helpful to know which members of the Township you intend to invite so that we can add them for you if that's easier.

Will get back to you!

Thanks,

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

From: Kim Tvergyak [mailto:ktvergyak@coldstream.ca]
Sent: July 6, 2018 10:33 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting ID 140

Good Morning,

Is there an area to include the Township of Spallumcheen in this meeting?

Thank you.

Kim Tvergyak | Executive Administrative Assistant
District of Coldstream | 9901 Kalamalka Road, Coldstream, BC V1B 1L6
T: 250-550-1524 | F: 250-545-4733
www.coldstream.ca

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Please consider the environment before printing this email.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 11, 2018 9:45 AM
To: Sturrock, James GCPE:EX
Subject: RE: s.15

Categories: Red Category

Thanks very much!

Maria
250.896.6823

-----Original Message-----
From: Sturrock, James GCPE:EX
Sent: July 11, 2018 9:09 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW s.15

Hi Maria,

You should now have VPN - again, apologies for the delays in getting this service for you.

Please let me know if there are any problems.

James Sturrock
GCPE Service Desk Lead
GDX - Government Digital Experience Division Government Communications & Public Engagement

-----Original Message-----
From: ITIMS-Prod [mailto:donotreply@gov.bc.ca]
Sent: Wednesday, July 11, 2018 9:00 AM
To: Sturrock, James GCPE:EX <James.Sturrock@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: Linda Dirkie - Remote Access Services
(RAS)
Phone: 250-387-4759 - SVSOA@gov.bc.ca

Emailed To: James.Sturrock@gov.bc.ca

The Following VPN/Remote Access Account has been
created:

VPN id: s.15
FULL NAME: s.15

Contact Email: James.Sturrock@gov.bc.ca
Contact Phone: 250 387-7908
Reporting Customer: FIN-GCPE-EVENT SERVICES
Template: s.15
Static IP:
Authentication : s.15

IF INCORRECT ACCOUNT INFORMATION OR FOR GENERAL INQUIRIES: email SVSOA@gov.bc.ca or call 250-387-4759.
FOR PC TECHNICAL PROBLEMS: call the Shared Services BC Service Desk 250-387-7000 (option 1) or toll free 1-866-660-0811.

Remote Access Service (RAS/VPN) User Guide:
(Please note, the link below may have return characters causing a break in the hyperlink. Copy the entire link, ending with .pdf and paste into your web browser.)
https://ssbc-client.gov.bc.ca/services/RemoteAccess/documents/RemoteAccessUserGuide.pdf

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 11, 2018 10:08 AM
To: Gibbings, Nicole MAH:EX
Cc: Behrens, Marlene GCPE:EX; Schmidt, Birgit MAH:EX; Norman, Jan MAH:EX
Subject: RE: Meeting Request Reminder Email - July 11th

Categories: Red Category

Great – thanks!

Maria
250.896.6823

From: Gibbings, Nicole MAH:EX
Sent: July 11, 2018 10:02 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>; Schmidt, Birgit MAH:EX <Birgit.Schmidt@gov.bc.ca>; Norman, Jan MAH:EX <Jan.Norman@gov.bc.ca>
Subject: RE: Meeting Request Reminder Email - July 11th

Hi Maria,

I also expect some last minute calls asking for extensions.
July 20th will be the final close date for us as well. Anybody who calls in will be told this date.

Thanks,
Nicole

Nicole Gibbings s.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 11, 2018 9:45 AM
To: Gibbings, Nicole MAH:EX
Cc: Behrens, Marlene GCPE:EX; Schmidt, Birgit MAH:EX; Norman, Jan MAH:EX
Subject: RE: Meeting Request Reminder Email - July 11th

Hi Nicole,

That all looks fine to me and should be good to go out.

On this note, Marlene and I talked about how we expect to get some frantic phone calls and emails from UBCM members this week, potentially requesting an extension. Although I haven't actually gotten any yet, I can see this

reminder prompting some of those concerns. We decided that if we did receive those calls we would just ask them to get the request in by Friday the 20th. Just wondering if the response will be the same on your end if that comes up?

Thanks!

Maria
250.896.6823

From: Gibbings, Nicole MAH:EX
Sent: July 11, 2018 9:14 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>; Schmidt, Birgit MAH:EX <Birgit.Schmidt@gov.bc.ca>; Norman, Jan MAH:EX <Jan.Norman@gov.bc.ca>
Subject: Meeting Request Reminder Email - July 11th

Hi Maria,

As previously discussed, we have put together the follow up reminder email for the UBCM Members.

Attached is the follow up email that we plan on sending this afternoon as well as PDF we will be attaching with all the meeting request site links.

Please review.

Thanks!

-Nicole

Nicole Gibbings s. 22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 8:56 AM
To: Rick GCPE:EX Devereux (Rick.Devereux@gov.bc.ca); Joleen GCPE:EX Badger (Joleen.Badger@gov.bc.ca); Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: FW: Event support for Canada, B.C./FN event
Attachments: EP_SNTCtripartiteMOU_July23-2018-DR1.docx

Importance: High

Categories: Red Category

Hey,

This request came in for event support on the 23rd but their logistics call is tomorrow. Bringing it to your attention for assignment!

Thanks,

Maria
250.896.6823

From: D'Souza, Pamela GCPE:EX
Sent: July 11, 2018 11:00 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Johnston, Karen GCPE:EX <Karen.V.Johnston@gov.bc.ca>; Lauvaas, Kirsten GCPE:EX <Kirsten.Lauvaas@gov.bc.ca>
Subject: Event support for Canada, B.C./FN event
Importance: High

Hello,

Please see attached very draft and evolving event plan for this event involving Canada, B.C. and First Nations in Vancouver on July 23rd

This event will be along the lines of a similar event (Jarrett H. was the contact) with the feds at Canada Place.

If you can please let me know if you are able to support this event, then I can include the assigned person in an important teleconference on logistics taking place between all parties tomorrow.

Thanks

Pam

Pamela D'souza
Senior Public Affairs Officer
Government Communications and Public Engagement
Ministry of Children and family Development
778-698-8228 direct

250-8963755 cell

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 9:37 AM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: Stills - Emerging Economy Taskforce

Categories: Red Category

Yay! Thanks!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 12, 2018 9:33 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Stills - Emerging Economy Taskforce

From: Riel McGuire [mailto s.22
Sent: Wednesday, July 11, 2018 4:04 PM
To: Hanuman, Heron GCPE:EX; Hagglund, Jarrett GCPE:EX; Hargreaves, Stephen GCPE:EX; Cascaden, Lori R GCPE:EX; Paulson, Dave GCPE:EX; GCPE Digital Services
Subject: Re: Stills - Emerging Economy Taskforce

The short YouTube video is now up in the Dropbox folder:

https://www.dropbox.com/sh/arm3qor0rnyzbzd/AABGlS_zhhXgpH1YSpnEqOnoa?dl=0

Let me know if you need any revisions made.

All my best,

Riel

On Wed, Jul 11, 2018, 10:02 AM Riel McGuire, < s.22 > wrote:

> Hi everyone,
>
> Here are the stills from yesterday's event. My apologies for the delay, my computer crashed yesterday and I couldn't resolve the issue until this morning.
>
> https://www.dropbox.com/sh/077p1weumrfi6pu/AAC5p3vYg_BplyoAH7_hGoAHa?dl=0
>
> I will follow up with the video content asap.
>
> All my best,

Riel

RIEL McGUIRE | filmmaker

s.22

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 10:14 AM
To: Gibbings, Nicole MAH:EX
Cc: Behrens, Marlene GCPE:EX
Subject: RE: Process for forwarding on Emails?

Categories: Red Category

Sounds great! Thank you.

Maria
250.896.6823

From: Gibbings, Nicole MAH:EX
Sent: July 12, 2018 9:57 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: RE: Process for forwarding on Emails?

I incorporated the summary note fields into my online request form so there should be no additional notes sent in.

If you do receive anything, forwarding to our general mailbox is great. MAH.UBCM.MeetingRequests@gov.bc.ca

Thanks!!

Nicole Gibbings s.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 12, 2018 9:39 AM
To: Gibbings, Nicole MAH:EX
Cc: Behrens, Marlene GCPE:EX
Subject: RE: Process for forwarding on Emails?

Hi Nicole,

Thanks for checking in – I think forwarding it as you did is totally fine. Are there any specific instructions you have for us if we receive any summary notes meant for you?

Thanks!

Maria
250.896.6823

From: Gibbings, Nicole MAH:EX
Sent: July 12, 2018 9:19 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: Process for forwarding on Emails?

Hi Maria,

The reminder went out yesterday afternoon so we should be seeing an upswing in meeting requests today and tomorrow.

This morning I forwarded your general inbox an email I had from Burns Lake sending me their Summary Notes.

Is that fine or what you like to have a different process for any summary notes sent to us, such as an agreed upon subject line or something.

Let me know what works for you.

-Nicole

Nicole Gibbings s.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 10:37 AM
To: Joleen GCPE:EX Badger (Joleen.Badger@gov.bc.ca)
Subject: Premier's Events Checklist - Draft
Attachments: PREM Events Checklist - 12JUL18 - DRAFT.docx

Categories: Red Category

Hey,

Here's my first shot at the checklist for requested PREM events that we talked about yesterday. I thought I'd try and turn it into a fillable PDF form once we have a final copy. Feel free to give me a call to discuss if that's easier!

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: July 12, 2018 11:04 AM
To: Hagglund, Jarrett GCPE:EX; Devereux, Rick GCPE:EX; Badger, Joleen GCPE:EX
Subject: RE: Event support for Canada, B.C./FN event

Categories: Red Category

Sounds good to me!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 12, 2018 11:02 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>; Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>
Subject: RE: Event support for Canada, B.C./FN event

Thanks Maria,

Rick and Joleen: I can take this on with Marias help if she is available.

Jarrett

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 12, 2018 8:56 AM
To: Devereux, Rick GCPE:EX; Badger, Joleen GCPE:EX; Hagglund, Jarrett GCPE:EX
Subject: FW: Event support for Canada, B.C./FN event
Importance: High

Hey,

This request came in for event support on the 23rd but their logistics call is tomorrow. Bringing it to your attention for assignment!

Thanks,

Maria
250.896.6823

From: D'Souza, Pamela GCPE:EX
Sent: July 11, 2018 11:00 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Johnston, Karen GCPE:EX <Karen.V.Johnston@gov.bc.ca>; Lauvaas, Kirsten GCPE:EX <Kirsten.Lauvaas@gov.bc.ca>
Subject: Event support for Canada, B.C./FN event
Importance: High

Hello,

Please see attached very draft and evolving event plan for this event involving Canada, B.C. and First Nations in Vancouver on July 23rd

This event will be along the lines of a similar event (Jarrett H. was the contact) with the feds at Canada Place.

If you can please let me know if you are able to support this event, then I can include the assigned person in an important teleconference on logistics taking place between all parties tomorrow.

Thanks

Pam

Pamela D'souza
Senior Public Affairs Officer
Government Communications and Public Engagement
Ministry of Children and family Development
778-698-8228 direct
250-8963755 cell

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 11:14 AM
To: 'Nathalie Klein'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Meeting Request Received

Categories: Red Category

Hi Nathalie,

No worries. I have adjusted those meeting requests with the requested changes.

Thanks!

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

From: Nathalie Klein [mailto:NKlein@slrd.bc.ca]
Sent: July 12, 2018 10:41 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM Meeting Request Received

Could you please adjust the name Lynd Flynn to Lynda Flynn to the following Meeting Request

1. Meeting ID: 323
2. Meeting ID: 324
3. Meeting ID: 326

Much appreciated,

Nathalie

SQUAMISH - LILLOOET
REGIONAL DISTRICT

Nathalie Klein
Executive Assistant
nklein@slrd.bc.ca
P: 604-894-6371 x223
F: 604-894-6526
1-800-298-7753
www.slrd.bc.ca

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From: UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>
Sent: July 11, 2018 5:24 PM

To: Nathalie Klein <NKlein@slrd.bc.ca>; Lynda Flynn <LFlynn@slrd.bc.ca>
Subject: UBCM Meeting Request Received

2018 UBCM Convention

DATE:	July 11, 2018
TO:	Nathalie Klein Squamish-Lillooet Regional District
FROM:	UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator
RE:	**UBCM Meeting Request Received**

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. To finalize this submission, please fill in the attached summary note template and submit to UBCM.Meetings@gov.bc.ca.

Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in late August. The details of your request are as follows:

Contact Information:

Meeting ID: 326 Please use this number in all correspondence regarding your meeting request
Municipality/Regional District: Squamish-Lillooet Regional District
Contact: Nathalie Klein, Executive Assistant
Phone: 604-894-6371
Email: nklein@slrd.bc.ca
Secondary Email: lflynn@slrd.bc.ca

Cabinet Minister in attendance:

Cabinet Minister: Health
Preference: 3

Council Attendees:

Jack Crompton, Board Chair; Jen Ford, Director; Lynd Flynn, CAO

Topics to be discussed:

s.16

A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to UBCM.Meetings@gov.bc.ca by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.

For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 11:30 AM
To: Gibbings, Nicole MAH:EX
Subject: RE: Scope of UBCM?

Categories: Red Category

This is super helpful! Thank you so much.

Maria
250.896.6823

From: Gibbings, Nicole MAH:EX
Sent: July 12, 2018 11:27 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Scope of UBCM?

Hi Maria,

Most of those organizations you listed fall under the MACC staff meetings that my co-worker Laura is booking.

I have attached the Provincial Appointments book which shows all the Ministries, Agencies Commissions and Corporations that are taking meetings at convention this year.

Page 2 contains the links to the meeting sites.

You may forward those emails to our general mailbox if you like.

Thanks,
Nicole

Nicole Gibbings s.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 12, 2018 11:01 AM
To: Gibbings, Nicole MAH:EX
Subject: Scope of UBCM?

Hi Nicole,

I've received a few requests from local governments looking to schedule meetings with government organizations outside of the Ministries (for example, I've gotten the RCMP, BC Transit, BC Hydro, and CN Rail). From my understanding, these meetings are not applicable here – am I incorrect? One of the requests mentioned that these have been available as part of the drop-down list on the UBCM Registrations site in previous years. Is there anything I should know about this?

So sorry if this has an obvious answer! Still learning the lay of the land.

Thank you!

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: July 12, 2018 11:35 AM
To: jlewis@kamloops.ca
Cc: Union of BC Municipalities Meetings PREM:EX; 2018 MAH UBCM Meeting Requests MAH:EX
Subject: RE: Non-Ministerial Meeting Requests

Categories: Red Category

Hi again Jody,

I've just learned that meetings with Provincial Agencies, Commissions, and Corporations such as RCMP, BC Transit, and BC Hydro are being coordinated by the Ministry of Municipal Affairs and Housing itself. You can request meetings with those organizations at this link.

If you have any further questions, you can contact the UBCM MACC Meeting Request Coordinator, Laura, at mah.ubcm.meetingrequests@gov.bc.ca or at 778-698-3263.

I hope that helps!

Best,

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

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 11:18 AM
To: jlewis@kamloops.ca
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Non-Ministerial Meeting Requests

Hi Jody,

I just wanted to let you know that I have seen this email and am trying to get information for you. My colleague who has been leading the coordination of UBCM meeting requests s.22 and I have been trying to learn the lay of the land.

Will get back to you ASAP!

Thanks,

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

From: jlewis@kamloops.ca [mailto:jlewis@kamloops.ca]
Sent: July 9, 2018 3:30 PM

To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Non-Ministerial Meeting Requests

Good afternoon,

The City of Kamloops would like to request appointments during UBCM with others (RCMP, BC Transit and BC Hydro). There has been a drop down menu choice for choosing these agencies in the past. Can you please point me in the right direction?

Thanks very much.

Jody Lewis
Executive Assistant to Mayor Christian and Kamloops City Council
City of Kamloops
City Hall
7 Victoria Street West
Kamloops, BC V2C 1A2
Phone: (250) 828-3494
Fax: (250) 828-3314
www.kamloops.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 11:44 AM
To: 'Nathalie Klein'
Cc: Union of BC Municipalities Meetings PREM:EX; 2018 MAH UBCM Meeting Requests MAH:EX
Subject: RE: CN Rail meeting at 2018 UBCM Convention

Categories: Red Category

Hi Nathalie,

Was just about to email you with an answer!

I've just learned that meetings with Provincial Agencies, Commissions, and Corporations are being coordinated by the Ministry of Municipal Affairs and Housing itself. However, CN Rail does not fall under the purview of Provincial Agencies, Commissions, and Corporations at UBCM Convention as it is not owned by government. It seems like your best bet for arranging a meeting with CN Rail would be through them directly.

If you have any further questions, you can contact the UBCM MACC Meeting Request Coordinator, Laura, at mah.ubcm.meetingrequests@gov.bc.ca or at 778-698-3263.

I hope that helps!

Best,

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

From: Nathalie Klein [mailto:NKlein@slrd.bc.ca]
Sent: July 12, 2018 11:24 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: CN Rail meeting at 2018 UBCM Convention

Hi Maria,
You are awesome. Thank you. I did send an email to the Media Relations for CN, but no response yet. I appreciate you following up on this.

Cheers,
Nathalie

Nathalie Klein
Executive Assistant
nklein@slrd.bc.ca
P: 604-894-6371 x223
F: 604-894-6526
1-800-298-7753
www.slrd.bc.ca

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From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 12, 2018 11:19 AM
To: Nathalie Klein <NKlein@slrd.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: CN Rail meeting at 2018 UBCM Convention

Hi again Nathalie,

I just wanted to let you know that I have seen this email and am trying to get information for you. My colleague who has been leading the coordination of UBCM meeting requests s.22 and I have been trying to learn the lay of the land.

Will get back to you ASAP!

Thanks,

Maria
250.896.6823

From: Nathalie Klein [mailto:NKlein@slrd.bc.ca]
Sent: July 12, 2018 9:06 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: CN Rail meeting at 2018 UBCM Convention

Good morning,

The Board of the Squamish-Lillooet Regional district has asked to arrange a meeting with CN Rail to discuss current issues in the Regional District.

Would you please let me know how we would request this meeting during the 2018 UBCM Convention in Whistler?

I look forward to hearing from you.

Kind regards,

Nathalie

SQUAMISH - LILLOOET
REGIONAL DISTRICT

Nathalie Klein
Executive Assistant
nklein@slrd.bc.ca
P: 604-894-6371 x223
F: 604-894-6526
1-800-298-7753
www.slrd.bc.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 12, 2018 2:15 PM
To: GCPE Finance Billing GCPE:EX
Subject: RE: Government event July 10th at 10am
Attachments: JTT - BEA 180710MS.pdf

Categories: Red Category

Got it. Does this look better? Let me know!

Thanks a bunch,

Maria
250.896.6823

From: GCPE Finance Billing GCPE:EX
Sent: July 12, 2018 2:10 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Government event July 10th at 10am

Beautiful thanks!

Just two teeny tiny things…this one is very picky but if you could actually type out the ministry and not put the abbreviations…

Second, the total doesn't include the GST…you include the subtotal and the pst (if it applies) …so in this case it would be 4310.00. Look at the drawdown ☺

Thanks again!

Regards,

Annie Craig
Financial Services Clerk
Government Communications and Public Engagement
T: 250-356-0855

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 12, 2018 2:04 PM
To: GCPE Finance Billing GCPE:EX
Subject: RE: Government event July 10th at 10am

Hi Annie,

So nice to meet you!

I think I've completed my first BEA – would you mind letting me know if it satisfies?

Thanks!

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

From: GCPE Finance Billing GCPE:EX
Sent: July 12, 2018 1:54 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Government event July 10th at 10am

Hello Maria,

My name is Annie and I process the AV invoices for GCPE. Welcome!

I just require a BEA from you for the attached event.

Looking forward to meeting you soon!

Thank you!

Regards,

Annie Craig
Financial Services Clerk
Government Communications and Public Engagement
T: 250-356-0855

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: Thursday, July 12, 2018 12:19 PM
To: Szabo, Maria GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; GCPE Finance Billing GCPE:EX
Subject: Re: Government event July 10th at 10am

Hi Maria,

Please find attached a copy of the closed work order and the matching draw down from this July 10th announcement MineSense Technologies in Vancouver.

Please review the completed documents and let me know if they meet with your approval? A matching invoice copy will follow shortly by email.

Many thanks for providing us with this opportunity. Don't hesitate to contact me with any questions?

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886

mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 10, 2018 12:31 PM
To: Szabo, Maria GCPE:EX
Subject: Re: Government event July 10th at 10am

Hi Maria,

Its great to hear everything went well for today's announcement. You were in great hands with Jim and his team.

It was great working with you on this event. I look forward to working with you again on future projects.

Don't hesitate to call me if you ever need assistance in planning the sound, lighting, visuals for an event here in the lower mainland, or on Vancouver Island. I am always happy to be of service.

Thanks again for this opportunity.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 10, 2018 12:14:40 PM
To: Mike Fuoco
Subject: RE: Government event July 10th at 10am

Hi Mike,

It seemed to go well and the technicians on site were awesome. I've passed this along to the folks that need it and let them know to inquire if anything comes up. Thanks so much for everything!

Best,

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 10, 2018 11:05 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

I hope everything went well for today's event at MineSense Technologies in Vancouver? I have included a link below to the audio file from this event. Let me know if you have any difficulties downloading the audio file?

R1887363-1 GCPE MEDIA EVENT - VANCOUVER - JULY 10TH
https://www.dropbox.com/s/v57584olkmyi6ll/R1887363-1%20GCPE%20MEDIA%20EVENT%20-%20VANCOUVER%20-%202018-07-10.MP3?dl=0

Please note the audio file is only available via the FMAV Archiver online for 30 days. On day 31 the content will be long-term archived, and the link will no longer be accessible. Should you wish to access the audio file after day 31 please contact your FMAV account manager to obtain a copy.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 9, 2018 2:34 PM
To: Szabo, Maria GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: Re: Government event July 10th at 10am

Thanks for catching that. My mistake in copy and pasting the address. We also noticed it this afternoon as well.

Thanks again for pointing it out.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 2:17:46 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

And we just looked the invoice over – seems great! The only small thing I caught was that the address is **8365 Ontario Street** (not 365). Wouldn't want them going to the wrong address!

Thanks again,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 9, 2018 1:42 PM
To: 'Mike Fuoco' <mfuoco@fmav.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Government event July 10th at 10am

Hi Mike,

I totally understand. Our site contact, Alejandra, is working on it. She will confirm with me ASAP if it's possible for them to send the files over. From my understanding, it would just be one video file. I've also asked about the back-up images and Alejandra is sorting it out with the right team over there.

Jarrett has forwarded you the TELUS info and I've attached the itinerary here.

Both Jarrett and I will be onsite at 7:30am tomorrow morning. My number is 250-896-6823 and Jarrett's is 604 817-1458. I think either of us would be the best ones to contact and we will connect with Alejandra when we're all there.

Thanks very much for the info about the technicians helping us out tomorrow. All of this is very much appreciated!

Best,

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 9, 2018 1:08 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

Thank you for getting back to me with this update.

I would really appreciate if we could get our hands on a link to the video recording as quickly as possible as I would prefer not to have our technicians loading and testing it on site. Is it just one video file that we play and loop on screen during the event, or are there multiple video files to playback?

As mentioned in my earlier email can you confirm if MineSense is also be able to provide a few back-up still images of the mining machines should we encounter any playback issues with the video on site?

I look forward to receiving a copy of the Telus dial-in information, along with the event itinerary this afternoon so that I can include the information in my event resume for our technicians working the event.

Who is the onsite contact at MineSense that we should connect with on arrival tomorrow morning? Is there a number we should call them at (cell or land line)? What time will you be on site tomorrow morning?

Lastly, your lead technician for this event is Jim Frith. Should you need to contact Jim he can be reached on his cell Tuesday morning at s.22 Jim will be assisted by Brent Burbee, and Nicole Ostapowich.

I think that's it. Sorry for all the questions.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 9, 2018 12:03:51 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

Hi Mike,

I've asked the site contact for the video recordings – I'll forward them along to you as soon as I receive them if they're able to pass them along.

Our site contact said she would be there for 7am, so the timing sounds good!

I've seen your other email with the breakdown and request for the call-in line phone number; I'll review this with Jarrett and get back to you shortly.

Thank you!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 6, 2018 2:56 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

Thank you for the pictures and the answers to my questions everything is much clearer now. It looks like a fairly straight forward event set-up.

Would it be possible to get someone to forward a link to the video recordings you want to display on screen? I would like to look at the recording properties ahead of time to make sure they will play back correctly on our equipment. It might also be a good idea to have a few back-up still images available of the mining machines should we encounter any playback issues on site.

I was thinking that we should plan to be on site loading in between 07:15 / 07:30 am. I would like to allow enough time to get the sound, feeds, lighting, monitor / graphics playback in place as well as establish and pretest our cellular connection with Telus before guests and media arrive. Let me know if this works okay with yourself and the Minesense people?

I think that's it for now.

Thanks again,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 6, 2018 1:52:01 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 10th at 10am

Nice to meet you too, Mike, and thanks for your questions! I've answered them in blue below. Hope that helps – let me know if anything else comes to mind.

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 5, 2018 6:12 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 10th at 10am

Hi Maria,

It's a pleasure to meet you. Congratulations on your appointment to the GCPE Event Services Team! Thank you for reaching out and contacting me for this event. I have asked my Operations Manager to look into firming up a technical crew for your event on Tuesday.

Off the top I did have a few questions for you.

They are as follows.

- Where in the building will the event be taking place? Is it on the ground floor? It will be taking place in a large, industrial workshop that's part of the building. It is located on the ground floor and there is a separate entrance a little further down from their front door that enters right into the space. When we get there, we can make sure the door is unlocked for load-in.
- If you have any pictures of the event space I would appreciate if you could forward me a copy? Pictures attached!
- Do you require any BC flags to backdrop the podium? No flags.
- Is the media call in line a listen only scenario, or will it be a two way call with questions coming for media listening in on the conference call bridge feed? They will take questions on the call-in line.
- What type of graphics media were you planning to display on the monitor screen? The screen will play some footage of their innovative mining technology. They broadcast live from their worksite sin the main part of their building (it's really cool!) but they also have saved recordings that we'll use for this event. It's essentially a camera feed of the mining machines on the ground.
- Do you have a custom event graphic to put up on the monitor screen as a static walk-in / walk-out image? If not as an alternative we can provide a BCID graphic image on screen (see attached sample)? Sure, the BCID graphic image would be great to have static on the screen. I imagine we'd want to start the video once the event begins. There's no sound and the video would be playing in the background as they're speaking as more of a visual element.

I think that's it for questions for the time being. I am sure a few more questions will come from your answers to the above.

Best regards,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 5, 2018 4:20:26 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: Government event July 10th at 10am

Hi Mike,

I've just joined the Event Services team here with the provincial government and I hear you're the one to talk to about booking AV services!

We're coordinating an event with Ministry of Jobs, Trade, & Technology (JTT) and we'll need everything for a standard podium announcement. The event is set to take place on Tuesday, July 10th at 10am at Minesense – Unit #100, 8365 Ontario St, Vancouver.

Additionally, we'll require a TV screen set up to play a video (around 70" if possible?) as well as the tech to allow for a media call-in line. The space does not have a phone line, so we'll have to use cellular.

Let me know how that sounds.

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: July 12, 2018 2:59 PM
To: Rorison, Trish GCPE:EX
Cc: Jack, Carolyn GCPE:EX; Nesbitt, Rachel GCPE:EX; GCPE Event Request GCPE:EX; Devereux, Rick GCPE:EX
Subject: RE: Coordinator request - Lytton - July 28

Categories: Red Category

Hi Trish,

As our team assignment meetings take place on Monday afternoons, I'm sure we can get back to you with the event coordinator assigned by end of day Monday. If you need somebody sooner, let me know and we can try to accommodate.

For now I've ensured that this has made it into our events calendar for review on Monday.

Thanks!

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

From: Rorison, Trish GCPE:EX
Sent: July 12, 2018 1:42 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Cc: Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>; Nesbitt, Rachel GCPE:EX <Rachel.Nesbitt@gov.bc.ca>; Sherlock, Stephanie GCPE:EX <Stephanie.Sherlock@gov.bc.ca>
Subject: Coordinator request - Lytton - July 28

Hi There – would like event support for ONE of the locations for the upcoming unveilings of the Chinese Legacy plaques. Minister of State George Chow will be attending both but suggest we have event support for the first one in Lytton (along with guest invites and media invitations and outreach) and the community will do the details for the Yale unveiling. We'll draft speaking notes for MoS Chow for both.

An FYI is these events/ unveiling features prominently in TAC Estimates with a request from MLA Wat to be invited and commitment from our folks to honour that.

Can you let us know who can support the event and Stephanie – FYI on this as would like media advice on best way to do outreach to Chinese media given the location and day. Suggest we record these first event and transcribe it and make the audio/ transcript and photos available to media.

Best,

Trish

Trish Rorison | Communications Director
Government Communications & Public Engagement

B.C. Ministry of Tourism, Arts & Culture

Desk: 778-698-5398| **Mobile:** 250.580.6723 |**email:** trish.rorison@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 13, 2018 10:37 AM
To: Mukasa, Kate GCPE:EX
Cc: Duncan, Michael GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: EVENT REQUEST: EP_Modular Update_Courtenay_DRAFT

Categories: Red Category

Hi Kate,

We should be able to let you know if we can support the event – and who would be assigned – by end of day Monday. Hope that works!

Best,

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

From: Mukasa, Kate GCPE:EX
Sent: July 13, 2018 10:27 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; GCPE Media Relations <MEDREL@Victoria1.gov.bc.ca>
Cc: Duncan, Michael GCPE:EX <Michael.Duncan@gov.bc.ca>
Subject: EVENT REQUEST: EP_Modular Update_Courtenay_DRAFT

Hello events and media relations folks,

Please see attached the EP for the Courtenay Modular Tour with MSR on July 25th. BCH will have event staff on site, but wondering if GCPE events and MR are able to support as well?

The event will be:

- Modular factory tour (with media)
- Remarks by MSR
- QA

Michael Duncan (cc'd) is our shop's contact for this.

Thank you,
Kate

Kate Mukasa | Communications Manager
Ministry of Municipal Affairs and Housing
Government Communications and Public Engagement
Desk: 778.698.3280 | **Mobile**: 250.361.6839 | **Email**: kate.mukasa@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 13, 2018 10:54 AM
To: Ryan-Aylward, Michel ENV:EX
Cc: Stevenson, Kira ENV:EX; Behrens, Marlene GCPE:EX
Subject: RE: UBCM - Mon, Sept 10

Categories: Red Category

Hi Michel,

Thanks for checking in – we are aware! It'll just mean squeezing approved meetings into the rest of the conference.

Thanks again!

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

From: Ryan-Aylward, Michel ENV:EX
Sent: July 13, 2018 10:50 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Stevenson, Kira ENV:EX <Kira.Stevenson@gov.bc.ca>; Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: FW: UBCM - Mon, Sept 10

Hi Maria,

I'm taking the lead on coordinating ENV's UBCM briefing materials this year and was just informed that Ministers will be unavailable for UBCM meetings on the first day of the conference (Sept 10) due to an all-day caucus meeting. I trust MAH is already aware and I just wanted to check in and see if this will change anything for this year's process?

Apologies if I should direct this query elsewhere, my understanding is that you and Marlene coordinate the minister's meetings requests for UBCM.

Thanks, feel free to call if you want to discuss

Michel Ryan-Aylward | Senior Policy Advisor (A)
Strategic Policy Branch
Intergovernmental & External Relations Section
Environmental Sustainability and Strategic Policy Division

From: Kennedy, Karla ENV:EX
Sent: Friday, July 13, 2018 10:15 AM
To: Ryan-Aylward, Michel ENV:EX
Cc: Cameron, Tara D ENV:EX; Loiacono, Sabrina EAO:EX; Stevenson, Kira ENV:EX
Subject: RE: UBCM - Mon, Sept 10

Yes, all day in Whistler.

From: Ryan-Aylward, Michel ENV:EX
Sent: Friday, July 13, 2018 10:14 AM
To: Kennedy, Karla ENV:EX
Cc: Cameron, Tara D ENV:EX; Loiacono, Sabrina EAO:EX; Stevenson, Kira ENV:EX
Subject: RE: UBCM - Mon, Sept 10

I have a contact at MAH that I can make aware, is the caucas meeting an all-day affair?

Michel

From: Kennedy, Karla ENV:EX
Sent: Friday, July 13, 2018 10:09 AM
To: Ryan-Aylward, Michel ENV:EX; Stevenson, Kira ENV:EX
Cc: Cameron, Tara D ENV:EX; Loiacono, Sabrina EAO:EX
Subject: UBCM - Mon, Sept 10

Hi Mich/Kira,

Caelie has advised that the Caucus mtg has been confirmed for Monday, Sept 10 which is the first day of UBCM. Minister (and others) will be unavailable to attend any UBCM meetings. Is there anyway of advising MAH about this?

Karla Kennedy
Manager, Executive Operations
Deputy Minister's Office
Ministry of Environment and Climate Change Strategy
Office: 778-698-9306 Mobile: s.17
Email: Karla.Kennedy@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 13, 2018 11:22 AM
To: 'Daniel Drexler'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Meeting IDs 178 - 244 - 255 - City of Grand Forks

Categories: Red Category

Hi Daniel,

Thanks very much for providing your summary notes. I've adjusted it in our system to indicate that you will be inviting the local MLA to all three meetings so that she'll be added to the attendees list for each of them.

Thank you!

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

From: Daniel Drexler [mailto:ddrexler@grandforks.ca]
Sent: July 11, 2018 1:13 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting IDs 178 - 244 - 255 - City of Grand Forks

Hi there

Please find attached our summary notes for meeting ID's

178 – with Premier Horgan
244 – with the Attorney General
255 – with the Minister for Public Safety

Also, I believe I missed to include MLA Linda Larson on the three meeting requests. I just received word that she would like to attend the meetings. Could you please ensure the meetings are updated, or let me know what I need to do to get this corrected? Thanks! (Sorry this is the first time that I'm booking the appointments)

Thanks
Daniel

Daniel Drexler
Corporate Officer & Manager of Information Technology
City of Grand Forks
250-442-8266 x 60117
www.GrandForks.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 13, 2018 12:18 PM
To: 'Sherri Andrews'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Meeting Request Received

Categories: Red Category

Hi Sherri,

I just wanted to let you know that I have cancelled this request for you. City of Langford's request for a meeting with the Health minister is reflected in Meeting ID 176.

Thanks!

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

From: Sherri Andrews [mailto:sandrews@langford.ca]
Sent: July 9, 2018 11:11 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM Meeting Request Received

It appears this is a duplication, please refer to the one sent by Darren Kiedyk where he has noted me as the secondary email.

Thank you for cancelling this request.

Sherri Andrews

Sherri Andrews
Executive Assistant,
Mayor, Council & CAO

City of Langford
www.cityoflangford.ca

Celebrating Our 25th Anniversary!
CITY OF LANGFORD
2nd floor, 877 Goldstream Ave.
Langford, BC V9B 2X8

T (250) 478-7882 ext. 4201
www.langford.ca

From: UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>
Sent: Monday, July 9, 2018 9:25 AM
To: Sherri Andrews <sandrews@langford.ca>
Subject: UBCM Meeting Request Received

2018 UBCM Convention

DATE:	July 09, 2018
TO:	Sherri Andrews Langford, City of
FROM:	UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator
RE:	**UBCM Meeting Request Received**

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. To finalize this submission, please fill in the attached summary note template and submit to UBCM.Meetings@gov.bc.ca.

Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in late August. The details of your request are as follows:

Contact Information:

Meeting ID: 174 Please use this number in all correspondence regarding your meeting request
Municipality/Regional District: Langford, City of
Contact: Sherri Andrews, Executive Assistant
Phone: 250-478-7882
Email: sandrews@langford.ca
Secondary Email:

Cabinet Minister in attendance:

Cabinet Minister: Health
Preference: 1

Council Attendees:

Denise Blackwell, Councillor; Lanny Seaton, Councillor; Lillian Szpak, Councillor; Matt Sahlstrom, Councillor; Roger Wade, Councillor; Stewart Young, Mayor; Winnie Sifert, Councillor

Topics to be discussed:

s.16

Additional Information:

s.16

A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to UBCM.Meetings@gov.bc.ca by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.

For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 13, 2018 12:21 PM
To: 'Debra Paulhus'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Cancellation of 3 Meeting Requests

Categories: Red Category

Hi Debra,

Thanks for your email. I just wanted to let you know that I have now cancelled requests 345, 347, and 349. Those meetings are instead reflected in requests 348 and 353.

Thank you!

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

From: Debra Paulhus [mailto:dpaulhus@rdos.bc.ca]
Sent: July 12, 2018 11:05 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Cancellation of 3 Meeting Requests

My apologies… the wrong ministries were on the confirmation email for the following 3 meeting requests.
Please cancel Meeting ID 345, 347, and 349.
I have re-submitted the meeting requests with the correct Ministries and received confirmation by email.

- Cancel Meeting ID 345 – has been replaced with Meeting ID 348
- Cancel Meeting ID 347 and 349 – has been replaced with Meeting ID 353

If you have any questions, please let me know. My contact information is shown below.

Thanks,
Deb P.

Debra Paulhus • Administration Support Clerk, Legislative Services
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
p. 250.490.4211 • tf. 1.877.610.3737 • f. 250.492-0063
www.rdos.bc.ca • dpaulhus@rdos.bc.ca
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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 13, 2018 12:54 PM
To: Gibbings, Nicole MAH:EX
Subject: RE: Meeting Check In

Categories: Red Category

Hi Nicole,

Interestingly enough, I haven't had anyone asking for an extension. We did get about 300 more meetings since we checked in on Tuesday. I am expecting some late submissions but I wouldn't be able to estimate how many…

Thanks!

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

From: Gibbings, Nicole MAH:EX
Sent: July 13, 2018 12:51 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Meeting Check In

Hi Maria,

Just checking in.

I have had a huge influx of meetings yesterday and today.

Have you had many people asking for extensions? I am trying to get a sense of the number of requests that will come in next week.

Thanks,
Nicole

Nicole Gibbings s.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 13, 2018 2:20 PM
To: 'Janice Hill'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: summary notes

Categories: Red Category

Hi Janice,

Yes, please!

Let me know if you have any other questions.

Thanks,

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

From: Janice Hill [mailto:jhill@acrd.bc.ca]
Sent: July 13, 2018 1:47 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: summary notes

Good afternoon
Are we to email a copy of the summary notes to this address?
Thank you

Janice Hill
Executive Assistant
Alberni-Clayoquot Regional District
3008 Fifth Avenue, Port Alberni, BC
V9Y 2E3
Phone: 250-720-2714
Email: jhill@acrd.bc.ca

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 16, 2018 9:09 AM
To: 'Debra Key'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Ministers Meetings for Village of Harrison Hot Springs

Categories: Red Category

Hi Debra,

I've amended the contact number for all of those meeting requests. Thanks for bringing it to our attention.

Best,

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

From: Debra Key [mailto:DKey@harrisonhotsprings.ca]
Sent: July 14, 2018 1:56 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Ministers Meetings for Village of Harrison Hot Springs

I note on the Meeting Requests Received on Friday, July 13, 2018 for the Premier and Ministers:

Premier
Public Safety and Solicitor General
Tourism, Arts and Culture
Transportation and Infrastructure
Energy, Mines and Petroleum Resoruces
Health

Debra Key Contact phone number is incorrect, please revise it to read 604-796-2171

Thank you.

HARRISON HOT SPRINGS
Naturally Refreshed

Debra Key
Deputy Chief Administrative Officer/Corporate Officer
Deputy Chief Elections Officer

Municipal Office:

P.0. Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0

E dkey@harrisonhotsprings.ca
P 604 796 2171 F 604 796 2192
www.harrisonhotsprings.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 16, 2018 10:15 AM
To: 'Keith Julius'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: minister meet

Categories: Red Category

Hi Keith,

I believe you would want to request a meeting with the Minister of Public Safety and Solicitor General. If they believe the meeting should be held with a different Ministry, they will refer the request.

FYI – because the deadline for meeting requests was Friday, the 13th, the Meeting Request system may alert you to your request being late. You should still be able to submit but I just wanted to give you a heads up about that warning. If you can get your request in before Friday, the 20th, then we can make sure it gets on our list.

Thank you!

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

From: Keith Julius [mailto:kjulius@secheltnation.net]
Sent: July 16, 2018 8:49 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: minister meet

Which minister would the Sechelt nation speak to on s.16
s.16

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 16, 2018 1:15 PM
To: 'Leslie Groulx'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: District of Clearwater's Request for meetings at UBCM

Categories: Red Category

Hi Leslie,

Thanks for your email. No worries on this. As long as all your meeting requests are in by the 20th and the summary notes are submitted by the 27th, you won't have a problem.

s.22

Best,

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

From: Leslie Groulx [mailto:lgroulx@docbc.ca]
Sent: July 16, 2018 10:37 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: District of Clearwater's Request for meetings at UBCM

Good day

I just completed the 4 requests for Premier and Minister meetings – I see that the deadline was Friday July 13th.

Our Council made their decision on who to meet on Tuesday July 10th – s.22
s.22 We are a small office and I am hoping that we are in the que!!

s.22 am hoping that I can have an extension so send in our briefs by Friday the 27th.

Due to the elections moving up a month and UBCM being two weeks earlier its been a switch up on our processes. I am hoping we can be forgiven!!

Thank you for your consideration in this matter,

Cheers
Leslie

Leslie Groulx, CMC | Chief Administrative Officer
P: 250.674.2257 | C: 250.674.8818 l F: 250.674.2173 | E: lgroulx@docbc.ca

District of Clearwater
Box 157, 209 Dutch Lake Road,
Clearwater, BC
Canada V0E 1N0
www.districtofclearwater.com

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 16, 2018 1:19 PM
To: Pierson, Nova GCPE:EX
Cc: Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Categories: Red Category

Good to know! Thanks.

Maria
250.896.6823

From: Pierson, Nova GCPE:EX
Sent: July 16, 2018 12:39 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Hi Maria,
It's August 10th – the other date was just me unfortunately being confused ☺
Nova

From: Szabo, Maria GCPE:EX
Sent: Monday, July 16, 2018 12:37 PM
To: Pierson, Nova GCPE:EX
Cc: Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Hi Nova,

I was just looking at this again and wanted to confirm whether the event is set to take place on August 10th or August 2nd as both of those dates are found below. Will help us figure out an assignment later today!

Thanks,

Maria
250.896.6823

From: Pierson, Nova GCPE:EX
Sent: July 10, 2018 3:32 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

That should be fine, Maria – we'll stay tuned!
Nova

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 10, 2018 2:05 PM
To: Pierson, Nova GCPE:EX
Cc: Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; GCPE Event Request GCPE:EX; Devereux, Rick GCPE:EX
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Hi Nova,

We can certainly assign someone for you by the end of Monday as we have our team assignment meetings on Monday afternoons (and we are usually only able to figure out our capacity for the two weeks ahead). If you absolutely need somebody sooner, let me know and I'm sure we can accommodate.

Thanks!

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

From: Pierson, Nova GCPE:EX
Sent: July 10, 2018 1:46 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Hi Rick,
Wondering if you've been able to assign anyone to this event in Cranbrook August 2? We're hoping to connect the events person with College of the Rockies sooner, rather than later, as they will be dealing with summer vacations and want to touch base on some of the logistics.
Thanks so much,
Nova

From: Pierson, Nova GCPE:EX
Sent: Tuesday, July 3, 2018 3:21 PM
To: GCPE Event Request GCPE:EX
Subject: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Good afternoon,
AEST would like to request event support for an event to announce the official opening of the College of the Rockies trades building.
The event is currently scheduled for August 10th at 1:30 p.m., at College of the Rockies in Cranbrook.
Please find attached the Event Plan.
Please let me know if you have any questions,
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: July 17, 2018 8:57 AM
To: Gibbings, Nicole MAH:EX
Cc: Behrens, Marlene GCPE:EX
Subject: RE: Logan Lake - Meeting Requests

Categories: Red Category

Hi Nicole – I just checked and there are no submissions from Logan Lake for us. I'm not sure why that would have happened, but he should feel free to submit again.

Thanks,

Maria
250.896.6823

From: Gibbings, Nicole MAH:EX
Sent: July 17, 2018 8:54 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: Logan Lake - Meeting Requests

Hi Maria,

I am trying to assist the CAO of Logan Lake he says that he submitted for separate meeting request's to your site last week but received no confirmation's in return.

Can you please look to see if there are an submissions from Logan Lake.

Thanks,
Nicole

Nicole Gibbings | s.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 9:14 AM
To: Behrens, Marlene GCPE:EX
Subject: RE: Invitation July 18

Categories: Red Category

Thanks! Do you have a guest list spreadsheet for this so I can track 'em?

Maria
250.896.6823

From: Behrens, Marlene GCPE:EX
Sent: July 17, 2018 9:02 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Invitation July 18

FYI- for tomorrow's event.

From: Aly Jiwan [mailto:alyj@redbrickproperties.ca]
Sent: Monday, July 16, 2018 4:13 PM
To: Behrens, Marlene GCPE:EX
Subject: Re: Invitation July 18

Thanks. I look forward to attending along with Abdul Jiwan.

Regards,
Aly Jiwan

On Mon, Jul 16, 2018 at 4:01 PM, Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca> wrote:

Good afternoon,

Please find attached an invitation to attend an event on July 18, 2018. We hope to have you in attendance and look forward to seeing you there.

Thank you,

Marlene Behrens | Event Coordinator

Government Communications and Public Engagement

778-584-1253 | Marlene.Behrens@gov.bc.ca

--

_____
Aly F. Jiwan BA, MA (Econ.)
CEO
Redbrick Properties Inc.
#210 - 522 7th St.
New Westminster
BC V3M 5T5
Canada
(604) 522-5663 Direct
(604) 828-8104 Mobile
(604) 522-5035 fax
alyj@redbrickproperties.ca
www.redbrickproperties.ca
Check out our latest project: Residences at The Heights

QUALITY |

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 10:01 AM
To: GCPE Service Desk GCPE:EX; PREM Tech
Subject: Access to Event RSVP inbox

Categories: Red Category

Hi everyone,

I found out that I'll need access to another email inbox! This time it's eventrsvp@gov.bc.ca (the Events RSVP inbox). Would you be able to do this for me?

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: July 17, 2018 10:19 AM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: NStQ signing event, July 22 - guest list & invitation

Categories: Red Category

Ah, ok – thanks!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 17, 2018 10:18 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: NStQ signing event, July 22 - guest list & invitation

They are sending out there own. So I think you can just use minister.

Sent from my iPhone

On Jul 17, 2018, at 10:17 AM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> No problem. Are these folks being invited by the Minister or should I be including the feds and the First Nations as well?
>
> Maria
> 250.896.6823
>
> ---
>
> **From:** Hagglund, Jarrett GCPE:EX
> **Sent:** July 17, 2018 9:56 AM
> **To:** Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
> **Subject:** Fwd: NStQ signing event, July 22 - guest list & invitation
>
> Also will need to edit invite to add your info. Let me know if there are any issues. Thank you!!
>
> Jarrett.
>
> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Hill, Edward GCPE:EX" <Edward.Hill@gov.bc.ca>
> > **Date:** July 17, 2018 at 9:41:41 AM PDT
> > **To:** "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>
> > **Cc:** "Venn, Tania GCPE:EX" <Tania.Venn@gov.bc.ca>
> > **Subject: RE: NStQ signing event, July 22 - guest list & invitation**

Hi Jarrett, can you add Josh Pressey to the NSTQ invite list please? What time will the invitation be issued?

Josh Pressey, acting regional executive director (FLNRO), Josh.Pressey@gov.bc.ca

Thanks

Ted

From: Hagglund, Jarrett GCPE:EX
Sent: Monday, July 16, 2018 3:05 PM
To: Hill, Edward GCPE:EX
Cc: Venn, Tania GCPE:EX
Subject: RE: NStQ signing event, July 22 - guest list & invitation

Yup we can get that out tomorrow no Problem. We will confirm when they are sent.

Jarrett

From: Hill, Edward GCPE:EX
Sent: July 16, 2018 2:59 PM
To: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Venn, Tania GCPE:EX <Tania.Venn@gov.bc.ca>
Subject: NStQ signing event, July 22 - guest list & invitation

Hi Jarrett,

Attached is our guest list and invitation for the NSTQ treaty event on Sunday, July 22. Possible to send this out tomorrow?

The invitation design is based on invites from previous events; if you want to make it look better, please go ahead.

Much thanks,

Edward (Ted) Hill
Government Communications
and Public Engagement
Ministry of Indigenous Relations and
Reconciliation
Tel: 250-356-5831

From: Hagglund, Jarrett GCPE:EX
Sent: Tuesday, July 10, 2018 3:04 PM
To: Plank, Sarah GCPE:EX
Cc: Hill, Edward GCPE:EX; Venn, Tania GCPE:EX
Subject: RE: July 20 and 22 events

Ohh I think we can manage that. If you send us the details I will give them to our new team member Maria to draft an invite and manage the RSVP's.

Jarrett

From: Plank, Sarah GCPE:EX
Sent: Tuesday, July 10, 2018 3:03 PM
To: Hagglund, Jarrett GCPE:EX
Cc: Hill, Edward GCPE:EX; Venn, Tania GCPE:EX
Subject: RE: July 20 and 22 events

Hi Jarrett – changed my mind… Any chance you could actually help us with just the invites and RSVPs for the July 22nd event? ☺

Thanks!
Sarah.

From: Hagglund, Jarrett GCPE:EX
Sent: Monday, July 9, 2018 4:26 PM
To: Plank, Sarah GCPE:EX
Subject: RE: July 20 and 22 events

No worries. Thanks for the quick reply. Have a good afternoon!

Jarrett

From: Plank, Sarah GCPE:EX
Sent: Monday, July 9, 2018 4:25 PM
To: Hagglund, Jarrett GCPE:EX
Subject: Re: July 20 and 22 events

Hi Jarrett - both very remote and being set up by the First Nations so no events support required. We did put in a request for a photographer for July 22nd through the digital team, but everything else is covered.

Thanks for checking in!

S.

Sarah Plank
Communications Director | Ministry of Indigenous Relations & Reconciliation
Government Communications & Public Engagement
Mobile: 250.208.9621 | Email:sarah.plank@gov.bc.ca

Sent from my iPhone

On Jul 9, 2018, at 4:06 PM, Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca> wrote:

HI Sarah,

I noticed there are two tentative events from IRR that came up at the MA meeting on Friday. One on July 20th and one the 22nd. Wondering what support will be needed and

how solid they are. Trying to plan in advance as it seems if we are attending some travel will be needed.

Thanks so much!

Jarrett

Jarrett Hagglund | Manager, Event Services
Government Communications and Public Engagement
604-817-1458 | Jarrett.Hagglund@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 10:19 AM
To: Szabo, Maria GCPE:EX
Subject: BC Government Event Invitation - July 22, 2018
Attachments: Event Invite, July 22, 2018.pdf

Categories: Red Category

Good afternoon,

Please find attached an invitation from the Honourable Scott Fraser, Minister of Indigenous Relations, for an event in Canim Lake on Sunday, July 22nd. We look forward to your RSVP.

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: July 17, 2018 10:30 AM
To: Pierson, Nova GCPE:EX
Cc: Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; GCPE Event Request GCPE:EX; Marlene GCPE:EX Behrens (Marlene.Behrens@gov.bc.ca)
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Categories: Red Category

Hi Nova,

I just wanted to pass it on that Marlene was assigned to this event on August 10th in Cranbrook so that you can connect with her.

Thanks!

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 16, 2018 1:19 PM
To: Pierson, Nova GCPE:EX <Nova.Pierson@gov.bc.ca>
Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Good to know! Thanks.

Maria
250.896.6823

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Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
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Hi Maria,
It's August 10th – the other date was just me unfortunately being confused ☺
Nova

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Thanks,

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250.896.6823

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Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

That should be fine, Maria – we'll stay tuned!
Nova

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Cc: Porter, Rodney GCPE:EX; Fernandes, Jennifer GCPE:EX; GCPE Event Request GCPE:EX; Devereux, Rick GCPE:EX
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Hi Nova,

We can certainly assign someone for you by the end of Monday as we have our team assignment meetings on Monday afternoons (and we are usually only able to figure out our capacity for the two weeks ahead). If you absolutely need somebody sooner, let me know and I'm sure we can accommodate.

Thanks!

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

From: Pierson, Nova GCPE:EX
Sent: July 10, 2018 1:46 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Cc: Porter, Rodney GCPE:EX <Rodney.Porter@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: RE: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

Hi Rick,
Wondering if you've been able to assign anyone to this event in Cranbrook August 2? We're hoping to connect the events person with College of the Rockies sooner, rather than later, as they will be dealing with summer vacations and want to touch base on some of the logistics.
Thanks so much,
Nova

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Sent: Tuesday, July 3, 2018 3:21 PM
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Subject: Request Event Support - AEST-87683 - August 10th 1:30 p.m. - Cranbrook

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AEST would like to request event support for an event to announce the official opening of the College of the Rockies trades building.
The event is currently scheduled for August 10th at 1:30 p.m., at College of the Rockies in Cranbrook.
Please find attached the Event Plan.
Please let me know if you have any questions,
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: July 17, 2018 10:35 AM
To: Mukasa, Kate GCPE:EX; Rick GCPE:EX Devereux (Rick.Devereux@gov.bc.ca)
Cc: Duncan, Michael GCPE:EX; GCPE Event Request GCPE:EX; GCPE Media Relations
Subject: RE: EVENT SUPPORT: Muchalat Plant Tour - July 25

Categories: Red Category

Hi Kate,

I believe Rick was assigned to this event in Courtenay at our meeting yesterday, so you can now connect with him.

We also had a note from the MA planning calendar that there might be a modular event in Vancouver on the same day with Minister Dix. Is that still going ahead/does it require event support?

Thank you!

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

From: Mukasa, Kate GCPE:EX
Sent: July 17, 2018 9:51 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; GCPE Media Relations <MEDREL@Victoria1.gov.bc.ca>
Cc: Duncan, Michael GCPE:EX <Michael.Duncan@gov.bc.ca>
Subject: EVENT SUPPORT: Muchalat Plant Tour - July 25

Hello Events and Media Relations,

Please see attached EP for a modular factory tour and media event with MSR in Courtenay on July 25th. BCH will not be able to staff this event so hoping GCPE events and MR can support?
Timing is still TBC but looking at between 12:30pm and 2:30pm.

Thank you,

Kate

Kate Mukasa | Communications Manager
Ministry of Municipal Affairs and Housing
Government Communications and Public Engagement
Desk: 778.698.3280 | **Mobile**: 250.361.6839 | **Email**: kate.mukasa@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 10:40 AM
To: Porter, Rodney GCPE:EX; Hagglund, Jarrett GCPE:EX
Cc: Frattaroli, Angela GCPE:EX; Binder, Stephen GCPE:EX; Pierson, Nova GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Upcoming AEST events - Next 4 weeks

Categories: Red Category

Hi Rodney,

FYI – we assigned the August 7th meeting yesterday. Jarrett will be supporting the event in Vernon. I spoke to Nova about the August 10th assignment already (Marlene will be in Cranbrook).

Thanks!

Maria
250.896.6823

From: Porter, Rodney GCPE:EX
Sent: July 3, 2018 8:03 PM
To: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Frattaroli, Angela GCPE:EX <Angela.Frattaroli@gov.bc.ca>; Binder, Stephen GCPE:EX <Stephen.Binder@gov.bc.ca>; Pierson, Nova GCPE:EX <Nova.Pierson@gov.bc.ca>; Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>
Subject: RE: Upcoming AEST events - Next 4 weeks

Thanks Jarrett. This is helpful – it lets us stand moving on logistics for Okanagan College and SAP Labs.

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: Hagglund, Jarrett GCPE:EX
Sent: Tuesday, July 3, 2018 4:26 PM
To: Porter, Rodney GCPE:EX; GCPE Event Request GCPE:EX
Cc: Frattaroli, Angela GCPE:EX; Binder, Stephen GCPE:EX; Pierson, Nova GCPE:EX; Badger, Joleen GCPE:EX
Subject: RE: Upcoming AEST events - Next 4 weeks

Hey Rodney,

We have assigned Elena to July 19th and Marlene to the 23rd. We are waiting on some other info from PO in regard to scheduling the rest of that week. If anything is needed for those other events before we have assigned someone please feel free to work through me and I will be happy to assist.

Thanks Rodney!

Jarrett

From: Porter, Rodney GCPE:EX
Sent: Tuesday, July 3, 2018 4:01 PM
To: GCPE Event Request GCPE:EX
Cc: Frattaroli, Angela GCPE:EX; Binder, Stephen GCPE:EX; Pierson, Nova GCPE:EX; Hagglund, Jarrett GCPE:EX; Badger, Joleen GCPE:EX
Subject: Upcoming AEST events - Next 4 weeks

Hi Jarrett and Joleen; Just flagging the five upcoming AEST events.

When: Thursday, July 19
Where: Okanagan College – Kelowna
What: Ground breaking new health sciences centre

When: Monday, July 23
Where: SAP Labs Canada – Yaletown, Vancouver
What: Tour and co-op funding

When: Wednesday, July 25
Where: UBC Okanagan – Kelowna
What: Announce grad scholarships

When: Tuesday, Aug. 7
Where: Okanagan College – Vernon
What: Completion of new trades building (provincial / federal funding)

When: Friday, Aug. 10
Where: College of the Rockies – Cranbrook
What: Completion of new trades building

Respectfully,

Rodney Porter | Communications Director
Government Communications & Public Engagement
B.C. Ministry of Advanced Education, Skills and Training

Mobile: 250.889.7494 | **email:** rodney.porter@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 10:49 AM
To: 'Roy Scott'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: 100 Mile House

Categories: Red Category

Hi Roy,

I've just resent the confirmation email, which should have the template attached. If not, let me know and I'll send it this way.

Thank you,

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

-----Original Message-----
From: Roy Scott [mailto:rscott@100milehouse.com]
Sent: July 17, 2018 10:00 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: 100 Mile House

Good morning..... I left a voice mail this morning regarding a meeting request from 100 Mile House to meet with Minister FLNRO..

I received a response with a template for meeting notes; however I must have inadvertently deleted the email I received from you folks acknowledging the meeting request with the template to provide additional info.

Would you be so kind as to re-send the confirmation email along with the meeting note template so that I can submit.

I am away from the office at the moment and can be contacted at 250-706-2156 should the need arise.

Thank you and my apologies for this additional request

Regards

Roy Scott, CAO
District of 100 Mile House

Sent from my iPad

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 10:53 AM
To: 'Brianne Bunko'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Cancel Meeting Request

Categories: Red Category

Hi Brianne,

Thanks for your email. No worries – I've gone in and deleted this meeting for you.

Best,

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

From: Brianne Bunko [mailto:Brianne.Bunko@princerupert.ca]
Sent: July 17, 2018 9:12 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Cancel Meeting Request

Hello,

On behalf of the City of Prince Rupert I need to cancel one of our Minister Meeting requests for UBCM 2018. Please could you direct me on how to cancel our request to meet with the Minister of Citizens' Services, Meeting ID # 314? Thank you in advance for your assistance.

Best regards,

Brianne Bunko
Executive Assistant
Administration
CITY OF PRINCE RUPERT
Tel: (250) 627-0939

www.princerupert.ca

This message and any attachments may contain confidential and privileged information. If you are not the intended recipient, please notify the sender immediately by telephone and destroy any copies. Any dissemination or use of this information by a person other than the intended recipient is unauthorized and may be illegal. Thank you.

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 11:13 AM
To: Trimble, Brett FIN:EX; GCPE Service Desk GCPE:EX; PREM Tech
Subject: RE: Access to Event RSVP inbox

Categories: Red Category

Great, thank you!

Maria
250.896.6823

From: Trimble, Brett FIN:EX
Sent: July 17, 2018 11:01 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; GCPE Service Desk GCPE:EX <gcpe.servicedesk@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: RE: Access to Event RSVP inbox

Hi Maria,
I've added you to the mailbox, you will need to log off and back on again in order to get access.
Regards, Brett

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

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 10:01 AM
To: GCPE Service Desk GCPE:EX <gcpe.servicedesk@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Access to Event RSVP inbox

Hi everyone,

I found out that I'll need access to another email inbox! This time it's eventrsvp@gov.bc.ca (the Events RSVP inbox). Would you be able to do this for me?

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: July 17, 2018 11:43 AM
To: 'cathy.mcleod.c1@parl.gc.ca'
Subject: RE: BC Government Event Invitation - July 22, 2018

Categories: Red Category

Hi Tracy,

That's great to hear. We're expecting over 200 people to attend and there will be members of the Canim Lake First Nation to direct parking and seating.

I hope that helps!

Best,

Maria
250.896.6823

From: cathy.mcleod.c1@parl.gc.ca [mailto:cathy.mcleod.c1@parl.gc.ca]
Sent: July 17, 2018 11:12 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: BC Government Event Invitation - July 22, 2018

Good morning Maria,

Cathy will plan to attend the event this Sunday. Is there any particular place she should park and sit? Just wondering how many attendees are expected there.

Regards,

Tracy Gilchrist
Constituency Assistant
Cathy McLeod, MP
Kamloops-Thompson-Cariboo
Ph: 250-851-4991 | Fax: 250-851-4994
Email: cathy.mcleod.c1@parl.gc.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July-17-18 10:20 AM
To: Szabo, Maria GCPE:EX
Subject: BC Government Event Invitation - July 22, 2018

Good afternoon,

Please find attached an invitation from the Honourable Scott Fraser, Minister of Indigenous Relations, for an event in Canim Lake on Sunday, July 22nd. We look forward to your RSVP.

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: July 17, 2018 11:54 AM
To: 'Kim Tvergyak'
Subject: RE: Meeting ID 140

Categories: Red Category

Hi Kim,

Just following up on this – this is totally fine and I've added all of them to the meeting request.

Thanks!

Maria
250.896.6823

From: Kim Tvergyak [mailto:ktvergyak@coldstream.ca]
Sent: July 11, 2018 10:30 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Meeting ID 140

Hi Maria,

Thank you for getting back to me. Please see below the members from the Township of Spallumcheen to be added to this meeting request.

Thank you.

Mayor Janice Brown
Councillor Todd York
Councillor Ed Hanoski
Councillor Joe Van Tienhoven
Councillor Andrew Casson
Councillor Christine Fraser
Councillor Christine LeMaire
Doug Allin, Chief Administrative Officer

Kim Tvergyak | Executive Administrative Assistant
District of Coldstream | 9901 Kalamalka Road, Coldstream, BC V1B 1L6
T: 250-550-1524 | F: 250-545-4733
www.coldstream.ca

The information contained in this communication is confidential and intended only for the use of those to whom it is addressed. If you have received this communication in error, please notify me by telephone (collect if necessary) and delete or destroy any copies of it. Thank you.

Please consider the environment before printing this email.

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 10, 2018 4:02 PM
To: Kim Tvergyak
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Meeting ID 140

Hi Kim,

Just wanted to let you know that I've seen this email – my colleague who would know best on this matter s.22
s.22 I will try to have an answer to you then. It could be helpful to know which members of the Township you intend to invite so that we can add them for you if that's easier.

Will get back to you!

Thanks,

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

From: Kim Tvergyak [mailto:ktvergyak@coldstream.ca]
Sent: July 6, 2018 10:33 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting ID 140

Good Morning,

Is there an area to include the Township of Spallumcheen in this meeting?

Thank you.

Kim Tvergyak | Executive Administrative Assistant
District of Coldstream | 9901 Kalamalka Road, Coldstream, BC V1B 1L6
T: 250-550-1524 | F: 250-545-4733
www.coldstream.ca

The information contained in this communication is confidential and intended only for the use of those to whom it is addressed. If you have received this communication in error, please notify me by telephone (collect if necessary) and delete or destroy any copies of it. Thank you.

Please consider the environment before printing this email.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 11:56 AM
To: Hill, Edward GCPE:EX
Subject: RE: BC Government Event Invitation - July 22, 2018

Categories: Red Category

Awesome. Thanks!

Maria
250.896.6823

From: Hill, Edward GCPE:EX
Sent: July 17, 2018 11:37 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Venn, Tania GCPE:EX <Tania.Venn@gov.bc.ca>
Subject: RE: BC Government Event Invitation - July 22, 2018

We expect 200+ people. There should be people from Canin Lake First Nation there to direct parking & seating. Front rows will be reserved for Elders. We're having a planning call tomorrow; I will confirm those details.

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 17, 2018 11:35 AM
To: Hill, Edward GCPE:EX; Plank, Sarah GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; Venn, Tania GCPE:EX
Subject: FW: BC Government Event Invitation - July 22, 2018

Hi everyone,

For the July 22nd event in Canim Lake – do you have any info that I can share with Cathy McLeod's office?

Thanks,

Maria
250.896.6823

From: cathy.mcleod.c1@parl.gc.ca [mailto:cathy.mcleod.c1@parl.gc.ca]
Sent: July 17, 2018 11:12 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: BC Government Event Invitation - July 22, 2018

Good morning Maria,

Cathy will plan to attend the event this Sunday. Is there any particular place she should park and sit? Just wondering how many attendees are expected there.

Regards,

Tracy Gilchrist
Constituency Assistant
Cathy McLeod, MP
Kamloops-Thompson-Cariboo
Ph: 250-851-4991 | Fax: 250-851-4994
Email: cathy.mcleod.c1@parl.gc.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July-17-18 10:20 AM
To: Szabo, Maria GCPE:EX
Subject: BC Government Event Invitation - July 22, 2018

Good afternoon,

Please find attached an invitation from the Honourable Scott Fraser, Minister of Indigenous Relations, for an event in Canim Lake on Sunday, July 22nd. We look forward to your RSVP.

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: July 17, 2018 11:59 AM
To: Mukasa, Kate GCPE:EX
Subject: RE: EVENT SUPPORT: Muchalat Plant Tour - July 25

Categories: Red Category

Great, thanks!

Maria
250.896.6823

From: Mukasa, Kate GCPE:EX
Sent: July 17, 2018 11:53 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Cc: Duncan, Michael GCPE:EX <Michael.Duncan@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>; GCPE Media Relations <MEDREL@Victoria1.gov.bc.ca>
Subject: RE: EVENT SUPPORT: Muchalat Plant Tour - July 25

Thank you Maria,

The Vancouver nodular is still TBC, but I believe MAD is not available for that one at all. Also, that one is run by the CoV so don't think e will require GCPE event support.

Thank you

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 17, 2018 10:35 AM
To: Mukasa, Kate GCPE:EX; Devereux, Rick GCPE:EX
Cc: Duncan, Michael GCPE:EX; GCPE Event Request GCPE:EX; GCPE Media Relations
Subject: RE: EVENT SUPPORT: Muchalat Plant Tour - July 25

Hi Kate,

I believe Rick was assigned to this event in Courtenay at our meeting yesterday, so you can now connect with him.

We also had a note from the MA planning calendar that there might be a modular event in Vancouver on the same day with Minister Dix. Is that still going ahead/does it require event support?

Thank you!

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

From: Mukasa, Kate GCPE:EX
Sent: July 17, 2018 9:51 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; GCPE Media Relations <MEDREL@Victoria1.gov.bc.ca>

Cc: Duncan, Michael GCPE:EX <Michael.Duncan@gov.bc.ca>
Subject: EVENT SUPPORT: Muchalat Plant Tour - July 25

Hello Events and Media Relations,

Please see attached EP for a modular factory tour and media event with MSR in Courtenay on July 25th. BCH will not be able to staff this event so hoping GCPE events and MR can support?
Timing is still TBC but looking at between 12:30pm and 2:30pm.

Thank you,

Kate

Kate Mukasa | Communications Manager
Ministry of Municipal Affairs and Housing
Government Communications and Public Engagement
Desk: 778.698.3280 | **Mobile**: 250.361.6839 | **Email**: kate.mukasa@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 12:06 PM
To: Badger, Joleen GCPE:EX
Cc: Devereux, Rick GCPE:EX
Subject: RE: Podium sign tracking

Categories: Red Category

Awesome. Thanks! I've updated the spreadsheet with these.

Maria
250.896.6823

From: Badger, Joleen GCPE:EX
Sent: July 17, 2018 11:56 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Subject: RE: Podium sign tracking

Hey Maria,

Here's a list of the podium signs we have here:

Making life affordable – sintra
Working for you – sintra
Working for you – sintra, slightly smaller
Improving services for families – sintra
Better access for students – sintra
BCID – sintra, dark blue
Saving lives, helping families – sintra
Protecting wild salmon – foamcore
Supporting students, investing in BC schools - sintra
Supporting students, investing in BC schools – foamcore
Yom HaShoah Holocaust memorial day – purple and white text/picture of candle – foamcore
Celebrating BC teachers – foamcore
Good jobs in BC – foamcore

Thanks!
Joleen

From: Szabo, Maria GCPE:EX
Sent: Friday, July 13, 2018 1:54 PM
To: Badger, Joleen GCPE:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Devereux, Rick GCPE:EX
Subject: Podium sign tracking

Hi all,

Here's what I've come up with for the podium sign situation in Vancouver. These are all the podium signs at VCO as of today. Once I get over to Victoria, I can add those too.

I've saved it to the shared folder for now but let me know if you think this will fit the need! If not – please offer your suggestions on how to make it more useful. ☺

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: July 17, 2018 12:10 PM
To: Hagglund, Jarrett GCPE:EX; D'Souza, Pamela GCPE:EX
Subject: RE: CFS event Invite - July 23

Categories: Red Category

Hi – is there a guest list to go along with this? I haven't received one, so haven't been able to send any invites out if that was the hope. Will stand by for more info.

Thanks!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 16, 2018 12:08 PM
To: D'Souza, Pamela GCPE:EX <Pamela.DSouza@gov.bc.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: CFS event Invite - July 23

Nope. So thank you for this.

Jarrett

From: D'Souza, Pamela GCPE:EX
Sent: July 16, 2018 11:57 AM
To: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: CFS event Invite - July 23

Fyi, guessing you are already looped in?

From: McDonald, Andrea (AADNC/AANDC) [mailto:andrea.mcdonald@canada.ca]
Sent: Monday, July 16, 2018 11:44 AM
To: stsmemelt dir; Kasey Gottfriedson; D'Souza, Pamela GCPE:EX
Cc: 'Bonnie Leonard'; Gao McGovern, YuWei (AADNC/AANDC)
Subject: CFS event Invite - July 23

Here is the revised invite with the logo

In our "save the date" invite above, we usually send out to the FNLC, that okay?

If there are others, please send the emails/contacts along and I will be happy to send. Just let me know.

Andrea

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Gao McGovern, YuWei (AADNC/AANDC) <yuwei.gaomcgovern@canada.ca>
Sent: Monday, July 16, 2018 10:05 AM
To: McDonald, Andrea (AADNC/AANDC)
Subject: CFS event Invite - July 23

Updated Invitation attached as PDF for each of distribution to guests.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 12:11 PM
To: 'Marks, Beverly'
Subject: RE: Agreement in Principal signing

Categories: Red Category

Hi Beverly,

Thanks for your email - that's great to hear. It shouldn't be a problem for MLA Barnett to bring a guest with her.

Best,

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

From: Marks, Beverly [mailto:Beverly.Marks@leg.bc.ca]
Sent: July 17, 2018 11:10 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Agreement in Principal signing

MLA Barnett thanks you for the invitation and asks if she may bring a guest.

Beverly Marks, CA
Donna Barnett, MLA
Cariboo Chilcotin
250-395-3916
Beverly.marks@leg.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 12:44 PM
To: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: FW: Coordinator request - Lytton - July 28

Categories: Red Category

Hey, did you still want to check in with Trish about the help that's needed for this Lytton event? She's following up but I know we were not settled on whether we were sending me/Elena.

Thanks,

Maria
250.896.6823

From: Rorison, Trish GCPE:EX
Sent: July 17, 2018 12:39 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>; Nesbitt, Rachel GCPE:EX <Rachel.Nesbitt@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Subject: RE: Coordinator request - Lytton - July 28

Hi Maria – just checking in on this one. Cathy can set up a call with the local organizer and the event coordinator if that works.

Trish

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 12, 2018 2:59 PM
To: Rorison, Trish GCPE:EX
Cc: Jack, Carolyn GCPE:EX; Nesbitt, Rachel GCPE:EX; GCPE Event Request GCPE:EX; Devereux, Rick GCPE:EX
Subject: RE: Coordinator request - Lytton - July 28

Hi Trish,

As our team assignment meetings take place on Monday afternoons, I'm sure we can get back to you with the event coordinator assigned by end of day Monday. If you need somebody sooner, let me know and we can try to accommodate.

For now I've ensured that this has made it into our events calendar for review on Monday.

Thanks!

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

From: Rorison, Trish GCPE:EX
Sent: July 12, 2018 1:42 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Cc: Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>; Nesbitt, Rachel GCPE:EX <Rachel.Nesbitt@gov.bc.ca>; Sherlock, Stephanie GCPE:EX <Stephanie.Sherlock@gov.bc.ca>
Subject: Coordinator request - Lytton - July 28

Hi There – would like event support for ONE of the locations for the upcoming unveilings of the Chinese Legacy plaques. Minister of State George Chow will be attending both but suggest we have event support for the first one in Lytton (along with guest invites and media invitations and outreach) and the community will do the details for the Yale unveiling. We'll draft speaking notes for MoS Chow for both.

An FYI is these events/ unveiling features prominently in TAC Estimates with a request from MLA Wat to be invited and commitment from our folks to honour that.

Can you let us know who can support the event and Stephanie – FYI on this as would like media advice on best way to do outreach to Chinese media given the location and day. Suggest we record these first event and transcribe it and make the audio/ transcript and photos available to media.

Best,

Trish

Trish Rorison | Communications Director
Government Communications & Public Engagement
B.C. Ministry of Tourism, Arts & Culture

Desk: 778-698-5398**| Mobile:** 250.580.6723 **|email:** trish.rorison@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 2:25 PM
To: Behrens, Marlene GCPE:EX
Subject: RE: Invitation

Categories: Red Category

I'll be around and happy to send it tomorrow morning. Thanks!

Maria
250.896.6823

From: Behrens, Marlene GCPE:EX
Sent: July 17, 2018 2:21 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Invitation

Hi,

Can you please send out the attached invite? GL also attached, and both are also saved on the server.

AEST has requested that we not send it today, and send tomorrow morning. Will you be around for that?

Thanks,

Marlene Behrens | Event Coordinator
Government Communications and Public Engagement
778-584-1253 | Marlene.Behrens@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 3:13 PM
To: 'Malonie Shaffer'; Union of BC Municipalities Meetings PREM:EX
Subject: RE: City of Powell River withdrawing one meeting request s.16 s.16

Categories: Red Category

Hi Malonie,

Thanks for the information – I will go ahead and cancel those meeting requests.

Best,

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

From: Malonie Shaffer [mailto:mshaffer@powellriver.ca]
Sent: July 17, 2018 1:58 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: City of Powell River withdrawing one meeting request s.16

We no longer require a meeting with the Premier, the Minister of Forests, Lands, Natural Resource Operations, and Rural Development and the Minister of Jobs, Trade and Technology to discuss s.16 s.16 s. Thank you.

Malonie Shaffer, Deputy City Clerk
City of Powell River
6910 Duncan Street
Powell River, B.C. V8A 1V4
mshaffer@powellriver.ca
Phone (604)485-8601

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 3:47 PM
To: Badger, Joleen GCPE:EX
Subject: RE: Podium sign tracking

Categories: Red Category

Also – you wanted me to order a new Good Jobs in BC sign for Victoria, right? Will I just have that sent to 4th Floor, 617 Government St to your attention?

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 12:06 PM
To: Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>
Cc: Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Subject: RE: Podium sign tracking

Awesome. Thanks! I've updated the spreadsheet with these.

Maria
250.896.6823

From: Badger, Joleen GCPE:EX
Sent: July 17, 2018 11:56 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Subject: RE: Podium sign tracking

Hey Maria,

Here's a list of the podium signs we have here:

Making life affordable – sintra
Working for you – sintra
Working for you – sintra, slightly smaller
Improving services for families – sintra
Better access for students – sintra
BCID – sintra, dark blue
Saving lives, helping families – sintra
Protecting wild salmon – foamcore
Supporting students, investing in BC schools - sintra
Supporting students, investing in BC schools – foamcore
Yom HaShoah Holocaust memorial day – purple and white text/picture of candle – foamcore
Celebrating BC teachers – foamcore
Good jobs in BC – foamcore

Thanks!
Joleen

From: Szabo, Maria GCPE:EX
Sent: Friday, July 13, 2018 1:54 PM
To: Badger, Joleen GCPE:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Devereux, Rick GCPE:EX
Subject: Podium sign tracking

Hi all,

Here's what I've come up with for the podium sign situation in Vancouver. These are all the podium signs at VCO as of today. Once I get over to Victoria, I can add those too.

I've saved it to the shared folder for now but let me know if you think this will fit the need! If not – please offer your suggestions on how to make it more useful. ☺

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: July 17, 2018 4:17 PM
To: Jones, Calvin GCPE:EX; Badger, Joleen GCPE:EX
Subject: RE: 6259: GOOD JOBS - 180717MS Podium Sign

Categories: Red Category

Looks good to me! Thanks!

Maria
250.896.6823

From: Jones, Calvin GCPE:EX
Sent: July 17, 2018 4:06 PM
To: Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: 6259: GOOD JOBS - 180717MS Podium Sign

Hi Maria and Joleen:

Attached is the artwork for the "Good Jobs" podium sign for your perusal. If this works for you folks, I'll order it right away before s.22 the end of today.

Cal
250 356-8565

Graphic Design Requests http://gdu.gcpe.gov.bc.ca
Corporate Identity http://gww.bcid.gov.bc.ca/

From: GCPE Graphics Request [**mailto:gcpegrar@victoria1.gov.bc.ca**]
Sent: Tuesday, July 17, 2018 4:00 PM
To: Jones, Calvin GCPE:EX
Subject: #Ticket#6259: New ticket: 180717MS Standard Sign - JTT Events

--reply above this line--

180717MS podium sign - standard for JTT events:

Need: Looking to have another sintra sign on hand in Victoria for Ministry of Jobs, Trade, and Technology (etc) events

Delivery to: Joleen Badger, 4th Floor, 617 Government St, Victoria, BC V8W 9V1

Messaging: Good Jobs in BC

Notes: Please send draft to **maria.szabo@gov.bc.ca** and cc **joleen.badger@gov.bc.ca**.

http://gdu.gcpe.gov.bc.ca/Ticket/6259

NOTE: If replying to this e-mail, please leave the subject-line intact.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 4:33 PM
To: Hill, Edward GCPE:EX; Venn, Tania GCPE:EX
Subject: FW: BC Government Event Invitation - July 22, 2018

Categories: Red Category

Hi again – is there any problem with this below?

Thanks,

Maria
250.896.6823

From: O'Sullivan, Susan FLNR:EX
Sent: July 17, 2018 3:35 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: BC Government Event Invitation - July 22, 2018

Hello Maria,
I am the Cariboo Region's Regional Manager of First Nations Relations for FLNRORD. My supervisor the Director of Authorizations received the invite but will not be attending.

Are we able to provide substitutes?

Susan O'Sullivan, MA | Manager, First Nations Relations | Cariboo Natural Resource Region | Ministry of Forests, Lands, Natural Resource Operations and Rural Development | ph: 250.398.4347 | cell: 250.303.0607

From: Nicol, Jane FLNR:EX
Sent: Tuesday, July 17, 2018 3:30 PM
To: O'Sullivan, Susan FLNR:EX
Subject: FW: BC Government Event Invitation - July 22, 2018

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 17, 2018 10:20 AM
To: Szabo, Maria GCPE:EX
Subject: BC Government Event Invitation - July 22, 2018

Good afternoon,

Please find attached an invitation from the Honourable Scott Fraser, Minister of Indigenous Relations, for an event in Canim Lake on Sunday, July 22nd. We look forward to your RSVP.

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: July 17, 2018 4:36 PM
To: Hill, Edward GCPE:EX; Venn, Tania GCPE:EX
Subject: Another question on July 22nd event

Categories: Red Category

Hi once more!

I also had a question left in a voicemail from Doug Bowen on the guest list about making travel arrangements. I'm not quite sure what he meant, but I'm assuming any travel arrangements would be made on his own. Are you able to tell me the estimated end time of the event for his information?

Thank you!

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: July 17, 2018 4:37 PM
To: O'Sullivan, Susan FLNR:EX
Subject: RE: BC Government Event Invitation - July 22, 2018

Categories: Red Category

Hi Susan,

Yes, that's entirely fine. Please just let me know who will be attending instead or have them confirm their attendance with me.

Thank you!

Maria
250.896.6823

From: O'Sullivan, Susan FLNR:EX
Sent: July 17, 2018 3:35 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: BC Government Event Invitation - July 22, 2018

Hello Maria,
I am the Cariboo Region's Regional Manager of First Nations Relations for FLNRORD. My supervisor the Director of Authorizations received the invite but will not be attending.

Are we able to provide substitutes?

Susan O'Sullivan, MA | Manager, First Nations Relations | Cariboo Natural Resource Region | Ministry of Forests, Lands, Natural Resource Operations and Rural Development | ph: 250.398.4347 | cell: 250.303.0607

From: Nicol, Jane FLNR:EX
Sent: Tuesday, July 17, 2018 3:30 PM
To: O'Sullivan, Susan FLNR:EX
Subject: FW: BC Government Event Invitation - July 22, 2018

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 17, 2018 10:20 AM
To: Szabo, Maria GCPE:EX
Subject: BC Government Event Invitation - July 22, 2018

Good afternoon,

Please find attached an invitation from the Honourable Scott Fraser, Minister of Indigenous Relations, for an event in Canim Lake on Sunday, July 22nd. We look forward to your RSVP.

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: July 18, 2018 9:59 AM
To: Behrens, Marlene GCPE:EX
Subject: RE: Invitation

Categories: Red Category

Sent!

Maria
250.896.6823

From: Behrens, Marlene GCPE:EX
Sent: July 17, 2018 2:21 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Invitation

Hi,

Can you please send out the attached invite? GL also attached, and both are also saved on the server.

AEST has requested that we not send it today, and send tomorrow morning. Will you be around for that?

Thanks,

Marlene Behrens | Event Coordinator
Government Communications and Public Engagement
778-584-1253 | Marlene.Behrens@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 18, 2018 10:33 AM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Categories: Red Category

For sure!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 18, 2018 10:32 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>; Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>
Subject: RE: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Hey Maria,

Can you reply to Carlene and loop in Marlene we are assigning her to this event.

Thanks!

Jarrett

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 18, 2018 9:06 AM
To: Devereux, Rick GCPE:EX; Hagglund, Jarrett GCPE:EX; Badger, Joleen GCPE:EX
Subject: FW: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Hi guys,

This request came in and even though there's a little more time before the event, Carlene confirmed that they have a planning call scheduled for tomorrow. I'm not sure if you want to go ahead and assign it or just get somebody on the call tomorrow – but please reach out to Carlene.

Thanks!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 17, 2018 4:48 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Lindstein, Sarah GCPE:EX <Sarah.Lindstein@gov.bc.ca>; LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>;

GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: Re: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Thanks for the speedy response Maria! I was hoping to set up a call on Thursday (as that seems to work for the majority) or Monday a.m. at the latest because we have a few players involved. That doesn't really fit with your Monday meeting ... is it feasible for you to work around that?

Sent from my iPhone

On Jul 17, 2018, at 4:42 PM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Hi Carlene,
>
> Thanks for this. Do you need to have someone assigned before Monday afternoon? We'll review this at our weekly assignment meeting on Monday, but if you have any plans for an initial meeting between now and then, let me know and I will pass this along.
>
> 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:** July 17, 2018 4:24 PM
> **To:** GCPE Event Request GCPE:EX <Events@gov.bc.ca>
> **Cc:** Lindstein, Sarah GCPE:EX <Sarah.Lindstein@gov.bc.ca>; LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>
> **Subject:** Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)
>
> Hi there,
> Minister Dix is confirmed to attend an event on August 1 at 10 a.m. tbc (pending final confirmation from corp cal) to announce funding to the Heart and Stroke Foundation to support Stroke Awareness. This is a good opportunity to highlight the foundation's campaign and raise awareness of the signs of stroke. The comms materials are attached for more information.
>
> It would be great if we could have event support on the ground. We will also have assistance, I think, from Fraser Health comms who could help with media.
>
> Tentative event roll out:
>
> - Emcee, TBC
> - Minister Dix
> - Adrienne Bakker, CEO Heart & Stroke Foundation
> - Dr. Preet Chahal, stroke neurologist
> - Stroke survivor
>
> Thanks and any questions, please let us know,
> Carlene
>
> **Carlene Thistle-Walker |** Communications Manager

Government Communications & Public Engagement
B.C. Ministry of Health

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 18, 2018 10:34 AM
To: Thistle-Walker, Carlene GCPE:EX
Cc: Marlene GCPE:EX Behrens (Marlene.Behrens@gov.bc.ca)
Subject: RE: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Categories: Red Category

Hi again Carlene,

I spoke with them and we've assigned Marlene to this event for you. She'll be able to take the call tomorrow so be sure to send her an invite with the details.

Thanks!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 18, 2018 9:12 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Much appreciated. Thanks Maria.

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

---

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 18, 2018 9:04 AM
To: Thistle-Walker, Carlene GCPE:EX
Subject: RE: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Thanks, Carlene. That's totally fair. I'll see if management can get someone assigned and in touch with you.

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 18, 2018 9:00 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Hi Maria,
Just wanted to flag that I have set up a planning call for tomorrow as there are people who need to be on the cal s.22
s.22 If there is someone on your end who can attend that would be great. Otherwise we could fill them in later.

C

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

---

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 17, 2018 4:42 PM
To: Thistle-Walker, Carlene GCPE:EX
Cc: Lindstein, Sarah GCPE:EX; LeGuilloux, Marg GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Hi Carlene,

Thanks for this. Do you need to have someone assigned before Monday afternoon? We'll review this at our weekly assignment meeting on Monday, but if you have any plans for an initial meeting between now and then, let me know and I will pass this along.

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: July 17, 2018 4:24 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Lindstein, Sarah GCPE:EX <Sarah.Lindstein@gov.bc.ca>; LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>
Subject: Event support request -- Stroke funding event, New Westminster, August 1, 10 a.m. (TBC)

Hi there,
Minister Dix is confirmed to attend an event on August 1 at 10 a.m. tbc (pending final confirmation from corp cal) to announce funding to the Heart and Stroke Foundation to support Stroke Awareness. This is a good opportunity to highlight the foundation's campaign and raise awareness of the signs of stroke. The comms materials are attached for more information.

It would be great if we could have event support on the ground. We will also have assistance, I think, from Fraser Health comms who could help with media.

Tentative event roll out:

- Emcee, TBC
- Minister Dix
- Adrienne Bakker, CEO Heart & Stroke Foundation
- Dr. Preet Chahal, stroke neurologist

- Stroke survivor

Thanks and any questions, please let us know,
Carlene

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 18, 2018 11:27 AM
To: Badger, Joleen GCPE:EX; Behrens, Marlene GCPE:EX
Cc: Devereux, Rick GCPE:EX
Subject: RE: Chinatown Visit

Categories: Red Category

Done!

Maria
250.896.6823

From: Badger, Joleen GCPE:EX
Sent: July 18, 2018 10:58 AM
To: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Subject: FW: Chinatown Visit

Hey Marlene,

The Premier is going on a tour of Chinatown with Minister Chow on July 29th. We're hoping you can take this one on as well. There should be enough time to jump from the festival in Burnaby to Chinatown between events.

You'll see an outline of the tour below. I'd reach out to George Chow directly and his MA on this.
Let me know if you have any questions.

Maria – can you update the calendar with the assignment and the Premier's event template?

Thanks,
Joleen

From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, July 18, 2018 9:52 AM
To: Chow, George JTT:EX
Cc: Aaron, Sage PREM:EX; Devereux, Rick GCPE:EX; Oreck, Mira PREM:EX; Nash, Amber PREM:EX
Subject: RE: Chinatown Visit

Great thanks George. Rick's team from Event services will reach out for more details and Mira may have a question of two for you as well.

From: Chow, George JTT:EX
Sent: Tuesday, July 17, 2018 9:15 PM
To: Van Meer-Mass, Kate PREM:EX
Cc: Aaron, Sage PREM:EX; Devereux, Rick GCPE:EX
Subject: Re: Chinatown Visit

Hi Kate,

I confirmed with the Chinatown orgs. Proposed itinerary 2:30-3:45pm :
1. Visit Chinese Benevolent Association of Vancouver (108 E. Pender); short meeting with its new Board; iconic group photo.
2. Visit Chinese Cultural Centre of Greater Vancouver (50 E. Pender) and its museum complex that includes the Chinese Canadian Military Museum; group photo.
3. Visit Chinatown Memorial Square (Keefer and Columbia) for large group photo with everyone especially the Chinatown youths and seniors.
------End of tour------

Geo.

Sent from my iPad

On Jul 17, 2018, at 10:49 AM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:

> 2:30-3:45 so one hour and fifteen minutes.
>
> ---
>
> **From:** Chow, George JTT:EX
> **Sent:** Tuesday, July 17, 2018 10:49 AM
> **To:** Van Meer-Mass, Kate PREM:EX
> **Cc:** Aaron, Sage PREM:EX; Devereux, Rick GCPE:EX
> **Subject:** Re: Chinatown Visit
>
> How much time can be allotted for this visit?
> Geo.
>
> Sent from my iPhone
>
> On Jul 17, 2018, at 10:26 AM, Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca> wrote:
>
> > Hi George,
> >
> > Sage passed along the message that you would like to have the Premier visit Chinatown. We have some time on Sunday July 29th from 2:30-3:45pm. Can we chat about what this would look like?
> >
> > Kate

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 18, 2018 1:40 PM
To: Pierson, Nova GCPE:EX
Subject: RE: Guest list additions - July 23 SAP Event

Categories: Red Category

Thanks!

Maria
250.896.6823

From: Pierson, Nova GCPE:EX
Sent: July 18, 2018 1:35 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: RE: Guest list additions - July 23 SAP Event

I heard from VCC that Peter Nunoda and Brett Griffiths will be unable to attend Monday's event, if those aren't already on your "no" list.
Best,
Nova

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 18, 2018 12:55 PM
To: Pierson, Nova GCPE:EX; Behrens, Marlene GCPE:EX
Subject: RE: Guest list additions - July 23 SAP Event

Hi – I sent these out. Thanks!

Maria
250.896.6823

From: Pierson, Nova GCPE:EX
Sent: July 18, 2018 12:52 PM
To: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Guest list additions - July 23 SAP Event

Hi Marlene,
We've got a couple last minute additions from VCC. Can we get invites out to these two (added to bottom of list attached)?
Thanks so much,
Nova

Elmer	Wansink	ewansink@vcc.ca
Bruce	McGarvie	bmcgarvie@vcc.ca

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: July 18, 2018 3:06 PM
To: Devereux, Rick GCPE:EX; Hagglund, Jarrett GCPE:EX; Badger, Joleen GCPE:EX
Subject: RE: Event coordinator request: AG event July 26, Victoria (AG AG-88277)

Categories: Red Category

I'll let Cadence know! Thanks!

Maria
250.896.6823

From: Devereux, Rick GCPE:EX
Sent: July 18, 2018 2:22 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>
Subject: RE: Event coordinator request: AG event July 26, Victoria (AG AG-88277)

You are correct! I can do that. Thanks
Rick

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 18, 2018 2:20 PM
To: Devereux, Rick GCPE:EX; Hagglund, Jarrett GCPE:EX; Badger, Joleen GCPE:EX
Subject: FW: Event coordinator request: AG event July 26, Victoria (AG AG-88277)

Hi all,

Looks like this ICBC event is going ahead in Victoria. s 22 it seems like Rick would be the most logical one to support it given his location, but let me know if you'd like to assign someone else.

Thanks!

Maria
250.896.6823

From: Mandybura, Cadence GCPE:EX
Sent: July 18, 2018 2:11 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: Event coordinator request: AG event July 26, Victoria (AG AG-88277)

Hello again!

Sorry for all the back and forth on this event. We are now looking at holding it on July 26 in Victoria (press theatre), with the press conference at 1:00pm and a tech briefing at 12:30 or possibly 12:15pm. I will send around a draft itinerary once we've confirmed the tech briefing start time. Could you confirm who can staff the event?

Thanks!

Cadence

From: GCPE Event Request GCPE:EX
Sent: Monday, July 9, 2018 11:07 AM
To: Mandybura, Cadence GCPE:EX; GCPE Event Request GCPE:EX
Cc: Duffus, Robert GCPE:EX
Subject: RE: Heads up: AG event July 12 or 13, Vancouver (AG AG-88277)

Hey Cadence,

Sorry for the delay.

I wanted to check in with you and see what is needed for the technical briefing. I am trying to figure out if VCO can accommodate or if I should rent space at the Pan Pacific.

Thanks so much!

Jarrett

From: Mandybura, Cadence GCPE:EX
Sent: Wednesday, July 4, 2018 4:24 PM
To: GCPE Event Request GCPE:EX
Cc: Duffus, Robert GCPE:EX
Subject: RE: Heads up: AG event July 12 or 13, Vancouver (AG AG-88277)

Hi events,

Me again – this event is now confirmed for 9:00am next Thursday, July 12, in Vancouver. Let us know when an event planner is assigned and what further info you need from me.

Cheers,

Cadence

From: Mandybura, Cadence GCPE:EX
Sent: Wednesday, July 4, 2018 12:42 PM
To: GCPE Event Request GCPE:EX
Cc: Duffus, Robert GCPE:EX
Subject: Heads up: AG event July 12 or 13, Vancouver (AG AG-88277)

Hi events! We're planning an event for late next week announcing ICBC rate design changes to improve rate fairness (the result of an engagement run earlier this year). **The timing for this event is not yet confirmed**, but thought it would be useful to give your team a heads up as we would be looking for event support.

The corp cal entry is AG-88277. Here is a quick summary:

- **Time**: July 12 or 13, likely in the morning (TBC)
- **Location**: Vancouver, VCO would work
- **Event**: Tech briefing delivered by ICBC staff (~30 mins), following by press conference led by Minister Eby and ICBC chair Joy MacPhail (TBC), with a media QA (~30 mins total for presser & QA).
- **Room set-up**: Screen for PPT presentation for tech briefing; tables for technical experts; podium for speakers.

Let me know if you have any questions for us as this juncture. I can put together a draft itinerary if that's helpful. Thanks!

Cadence

Cadence Mandybura | Senior Public Affairs Officer
Ministry of Attorney General, Province of British Columbia
250 356-6305 (office) | 250 893-8513 (cell)
cadence.mandybura@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 18, 2018 3:07 PM
To: Mandybura, Cadence GCPE:EX
Cc: GCPE Event Request GCPE:EX; Rick GCPE:EX Devereux (Rick.Devereux@gov.bc.ca)
Subject: RE: Event coordinator request: AG event July 26, Victoria (AG AG-88277)

Categories: Red Category

Hi Cadence,

No worries – thanks for the info! I've spoken with our team and Rick will be able to support you with the event, so you can start planning with him directly.

Thanks!

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

From: Mandybura, Cadence GCPE:EX
Sent: July 18, 2018 2:11 PM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: Event coordinator request: AG event July 26, Victoria (AG AG-88277)

Hello again!

Sorry for all the back and forth on this event. We are now looking at holding it on July 26 in Victoria (press theatre), with the press conference at 1:00pm and a tech briefing at 12:30 or possibly 12:15pm. I will send around a draft itinerary once we've confirmed the tech briefing start time. Could you confirm who can staff the event?

Thanks!

Cadence

From: GCPE Event Request GCPE:EX
Sent: Monday, July 9, 2018 11:07 AM
To: Mandybura, Cadence GCPE:EX; GCPE Event Request GCPE:EX
Cc: Duffus, Robert GCPE:EX
Subject: RE: Heads up: AG event July 12 or 13, Vancouver (AG AG-88277)

Hey Cadence,

Sorry for the delay.

I wanted to check in with you and see what is needed for the technical briefing. I am trying to figure out if VCO can accommodate or if I should rent space at the Pan Pacific.

Thanks so much!

Jarrett

From: Mandybura, Cadence GCPE:EX
Sent: Wednesday, July 4, 2018 4:24 PM
To: GCPE Event Request GCPE:EX
Cc: Duffus, Robert GCPE:EX
Subject: RE: Heads up: AG event July 12 or 13, Vancouver (AG AG-88277)

Hi events,

Me again – this event is now confirmed for 9:00am next Thursday, July 12, in Vancouver. Let us know when an event planner is assigned and what further info you need from me.

Cheers,

Cadence

From: Mandybura, Cadence GCPE:EX
Sent: Wednesday, July 4, 2018 12:42 PM
To: GCPE Event Request GCPE:EX
Cc: Duffus, Robert GCPE:EX
Subject: Heads up: AG event July 12 or 13, Vancouver (AG AG-88277)

Hi events! We're planning an event for late next week announcing ICBC rate design changes to improve rate fairness (the result of an engagement run earlier this year). **The timing for this event is not yet confirmed**, but thought it would be useful to give your team a heads up as we would be looking for event support.

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- **Location**: Vancouver, VCO would work
- **Event**: Tech briefing delivered by ICBC staff (~30 mins), following by press conference led by Minister Eby and ICBC chair Joy MacPhail (TBC), with a media QA (~30 mins total for presser & QA).
- **Room set-up**: Screen for PPT presentation for tech briefing; tables for technical experts; podium for speakers.

Let me know if you have any questions for us as this juncture. I can put together a draft itinerary if that's helpful. Thanks!

Cadence

Cadence Mandybura | Senior Public Affairs Officer
Ministry of Attorney General, Province of British Columbia
250 356-6305 (office) | 250 893-8513 (cell)
cadence.mandybura@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 19, 2018 9:41 AM
To: Danny PREM:EX Loubert (Danny.Loubert@gov.bc.ca)
Subject: FW: Your eway.ca password has been changed!

Categories: Red Category

Maria
250.896.6823

-----Original Message-----
From: ECSUPPORT@Staples.com [mailto:ECSUPPORT@Staples.com]
Sent: July 19, 2018 9:37 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Your eway.ca password has been changed!

The password associated with your Staples Business Advantage eway.ca login has been reset as per your request.

Your user id is : s.22
Your new temporary password is s.22

Please remember to remove the quotes (" ") from your User ID and Password when copying and pasting it into eway.ca.

When you login to eway.ca with the User ID and temporary Password above, you will be prompted to set a new password.

If you did not request to have your password reset, please contact the Help Desk at 1-800-624-1382.

https://www.eway.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 19, 2018 12:41 PM
To: Pierson, Nova GCPE:EX
Cc: Behrens, Marlene GCPE:EX
Subject: RE: One more addition to guest list - Monday's event at SAP

Categories: Red Category

Hi Nova,

I sent this – thanks!

Maria
250.896.6823

From: Pierson, Nova GCPE:EX
Sent: July 19, 2018 10:01 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: One more addition to guest list - Monday's event at SAP

Hi again,
If you are able to, can you send one more invite to the SAP event Monday July 23? If you're unable to get it out, it's not a problem, I will add his name to the list of people SAP is expecting.
Thanks,
Nova

Dean	Hildebrand	BCIT Acting dean of computing and academic studies	Dean_Hildebrand@bcit.ca

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: July 19, 2018 12:50 PM
To: Hill, Edward GCPE:EX
Subject: RE: Another question on July 22nd event
Attachments: 22-07 Guest List NStQ AIP event.xlsx

Categories: Red Category

Here you go!

Maria
250.896.6823

From: Hill, Edward GCPE:EX
Sent: July 19, 2018 10:36 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Another question on July 22nd event

Hey, can you send me any RSVPs to date for the NSTQ event on July 22? Thanks!

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 17, 2018 4:36 PM
To: Hill, Edward GCPE:EX; Venn, Tania GCPE:EX
Subject: Another question on July 22nd event

Hi once more!

I also had a question left in a voicemail from Doug Bowen on the guest list about making travel arrangements. I'm not quite sure what he meant, but I'm assuming any travel arrangements would be made on his own. Are you able to tell me the estimated end time of the event for his information?

Thank you!

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: July 19, 2018 2:00 PM
To: Hill, Edward GCPE:EX
Subject: RE: Another question on July 22nd event

Categories: Red Category

I'm heading out in 15 minutes but could send them out around 4pm or so today.

Maria
250.896.6823

From: Hill, Edward GCPE:EX
Sent: July 19, 2018 1:55 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Another question on July 22nd event

Hi, possible you could send out a few more invites?

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 19, 2018 12:50 PM
To: Hill, Edward GCPE:EX
Subject: RE: Another question on July 22nd event

Here you go!

Maria
250.896.6823

From: Hill, Edward GCPE:EX
Sent: July 19, 2018 10:36 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Another question on July 22nd event

Hey, can you send me any RSVPs to date for the NSTQ event on July 22? Thanks!

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 17, 2018 4:36 PM
To: Hill, Edward GCPE:EX; Venn, Tania GCPE:EX
Subject: Another question on July 22nd event

Hi once more!

I also had a question left in a voicemail from Doug Bowen on the guest list about making travel arrangements. I'm not quite sure what he meant, but I'm assuming any travel arrangements would be made on his own. Are you able to tell me the estimated end time of the event for his information?

Thank you!

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: July 19, 2018 2:04 PM
To: Hill, Edward GCPE:EX
Subject: RE: Provincial Government Event Invitation - July 23, 2018

Categories: Red Category

Oops! My mistake. Juggling a couple invites. Hang on.

Maria
250.896.6823

From: Hill, Edward GCPE:EX
Sent: July 19, 2018 2:03 PM
To: Event RSVP PREM:EX <EventRSVP@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Provincial Government Event Invitation - July 23, 2018

For the NSTQ event?

From: Event RSVP PREM:EX
Sent: Thursday, July 19, 2018 2:02 PM
To: Hill, Edward GCPE:EX
Subject: FW: Provincial Government Event Invitation - July 23, 2018

Here's what I've been sending out:

From: Event RSVP PREM:EX
Sent: July 19, 2018 12:41 PM
To: Event RSVP PREM:EX <EventRSVP@gov.bc.ca>
Subject: Provincial Government Event Invitation - July 23, 2018

Good afternoon,

Please find attached an invitation from the Honourable Melanie Mark, Minister of Advanced Education, Skills and Training, for an event in Vancouver on Monday, July 23rd. We look forward to your RSVP.

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: July 19, 2018 2:05 PM
To: Hill, Edward GCPE:EX
Subject: FW: BC Government Event Invitation - July 22, 2018
Attachments: Event Invite, July 22, 2018.pdf

Categories: Red Category

Sorry. This is what I sent.

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 17, 2018 10:19 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: BC Government Event Invitation - July 22, 2018

Good afternoon,

Please find attached an invitation from the Honourable Scott Fraser, Minister of Indigenous Relations, for an event in Canim Lake on Sunday, July 22nd. We look forward to your RSVP.

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: July 19, 2018 4:04 PM
To: Tsang, Robin FIN:EX
Subject: Re: UBCM

Categories: Red Category

Hi Robin - s.22 I haven't been able to speak to Marlene about the this yet and she's the one who will know more. I'm almost back in the office and I will find out more info for you ASAP.

Thanks!

Maria

Sent from my iPhone

> On Jul 19, 2018, at 3:31 PM, Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca> wrote:
>
> Hi Maria:
>
> Hope you are doing well. Is there a good time I can call you to chat about UBCM support?
>
> I called you and left a message. Or you can call me anytime, 250-508-0872.
>
> Thanks,
> Robin

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 20, 2018 9:48 AM
To: McNeill, Carly IRR:EX
Cc: Hill, Edward GCPE:EX
Subject: RE: BC Government Event Invitation - July 22, 2018

Categories: Red Category

Hi Carly,

s.22 thank you for the information.

Best,

Maria
250.896.6823

From: McNeill, Carly IRR:EX
Sent: July 20, 2018 8:15 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Hill, Edward GCPE:EX <Edward.Hill@gov.bc.ca>
Subject: RE: BC Government Event Invitation - July 22, 2018
Importance: High

Good morning Maria and Edward,

Further to my e-mail below, I have just been informed that Trish s.22 I is no longer able to go to Canim Lake for the signing.

Kind regards,

Carly McNeill
Executive Administrative Assistant
Negotiations and Regional Operations Division
Ministry of Indigenous Relations and Reconciliation
Desk (New): 778-974-2091
Mobile: 250-812-4321

From: McNeill, Carly IRR:EX
Sent: July 20, 2018 7:57 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: BC Government Event Invitation - July 22, 2018
Importance: High

Good morning Maria,

I just wanted to confirm that you received Trish Balcaen's RSVP below.

Thank you,

Carly McNeill
Executive Administrative Assistant
Negotiations and Regional Operations Division
Ministry of Indigenous Relations and Reconciliation
Desk (New): 778-974-2091
Mobile: 250-812-4321

From: Youell, Brandie IRR:EX
Sent: Tuesday, July 17, 2018 10:34 AM
To: Szabo, Maria GCPE:EX
Subject: RE: BC Government Event Invitation - July 22, 2018

Good morning,

Trish Balcaen would like to attend this event.

Thank you,
Brandie

Brandie Youell
Executive Administrative Assistant
Negotiations and Regional Operations Division
Ministry of Indigenous Relations and Reconciliation
Direct line: 778-974-2073

This message, including any attachments to it, is not to be disclosed outside of the Provincial Government without prior written approval from the Ministry of Indigenous Relations and Reconciliation. If you have received this communication in error, please destroy the email message and any attachments immediately and notify me by telephone or by email.

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 17, 2018 10:20 AM
To: Szabo, Maria GCPE:EX
Subject: BC Government Event Invitation - July 22, 2018

Good afternoon,

Please find attached an invitation from the Honourable Scott Fraser, Minister of Indigenous Relations, for an event in Canim Lake on Sunday, July 22nd. We look forward to your RSVP.

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: July 20, 2018 10:11 AM
To: 'Chief Administrative Officer'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Meeting ID 493 Summary Notes

Categories: Red Category

Hi Sheila,

There doesn't appear to be anything attached to this one!

Thanks,

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

From: Chief Administrative Officer [mailto:cao@mcbride.ca]
Sent: July 17, 2018 6:52 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting ID 493 Summary Notes

Hello,

Please find attached the Summary Note Template for Meeting ID #493, requesting a meeting with Cabinet Minister Dix, Health, by the Village of McBride Mayor and Council at the 2018 UBCM Convention.

Thank you in advance for your consideration of this request.

Kind Regards,

Sheila McCutcheon
Chief Administrative Officer
Telephone: 250.569.2229
Fax: 250.569.3276
Web: www.mcbride.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 20, 2018 12:29 PM
To: 'CAO'
Cc: Union of BC Municipalities Meetings PREM:EX; 2018 MAH UBCM Meeting Requests MAH:EX
Subject: RE: Provincial staff and RCMP meetings

Categories: Red Category

Hello Neil,

Yes, the Provincial staff and RCMP meetings system had been set up. The deadline is today, but if you need to reach out to the Staff Meetings coordinator, you can reach Laura Smith at MAH.UBCM.MeetingRequests@gov.bc.ca or by telephone at 778 698-3263.

The website to request meetings with staff and RCMP can be found here.

Hope that helps.

Best,

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

From: CAO [mailto:cao@kaslo.ca]
Sent: July 20, 2018 12:05 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Provincial staff and RCMP meetings

Hi,

Has the request system been set up for the above yet?

Warm regards,

Neil Smith, MCIP, RPP
Chief Administrative Officer
Village of Kaslo

Please direct your e-mails accordingly for faster service:
Appointments and Correspondence: admin@kaslo.ca
Billing and invoices: accounts@kaslo.ca
Public Works: publicworks@kaslo.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 20, 2018 1:18 PM
To: 'Kate Barchard'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: summary notes for Minister meeting

Categories: Red Category

Hi Kate,

That's totally fine by us; thanks for checking in.

Best,

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

From: Kate Barchard [mailto:kbarchard@pittmeadows.bc.ca]
Sent: July 20, 2018 1:11 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: summary notes for Minister meeting
Importance: High

Hi there – I see that the due date for the summary notes for Minister Meetings at UBCM is today. We are waiting for council sign off on the summary notes and I honestly don't think I will get it until Tuesday. **Can we please have an extension on the due date for our three summary notes until Tuesday, July 24, 4:30pm?**

Respectfully,

Kate Barchard
Executive Assistant, Office of the Mayor and CAO

CITY OF
Pitt Meadows
The Natural Place

City of Pitt Meadows
12007 Harris Road | Pitt Meadows, BC V3Y 2B5
Phone: 604.465.2410 | Email: kbarchard@pittmeadows.bc.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 23, 2018 10:51 AM
To: Banfield, Elena GCPE:EX
Cc: Dargie, Cathy GCPE:EX; Jack, Carolyn GCPE:EX
Subject: Re: Planning Call (#1) re: Lytton

Categories: Red Category

Hi,

I may still be wrapping up an event (supposed to end at 1:00) but you can go ahead and I can join after or just have Elena catch me up. I can be available for the second call tomorrow.

Thanks!

Maria

Sent from my iPhone

On Jul 23, 2018, at 10:49 AM, Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca> wrote:

> Hi Cathy,
>
> Yes, that works for me.
>
> Thanks,
> Elena
>
> **Elena Banfield** | Event Coordinator
> Government Communications and Public Engagement
> Mobile: 604-842-0984 | elena.banfield@gov.bc.ca
>
> ---
>
> **From:** Dargie, Cathy GCPE:EX
> **Sent:** Monday, July 23, 2018 10:47 AM
> **To:** Banfield, Elena GCPE:EX
> **Cc:** Jack, Carolyn GCPE:EX
> **Subject:** Planning Call (#1) re: Lytton
>
> Hi Elena and Maria;
>
> Are you available to participate in a teleconference call with me and my manager, Carolyn Jack, at 12:45 p.m. today re: our Lytton event? I have not heard back from John Haugen (Lytton) yet. My guess is we will have to set that call up (planning #2) for tomorrow.
>
> Best Regards,
>
> Cathy Dargie
> Public Affairs Officer
> Tourism, Arts and Culture

8th Floor – 1810 Blanshard Street
Victoria, BC
Cell: 250-812-0507

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 23, 2018 11:11 AM
To: Joshi, Shruti GCPE:EX
Subject: Re: Sign-in sheets for today

Categories: Red Category

Four outlets so far. But they only have one page so they're concerned. Probably don't need many more (two should be fine).

Sent from my iPhone

> On Jul 23, 2018, at 11:09 AM, Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca> wrote:
>
> Are there tons of media?
>
>
> Shruti Prakash-Joshi
> Media Relations Officer
> Government Communications & Public Engagement
> 778-587-4521
>
>
>
>
> -----Original Message-----
> From: Szabo, Maria GCPE:EX
> Sent: Monday, July 23, 2018 11:09 AM
> To: Joshi, Shruti GCPE:EX
> Subject: Sign-in sheets for today
>
> Hey! Can you bring some more media sign-in sheets when you come down? Thanks!
>
> Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 23, 2018 1:22 PM
To: Cascaden, Lori R GCPE:EX; Patrick, Andrew GCPE:EX
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: Update on site visit at KPU Richmond
Attachments: 1.jpg; 2.jpg

Categories: Red Category

Hi everyone,

I just wanted to share some info with you on the advance I did at KPU Richmond on Thursday before our follow-up call this afternoon.

- The field itself is about a 4 minute walk from the school, just east on Lansdowne Rd and across Garden City Rd. There's a pedestrian-controlled light.
- Weather is supposed to be nice and I think the field is a great choice. Pictures attached.
- Rebecca said they could ask the city about parking permission on the gravel on the farmland. She can provide driving instructions to get to the field and I could provide walking instructions from the school. Otherwise, they will have the first row at the parking lot off Kwantlen Street reserved for the Ministers and guests.
- Re tour afterwards – there will be students present to bring the Ministers right into the field (into the soil! – so Ministers will want to be prepared) to show them their research projects and what they're growing there. They could also bring some of the equipment they're using in the lab down to the field. The only hold-up was whether they could use the AV's power supply or if we explain how they work without power. Jarrett's suggestion was that the Ministers could tour the lab (without media) before the event to see the equipment, do the announcement, and then tour with media around the field/research projects. But wanted to know your thoughts on this and what you might prefer.
- Briefing room = Future Students' Office, Room 1566.

Can go over all of this again at 2:00 but there's the heads-up for now!

Talk soon,

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: July 23, 2018 4:06 PM
To: 'Rachel Wille'
Subject: RE: UBCM meeting request
Attachments: UBCM Late Meeting Request.docx

Categories: Red Category

Here's the info I need! Thanks, Karin.

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 23, 2018 4:05 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM meeting request

Maria,

I was checking Rachel's in box…. I couldn't find the attachment… is it the same summary note form? Kindly advise and thanks,
Karin

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-23-18 3:57 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Thanks, Rachel. Did you still want to request a meeting with the Premier? If so, you'll just need to fill out that last attachment I sent so I can enter it into the system manually.

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 23, 2018 3:42 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM meeting request

Hi Maria,

Thank you for your email sent this afternoon.

Please find attached the District of Kent's summary notes for the scheduling of Cabinet Ministers' meetings during the 2018 UBCM Convention.
We look forward to your reply.

Regards,
Karin Ponciano (for Rachel)

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-23-18 1:55 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Hi again Rachel,

I have spoken to my colleague and I can enter these but I will have to do them manually. I'm including the information that I need to be able to do so. You'll have to send me this information for all of the meetings that you wish to request. If it's easier, I can also take this information over the phone; however, I won't be available until after 3:00pm. Please let me know if you have any questions – we'd really like to have these entered by the end of the day today.

Once I have entered them manually, whoever is listed as a contact will receive confirmation emails from the UBCM Meeting Requests system and I can let you know when I've completed.

Hope that helps!

Best,

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 20, 2018 4:22 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM meeting request

Thank you again Maria.

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-20-18 4:16 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Cc: Clair Lee <clee@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Hi Rachel,

Just got your voicemail. Don't worry about the summary note – Monday is just fine.

Thanks,

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 20, 2018 2:50 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Clair Lee <clee@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Thank you so much Maria!

I very much appreciate your assistance and look forward to hearing back from you next week.

Regards,

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-20-18 2:08 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM meeting request

Hi Rachel,

I will be able to help you submit this request, no problem. Unfortunately it will have to wait until next week as I need the assistance of my colleague s.22 I'll get back in touch with you once I've gotten instructions from her.

Thank you!

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

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 20, 2018 10:27 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: UBCM meeting request
Importance: High

Good morning,

After reviewing the 2018 UBCM Convention request summary that was received, I have come to realize that a meeting request with the Premier was not included and am hoping you could please assist me in adding this request if possible.

My Meeting ID number is 547 and would truly appreciate your help to submit this request.

Thank you,

Rachel Wille, Executive Assistant
Ph. (604) 796-2235
Fax (604) 796-8516
Email: rwille@district.kent.bc.ca
Web: www.district.kent.bc.ca

SAVE TREES - PLEASE DO NOT PRINT THIS EMAIL UNLESS YOU REALLY NEED TO.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 23, 2018 4:21 PM
To: Dargie, Cathy GCPE:EX; Jack, Carolyn GCPE:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: just getting MO signoff - RE: Invitation for Lytton - revised version

Categories: Red Category

OK. Are we still waiting on approval for the guest list as well?

Maria
250.896.6823

From: Dargie, Cathy GCPE:EX
Sent: July 23, 2018 4:21 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: RE: just getting MO signoff - RE: Invitation for Lytton - revised version

Hi Maria – I believe Carolyn is working hard on this.

Cathy

From: Szabo, Maria GCPE:EX
Sent: Monday, July 23, 2018 4:20 PM
To: Jack, Carolyn GCPE:EX; Dargie, Cathy GCPE:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: just getting MO signoff - RE: Invitation for Lytton - revised version

Any update on this? Any chance it can be pushed along?

Maria
250.896.6823

From: Jack, Carolyn GCPE:EX
Sent: July 23, 2018 12:36 PM
To: Dargie, Cathy GCPE:EX <Cathy.Dargie@gov.bc.ca>; Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: just getting MO signoff - RE: Invitation for Lytton - revised version

We're just getting MO signoff…
And then it should be ready to be sent out.

C

Carolyn Jack, Communications Manager

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

☎ (250) 893-4449

Please consider the environment before printing this email.

From: Dargie, Cathy GCPE:EX
Sent: Monday, July 23, 2018 12:35 PM
To: Banfield, Elena GCPE:EX; Szabo, Maria GCPE:EX
Cc: Jack, Carolyn GCPE:EX
Subject: Invitation for Lytton - revised version

Hi Elena and Maria;

Here is the revised invitation – reviewed and approved by Carolyn Jack.

Cathy Dargie
Public Affairs Officer
Tourism, Arts and Culture
8th Floor – 1810 Blanshard Street
Victoria, BC
Cell: 250-812-0507

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 23, 2018 5:05 PM
To: 'Jan Johnston'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Meeting Request - ID 608

Categories: Red Category

Hi Jan,

Thanks for checking in on this. We did receive them so you're all set.

Best,

Maria
250.896.6823

From: Jan Johnston [mailto:jjohnston@kelowna.ca]
Sent: July 23, 2018 2:07 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: FW: UBCM Meeting Request - ID 608

I received this notice of delay receipt of my

Jan Johnston
Confidential Secretary to the Mayor | City of Kelowna
250-469-8687

From: Microsoft Outlook
Sent: Thursday, July 19, 2018 1:19 PM
To: Jan Johnston
Subject: Delivery delayed:UBCM Meeting Request - ID 608

Delivery is delayed to these recipients or groups:

'UBCM.Meetings@gov.bc.ca' (UBCM.Meetings@gov.bc.ca)

Subject: UBCM Meeting Request - ID 608

This message hasn't been delivered yet. Delivery will continue to be attempted.

The server will keep trying to deliver this message for the next 1 days, 19 hours and 53 minutes. You'll be notified if the message can't be delivered by that time.

I received the following notice of delayed delivery on July 19, 2018 after sending my summary notes relating to the UBCM Meeting request ID 608.

I hope the email was received by your office.

Thank you for your confirmation.

Jan Johnston

City of Kelowna

jjohnston@kelowna.ca

250 469-8687

Diagnostic information for administrators:

Generating server: Exchange1.city.kelowna.bc.ca
Total retry attempts: 1

UBCM.Meetings@gov.bc.ca
Server returned '400 4.4.7 Message delayed'

Original message headers:

```
Received: from Exchange1.city.kelowna.bc.ca (192.168.0.227) by
 Exchange1.city.kelowna.bc.ca (192.168.0.227) with Microsoft SMTP Server
 (version=TLS1_2, cipher=TLS_ECDHE_RSA_WITH_AES_256_CBC_SHA384_P384) id
 15.1.1415.2; Thu, 19 Jul 2018 09:13:08 -0700
Received: from Exchange1.city.kelowna.bc.ca ([fe80::4d32:2b33:61ef:fd17])
by
 Exchange1.city.kelowna.bc.ca ([fe80::4d32:2b33:61ef:fd17%13]) with mapi
id
 15.01.1415.002; Thu, 19 Jul 2018 09:13:08 -0700
From: Jan Johnston <jjohnston@kelowna.ca>
To: "'UBCM.Meetings@gov.bc.ca'" <UBCM.Meetings@gov.bc.ca>
Subject: UBCM Meeting Request - ID 608
Thread-Topic: UBCM Meeting Request - ID 608
Thread-Index: AdQfeVZ+JhrbrhxKTsqpPftL2HjLhQ==
Importance: high
X-Priority: 1
Date: Thu, 19 Jul 2018 16:13:08 +0000
Message-ID: <8eb79023f6d54d31819716749cd1e61a@kelowna.ca>
Accept-Language: en-CA, en-US
Content-Language: en-US
X-MS-Has-Attach: yes
X-MS-TNEF-Correlator:
```

```
x-originating-ip: [10.0.0.251]
Content-Type: multipart/mixed;
boundary="_006_8eb79023f6d54d31819716749cd1e61akelownaca_"
MIME-Version: 1.0
```

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 23, 2018 5:21 PM
To: 'Kim Dressler'
Subject: RE: City of Williams Lake Cabinet Minister Meeting Requests - Summary Notes

Categories: Red Category

Thanks, Kim, and thanks for the info on those duplicate meetings. I've deleted them from the system but I've kept meetings 236 and 240.

Best

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

From: Kim Dressler [mailto:kdressler@williamslake.ca]
Sent: July 20, 2018 3:17 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Cc: d.barnett@leg.bc.ca
Subject: City of Williams Lake Cabinet Minister Meeting Requests - Summary Notes

Good afternoon.

Attached please find the following Summary Notes from the City of Williams Lake for UBCM meeting requests:

Meeting ID#	Ministry
229	Public Safety & Solicitor General
230	Premier
231	Forests, Lands. Natural Resource Operations & Rural Development
232	Tourism, Arts & Culture
233	Advanced Education, Skills & Training
234	Indigenous Relations & Reconciliation
236	Finance
240	Health
241	Energy, Mines & Petroleum Resources
242	Transportation & Infrastructure
243	Agriculture
605	Citizens' Services

**Please note that duplicate meeting confirmations were sent to us in error. We have disregarded confirmations for meetings #235 (Finance); and #237, #238 and #239 (Health).*

Please advise if you require anything further at this time.

Thank you very much for your consideration.

Kim Dressler, BA, B.Ed.

Executive Assistant/Deputy Corporate Officer
City of Williams Lake
450 Mart St.
Williams Lake, BC V2G 1N3
Tel: 250-392-1775
Fax: 250-392-4408
Email: kdressler@williamslake.ca
Web: www.williamslake.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 9:27 AM
To: Jack, Carolyn GCPE:EX
Cc: Dargie, Cathy GCPE:EX; Banfield, Elena GCPE:EX
Subject: RE: APPROVED - Lytton Guest List

Categories: Red Category

Can confirm it's been sent. Thanks.

Maria
250.896.6823

From: Banfield, Elena GCPE:EX
Sent: July 24, 2018 8:42 AM
To: Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Dargie, Cathy GCPE:EX <Cathy.Dargie@gov.bc.ca>
Subject: Re: APPROVED - Lytton Guest List

Thanks for moving the approvals forward, Carolyn. Getting these out the door shortly.

Elena Banfield | Event Coordinator
Government Communications and Public Engagement
604-842-0984 | elena.banfield@gov.bc.ca
Sent from my iPhone

On Jul 23, 2018, at 6:43 PM, Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca> wrote:

> Sent from my iPhone
>
> Begin forwarded message:
>
> > **From:** "Infante, James TAC:EX" <James.Infante@gov.bc.ca>
> > **Date:** July 23, 2018 at 6:37:04 PM PDT
> > **To:** "Jack, Carolyn GCPE:EX" <Carolyn.Jack@gov.bc.ca>
> > **Cc:** "Newhook, Kelly TAC:EX" <Kelly.Newhook@gov.bc.ca>
> > **Subject: RE: any chance you can approve this? - FW: FOR APPROVAL - Lytton Guest List**
> >
> > Hi Carolyn,
> >
> > Both the guest list and invitation has been reviewed and approved by both Minister Chow's Office and TAC MO.
> >
> > Good to send out invitations ASAP.

Thank you,
James

From: Jack, Carolyn GCPE:EX
Sent: Monday, July 23, 2018 4:24 PM
To: Infante, James TAC:EX
Subject: any chance you can approve this? - FW: FOR APPROVAL - Lytton Guest List

<image004.png>	**Carolyn Jack, Communications Manager** Ministry of Tourism, Arts & Culture, Responsible for Sport and Multiculturalism ☎ (250) 893-4449 <image005.gif>

From: Rorison, Trish GCPE:EX
Sent: Monday, July 23, 2018 8:13 AM
To: Newhook, Kelly TAC:EX; Infante, James TAC:EX; Carreras, Korleen TAC:EX
Cc: Hagglund, Jarrett GCPE:EX; Jack, Carolyn GCPE:EX; Szabo, Maria GCPE:EX; Banfield, Elena GCPE:EX; Dargie, Cathy GCPE:EX
Subject: FOR APPROVAL - Lytton Guest List

Hi Folks – attached is the guest list for the invitations for this Saturday's event in Lytton. Note there are duplicates based on the associations but this has been reviewed by ministry staff and by the community organizers. Also note that both Jackie Tegart and Teresa Wat are expected to be at the event as they are aware of this and a commitment was made to include MLA Wat in the invitation during 2018 Estimates.

The community is very eager to get these invitations out ASAP and a draft invitation will be coming your way for review today.

Please review this guest list and confirm any changes or updates with Carolyn/ Cathy asap. Hoping this can go out today.

Cheers,

Trish

Trish Rorison | Communications Director
Government Communications & Public Engagement
B.C. Ministry of Tourism, Arts & Culture

Desk: 778-698-5398**| Mobile:** 250.580.6723 **|email:** trish.rorison@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 9:39 AM
To: 'Cindy Floyd'
Subject: RE: UBCM Meetings

Categories: Red Category

Hi Cindy,

Yes, those are still required. We need the background and "request" information. It's an opportunity to explain a little bit more about what your meeting will entail in order to have the Ministry confirm the meeting requests. Because the deadline for the meeting requests was July 13th, the summary notes were due July 20th. If you could just get them in as soon as possible, it would be much appreciated.

Thank you!

Maria
250.896.6823

From: Cindy Floyd [mailto:cfloyd@revelstoke.ca]
Sent: July 24, 2018 8:42 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meetings

Thank you Maria,

I did receive the confirmation emails. I notice that there are Summary Attachments included in the emails that ask for the information I included in the Word documents for you to set up the meetings, am I expected to complete them as well? It suggests they be submitted by July 20th…

Thanks again for your help, its appreciated.
Cindy Floyd
Executive Assistant

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Monday, July 23, 2018 3:34 PM
To: Cindy Floyd <cfloyd@revelstoke.ca>
Subject: RE: UBCM Meetings

Wonderful – thank you! I have now entered them all into the system. Please let me know when you receive the confirmation emails and let me know if there are any corrections that need to be made.

Best,

Maria
250.896.6823

From: Cindy Floyd [mailto:cfloyd@revelstoke.ca]
Sent: July 23, 2018 2:09 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meetings

Excellent, thank you Maria. Please see the attached requests.

Cindy Floyd
Executive Assistant

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Monday, July 23, 2018 1:54 PM
To: Cindy Floyd <cfloyd@revelstoke.ca>
Subject: RE: UBCM Meetings

Hi Cindy,

I have spoken to my colleague and I can enter these but I will have to do them manually. I'm including the information that I need to be able to do so. You'll have to send me this information for all of the meetings that you wish to request. If it's easier, I can also take this information over the phone; however, I won't be available until after 3:00pm. Please let me know if you have any questions – we'd really like to have these entered by the end of the day today.

Once I have entered them manually, whoever is listed as a contact will receive confirmation emails from the UBCM Meeting Requests system and I can let you know when I've completed.

Hope that helps!

Best,

Maria
250.896.6823

From: Cindy Floyd [mailto:cfloyd@revelstoke.ca]
Sent: July 20, 2018 2:20 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meetings

Excellent, thank you Maria!

Cindy Floyd
Executive Assistant

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Friday, July 20, 2018 2:11 PM
To: Cindy Floyd <cfloyd@revelstoke.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM Meetings

Hi Cindy,

I should be able to help you submit this request. Unfortunately it will have to wait until next week as I need the assistance of my colleague s.22 I'll get back in touch with you once I've gotten instructions from her.

Thank you!

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

From: Cindy Floyd [mailto:cfloyd@revelstoke.ca]
Sent: July 20, 2018 11:04 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: UBCM Meetings

Good morning,

I experienced some difficulties applying to meet with ministers etc during UBCM and was not able to submit all requests. I would like to submit requests for:
s.16

Thank you.
Cindy Floyd
Executive Assistant

City of Revelstoke
Corporate Administration
250-837-2911
Box 170, Revelstoke BC
V0E 2S0 revelstoke.ca

Please note that this email is subject to the
Freedom of Information and Protection of Privacy Act

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 9:43 AM
To: Badger, Joleen GCPE:EX
Cc: Hargreaves, Stephen GCPE:EX; Hagglund, Jarrett GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX
Subject: RE: Test of Announcement Gear

Categories: Red Category

Thanks, Joleen. I should be able to call in on Thursday.

Maria
250.896.6823

-----Original Appointment-----
From: Devereux, Rick GCPE:EX **On Behalf Of** Badger, Joleen GCPE:EX
Sent: July 23, 2018 11:15 AM
To: Hargreaves, Stephen GCPE:EX; Hagglund, Jarrett GCPE:EX; Szabo, Maria GCPE:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Badger, Joleen GCPE:EX
Subject: Test of Announcement Gear
When: July 26, 2018 1:45 PM-2:45 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Rose Garden

Hi all,

As discussed, on Thursday afternoon we will have a chance to test our new gear that will allow us to stage announcements internally on the legislature grounds.

This announcement test will be in the rose garden, meaning that we will not have much chance to see the effectiveness/quality of the lighting, but Scott say that following it we can also do one indoors to test the lighting. I will ask him to bring the lighting gear so you can see it Stephen and get a sense of its quality (and perhaps we may be able to use it, who knows).

Stephen, if this is a conflict let me know and I can try to adjust the timing, and for the events team in vancouver, if one or two of you is able to call in if you are not on site at an event to listen to the “announcement” and ask questions, let me know.

Thanks
Rick

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 9:48 AM
To: Cascaden, Lori R GCPE:EX; Patrick, Andrew GCPE:EX
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: RE: Update on site visit at KPU Richmond

Categories: Red Category

Hi again!

I just wanted to share what Simon found out about the produce for the food stand that Rebecca had mentioned as a possibility for the event set up. Here's what he found out:

- For the market that Rebecca was going to set up, I can confirm that the veggies that they want to showcase on display there come from KPU's Tsawwaseen Farm School which is part of the same Sustainable Agricultural Food Systems program as that of the Garden City announcement (if that makes sense!). So although the veggies didn't grow from Richmond site, it did grow fromt eh same means but from our other lab. Hoping that is ok! Let me know if I'm making sense here!

This is also the same produce that they intended to give as gifts/takeaways for the Ministers.

How do we feel about that? Let me know if you want to nix the food stand.

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 23, 2018 1:22 PM
To: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>; Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca) <Jarrett.Hagglund@gov.bc.ca>
Subject: Update on site visit at KPU Richmond

Hi everyone,

I just wanted to share some info with you on the advance I did at KPU Richmond on Thursday before our follow-up call this afternoon.

- The field itself is about a 4 minute walk from the school, just east on Lansdowne Rd and across Garden City Rd. There's a pedestrian-controlled light.
- Weather is supposed to be nice and I think the field is a great choice. Pictures attached.
- Rebecca said they could ask the city about parking permission on the gravel on the farmland. She can provide driving instructions to get to the field and I could provide walking instructions from the school. Otherwise, they will have the first row at the parking lot off Kwantlen Street reserved for the Ministers and guests.
- Re tour afterwards – there will be students present to bring the Ministers right into the field (into the soil! – so Ministers will want to be prepared) to show them their research projects and what they're growing there. They could also bring some of the equipment they're using in the lab down to the field. The only hold-up was

whether they could use the AV's power supply or if we explain how they work without power. Jarrett's suggestion was that the Ministers could tour the lab (without media) before the event to see the equipment, do the announcement, and then tour with media around the field/research projects. But wanted to know your thoughts on this and what you might prefer.

- Briefing room = Future Students' Office, Room 1566.

Can go over all of this again at 2:00 but there's the heads-up for now!

Talk soon,

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: July 24, 2018 10:15 AM
To: Brandt, Charisma L GCPE:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: Booking accommodations for Lytton trip - July 27th

Categories: Red Category

Thanks, Charisma. Are you able to tell me what Group designation we're considered when travelling?

I assume a standard vehicle will be fine.

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 24, 2018 9:56 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: RE: Booking accommodations for Lytton trip - July 27th

Ok thanks, you'll also need a rental as the distance is too far to claim mileage. I can put it in your name and you should be able to have Elena pay for it as she has a corporate BMO card. She can also put both rooms on her card if that works for you both. Please let me know. Maria, I will send you the BMO application for future travel and Iexpense info in a separate email.

What size vehicle do you think you'll need?

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 24, 2018 9:50 AM
To: Brandt, Charisma L GCPE:EX
Subject: RE: Booking accommodations for Lytton trip - July 27th

Oops, just got the info that this needs to be approved first and you need to have that confirmation before you can do anything. So hold off – it's coming!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 9:41 AM
To: Brandt, Charisma L GCPE:EX <Charisma.Brandt@gov.bc.ca>
Subject: Booking accommodations for Lytton trip - July 27th

Hi Charisma,

I'm a fairly new member of the Event Services team here in Vancouver and I hear you're the one to get in touch with about booking accommodations when travelling. My colleague Elena Banfield and I are heading up to Lytton for an event on Saturday morning and we're hoping to have somewhere to stay on the night of the 27th. I'll be driving the both of us up there and since the event is taking place rather early on Saturday, we wanted to be there the night before. Would you be able to look into getting us two rooms for the night, hopefully in Lytton?

Let me know if there is any other information you need.

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: July 24, 2018 10:34 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Hagglund, Jarrett GCPE:EX
Subject: RE: KPU event Itinerary

Categories: Red Category

Thanks very much! I can put ours together and send it back to you shortly. Just to confirm, we'll be taking questions from the media call-in line as well, correct?

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 24, 2018 8:38 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: KPU event Itinerary

Hi Maria,

I've pasted the updated itinerary that we're using in our SNs. I believe it's a bit of a different format from what the events team uses, but hopefully it will help as you draft yours up.

One thing to note is that for the tour of the lab before the event, we'll want to ensure that either Marlyn or Dr. Harbut provides an overview of the farm and the equipment/activities going on there for the ministers, so they have a good sense of it before they walk to the event.

I'll be sure to also run this by Marlyn.

Cheers,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Time	EVENT 1:00 p.m. – 2:00 p.m.
12:15 p.m.	Speakers arrive on site
12:20 p.m.	Minister Lana Popham and Minister Melanie Mark tour the plant science lab with lead researcher Dr. Rebecca Harbut. KPU photographer to accompany group.

12:35 p.m.	**Event planner Maria Sbazo conducts pre-brief with speakers – including: Min. Popham; Min. Mark; KPU President Dr. Alan Davis; Professor Dr. Rebecca Harbut; KPU student (TBC). Following the pre-brief, all speakers walk across the street to the research farm (4-5 mins.)**
1:00 p.m.	**Event begins: Emcee Alan Davis delivers welcoming remarks and introduces KPU Elder in Residence Lekeyten [La-kay-ten] to provide a welcome**
1:01 p.m.	**Lekeyten speaks**
1:03 p.m.	**Emcee Alan Davis delivers welcoming remarks and introduces Minister Popham**
1:04 p.m.	**Minister Popham speaks**
1:08 p.m.	**Emcee Davis introduces Minister Mark**
1:09 p.m.	**Minister Mark speaks**
1:12 p.m.	**Emcee Davis introduces Dr. Rebecca Harbut**
1:13 p.m.	**Dr. Harbut speaks**
1:16 p.m.	**Emcee Davis introduces KPU student**
1:17 p.m.	**KPU student speaks (TBC)**
1:19 p.m.	**Emcee Davis concludes speaking portion; hands media Q&A to Shruti Joshi**
1:20 p.m.	**Media Q&A (in person and on the phone line)**
1:30 p.m.	**Emcee Davis invites guests for tour and photos with students on the farm**
1:45 p.m.	**Min. Popham and Min. Mark to provide 5 min. interview with GCPE videographer**
2:00 p.m.	**Event concludes**

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 11:03 AM
To: Brandt, Charisma L GCPE:EX
Cc: Elena GCPE:EX Banfield (Elena.Banfield@gov.bc.ca)
Subject: FW: Lytton travel - for approval

Categories: Red Category

Here you go, Charisma. Please let me know if you think the travel will amount to more than what I've listed; I wasn't entirely sure about the estimates.

Thanks!

Maria
250.896.6823

From: Devereux, Rick GCPE:EX
Sent: July 24, 2018 10:51 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: Re: Lytton travel - for approval

This is approved thanks.

On Jul 24, 2018, at 10:21 AM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Hi Rick,
>
> I'm requesting travel for Elena and I to support the event in Lytton on Saturday.
>
> - Date and duration of travel: Friday, July 27th – Saturday, July 28th (1 night)
> - Destination: Lytton
> - Purpose of travel: Support for Saturday morning TAC event in Lytton
> - Expected expenses:
>   - Car rental/gas: $250
>   - Accommodation: Two rooms - $260
>   - Meals: $117
>
> Let me know if you have any questions.
>
> 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: July 24, 2018 11:12 AM
To: Cascaden, Lori R GCPE:EX; Patrick, Andrew GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: KPU event Itinerary
Attachments: Itinerary - JTT - 24JULY18 - DRAFT.docx

Categories: Red Category

Thanks very much. Here's the draft itinerary I've put together for your review.

Maria
250.896.6823

From: Cascaden, Lori R GCPE:EX
Sent: July 24, 2018 10:47 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: KPU event Itinerary

That is correct – questions from the phone too.

Lori

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 24, 2018 10:34 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Hagglund, Jarrett GCPE:EX
Subject: RE: KPU event Itinerary

Thanks very much! I can put ours together and send it back to you shortly. Just to confirm, we'll be taking questions from the media call-in line as well, correct?

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 24, 2018 8:38 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: KPU event Itinerary

Hi Maria,

I've pasted the updated itinerary that we're using in our SNs. I believe it's a bit of a different format from what the events team uses, but hopefully it will help as you draft yours up.

One thing to note is that for the tour of the lab before the event, we'll want to ensure that either Marlyn or Dr. Harbut provides an overview of the farm and the equipment/activities going on there for the ministers, so they have a good sense of it before they walk to the event.

I'll be sure to also run this by Marlyn.

Cheers,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Time	EVENT 1:00 p.m. – 2:00 p.m.
12:15 p.m.	Speakers arrive on site
12:20 p.m.	Minister Lana Popham and Minister Melanie Mark tour the plant science lab with lead researcher Dr. Rebecca Harbut. KPU photographer to accompany group.
12:35 p.m.	Event planner Maria Sbazo conducts pre-brief with speakers – including: Min. Popham; Min. Mark; KPU President Dr. Alan Davis; Professor Dr. Rebecca Harbut; KPU student (TBC). Following the pre-brief, all speakers walk across the street to the research farm (4-5 mins.)
1:00 p.m.	Event begins: Emcee Alan Davis delivers welcoming remarks and introduces KPU Elder in Residence Lekeyten [La-kay-ten] to provide a welcome
1:01 p.m.	Lekeyten speaks
1:03 p.m.	Emcee Alan Davis delivers welcoming remarks and introduces Minister Popham
1:04 p.m.	Minister Popham speaks
1:08 p.m.	Emcee Davis introduces Minister Mark
1:09 p.m.	Minister Mark speaks
1:12 p.m.	Emcee Davis introduces Dr. Rebecca Harbut
1:13 p.m.	Dr. Harbut speaks
1:16 p.m.	Emcee Davis introduces KPU student
1:17 p.m.	KPU student speaks (TBC)
1:19 p.m.	Emcee Davis concludes speaking portion; hands media Q&A to Shruti Joshi
1:20 p.m.	Media Q&A (in person and on the phone line)

1:30 p.m.	**Emcee Davis invites guests for tour and photos with students on the farm**
1:45 p.m.	**Min. Popham and Min. Mark to provide 5 min. interview with GCPE videographer**
2:00 p.m.	**Event concludes**

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 11:13 AM
To: Patrick, Andrew GCPE:EX; Cascaden, Lori R GCPE:EX
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: RE: Draft invite template - KPU/BCKDF event
Attachments: Invitation - JTT - 24JULY18 - DRAFT.doc

Categories: Red Category

And here's the draft invitation (with walking instructions included). Let me know if you want to make any changes.

Thanks!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 23, 2018 3:05 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: Draft invite template - KPU/BCKDF event

Hi Maria,

As mentioned, I've attached the draft invite we used previously about a month ago from Elena Banfield that I've updated with new info. Hope it helps!

I'm just updating the itinerary in our SNs and will send that over shortly in case that helps with your draft.

Cheers,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 11:27 AM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: Telus Call in Request
Attachments: Telus Conference Call Request - July 30th 2018.docx

Categories: Red Category

Thanks! Want to take a look at this attempt?

I couldn't find any info from TELUS or IT so left your info. Should I check in with IT about that?

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 24, 2018 11:18 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Telus Call in Request

Recent version attached. Email to this address coords.teleconferencing@telus.com

Let me know if you need a hand or want me to look it over or anything.

J

Jarrett Hagglund | Manager, Event Services
Government Communications and Public Engagement
604-817-1458 | Jarrett.Hagglund@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 11:40 AM
To: 'coords.teleconferencing@telus.com'
Subject: Telus Conference Call Special Events Request - July 30th, 2018
Attachments: Telus Conference Call Request - July 30th 2018.docx

Categories: Red Category

Hi there,

I'm hoping to have a conference line reserved for the 30th of July at 1:00pm. Please let me know if you can confirm.

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: July 24, 2018 11:53 AM
To: 'Rachel Wille'
Subject: RE: UBCM meeting request

Categories: Red Category

Great! Thanks.

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 24, 2018 11:40 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM meeting request

Good morning Maria,

For the meeting with the Premier, it will be the same attendees: John Van Laerhoven, Duane Post, Sylvia Pranger, and Wallace Mah

Thank you again for all of your help!

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-24-18 11:38 AM
To: Rachel Wille <rwille@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Thanks, Karin! I just need to know who will be attending the meeting from the district.

For Meeting ID 547 with the Minister of Forests, the District of Kent said John Van Laerhoven, Duane Post, Sylvia Pranger, and Wallace Mah would be attending. Is it the same for the meeting with the Premier?

Best,

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 23, 2018 5:43 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM meeting request

Hi Maria,

Please find attached the form duly completed to request a meeting with Premier Horgan.
Once again, thank you very much for your assistance.
Karin (for Rachel)

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-23-18 4:06 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Here's the info I need! Thanks, Karin.

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 23, 2018 4:05 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM meeting request

Maria,

I was checking Rachel's in box…. I couldn't find the attachment… is it the same summary note form? Kindly advise and thanks,
Karin

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-23-18 3:57 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Thanks, Rachel. Did you still want to request a meeting with the Premier? If so, you'll just need to fill out that last attachment I sent so I can enter it into the system manually.

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 23, 2018 3:42 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM meeting request

Hi Maria,

Thank you for your email sent this afternoon.

Please find attached the District of Kent's summary notes for the scheduling of Cabinet Ministers' meetings during the 2018 UBCM Convention.

We look forward to your reply.

Regards,
Karin Ponciano (for Rachel)

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-23-18 1:55 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Hi again Rachel,

I have spoken to my colleague and I can enter these but I will have to do them manually. I'm including the information that I need to be able to do so. You'll have to send me this information for all of the meetings that you wish to request. If it's easier, I can also take this information over the phone; however, I won't be available until after 3:00pm. Please let me know if you have any questions – we'd really like to have these entered by the end of the day today.

Once I have entered them manually, whoever is listed as a contact will receive confirmation emails from the UBCM Meeting Requests system and I can let you know when I've completed.

Hope that helps!

Best,

Maria
250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 20, 2018 4:22 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM meeting request

Thank you again Maria.

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-20-18 4:16 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Cc: Clair Lee <clee@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Hi Rachel,

Just got your voicemail. Don't worry about the summary note – Monday is just fine.

Thanks,

Maria

250.896.6823

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 20, 2018 2:50 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Clair Lee <clee@district.kent.bc.ca>
Subject: RE: UBCM meeting request

Thank you so much Maria!

I very much appreciate your assistance and look forward to hearing back from you next week.

Regards,

Rachel Wille

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-20-18 2:08 PM
To: Rachel Wille <rwille@district.kent.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM meeting request

Hi Rachel,

I will be able to help you submit this request, no problem. Unfortunately it will have to wait until next week as I need the assistance of my colleague s.22 I'll get back in touch with you once I've gotten instructions from her.

Thank you!

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

From: Rachel Wille [mailto:rwille@district.kent.bc.ca]
Sent: July 20, 2018 10:27 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: UBCM meeting request
Importance: High

Good morning,

After reviewing the 2018 UBCM Convention request summary that was received, I have come to realize that a meeting request with the Premier was not included and am hoping you could please assist me in adding this request if possible.

My Meeting ID number is 547 and would truly appreciate your help to submit this request.

Thank you,

Rachel Wille, Executive Assistant
Ph. (604) 796-2235
Fax (604) 796-8516
Email: rwille@district.kent.bc.ca
Web: www.district.kent.bc.ca

SAVE TREES - PLEASE DO NOT PRINT THIS EMAIL UNLESS YOU REALLY NEED TO.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 2:02 PM
To: 'Simon Chiu'
Subject: RE: KPU event on July 30

Categories: Red Category

Perfect. That's great! Thank you again.

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 24, 2018 1:55 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Hi again Maria!

Just heard back from Rebecca and simply said: *"The parks people have said it is all good."*
So I think we're good! Hope that's sufficient? Sorry this is so short an answer…(academics lol)

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Simon Chiu
Sent: Tuesday, July 24, 2018 12:21 PM
To: 'Szabo, Maria GCPE:EX' <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Not sure, but I'll find out for us! Stay tuned!

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 24, 2018 12:05 PM

To: Simon Chiu <simon.chiu@kpu.ca>
Subject: RE: KPU event on July 30

Amazing! Thank you. I'm wondering – did the City grant permission to use the parking space there? Just want to make sure!

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 24, 2018 12:03 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Great, thanks Maria!

Ok, here is a map with access directions.
I have attached a pdf and the power point, feel free to edit as you wish. Hope that works!

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 24, 2018 11:15 AM
To: Simon Chiu <simon.chiu@kpu.ca>
Subject: RE: KPU event on July 30

Thanks! I appreciate it. Also wanted to let you know that it looks like the comms team is in support of the produce stand. Will let you know if I hear differently.

Best,

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 24, 2018 10:05 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Ok awesome!
Sorry Maria, I haven't heard back from Rebecca just yet, re: those specific instructions for directions to the field, but will get something to you by the end of the day!
Let me know if anything comes out of the woodwork throughout!

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 24, 2018 9:45 AM
To: Simon Chiu <simon.chiu@kpu.ca>
Subject: RE: KPU event on July 30

Hi Simon,

Thanks so much!

Yup, the AV crew will still be bringing the generator for their own equipment so no worries.

That's great information on the food stand! Thank you. I'll pass it along to the Ministry comms team to make sure that's cool with them. If there's any problem, I'll let you know.

Talk soon!

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 23, 2018 3:54 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Hi Maria!

No problem, I will connect with her on that and get back to you!

Couple quick things:

- The generator – I know it's been decided to not bring down the lab equipment pieces and so we won't need the generator for that, but wondering for the AV team and for mics etc, you are still bringing that with you correct? Just making sure!
- For the market that Rebecca was going to set up, I can confirm that the veggies that they want to showcase on display there come from KPU's Tsawwaseen Farm School which is part of the same Sustainable Agricultural Food Systems program as that of the Garden City announcement (if that makes sense!). So although the veggies didn't grow from Richmond site, it did grow fromt eh same means but from our other lab. Hoping that is ok! Let me know if I'm making sense here!

Let me know if you need anything from me throughout!

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Monday, July 23, 2018 3:35 PM
To: Simon Chiu <simon.chiu@kpu.ca>
Subject: RE: KPU event on July 30

Hey Simon!

Thanks for this and great to hear from you on the call today.

Rebecca had mentioned getting driving instructions for the AV crew to get onto the field there at KPU. Would you be able to poke her for those so I can send them along with the AV order?

Thanks!

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 20, 2018 3:19 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: KPU event on July 30

Hi Maria,

Just a quick note of thanks for coming out to Richmond yesterday!
Just thought to connect us here by email. Let me know if you have any questions or how I can help throughout.

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 2:04 PM
To: Patrick, Andrew GCPE:EX; Cascaden, Lori R GCPE:EX
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: RE: Draft invite template - KPU/BCKDF event
Attachments: GCL Access Map.pdf

Categories: Red Category

Hi again,

The lovely people at KPU have also received an okay from the City when it comes to parking at the Garden City Lands. They've done up some driving instructions for access to the parking there. I've attached them – we can put this in the invite/include this map or we can just have guests park at the school campus. Let me know if you have a preference!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 11:13 AM
To: Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca) <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Draft invite template - KPU/BCKDF event

And here's the draft invitation (with walking instructions included). Let me know if you want to make any changes.

Thanks!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 23, 2018 3:05 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: Draft invite template - KPU/BCKDF event

Hi Maria,

As mentioned, I've attached the draft invite we used previously about a month ago from Elena Banfield that I've updated with new info. Hope it helps!

I'm just updating the itinerary in our SNs and will send that over shortly in case that helps with your draft.

Cheers,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 2:05 PM
To: 'Mike Fuoco'
Subject: RE: Government event July 30th
Attachments: GCL Access Map.pdf

Categories: Red Category

Hi again Mike,

The lovely people at KPU have done up a map with some instructions for the AV crew to enter the Garden City Lands and drive right up to the event site. The white box on the field is where the event will take place. Let me know if this makes sense; hopefully it'll be useful to the crew that's coming.

Thanks!

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 11:34 AM
To: 'Mike Fuoco' <mfuoco@fmav.ca>
Subject: RE: Government event July 30th

Hi Mike,

Thanks so much!

The call-in line will be taking questions.

When it comes to the podium, it depends on just how hot it is that day, but I'd prefer to have the podium outside of the tent/the tents reserved for guests rather than the speakers. I'd say that will be my most likely set-up.

I don't have a confirmation on invite numbers yet but they are thinking it will be well-attended. Perhaps 40-50 folks? I'll try to find out more for you.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 23, 2018 5:26 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

It's great to hear from you! Thank you for reaching out to us for this event next week. I have been in touch with our labour coordinator to block and secure a qualified technical crew for Monday.

Do you know what type of call in line is required for the event? Is it a listen only feed to listening media, or will their be questions coming to the podium from media on the phone bridge?

Will the podium be located outside the tent? Do you know how many people will be attending the event?

I think that's it for question for the moment.

Thanks again,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 23, 2018 4:41:02 PM
To: Mike Fuoco
Subject: Government event July 30th

Hi again Mike,

I'm coordinating an event with the Ministry of Jobs, Trade, & Technology again and we'll need everything for a standard podium announcement. No flags necessary & the venue is providing tents.

The event is set to take place on Monday, July 30th at 1:00pm at the Kwantlen Polytechnic campus in Richmond (8771 Lansdowne Rd). Well - it's actually taking place at their agricultural science farm just down the road (I've included a satellite image). There are sufficient gravel roads off Garden City Rd and Alderbridge Way for the AV trucks to come down that will lead right to the event site. I've asked our Kwantlen contacts for better driving instructions for your crew,

if you are able to support. I'm also including images that I took of the event space and the road that drives up to the event space.

Considering its location, we will need a generator and the tech to allow for a media call-in line using cellular.

Let me know if you have any other questions or concerns.

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: July 24, 2018 2:29 PM
To: Nicole Otte; 'councilsupport@huuayaht.org'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Meeting Request Received

Categories: Red Category

I've resubmitted them all now. This is your recap:

- Meeting ID #610 is now #620
- #611 is #621
- #612 is #622
- #613 is #623

And they are all filed under Huu-ay-aht First Nations instead of the Regional District of Alberni-Clayoquot. Let me know if any of that is confusing!

Best,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 2:19 PM
To: Nicole Otte <nicole.o@huuayaht.org>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM Meeting Request Received

Hi Nicole,

I just wanted to let you know that in order to change the region, I will have to manually resubmit all meetings, which will give them different meeting IDs. I will send you new confirmation emails for all of these meeting requests (610, 611, 612, 613). Please let me know if you have any other meeting requests aside from those four that I've missed and please keep those confirmation and meeting IDs for your own safe keeping once you've received them.

I have also received your summary notes and I can adjust the corresponding meeting IDs on those notes so you won't have to resend them.

Let me know if you have any questions.

Thanks!

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

From: Nicole Otte [mailto:nicole.o@huuayaht.org]
Sent: July 19, 2018 12:14 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM Meeting Request Received

Good Afternoon,

I need to correct the region that we're from.

It should read Huu-ay-aht First Nations not Alberni Clayoquot Regional District.

Thank you,
Nicole Otte
Executive Assistant

huu ay aht
ANCIENT SPIRIT, MODERN MIND

Huu-ay-aht First Nations Government Offices
4644 Adelaide Street
Port Alberni BC V9Y 6N4
T: 250.723-0100 ext 216 Fax: 250.723-4646
Anacla Government Office:
250-728-3414 ext 227
Fax: 250-728-1222

www.huuayaht.org

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Please consider the environment before printing this e-mail.

From: UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>
Sent: Thursday, July 19, 2018 11:53 AM
To: Nicole Otte <nicole.o@huuayaht.org>; Robert Dennis <robert.d@huuayaht.org>
Subject: UBCM Meeting Request Received

BRITISH COLUMBIA

2018 UBCM Convention

DATE: July 19, 2018
TO: Nicole Otte

	Alberni-Clayoquot, Regional District of
FROM:	UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator
RE:	**UBCM Meeting Request Received**

Please note that the deadline for meeting requests has passed, and this submission will be considered a late request.

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in early September. The details of your request are as follows:

Contact Information:

Meeting ID: 610 Please use this number in all correspondence regarding your meeting request
Municipality/Regional District: Alberni-Clayoquot, Regional District of
Contact: Nicole Otte, Executive Assistant
Phone: 250-723-0100
Email: nicole.o@huuayaht.org
Secondary Email: robert.d@huuayaht.org

Cabinet Minister in attendance:

Cabinet Minister: Transportation and Infrastructure
Preference: 1

Council Attendees:

Robert Dennis, Elected Chief Councillor

Topics to be discussed:

s.16

A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to UBCM.Meetings@gov.bc.ca by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.

For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 2:41 PM
To: Marlene GCPE:EX Behrens (Marlene.Behrens@gov.bc.ca)
Subject: UBCM Meeting Requests Report

Categories: Red Category

Up to date! Can be located here: s.15
s.15

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: July 24, 2018 4:16 PM
To: 'ALund@rdck.bc.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Summary Notes
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi Angela,

I'm working with the government events team that is coordinating meeting requests for the Premier & Cabinet at UBCM this year. I wanted to let you know that we received your briefing notes and materials for the meeting requests made by the Regional District of Central Kootenay. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #56, 59, 73, 74, 75, and 192 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for Central Kootenay.

Thank you for your cooperation!

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: July 24, 2018 4:40 PM
To: 'wolsson@pemberton.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Summary Notes - Pemberton
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi Wendy,

I'm working with the government events team that is coordinating meeting requests for the Premier & Cabinet at UBCM this year. I wanted to let you know that we received your wonderful briefing notes and materials for the meeting requests made by the Village of Pemberton. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #154, 155, 157, 158, 159, 160, and 249 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for Pemberton.

Thank you for your cooperation!

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: July 24, 2018 4:43 PM
To: 'Dayna Hegel'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Meeting Request

Categories: Red Category

Hi Dayna,

I just wanted to let you know – this email didn't reach Jim.

We look forward to receiving your complete summary notes at your earliest convenience.

Best,

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

From: Dayna Hegel [mailto:dhegel@rdffg.bc.ca]
Sent: July 11, 2018 4:34 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: UBCM Meeting Request

Hi Jim,

Apparently this year it is vital that we also fill out a Summary Note for the meeting in order to finalize our submission. I have attached a summary note for each meeting we requested. Not sure what to put in for Background.

Dayna Hegel
Confidential Assistant (Corporate Services)
Regional District of Fraser-Fort George
155 George Street, Prince George, BC V2L 1P8
Telephone: (250) 960-4415
Toll Free: 1-800-667-1959
Facsimile: (250) 563-7520
Email: dhegel@rdffg.bc.ca

REGIONAL DISTRICT
of Fraser-Fort George

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 5:14 PM
To: 'Ruby Decock'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Meeting ID #315

Categories: Red Category

Wonderful – thank you so much!

Maria
250.896.6823

From: Ruby Decock [mailto:cao@portclements.ca]
Sent: July 24, 2018 4:42 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meeting ID #315

Hello Maria,

Please see the attached document as requested.

Ruby Decock
Chief Administrative Officer
Village of Port Clements
Box 198
Port Clements, BC
V0T 1R0
Phone: 250-557-4295
Fax: 250-557-4568

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From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July-24-18 3:47 PM
To: Ruby Decock

Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Meeting ID #315

Hi Ruby,

Thank you for this wonderful briefing note. We will include it with the package for the Minister. However, I still need you to complete the summary note template that we provided with your meeting request confirmation (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM.

Please fill out this template to the best of your ability for meeting ID #315 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meeting for Port Clements.

Thank you for your cooperation!

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

From: Ruby Decock [mailto:cao@portclements.ca]
Sent: July 23, 2018 4:25 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: FW: UBCM Meeting ID #315

Please see the attached corrected Briefing note. I previously sent the Briefing note on July 20th; however there were errors in the note. Please discard the one previously sent and keep this one for Minister Doug Donaldson.

Thanks,

Ruby Decock
Chief Administrative Officer
Village of Port Clements
Box 198
Port Clements, BC
V0T 1R0
Phone: 250-557-4295
Fax: 250-557-4568

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From: Ruby Decock [mailto:cao@portclements.ca]
Sent: July-20-18 4:02 PM
To: UBCM.Meetings@gov.bc.ca
Cc: Brigid Cumming; Charleen O'Brien Anderson; Doug Daugert; Elizabeth Stewart; Urs Thomas
Subject: UBCM Meeting ID #315

Please see the attached Briefing Note from the Village of Port Clements.

Ruby Decock

Chief Administrative Officer

Village of Port Clements
Box 198
Port Clements, BC
V0T 1R0
Phone: 250-557-4295
Fax: 250-557-4568

This message is intended only for the use of the individual or entity to whom it is addressed and may contain information (including all attachments) that is privileged, confidential and exempt from disclosure. If you are not the intended recipient, please notify the sender immediately and delete the original and any copies of this message. Please do not print, copy, disseminate, or otherwise use this information. Thank you.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 9:55 AM
To: Badger, Joleen GCPE:EX
Subject: RE: Heads up: photographer request for ICBC rate design event (AG-88277)

Categories: Red Category

I haven't heard anything more on this but I can put it in the calendar for the 6th and follow up with whoever originally reached out to us…

Maria
250.896.6823

From: Badger, Joleen GCPE:EX
Sent: July 25, 2018 9:49 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Fwd: Heads up: photographer request for ICBC rate design event (AG-88277)

Hey, did you get the new date for AG ICBC event?

Sent from my iPhone

Begin forwarded message:

> **From:** "Craig, Don GCPE:EX" <Don.Craig@gov.bc.ca>
> **Date:** July 25, 2018 at 8:41:50 AM PDT
> **To:** "Badger, Joleen GCPE:EX" <Joleen.Badger@gov.bc.ca>
> **Subject: FW: Heads up: photographer request for ICBC rate design event (AG-88277)**
>
> Hi Joleen, you may want to update this on your calendar as well…
>
> **DON CRAIG**
> Photographer
> Government Communications
> and Public Engagement
> M: 250 217-4223
> 4th floor, 617 Government Street, Victoria, BC V8W 9V1
>
> Government photos
> GCPE Portraits
>
> ---
>
> **From:** "Mandybura, Cadence GCPE:EX" <Cadence.Mandybura@gov.bc.ca>
> **Date:** Friday, July 20, 2018 at 3:45 PM
> **To:** "GCPE Photography Request GCPE:EX" <photorequest@gov.bc.ca>
> **Cc:** "Smith, Gcpe:Ex" <Mat.Smith@gov.bc.ca>, Don Craig <Don.Craig@gov.bc.ca>
> **Subject:** RE: Heads up: photographer request for ICBC rate design event (AG-88277)

Hi folks - as you may be aware, this event has been moved from the 26th, likely to the week of August 6. We'll keep you posted once the date is settled.

Cadence

From: Hanuman, Heron GCPE:EX
Sent: Wednesday, July 18, 2018 3:10 PM
To: Mandybura, Cadence GCPE:EX
Cc: GCPE Photography Request GCPE:EX; Craig, Don GCPE:EX; Smith, Mat GCPE:EX
Subject: Re: Heads up: photographer request for ICBC rate design event (AG-88277)

Hi Cadence,

s.22 I've booked him to shoot it for you.

H

From: "Mandybura, Cadence GCPE:EX" <Cadence.Mandybura@gov.bc.ca>
Date: Wednesday, July 18, 2018 at 2:07 PM
To: "Hanuman, Heron GCPE:EX" <Heron.Hanuman@gov.bc.ca>
Subject: RE: Heads up: photographer request for ICBC rate design event (AG-88277)

Hi Heron! Update – we're looking at holding this event at 1:00pm on Thursday, July 26, in the press theatre. (Tech briefing will start at 12:15 or 12:30, but not sure if we usually take photos at tech briefings.)

Let me know if that's doable. Thanks!

Cadence

From: Hanuman, Heron GCPE:EX
Sent: Wednesday, July 11, 2018 1:11 PM
To: Mandybura, Cadence GCPE:EX
Subject: Re: Heads up: photographer request for ICBC rate design event (AG-88277)

Hi Cadence,

Do you have a date confirmed for this yet?

H

From: "Mandybura, Cadence GCPE:EX" <Cadence.Mandybura@gov.bc.ca>
Date: Monday, July 9, 2018 at 4:20 PM
To: "GCPE Photography Request GCPE:EX" <photorequest@gov.bc.ca>
Cc: "Duffus, Robert GCPE:EX" <Robert.Duffus@gov.bc.ca>
Subject: Heads up: photographer request for ICBC rate design event (AG-88277)

Hello!

Heads up that we'll be looking for a photographer for our upcoming announcement about ICBC rate design changes in Victoria (likely in the press theatre). This will be 20-30 minute press conference with Minister Eby and an ICBC rep speaking, following a 45-minute tech briefing (see AG-88277).

The event date isn't confirmed yet, but will likely be the 18th or later. s.22
s.22 , so I'm cc'ing my manager, Rob, who will confirm the date once we know.

Thanks,

Cadence

Cadence Mandybura | Senior Public Affairs Officer
Ministry of Attorney General, Province of British Columbia
250 356-6305 (office) | 250 893-8513 (cell)
cadence.mandybura@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 9:56 AM
To: 'Wendy Olsson'
Subject: RE: UBCM Summary Notes - Pemberton

Categories: Red Category

Good morning Wendy,

These look great! Thanks very much for helping us out with these. Like I said, we will still keep your previous briefings and forward them onto the Ministry as well.

Best,

Maria
250.896.6823

From: Wendy Olsson [mailto:wolsson@pemberton.ca]
Sent: July 25, 2018 9:41 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Summary Notes - Pemberton

Good morning Maria,

Thank you for your e-mail and kind words!

My sincerest apologies for the confusion on our part. Please find attached the Village's summary notes for meeting IDs #154, 155, 157, 158, 159, 160, and 249.

s.22
s.22 if there is any way you could confirm receipt of these today, that would be much appreciated.

Have a wonderful day,
Wendy

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Tuesday, July 24, 2018 4:40 PM
To: Wendy Olsson <wolsson@pemberton.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: UBCM Summary Notes - Pemberton

Hi Wendy,

I'm working with the government events team that is coordinating meeting requests for the Premier & Cabinet at UBCM this year. I wanted to let you know that we received your wonderful briefing notes and materials for the meeting requests made by the Village of Pemberton. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #154, 155, 157, 158, 159, 160, and 249 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for Pemberton.

Thank you for your cooperation!

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: July 25, 2018 10:01 AM
To: 'Mike Fuoco'
Subject: BC Government Event - July 26th

Importance: High

Categories: Red Category

Hi again Mike,

We just had a last-minute request for support for a technical briefing tomorrow, July 26th at 2:00pm. It will likely be taking place in the Pan Pacific hotel – we're just confirming a room right now.

We'll need everything for a standard announcement except lighting. We might not use the podium but we'd still like to request one. We'll also need a TV that can play a PowerPoint. We did something like this last Thursday at the Pan Pacific with the TV – the same would be perfect for this as well.

We'll also be direct-dialling into the Press Theatre in Victoria like last week.

Let me know if this is doable and if you have any questions.

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: July 25, 2018 10:27 AM
To: Dargie, Cathy GCPE:EX; Yung, Philip TAC:EX
Cc: Jack, Carolyn GCPE:EX; Banfield, Elena GCPE:EX
Subject: RE: Invite and RSVP info. for Philip Yung
Attachments: Provincial Government Invitation - July 28 2018.pdf

Categories: Red Category

Hi all,

I've attached a formal invite for Philip. We've received 13 RSVPs at this point. I would say we'll have a good idea by noon tomorrow.

Thanks!

Maria
250.896.6823

From: Dargie, Cathy GCPE:EX
Sent: July 25, 2018 9:21 AM
To: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Cc: Yung, Philip TAC:EX <Philip.Yung@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>
Subject: Invite and RSVP info. for Philip Yung

Hi Elena;

When you have a minute, can you please send Philip Yung a copy of the formal invite for the Lytton event, and let him know (and cc. me) how many RSVPs you have received to date? Do you think we'll have a good idea by noon tomorrow?

Philip will be picking up water and snacks for the event, and needs to know how many people he is shopping for.

Philip – John Haugen's best guess on Tuesday was 70 attendees.

Cathy Dargie
Public Affairs Officer
Tourism, Arts and Culture
8th Floor – 1810 Blanshard Street
Victoria, BC
Cell: 250-812-0507

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 10:30 AM
To: 'Liz Cookson'
Subject: RE: Meeting 149 with Minister of Environment and AVICC

Categories: Red Category

Hi Liz,

No, you don't have to worry about that. It's just the way the system understands resending the confirmation. Sorry for the confusion!

Thanks,

Maria
250.896.6823

From: Liz Cookson [mailto:lcookson@ubcm.ca]
Sent: July 25, 2018 8:11 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Meeting 149 with Minister of Environment and AVICC

Thanks Maria, the amended one sounds correct. It's not considered a late request though is it? That's what the amended one says.

From: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Date: Tuesday, July 24, 2018 at 12:18 PM
To: Liz Cookson <lcookson@ubcm.ca>
Cc: "Union of BC Municipalities Meetings PREM:EX" <UBCM.Meetings@gov.bc.ca>
Subject: RE: Meeting 149 with Minister of Environment and AVICC

Hi Liz,

Thanks for this. I amended the meeting request and sent another meeting request confirmation for your info. Please let me know if I've made any mistake in understanding.

Thanks!

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

From: Liz Cookson [mailto:lcookson@ubcm.ca]
Sent: July 20, 2018 1:51 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting 149 with Minister of Environment and AVICC

Could we amend the participants to include just three local government representatives, and two staff. They would be:

Director Edwin Grieve, Comox Valley Regional District and AVICC President
Director Ian Morrison, Cowichan Valley Regional District and AVICC 2nd Vice President
Director Ian Winn, Sunshine Coast Regional District and AVICC Electoral Area Representative
Janette Loveys, CAO, Sunshine Coast Regional District
Russell Dyson, CAO, Comox Valley Regional District

Thank you.

Liz Cookson
Executive Coordinator, AVICC
Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8
(250) 356-5122

From: UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>
Date: Friday, July 6, 2018 at 1:25 PM
To: Liz Cookson <lcookson@ubcm.ca>
Subject: UBCM Meeting Request Received

2018 UBCM Convention

DATE:	July 06, 2018
TO:	Liz Cookson Vancouver Island and Coastal Communities (AVICC), Association of
FROM:	UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator
RE:	**UBCM Meeting Request Received**

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. To finalize this submission, please fill in the attached summary note template and submit to UBCM.Meetings@gov.bc.ca.

Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in late August. The details of your request are as follows:

Contact Information:

Meeting ID: 149 Please use this number in all correspondence regarding your meeting request
Municipality/Regional District: Vancouver Island and Coastal Communities (AVICC), Association of
Contact: Liz Cookson, Executive Coordinator
Phone: 250-356-5122

Email: lcookson@ubcm.ca
Secondary Email:

Cabinet Minister in attendance:

Cabinet Minister: Environment and Climate Change Strategy
Preference: 1

Council Attendees:

Al Radke, CAO, PRRD; Alec McPherson, Director, Nanaimo RD; Brad Unger, Director, Strathcona RD; Brian Carruthers, CAO, CowVRD; CaroleAnn Leishman, Director, PRRD; Dave Leitch, CAO, Strathcona RD; Dennis Buchanan, Director, MWRD; Doug Holmes, CAO, ACRD; Edwin Grieve, President, AVICC and Director, ComVRD; Greg Fletcher, CAO, MWRD; Ian Morrison, Director, CowVRD; Ian Winn, Director, SC RD; Janette Loveys, CAO, SC RD; John McNabb, Director, ACRD; Judy Brownoff, Director, CRD; Phyllis Carlyle, CAO, Nanaimo RD; Rod Nicholl, Director, ComVRD; Russ Smith, Senior Manager, Environmental Resource Management,; Russell Dyson, CAO, ComVRD

Topics to be discussed:

s.16

Additional Information:

s.16

A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to UBCM.Meetings@gov.bc.ca by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.

For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 10:33 AM
To: 'Penny Feist, CAO'
Subject: RE: Summary Meeting notes

Categories: Red Category

No worries – thanks a bunch.

Maria
250.896.6823

From: Penny Feist, CAO [mailto:midwaybc@shaw.ca]
Sent: July 25, 2018 8:57 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Summary Meeting notes

Thank you Maria,

My Deputy Clerk set up this meeting s.22 so I will compile some information and will forward if requested.

Penny Feist, Chief Administrative Officer
Village of Midway
661 Eighth Ave., PO Box 160 Midway, BC V0H 1M0
Phone: (250) 449-2222 or (250) 449-2283
Fax: (250) 449-2258
midwaybc@shaw.ca

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From: "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
Date: Tuesday, July 24, 2018 at 4:50 PM
To: Chief Administrative Officer <midwaybc@shaw.ca>
Cc: "Union of BC Municipalities Meetings PREM:EX" <UBCM.Meetings@gov.bc.ca>
Subject: RE: Summary Meeting notes

Hi Penny,

I've saved this for sending along to the Premier's staff but I just wanted to let you know that it's likely that they'll request more information before being able to confirm or schedule the meeting. Just a heads up – please stay tuned.

Thank you,

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

From: Penny Feist, CAO [mailto:midwaybc@shaw.ca]
Sent: July 13, 2018 10:04 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Summary Meeting notes

Attached are the summary notes for the Village of Midway meeting ID 337
If you need any further information, please contact us.

Penny Feist, CAO
Village of Midway
250-449-2222
Email: midwaybc@shaw.ca

Page 283 to/à Page 285

Withheld pursuant to/removed as

s.16;s.13

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 10:41 AM
To: 'anita.demedeiros@csaanich.ca'
Subject: UBCM Meeting Request with Minister Trevena

Categories: Red Category

Hi there,

I understand that you reached out to the Ministry of Transportation about a meeting with the Minister and staff requested that the meeting be held at the UBCM conference in September. I'm reaching out to you in order to create that request as the deadline has passed and I will have to enter the request manually.

Would you please fill out the attached form in order for me to enter the request? This is the information that everyone was asked to submit through the system. I can also take this information over the phone if that's easier for you.

Once I have entered the information you return to me, you will be sent a confirmation email with a meeting ID number. It will also come with a Summary Note template that you will also have to complete and send back to me (the character limits are small, so it just needs to be very brief!).

If you have any questions, let me know!

Thanks for your cooperation.

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: July 25, 2018 10:44 AM
To: Patrick, Andrew GCPE:EX; Cascaden, Lori R GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Draft invite template - KPU/BCKDF event

Categories: Red Category

Sounds good. Will standby for final approval of this and the guest list, as well as the new itinerary less Minister Mark's participation.

Thanks!!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 10:32 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Draft invite template - KPU/BCKDF event

Hi Maria,

Lori and I chatted about this and I think we'll stick with the instructions you laid out in the invitation and just get guests to walk over – I'm confirming with Marlyn, too, that there'll be greeters and signage directing folks to the farm.

Thanks!

Andrew

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 24, 2018 2:04 PM
To: Patrick, Andrew GCPE:EX; Cascaden, Lori R GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Draft invite template - KPU/BCKDF event

Hi again,

The lovely people at KPU have also received an okay from the City when it comes to parking at the Garden City Lands. They've done up some driving instructions for access to the parking there. I've attached them – we can put this in the invite/include this map or we can just have guests park at the school campus. Let me know if you have a preference!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 11:13 AM
To: Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca) <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Draft invite template - KPU/BCKDF event

And here's the draft invitation (with walking instructions included). Let me know if you want to make any changes.

Thanks!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 23, 2018 3:05 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: Draft invite template - KPU/BCKDF event

Hi Maria,

As mentioned, I've attached the draft invite we used previously about a month ago from Elena Banfield that I've updated with new info. Hope it helps!

I'm just updating the itinerary in our SNs and will send that over shortly in case that helps with your draft.

Cheers,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 10:52 AM
To: Behrens, Marlene GCPE:EX
Subject: RE: UBCM - FW: (Cliff 204231) Meeting Request - District of Sooke

Categories: Red Category

Done!

Maria
250.896.6823

From: Behrens, Marlene GCPE:EX
Sent: July 25, 2018 10:50 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: UBCM - FW: (Cliff 204231) Meeting Request - District of Sooke

Hi!

s.22

Would you mind contacting this person and adding them pretty please?

Thanks,

Marlene

From: Hahn, Andra EDUC:EX
Sent: Tuesday, July 24, 2018 9:16 AM
To: XT:Temple, Sarah CITZ:IN
Cc: Banh, Lindsay EDUC:EX; Behrens, Marlene GCPE:EX; Purdy, Sheila EDUC:EX; Sampson, Laura EDUC:EX
Subject: UBCM - FW: (Cliff 204231) Meeting Request - District of Sooke

Good morning Ms. Temple,

Thank you for your meeting request email. Due to scheduling constraints, meeting with Minister Fleming at UBCM would be the first and best opportunity for Mayor Tait to meet with Minister in the coming months. Please submit your request to UBCM and I will notify our scheduling team as well to ensure your request is met.

Thank you,
Andra

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

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From: Sarah Temple [mailto:stemple@sooke.ca]
Sent: Tuesday, July 10, 2018 1:43 PM
To: Minister, EDUC EDUC:EX; Hahn, Andra EDUC:EX
Cc: Maja Tait
Subject: (Cliff 204231) Meeting Request - District of Sooke

Good afternoon,

As a follow up to the November 9, 2017 meeting between the Honourable Rob Fleming and representatives from the District of Sooke and the Sooke School District, Sooke Mayor Maja Tait would like to request a subsequent meeting with Minister Fleming.

Rather than submit a meeting request during the busy UBCM Convention, Mayor Tait is hopeful that a meeting can be scheduled over the summer months, as both parties are located in close proximity.

The Sooke School District (#62) has recently presented to District of Sooke Council regarding their long term capital plans and Mayor Tait would like an opportunity to discuss their objectives with Minister Fleming.

Thank you,

Sarah Temple
Corporate Services Assistant
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2
T. (250) 642.1616
F. (250) 642.0541 web: http://www.sooke.ca
<image001.jpg>

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:14 AM
To: 'Sandra Brown'
Subject: RE: summary notes from Village of Queen Charlotte

Categories: Red Category

Good morning Sandra,

No worries at all! Thank you so much for these – they look great. I've retained the full briefing notes from before as well.

Best,

Maria
250.896.6823

From: Sandra Brown [mailto:office@queencharlotte.ca]
Sent: July 25, 2018 9:56 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: summary notes from Village of Queen Charlotte

Good morning Maria

My apologies, I did not realise there was a character limit on the summary templates and therefore sent you our full briefs for the Village of Queen Charlotte. Please find the summary notes attached now for the following.

- ID # 339 for Ministry of Citizens' Services
- ID # 355 for Ministry of Health
- ID # 350 for Ministry of Mental Health & Addictions
- ID # 445 for Ministry of Transportation & Infrastructure

Again my apologies for causing you more work.
Regards

Sandra Brown
Deputy Clerk
Village of Queen Charlotte
250 559 4765 Ext 221

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 24, 2018 4:09 PM
To: Sandra Brown <office@queencharlotte.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: summary notes from Village of Queen Charlotte

Hi Sandra,

Thank you for your wonderful briefing notes for the meeting requests made by the Village of Queen Charlotte. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #339, 350, 355, and 445 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for the Village of Queen Charlotte.

Thank you for your cooperation!

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

From: Sandra Brown [mailto:office@queencharlotte.ca]
Sent: July 20, 2018 2:45 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: summary notes from Village of Queen Charlotte

Good morning

Please find attached the following summary notes from the Village of Queen Charlotte regarding the following Minister meeting requests:

- ID # 339 for Ministry of Citizens' Services
- ID # 355 for Ministry of Health
- ID # 350 for Ministry of Mental Health & Addictions
- ID # 445 for Ministry of Transportation & Infrastructure

Regards

Sandra Brown
Deputy Clerk
Village of Queen Charlotte
250 559 4765 Ext 221

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:22 AM
To: 'Viv Thoss'
Subject: RE: Town of Golden Summary Notes

Categories: Red Category

Hi Viv,

Thank you so much. These look great. I just noticed that there hasn't been a summary note supplied for meeting ID #332 with the Ministry of Tourism, Arts and Culture and the Town of Golden. Did you still intend on requesting this meeting?

Thanks,

Maria
250.896.6823

From: Viv Thoss [mailto:Viv.Thoss@golden.ca]
Sent: July 25, 2018 10:03 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Town of Golden Summary Notes

Hi Maria,

As per your request, I'm attaching to this e-mail the Town of Golden Summary Notes for meeting IDs #329, 330, 331 and 333.

Best regards,

Viv Thoss
Manager of Legislative Services
Town of Golden
Box 350 (810 9th Avenue S.)
Golden, BC V0A 1H0
Phone: 250-344-2271 ext. 224
Cell: 250-344-1139
Fax: 250-344-6577
Email: viv.thoss@golden.ca

TOWN OF GOLDEN
Riding Horse Country

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From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July-24-18 5:24 PM
To: Viv Thoss <Viv.Thoss@golden.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Town of Golden Summary Notes

Hi Viv,

Thank you for your wonderful briefing notes for the meeting requests. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #329, 330, 331, 332, and 333 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for Golden.

Thank you for your cooperation!

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

From: Viv Thoss [mailto:Viv.Thoss@golden.ca]
Sent: July 19, 2018 8:34 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Town of Golden Summary Notes

Dear UBCM Meeting Request Coordinator:

I'm attaching to this e-mail the Town of Golden Briefing Notes. If you have any questions, please do not hesitate to contact me.

Best regards,

Viv Thoss
Manager of Legislative Services
Town of Golden
Box 350 (810 9th Avenue S.)
Golden, BC V0A 1H0
Phone: 250-344-2271 ext. 224
Cell: 250-344-1139
Fax: 250-344-6577
Email: viv.thoss@golden.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:24 AM
To: Patrick, Andrew GCPE:EX
Subject: RE: KPU event - conference call #

Categories: Red Category

Hi Andrew – sorry about that. The media will log-in with the participant code, so that's the one you'll include in the advisory. The speaker code will be used on our end when we dial-in the podium mic.

Thanks!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 11:19 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event - conference call #

Hi Maria,

One quick question – what's the difference between the participant and speakers passcode?

I'm just wondering if I need to include both in the media advisory.

Thanks,
Andrew

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 25, 2018 10:32 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - conference call #

Hi Andrew,

I just got the confirmation that it's good to go. This is the info:

Dial In Numbers: s.15.s.17 Vancouver
s.15.s.17 from Canada and USA
Participant Pass Code: s.15,s.17
Speakers Pass Code: s.15,s.17

Hope that helps!

Thanks,

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 8:45 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: KPU event - conference call #

Hi Maria,

Just checking to see if you have a conference call # set for the KPU event.

Thanks,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:25 AM
To: Patrick, Andrew GCPE:EX; Cascaden, Lori R GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Draft invite template - KPU/BCKDF event

Categories: Red Category

Sounds great. Thanks for keeping me in the loop!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 11:14 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Draft invite template - KPU/BCKDF event

Hi Maria,

Will follow-up with AGRIC to see if they've got their add-ons to the invite list ready. That's the only piece we're waiting on there.

Also, re: the itinerary – the mayor of Richmond has requested a speaking role so we're just checking on some things over here and with AGRIC and will update accordingly once we hear back.

Cheers,
Andrew

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 25, 2018 10:44 AM
To: Patrick, Andrew GCPE:EX; Cascaden, Lori R GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Draft invite template - KPU/BCKDF event

Sounds good. Will standby for final approval of this and the guest list, as well as the new itinerary less Minister Mark's participation.

Thanks!!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 10:32 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>

Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Draft invite template - KPU/BCKDF event

Hi Maria,

Lori and I chatted about this and I think we'll stick with the instructions you laid out in the invitation and just get guests to walk over – I'm confirming with Marlyn, too, that there'll be greeters and signage directing folks to the farm.

Thanks!

Andrew

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 24, 2018 2:04 PM
To: Patrick, Andrew GCPE:EX; Cascaden, Lori R GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Draft invite template - KPU/BCKDF event

Hi again,

The lovely people at KPU have also received an okay from the City when it comes to parking at the Garden City Lands. They've done up some driving instructions for access to the parking there. I've attached them – we can put this in the invite/include this map or we can just have guests park at the school campus. Let me know if you have a preference!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 24, 2018 11:13 AM
To: Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca) <Jarrett.Hagglund@gov.bc.ca>
Subject: RE: Draft invite template - KPU/BCKDF event

And here's the draft invitation (with walking instructions included). Let me know if you want to make any changes.

Thanks!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 23, 2018 3:05 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: Draft invite template - KPU/BCKDF event

Hi Maria,

As mentioned, I've attached the draft invite we used previously about a month ago from Elena Banfield that I've updated with new info. Hope it helps!

I'm just updating the itinerary in our SNs and will send that over shortly in case that helps with your draft.

Cheers,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:32 AM
To: 'CAO'
Subject: RE: UBCM Summary Notes - Kaslo

Categories: Red Category

Neil,

I'm aware that they will ask for more information if they feel they need it. Just a reminder that these are 15-minute meetings which is why the Ministries have requested brief summaries.

Maria
250.896.6823

From: CAO [mailto:cao@kaslo.ca]
Sent: July 24, 2018 5:52 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Summary Notes - Kaslo

Fair enough, but you know we'll just send our own briefs direct to the Minister/ ADM inboxes anyway. All that will happen is the Ministry folks won't have enough to go on and they'll be phoning us up in late August. s.13
s.13

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Tuesday, July 24, 2018 4:18 PM
To: CAO <cao@kaslo.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: UBCM Summary Notes - Kaslo

Hi Neil,

I'm working with the government events team that is coordinating meeting requests for the Premier & Cabinet at UBCM this year. I wanted to let you know that we received your briefing notes for the meeting requests made by the Village of Kaslo. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #297, 304, 307, and 311 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for Kaslo.

Thank you for your cooperation!

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: July 25, 2018 11:43 AM
To: Rick GCPE:EX Devereux (Rick.Devereux@gov.bc.ca); Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca); Joleen GCPE:EX Badger (Joleen.Badger@gov.bc.ca)
Subject: FW: Requesting events support - TRU. Aug. 20
Attachments: EP_TRU_SIF Completion_July25_1021am.docx

Importance: High

Categories: Red Category

Hi guys,

This event isn't for quite some time but they have a call for it planned for this Friday. Any chance we can have someone assigned?

Thanks!

Maria
250.896.6823

From: Porter, Rodney GCPE:EX
Sent: July 25, 2018 11:15 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: Nienaber, Janice GCPE:EX <Janice.Nienaber@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>
Subject: Requesting events support - TRU. Aug. 20
Importance: High

Good morning. Requesting events support please for event in Kamloops on Aug. 20. EP attached.

Federal MP confirmed.

We have a call with feds and TRU planned for 10am Friday so it would be awesome if we could get someone dialled in for that…

Respectfully,

Rodney Porter | Communications Director
Government Communications & Public Engagement
B.C. Ministry of Advanced Education, Skills and Training

Mobile: 250.889.7494 |**email:** rodney.porter@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:49 AM
To: Hahn, Andra EDUC:EX
Cc: Marlene GCPE:EX Behrens (Marlene.Behrens@gov.bc.ca)
Subject: FW: UBCM Meeting Request with Minister Fleming

Categories: Red Category

Hi Andra,

Just wanted to let you know that Mayor Tait and the district of Sooke won't be able to meet the Minister at UBCM as you had tried to coordinate. They'll be in touch at a later date.

Thanks!

Maria
250.896.6823

From: Sarah Temple [mailto:stemple@sooke.ca]
Sent: July 25, 2018 11:35 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meeting Request with Minister Fleming

Thanks Maria, I appreciate you reaching out!

We had actually requested the meeting outside of the UBCM convention as our Mayor (who was interested in meeting with Minister Fleming) is on the UBCM Executive and is unable to commit to meeting times during convention due to the unpredictability of her schedule and Executive duties.

We will follow up with a letter to Minister Fleming and touch base after the convention to arrange a meeting directly.

Thank you!

Sarah

Sarah Temple
Corporate Services Assistant
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2
T. (250) 642.1616
F. (250) 642.0541 web: http://www.sooke.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 25, 2018 10:52 AM
To: Sarah Temple <stemple@sooke.ca>
Subject: UBCM Meeting Request with Minister Fleming

Hi there,

I understand that you reached out to the Ministry of Education about a meeting with the Minister and staff requested that the meeting be held at the UBCM conference in September. I'm reaching out to you in order to create that request as the deadline has passed and I will have to enter the request manually.

Would you please fill out the attached form in order for me to enter the request? This is the information that everyone was asked to submit through the system. I can also take this information over the phone if that's easier for you.

Once I have entered the information you return to me, you will be sent a confirmation email with a meeting ID number. It will also come with a Summary Note template that you will also have to complete and send back to me (the character limits are small, so it just needs to be very brief!).

If you have any questions, let me know!

Thanks for your cooperation.

Best,

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

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:49 AM
To: 'Sarah Temple'
Subject: RE: UBCM Meeting Request with Minister Fleming

Categories: Red Category

Hi Sarah,

Thanks for letting me know about that! I will pass this info onto the Ministry.

Best,

Maria
250.896.6823

From: Sarah Temple [mailto:stemple@sooke.ca]
Sent: July 25, 2018 11:35 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meeting Request with Minister Fleming

Thanks Maria, I appreciate you reaching out!

We had actually requested the meeting outside of the UBCM convention as our Mayor (who was interested in meeting with Minister Fleming) is on the UBCM Executive and is unable to commit to meeting times during convention due to the unpredictability of her schedule and Executive duties.

We will follow up with a letter to Minister Fleming and touch base after the convention to arrange a meeting directly.

Thank you!

Sarah

Sarah Temple
Corporate Services Assistant
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2
T. (250) 642.1616
F. (250) 642.0541 web: http://www.sooke.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 25, 2018 10:52 AM

To: Sarah Temple <stemple@sooke.ca>
Subject: UBCM Meeting Request with Minister Fleming

Hi there,

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Would you please fill out the attached form in order for me to enter the request? This is the information that everyone was asked to submit through the system. I can also take this information over the phone if that's easier for you.

Once I have entered the information you return to me, you will be sent a confirmation email with a meeting ID number. It will also come with a Summary Note template that you will also have to complete and send back to me (the character limits are small, so it just needs to be very brief!).

If you have any questions, let me know!

Thanks for your cooperation.

Best,

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

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:51 AM
To: 'Barb Puddifant'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Meeting ID 279

Categories: Red Category

Thanks, Barb!

Maria
250.896.6823

From: Barb Puddifant [mailto:bpuddifant@salmonarm.ca]
Sent: July 25, 2018 10:40 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting ID 279

Good morning.
I am attaching a revised summary note for meeting ID 279. The summary has been revised to include topic #2.

Thank you.

Barb Puddifant
Administrative Assistant
City of Salmon Arm

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 11:53 AM
To: 'Joseph Fernandez'
Subject: RE: Summaru Notes

Categories: Red Category

Thank you!

Maria
250.896.6823

From: Joseph Fernandez [mailto:jfernandez@lakecowichan.ca]
Sent: July 25, 2018 8:59 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Summaru Notes

Good morning:

Please see attachment with summary notes attached.

Thanks

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 12:21 PM
To: 'Viv Thoss'
Subject: RE: Town of Golden Summary Notes

Categories: Red Category

Good to know! Thanks so much.

Have a great day,

Maria
250.896.6823

From: Viv Thoss [mailto:Viv.Thoss@golden.ca]
Sent: July 25, 2018 12:01 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Town of Golden Summary Notes

Hi Maria,

Please cancel the meeting request ID #332 with the Ministry of Tourism, Arts and Culture. Thank you so much for all your help with this.

Best regards,

Viv Thoss
Manager of Legislative Services
Town of Golden
Box 350 (810 9th Avenue S.)
Golden, BC V0A 1H0
Phone: 250-344-2271 ext. 224
Cell: 250-344-1139
Fax: 250-344-6577
Email: viv.thoss@golden.ca

TOWN OF GOLDEN
Kicking Horse Country

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From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July-25-18 12:23 PM
To: Viv Thoss <Viv.Thoss@golden.ca>
Subject: RE: Town of Golden Summary Notes

Hi Viv,

Thank you so much. These look great. I just noticed that there hasn't been a summary note supplied for meeting ID #332 with the Ministry of Tourism, Arts and Culture and the Town of Golden. Did you still intend on requesting this meeting?

Thanks,

Maria
250.896.6823

From: Viv Thoss [mailto:Viv.Thoss@golden.ca]
Sent: July 25, 2018 10:03 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Town of Golden Summary Notes

Hi Maria,

As per your request, I'm attaching to this e-mail the Town of Golden Summary Notes for meeting IDs #329, 330, 331 and 333.

Best regards,

Viv Thoss
Manager of Legislative Services
Town of Golden
Box 350 (810 9th Avenue S.)
Golden, BC V0A 1H0
Phone: 250-344-2271 ext. 224
Cell: 250-344-1139
Fax: 250-344-6577
Email: viv.thoss@golden.ca

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From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July-24-18 5:24 PM
To: Viv Thoss <Viv.Thoss@golden.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Town of Golden Summary Notes

Hi Viv,

Thank you for your wonderful briefing notes for the meeting requests. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #329, 330, 331, 332, and 333 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for Golden.

Thank you for your cooperation!

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

From: Viv Thoss [mailto:Viv.Thoss@golden.ca]
Sent: July 19, 2018 8:34 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Town of Golden Summary Notes

Dear UBCM Meeting Request Coordinator:

I'm attaching to this e-mail the Town of Golden Briefing Notes. If you have any questions, please do not hesitate to contact me.

Best regards,

Viv Thoss
Manager of Legislative Services
Town of Golden
Box 350 (810 9th Avenue S.)
Golden, BC V0A 1H0
Phone: 250-344-2271 ext. 224
Cell: 250-344-1139
Fax: 250-344-6577
Email: viv.thoss@golden.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 12:23 PM
To: Thistle-Walker, Carlene GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Categories: Red Category

Cool! Will do. Thanks again!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 25, 2018 12:11 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Maria,
It would be just helping to coordinate those two pieces so after your Monday meeting is totally fine. Thanks for getting back to me.

C

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

---

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 25, 2018 11:41 AM
To: Thistle-Walker, Carlene GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Carlene,

Sorry – yes, that should be doable. Do you need to have someone assigned immediately or can we have a name to you after our assignment meeting on Monday? Let me know and I can check in with Jarrett.

Thanks,

Maria

250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 25, 2018 8:37 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Good morning, just checking in on this. Is this something that GCPE events can assist with?

Thank you,
Carlene

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

---

From: Thistle-Walker, Carlene GCPE:EX
Sent: Monday, July 23, 2018 3:56 PM
To: GCPE Event Request GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX
Subject: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Maria,

Attached is an event proposal for an event that Minister Dix is participating in at noon on August 8 at St. Paul's Hospital. This is an event led by the health authorities (Providence Health Care and the Provincial Health Services Authority). They are wondering, seeing the minister is attending, if GCPE events would be able to help support the AV requirements and the procurement of a tent (the event will be held on the hospital's rooftop and as there will be heart transplant survivors in attendance, they would like to provide some shade in case the weather is very warm). We would not need anyone on the ground.

I am not sure if this is something your team can help with, but please let us know.

Thanks,
Carlene

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 12:26 PM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: Quick update - KPU event details

Categories: Red Category

So great!! Thanks a bunch.

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 12:05 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: Quick update - KPU event details

Hi Maria,

Just a quick couple things to update you on for KPU:

- I confirmed with Marlyn that the we'll be using the local veggie display – the produce is grown at Tsawwassen Farm, which is part of the same sustainable agriculture program at KPU.
- Marlyn confirmed greeters will be at the parking lot and will direct visitors to the farm site. She will also be there to direct the Minister to the lab when she arrives – her cell is 604-653-8226.
- Simon at KPU is also confirming he'll have the large pictures of the future chicken coop and lab equipment shots for display.
- We've also confirmed that Lekeyton, the Elder in Residence, will be able to do the blessing s.22 s.22

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 12:50 PM
To: 'george@viea.ca'
Subject: Premier's engagement at the 12th Economic Summit
Attachments: PREM Events Checklist - Fillable.pdf

Categories: Red Category

Hi George,

I'm working with the government events team that supports the Premier & Cabinet. I understand that the Premier will be addressing delegates to the 12th Economic Summit in Nanaimo on October 24th sometime between 7:30 and 8:30pm.

While we have lots of time in advance, we like to get a feel for what is required from us to support the Premier with this engagement and we're hoping you can supply some of that information. I've attached a template we use for this purpose. Would you please fill it out and return it to us? Some of it will not be relevant to your request but please try to complete it to the best of your ability.

Let me know if you have any questions!

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: July 25, 2018 12:52 PM
To: Badger, Joleen GCPE:EX
Subject: RE: CONFIRMING Re: Summit timings...

Categories: Red Category

OK! Done!

Maria
250.896.6823

From: Badger, Joleen GCPE:EX
Sent: July 25, 2018 10:03 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: CONFIRMING Re: Summit timings...

Yeah let's give it a try and just ask them to fill out the relevant portions.

Sent from my iPhone

On Jul 24, 2018, at 9:53 AM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Added. Do you want me to send them the PREM events template? Does it make sense to do so what with it being a video-conference situation?
>
> Thanks!
>
> Maria
> 250.896.6823
>
> ---
>
> **From:** Badger, Joleen GCPE:EX
> **Sent:** July 24, 2018 9:40 AM
> **To:** Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
> **Subject:** Fwd: CONFIRMING Re: Summit timings...
>
> Hey Maria,
>
> Can you please add this to the calendar?
>
> Thanks!
> Joleen
>
> Sent from my iPhone
>
> Begin forwarded message:

From: "OfficeofthePremier, Office PREM:EX" <Premier@gov.bc.ca>
Date: July 23, 2018 at 2:23:34 PM PDT
To: "'george@viea.ca'" <george@viea.ca>
Cc: "Badger, Joleen GCPE:EX" <Joleen.Badger@gov.bc.ca>
Subject: CONFIRMING Re: Summit timings...

Good afternoon,

Thank you for the email requesting an address from the Premier for the 12th Economic Summit in Nanaimo on October 24 - 25.

We are pleased to confirm that the Premier is able to address the delegates through video conference on Wednesday, October 24 with timing to be confirmed between 7:30 – 8:30 PM.

We appreciate the opportunity and look forward to working with you on this event. I have copied our team from Events Services and they will be in touch closer to the date of the Summit to make the necessary arrangements.

Kind regards,

Chris McLaren, Scheduling Officer
Office of the Premier
250-387-1806

From: george@viea.ca [mailto:george@viea.ca]
Sent: Tuesday, May 29, 2018 3:23 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Summit timings...
Hi Elizabeth,
Here are the plenary timings for October 24 and 25 in Nanaimo. From our perspective, the ideal times for the Premier to speak will be Dinner on the 24th or breakfast on the 25th.

- Opening Luncheon – noon, Wednesday, Oct. 24 (A speaker is already confirmed for this time but if necessary we can accommodate the Premier)
- Summit Dinner – 6:30pm, Wednesday, Oct. 24 (The Premier's presentation would begin around 7:30pm)
- Summit Breakfast – 7:30am, Thursday, Oct. 25 (The Premier's presentation would begin around 8:00am)
- Closing Luncheon – noon, Thursday, Oct. 25 (The Premier's presentation would begin around 12:45pm)

Thank you, Elizabeth. We understand that these are tight windows with the sitting legislature and we will do everything we can to facilitate the Premier's needs. We also understand that the Premier's office generally wishes for the Premier's itinerary to be kept confidential until relatively close to the actual appearance. Our team is well-schooled in all of this and it will be VERY helpful for us to know of the Premier's intentions as

far in advance as possible. The saves us the trouble of booking another speaker in case the Premier should not present at the Summit.
This will be the 12th annual Economic Summit and the BC Premier has always address our assembled audience. I'm attaching a link to last year's program for your convenience. http://viea.ca/wp-content/uploads/2017/11/2017-VIEA-Summit-Program-lo-res.pdf
Thank you.

<image003.png>

George Hanson | President
george@viea.ca

Vancouver Island Economic Alliance
P.O. Box 76, Station 'A', Nanaimo, BC, V9R 5K4
T 250-667-5225 | **www.viea.ca**

Building Alliances for Economic Vitality & Sustainability

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 12:55 PM
To: 'Mike Fuoco'
Subject: RE: Government event July 30th

Categories: Red Category

Hi again Mike,

I'm just asking about the tent sizes again and will let you know. Depending on how large they are, I'd want to have one tent for guests and one for the AV crew. However, there is the off chance that we'll want to put speakers under the tent so yes, it might be best to prepare for that by ensuring your crew has their own tent and bringing the proper equipment. With that said, I'll still confirm with you on the tent sizes.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 24, 2018 2:10 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

Thank you for the update on the dial in and tenting question.

Do you know how big the tent is that Kwantlen is setting up? Will our tech area be able to locate under it or should we just come prepared with our own smaller pop-up tent?

On the off chance should anyone decide that they want to move the podium under the tent we may need to look at providing a larger generator and lighting kit to help overcome the brighter natural outdoor light outside the tent.

Thanks again,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 24, 2018 11:33:52 AM
To: Mike Fuoco
Subject: RE: Government event July 30th

Hi Mike,

Thanks so much!

The call-in line will be taking questions.

When it comes to the podium, it depends on just how hot it is that day, but I'd prefer to have the podium outside of the tent/the tents reserved for guests rather than the speakers. I'd say that will be my most likely set-up.

I don't have a confirmation on invite numbers yet but they are thinking it will be well-attended. Perhaps 40-50 folks? I'll try to find out more for you.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 23, 2018 5:26 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

It's great to hear from you! Thank you for reaching out to us for this event next week. I have been in touch with our labour coordinator to block and secure a qualified technical crew for Monday.

Do you know what type of call in line is required for the event? Is it a listen only feed to listening media, or will their be questions coming to the podium from media on the phone bridge?

Will the podium be located outside the tent? Do you know how many people will be attending the event?

I think that's it for question for the moment.

Thanks again,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 23, 2018 4:41:02 PM
To: Mike Fuoco
Subject: Government event July 30th

Hi again Mike,

I'm coordinating an event with the Ministry of Jobs, Trade, & Technology again and we'll need everything for a standard podium announcement. No flags necessary & the venue is providing tents.

The event is set to take place on Monday, July 30th at 1:00pm at the Kwantlen Polytechnic campus in Richmond (8771 Lansdowne Rd). Well - it's actually taking place at their agricultural science farm just down the road (I've included a satellite image). There are sufficient gravel roads off Garden City Rd and Alderbridge Way for the AV trucks to come down that will lead right to the event site. I've asked our Kwantlen contacts for better driving instructions for your crew, if you are able to support. I'm also including images that I took of the event space and the road that drives up to the event space.

Considering its location, we will need a generator and the tech to allow for a media call-in line using cellular.

Let me know if you have any other questions or concerns.

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: July 25, 2018 4:22 PM
To: Badger, Joleen GCPE:EX
Subject: RE: Heads up: photographer request for ICBC rate design event (AG-88277)

Categories: Red Category

Thanks – updated in the cal.

Maria
250.896.6823

From: Badger, Joleen GCPE:EX
Sent: July 25, 2018 3:53 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Fwd: Heads up: photographer request for ICBC rate design event (AG-88277)

FYI

Sent from my iPhone

Begin forwarded message:

> **From:** "Craig, Don GCPE:EX" <Don.Craig@gov.bc.ca>
> **Date:** July 25, 2018 at 2:36:19 PM PDT
> **To:** "Badger, Joleen GCPE:EX" <Joleen.Badger@gov.bc.ca>
> **Subject: FW: Heads up: photographer request for ICBC rate design event (AG-88277)**
>
> New date and time…
>
> **DON CRAIG**
> Photographer
> Government Communications
> and Public Engagement
> M: 250 217-4223
> 4th floor, 617 Government Street, Victoria, BC V8W 9V1
>
> Government photos
> GCPE Portraits
>
> ---
>
> **From:** "Mandybura, Cadence GCPE:EX" <Cadence.Mandybura@gov.bc.ca>
> **Date:** Wednesday, July 25, 2018 at 2:31 PM
> **To:** "GCPE Photography Request GCPE:EX" <photorequest@gov.bc.ca>
> **Cc:** Don Craig <Don.Craig@gov.bc.ca>
> **Subject:** RE: Heads up: photographer request for ICBC rate design event (AG-88277)

Good afternoon – this event has now been moved to August 9 in the press theatre. Tech briefing at 12:30pm, press conference at 1:00pm. Could you advise if a photographer is available? Thank you!

Cadence

From: Hanuman, Heron GCPE:EX
Sent: Wednesday, July 18, 2018 3:10 PM
To: Mandybura, Cadence GCPE:EX
Cc: GCPE Photography Request GCPE:EX; Craig, Don GCPE:EX; Smith, Mat GCPE:EX
Subject: Re: Heads up: photographer request for ICBC rate design event (AG-88277)

Hi Cadence,

s.22 I've booked him to shoot it for you.

H

From: "Mandybura, Cadence GCPE:EX" <Cadence.Mandybura@gov.bc.ca>
Date: Wednesday, July 18, 2018 at 2:07 PM
To: "Hanuman, Heron GCPE:EX" <Heron.Hanuman@gov.bc.ca>
Subject: RE: Heads up: photographer request for ICBC rate design event (AG-88277)

Hi Heron! Update – we're looking at holding this event at 1:00pm on Thursday, July 26, in the press theatre. (Tech briefing will start at 12:15 or 12:30, but not sure if we usually take photos at tech briefings.)

Let me know if that's doable. Thanks!

Cadence

From: Hanuman, Heron GCPE:EX
Sent: Wednesday, July 11, 2018 1:11 PM
To: Mandybura, Cadence GCPE:EX
Subject: Re: Heads up: photographer request for ICBC rate design event (AG-88277)

Hi Cadence,

Do you have a date confirmed for this yet?

H

From: "Mandybura, Cadence GCPE:EX" <Cadence.Mandybura@gov.bc.ca>
Date: Monday, July 9, 2018 at 4:20 PM
To: "GCPE Photography Request GCPE:EX" <photorequest@gov.bc.ca>
Cc: "Duffus, Robert GCPE:EX" <Robert.Duffus@gov.bc.ca>
Subject: Heads up: photographer request for ICBC rate design event (AG-88277)

Hello!

Heads up that we'll be looking for a photographer for our upcoming announcement about ICBC rate design changes in Victoria (likely in the press theatre). This will be 20-30 minute press conference with Minister Eby and an ICBC rep speaking, following a 45-minute tech briefing (see AG-88277).

The event date isn't confirmed yet, but will likely be the 18th or later. s.22
s.22 so I'm cc'ing my manager, Rob, who will confirm the date once we know.

Thanks,

Cadence

Cadence Mandybura | Senior Public Affairs Officer
Ministry of Attorney General, Province of British Columbia
250 356-6305 (office) | 250 893-8513 (cell)
cadence.mandybura@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 4:22 PM
To: 'Simon Chiu'
Subject: RE: KPU event on July 30

Categories: Red Category

Thank you!

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 25, 2018 12:55 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: KPU event on July 30

Yes! I have two black 10x10 kpu tents that I'll be bringing

Cheers,
Simon

Sent from my iPhone

On Jul 25, 2018, at 12:51 PM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Hi again!
>
> Quick question: do you know how big the tents are that KPU has on hand?
>
> Thanks!
>
> Maria
> 250.896.6823
>
> ---
>
> **From:** Szabo, Maria GCPE:EX
> **Sent:** July 24, 2018 2:02 PM
> **To:** 'Simon Chiu' <simon.chiu@kpu.ca>
> **Subject:** RE: KPU event on July 30
>
> Perfect. That's great! Thank you again.
>
> Maria
> 250.896.6823
>
> ---
>
> **From:** Simon Chiu [mailto:simon.chiu@kpu.ca]
> **Sent:** July 24, 2018 1:55 PM

To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Hi again Maria!

Just heard back from Rebecca and simply said: *"The parks people have said it is all good."*
So I think we're good! Hope that's sufficient? Sorry this is so short an answer…(academics lol)

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Simon Chiu
Sent: Tuesday, July 24, 2018 12:21 PM
To: 'Szabo, Maria GCPE:EX' <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Not sure, but I'll find out for us! Stay tuned!

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 24, 2018 12:05 PM
To: Simon Chiu <simon.chiu@kpu.ca>
Subject: RE: KPU event on July 30

Amazing! Thank you. I'm wondering – did the City grant permission to use the parking space there? Just want to make sure!

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 24, 2018 12:03 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Great, thanks Maria!

Ok, here is a map with access directions.
I have attached a pdf and the power point, feel free to edit as you wish. Hope that works!

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 24, 2018 11:15 AM
To: Simon Chiu <simon.chiu@kpu.ca>
Subject: RE: KPU event on July 30

Thanks! I appreciate it. Also wanted to let you know that it looks like the comms team is in support of the produce stand. Will let you know if I hear differently.

Best,

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 24, 2018 10:05 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Ok awesome!
Sorry Maria, I haven't heard back from Rebecca just yet, re: those specific instructions for directions to the field, but will get something to you by the end of the day!
Let me know if anything comes out of the woodwork throughout!

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 24, 2018 9:45 AM
To: Simon Chiu <simon.chiu@kpu.ca>
Subject: RE: KPU event on July 30

Hi Simon,

Thanks so much!

Yup, the AV crew will still be bringing the generator for their own equipment so no worries.

That's great information on the food stand! Thank you. I'll pass it along to the Ministry comms team to make sure that's cool with them. If there's any problem, I'll let you know.

Talk soon!

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 23, 2018 3:54 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event on July 30

Hi Maria!

No problem, I will connect with her on that and get back to you!

Couple quick things:

- The generator – I know it's been decided to not bring down the lab equipment pieces and so we won't need the generator for that, but wondering for the AV team and for mics etc, you are still bringing that with you correct? Just making sure!
- For the market that Rebecca was going to set up, I can confirm that the veggies that they want to showcase on display there come from KPU's Tsawwaseen Farm School which is part of the same Sustainable Agricultural Food Systems program as that of the Garden City announcement (if that makes sense!). So although the veggies didn't grow from Richmond site, it did grow fromt eh same means but from our other lab. Hoping that is ok! Let me know if I'm making sense here!

Let me know if you need anything from me throughout!

Cheers,
Simon

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Monday, July 23, 2018 3:35 PM
To: Simon Chiu <simon.chiu@kpu.ca>
Subject: RE: KPU event on July 30

Hey Simon!

Thanks for this and great to hear from you on the call today.

Rebecca had mentioned getting driving instructions for the AV crew to get onto the field there at KPU. Would you be able to poke her for those so I can send them along with the AV order?

Thanks!

Maria
250.896.6823

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: July 20, 2018 3:19 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: KPU event on July 30

Hi Maria,

Just a quick note of thanks for coming out to Richmond yesterday!
Just thought to connect us here by email. Let me know if you have any questions or how I can help throughout.

Cheers,
Simon

<image001.jpg>

Simon Chiu
Confidential Assistant to the Vice President, External Affairs
Kwantlen Polytechnic University
t 604.599.2835 **c** 236.889.2636 **e** simon.chiu@kpu.ca
www.kpu.ca

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 9:26 AM
To: Dargie, Cathy GCPE:EX; Banfield, Elena GCPE:EX
Subject: RE: Can you please check RSVPs for me?

Categories: Red Category

Hi—

Nobody with the last name s.22 has RSVP'd. Hope that helps.

Maria
250.896.6823

From: Dargie, Cathy GCPE:EX
Sent: July 26, 2018 9:13 AM
To: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Can you please check RSVPs for me?

Thanks very much Elena and Maria.

Cathy

From: Banfield, Elena GCPE:EX
Sent: Thursday, July 26, 2018 9:04 AM
To: Dargie, Cathy GCPE:EX
Cc: Szabo, Maria GCPE:EX
Subject: Re: Can you please check RSVPs for me?

Hi Cathy,

Looping in Maria as she's tracking RSVP. Maria, can you check until Cathy's question below?

Thanks!
Elena

Elena Banfield | Event Coordinator
Government Communications and Public Engagement
604-842-0984 | elena.banfield@gov.bc.ca
Sent from my iPhone

On Jul 26, 2018, at 8:48 AM, Dargie, Cathy GCPE:EX <Cathy.Dargie@gov.bc.ca> wrote:

> Good morning, Elena;
>
> Can you please let me know if anyone with the surname s.22 has RSVPd for the event in Lytton?
> s.22

s.22
s.22 and some of the family members may not be able to attend that one.

Thanks so much,

Cathy Dargie
Public Affairs Officer
Tourism, Arts and Culture
8th Floor – 1810 Blanshard Street
Victoria, BC
Cell: 250-812-0507

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 10:18 AM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: Please send invitations out foor BC Artscape

Categories: Red Category

Yup, no problem. Sending it now!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 26, 2018 10:15 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Fwd: Please send invitations out foor BC Artscape

Hey Maria. Are you able to edit the RSVP info and get this invite out sometime before 12 today?

Let me know. Thank you!

Sent from my iPhone

Begin forwarded message:

> **From:** "Nesbitt, Rachel GCPE:EX" <Rachel.Nesbitt@gov.bc.ca>
> **Date:** July 26, 2018 at 10:12:27 AM PDT
> **To:** "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>
> **Cc:** "Jack, Carolyn GCPE:EX" <Carolyn.Jack@gov.bc.ca>
> **Subject: Please send invitations out foor BC Artscape**
>
> Hi Jarrett,
>
> We got word this morning that we are good to send the invitations out for the BC Artscape event. Please find attached latest invitation list and invitation.
>
> 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: 250 857-9046
> Email: Rachel.Nesbitt@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 11:02 AM
To: Patrick, Andrew GCPE:EX
Subject: RE: KPU event - invite list
Attachments: Itinerary - JTT - 26JULY18 - DRAFT.docx

Categories: Red Category

Was just looking at it. I just added the room # of the plant science lab. Otherwise, looks good to me. Thanks!

Also – holding off on the invitation as per your request.

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 26, 2018 10:58 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event - invite list

Great! And is that draft itinerary I sent earlier good to finalize? I just got a request from Shruti for final copy.

AP

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 10:57 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Great! Sending it out shortly.

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 26, 2018 10:55 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: RE: KPU event - invite list

Hi Maria,

Just got confirmation from AGRIC for the invitation. It's had some slight wording tweaks – I've attached the updated version here.

Invite list is good to go, too.

Cheers,
Andrew

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 9:58 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Great! Thanks. So just to confirm: is the invite I sent last ready to go out to this guest list? Or are we still waiting on final sign-off for both? Appreciate it!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 4:48 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: KPU event - invite list

Hi Maria,

We got additions to the invite list from AGRIC, so all is up-to-date now.

I've attached here.

Let me know if you have any questions.

Thanks,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 11:08 AM
To: Cascaden, Lori R GCPE:EX; Patrick, Andrew GCPE:EX
Subject: RE: KPU event - invite list

Categories: Red Category

Thanks. Sent!

Maria
250.896.6823

From: Cascaden, Lori R GCPE:EX
Sent: July 26, 2018 11:02 AM
To: Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event - invite list

Good to go now. I got my question clarified!

Thanks Maria!

From: Patrick, Andrew GCPE:EX
Sent: Thursday, July 26, 2018 10:59 AM
To: Szabo, Maria GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Hi Maria,

Can you hold off on sending out – we just want to confirm something on our end.

Thanks,
Andrew

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 10:57 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Great! Sending it out shortly.

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 26, 2018 10:55 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>

Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: RE: KPU event - invite list

Hi Maria,

Just got confirmation from AGRIC for the invitation. It's had some slight wording tweaks – I've attached the updated version here.

Invite list is good to go, too.

Cheers,
Andrew

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 9:58 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Great! Thanks. So just to confirm: is the invite I sent last ready to go out to this guest list? Or are we still waiting on final sign-off for both? Appreciate it!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 4:48 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: KPU event - invite list

Hi Maria,

We got additions to the invite list from AGRIC, so all is up-to-date now.

I've attached here.

Let me know if you have any questions.

Thanks,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 11:24 AM
To: 'Chris Bodnar'
Subject: RE: BC Government Event Invite - July 30th, 2018

Categories: Red Category

Hi Chris,

Sorry about the confusion. The event is on Monday, July 30th (the Monday is the 30th).

Thanks!

Maria

From: Chris Bodnar [mailto:chris@closetohomeorganics.com]
Sent: July 26, 2018 11:15 AM
To: Event RSVP PREM:EX <EventRSVP@gov.bc.ca>
Subject: Re: BC Government Event Invite - July 30th, 2018

Hello,

I would like to attend this event, and just want to confirm that the 30th is Tuesday, not Monday: can you please confirm that the event is on Tuesday, 30 July?

Chris Bodnar
604-897-1111

On Thu, Jul 26, 2018 at 11:08 AM, Event RSVP PREM:EX <EventRSVP@gov.bc.ca> wrote:

> Good morning,
>
> Please find attached an invitation from the Honourable Lana Popham, Minister of Agriculture, for an event in Richmond on Monday, July 30th. We look forward to your RSVP.
>
> Best,
>
> **Maria Szabo** | Events Assistant
>
> Government Communications and Public Engagement
>
> 250.896.6823 | maria.szabo@gov.bc.ca

--
Chris Bodnar
Close to Home Organics Ltd.
chris@closetohomeorganics.com
Phone: 604-897-1111
Web: http://closetohomeorganics.com/

Glen Valley Organic Farm
Twitter: @gvof
Facebook: http://www.facebook.com/glenvalley

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 11:28 AM
To: Patrick, Andrew GCPE:EX; Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Categories: Red Category

Yep, I just sent out an amended invitation to the list. s.22

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 26, 2018 11:26 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: RE: KPU event - invite list

Hi Maria,

Just realized the invite has the wrong day in the date – it should be Monday, July 30. Currently reads as Tuesday.

Apologies for not noticing earlier.

Andrew

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 11:08 AM
To: Cascaden, Lori R GCPE:EX; Patrick, Andrew GCPE:EX
Subject: RE: KPU event - invite list

Thanks. Sent!

Maria
250.896.6823

From: Cascaden, Lori R GCPE:EX
Sent: July 26, 2018 11:02 AM
To: Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>; Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: KPU event - invite list

Good to go now. I got my question clarified!

Thanks Maria!

From: Patrick, Andrew GCPE:EX
Sent: Thursday, July 26, 2018 10:59 AM
To: Szabo, Maria GCPE:EX

Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Hi Maria,

Can you hold off on sending out – we just want to confirm something on our end.

Thanks,
Andrew

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 10:57 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Great! Sending it out shortly.

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 26, 2018 10:55 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: RE: KPU event - invite list

Hi Maria,

Just got confirmation from AGRIC for the invitation. It's had some slight wording tweaks – I've attached the updated version here.

Invite list is good to go, too.

Cheers,
Andrew

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 9:58 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: KPU event - invite list

Great! Thanks. So just to confirm: is the invite I sent last ready to go out to this guest list? Or are we still waiting on final sign-off for both? Appreciate it!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 25, 2018 4:48 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>

Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: KPU event - invite list

Hi Maria,

We got additions to the invite list from AGRIC, so all is up-to-date now.

I've attached here.

Let me know if you have any questions.

Thanks,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 11:28 AM
To: 'Kita,Jason'
Cc: 'Simon Chiu'
Subject: RE: BC Government Event Invite - July 30th, 2018

Categories: Red Category

Thanks, Jason, for the heads up. You should have now received an updated invitation. So sorry for any confusion.

Maria
250.896.6823

From: Kita,Jason [mailto:JKita@richmond.ca]
Sent: July 26, 2018 11:19 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: 'Simon Chiu' <simon.chiu@kpu.ca>
Subject: FW: BC Government Event Invite - July 30th, 2018
Importance: High

Dear Maria,

Our Mayor received this invitation via email today but the date states "Tuesday, July 30th, 2018". I received confirmation that the event is on Monday, July 30th but I wanted to bring the error to your attention.

Best regards,
Jason

Jason Kita
Director, Corporate Programs Management Group
Deputy CAO's Office
City of Richmond
Office: 604.276.4091 | Cell: 778.233.0660
jkita@richmond.ca

From: "Event RSVP PREM:EX" <EventRSVP@gov.bc.ca>
Date: July 26, 2018 at 11:08:06 AM PDT
To: "Event RSVP PREM:EX" <EventRSVP@gov.bc.ca>
Subject: BC Government Event Invite - July 30th, 2018

Good morning,

Please find attached an invitation from the Honourable Lana Popham, Minister of Agriculture, for an event in Richmond on Monday, July 30th. We look forward to your RSVP.

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: July 26, 2018 11:40 AM
To: 'Mark.MLA, Melanie'
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: RE: Announcement Regarding BC Artscape RSVP

Categories: Red Category

Hi Carven,

Jarrett Hagglund will be the Event Coordinator on site on Sunday. He can be reached at 604-817-1458.

Unfortunately I don't know if there will be instant interpretation, but I will cc Jarrett here so that you can reach out to him for that information. Sorry about that!

Thanks,

Maria
250.896.682

From: Mark.MLA, Melanie [mailto:Melanie.Mark.MLA@leg.bc.ca]
Sent: July 26, 2018 11:20 AM
To: Event RSVP PREM:EX <EventRSVP@gov.bc.ca>
Subject: RE: Announcement Regarding BC Artscape RSVP

Also, do you know if there will be instant interpretation in Cantonese?

Carven Li | Constituency Assistant |Hon. Melanie Mark (馬蘭妮), MLA Vancouver-Mount Pleasant 溫哥華-快樂山省議員
Phone 電話: 604-660-0707| 1070-1641 Commercial Drive V5L 3Y3
1070-1641 金馬素街 (和東一街)
www.MelanieMarkMLA.ca | Like Melanie on Facebook! | Follow Melanie on Twitter!
Read our most recent 2018 Spring Round-up newsletter!
To subscribe to our newsletter, click here!
bcgeu

From: Mark.MLA, Melanie
Sent: Thursday, July 26, 2018 11:06 AM
To: RSVP, EVENT PREM:EX <EventRSVP@gov.bc.ca>
Subject: RE: Announcement Regarding BC Artscape RSVP

Hi there,

Can I get the cell phone number for the key contact on the day of? Thanks!

Carven Li | Constituency Assistant |Hon. Melanie Mark (馬蘭妮), MLA Vancouver-Mount Pleasant 溫哥華-快樂山省議員
Phone 電話: 604-660-0707| 1070-1641 Commercial Drive V5L 3Y3
1070-1641 金馬素街 (和東一街)
www.MelanieMarkMLA.ca | Like Melanie on Facebook! | Follow Melanie on Twitter!
Read our most recent 2018 Spring Round-up newsletter!
To subscribe to our newsletter, click here!

From: Mark.MLA, Melanie
Sent: Thursday, July 26, 2018 10:57 AM
To: RSVP, EVENT PREM:EX <EventRSVP@gov.bc.ca>
Subject: Announcement Regarding BC Artscape RSVP

Good Morning,

The Honorable Melanie Mark, MLA Vancouver- Mount Pleasant and Minister for Advanced Education Skills and Training will be attend the announcement on July 29th, 2018 regarding BC Artscape. She will have her constituency assistant Carven Li with her as well.

Best Wishes,
Lisa Harrington | Constituency Assistant | Hon. Melanie Mark, MLA Vancouver-Mount Pleasant
P: 604-660-0707 | F: 604-398-3711 | 1070-1641 Commercial Drive V5L 3Y3
www.MelanieMarkMLA.ca | Like Melanie on Facebook! | Follow Melanie on Twitter!

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 11:44 AM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: Mayor confirmed to speak at KPU event

Categories: Red Category

Thank you!!

Maria
250.896.6823

From: Patrick, Andrew GCPE:EX
Sent: July 26, 2018 9:55 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: Mayor confirmed to speak at KPU event

Hi Maria,

Just confirmed that Mayor Malcolm Brodie will speak at the event. He will go where Min. Mark was previously in the speaking order for three mins.

I've attached an updated itinerary here. Looking forward to chatting further later on our call.

Cheers,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 26, 2018 11:46 AM
To: Brandt, Charisma L GCPE:EX
Subject: RE: Lytton travel - for approval

Categories: Red Category

Hey Charisma,

Just wanted to check that everything is underway for our travel to Lytton tomorrow. Let me know if you're having any problems!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 3:26 PM
To: Brandt, Charisma L GCPE:EX <Charisma.Brandt@gov.bc.ca>
Subject: RE: Lytton travel - for approval

Totally would help. ☺ OK, Elena is good with leaving from the office so somewhere close by would be awesome. Thanks again!

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 25, 2018 2:52 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Lytton travel - for approval

Ok great, just let me know when you have an idea, I just thought since she has a card it would be better than having you be personally out of pocket.

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 25, 2018 2:49 PM
To: Brandt, Charisma L GCPE:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: Lytton travel - for approval

Hey, so sorry, I'm just trying to sort out what makes the most sense with Elena since she'll have to be with me to pick up the rental in order to put the hold on her travel card. Will get back to you ASAP on where to pick up the car but I think regardless of location, I'd be aiming to pick the vehicle up around 12 noon?

Thank you!!

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 25, 2018 9:36 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: RE: Lytton travel - for approval

Great, what time would you like to pick up the vehicle and where? I usually start at the Pan Pacific and work my way out but if there's a more convenient location that's fine as well.

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 24, 2018 11:47 AM
To: Brandt, Charisma L GCPE:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: Lytton travel - for approval

Cool. Thanks for this! I think Elena and I agreed upor s.15 if you can get us both rooms there. Let us know.

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 24, 2018 11:34 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: RE: Lytton travel - for approval

Thanks, I think this is probably more generous than needed, but it's fine. s.15
s.15 . Do you ladies want to check these out and let me know what you think?
s.15

I think s.15 might be the best bet s.15

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 24, 2018 11:03 AM

To: Brandt, Charisma L GCPE:EX
Cc: Banfield, Elena GCPE:EX
Subject: FW: Lytton travel - for approval

Here you go, Charisma. Please let me know if you think the travel will amount to more than what I've listed; I wasn't entirely sure about the estimates.

Thanks!

Maria
250.896.6823

From: Devereux, Rick GCPE:EX
Sent: July 24, 2018 10:51 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: Re: Lytton travel - for approval

This is approved thanks.

On Jul 24, 2018, at 10:21 AM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Hi Rick,
>
> I'm requesting travel for Elena and I to support the event in Lytton on Saturday.
>
> - Date and duration of travel: Friday, July 27th – Saturday, July 28th (1 night)
> - Destination: Lytton
> - Purpose of travel: Support for Saturday morning TAC event in Lytton
> - Expected expenses:
>   - Car rental/gas: $250
>   - Accommodation: Two rooms - $260
>   - Meals: $117
>
> Let me know if you have any questions.
>
> 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: July 26, 2018 3:40 PM
To: Robb, Katie GCPE:EX; Holmwood, Jen PREM:EX; Sherlock, Stephanie GCPE:EX
Subject: Audio Recording - CBA Technical Briefing, Jul 26th
Attachments: CBA Technical Briefing 7.26.18.MP3

Categories: Red Category

Hi all,

Here's the audio recording from today's technical briefing on the CBA in Vancouver.

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: July 26, 2018 4:21 PM
To: Brandt, Charisma L GCPE:EX
Subject: RE: Lytton travel - for approval

Categories: Red Category

Perfect – thanks again!

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 26, 2018 4:11 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Lytton travel - for approval

I booked it for noon but you can call if you need to arrange another time that works better. 604-635-3535. I also have it booked till Sunday in case you don't make it back in time Saturday.

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 4:08 PM
To: Brandt, Charisma L GCPE:EX
Cc: Banfield, Elena GCPE:EX
Subject: RE: Lytton travel - for approval

Amazing! Thank you so much. Did they say what time I can pick up the vehicle tomorrow?

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 26, 2018 2:53 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: RE: Lytton travel - for approval

Hi Maria and Elena, everything is arranged for you. The car is available at Hertz, 7319 King George Blvd. in Surrey. Neither place uses confirmation numbers so please be sure that all charges match below (before taxes).

A few notes on the rental vehicle; don't accept any extra insurance, it's all covered by the agreements we have in place. DO fill the tank before you drop the vehicle off to avoid surcharges from the vendor. I've attached the BC Gov car rental guide for your reference in case of accident.

Please keep all receipts except for your meals which are covered by the per diem rates.

HOTEL	CHECK IN	CHECK OUT	CONFIRMATION	PRICE/DAY	DAYS	TOTAL PRICE	
s.15	July 27	July 28	N/A	65	1	65	X 2 rooms under Elena's name.
Car rental:	PICK UP	DROP OFF	CONFIRMATION	PRICE/DAY	DAYS		
Hertz	July 27	July 29	N/A	38.00	2	76	Full size car

Safe travels, please let me know if you need anything else.

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 11:46 AM
To: Brandt, Charisma L GCPE:EX
Subject: RE: Lytton travel - for approval

Hey Charisma,

Just wanted to check that everything is underway for our travel to Lytton tomorrow. Let me know if you're having any problems!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 3:26 PM
To: Brandt, Charisma L GCPE:EX <Charisma.Brandt@gov.bc.ca>
Subject: RE: Lytton travel - for approval

Totally would help. ☺ OK, Elena is good with leaving from the office so somewhere close by would be awesome. Thanks again!

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 25, 2018 2:52 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Lytton travel - for approval

Ok great, just let me know when you have an idea, I just thought since she has a card it would be better than having you be personally out of pocket.

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 25, 2018 2:49 PM
To: Brandt, Charisma L GCPE:EX

Cc: Banfield, Elena GCPE:EX
Subject: RE: Lytton travel - for approval

Hey, so sorry, I'm just trying to sort out what makes the most sense with Elena since she'll have to be with me to pick up the rental in order to put the hold on her travel card. Will get back to you ASAP on where to pick up the car but I think regardless of location, I'd be aiming to pick the vehicle up around 12 noon?

Thank you!!

Maria
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From: Brandt, Charisma L GCPE:EX
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To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
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Subject: RE: Lytton travel - for approval

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Sent: July 24, 2018 11:34 AM
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Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: RE: Lytton travel - for approval

Thanks, I think this is probably more generous than needed, but it's fine s.15
s.15 Do you ladies want to check these out and let me know what you think?

s.15

I think s.15 might be the best bet s.15

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Tuesday, July 24, 2018 11:03 AM
To: Brandt, Charisma L GCPE:EX
Cc: Banfield, Elena GCPE:EX
Subject: FW: Lytton travel - for approval

Here you go, Charisma. Please let me know if you think the travel will amount to more than what I've listed; I wasn't entirely sure about the estimates.

Thanks!

Maria
250.896.6823

From: Devereux, Rick GCPE:EX
Sent: July 24, 2018 10:51 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: Re: Lytton travel - for approval

This is approved thanks.

On Jul 24, 2018, at 10:21 AM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Hi Rick,
>
> I'm requesting travel for Elena and I to support the event in Lytton on Saturday.
>
> - Date and duration of travel: Friday, July 27th – Saturday, July 28th (1 night)
> - Destination: Lytton
> - Purpose of travel: Support for Saturday morning TAC event in Lytton
> - Expected expenses:
>   - Car rental/gas: $250
>   - Accommodation: Two rooms - $260
>   - Meals: $117
>
> Let me know if you have any questions.
>
> 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: July 26, 2018 4:29 PM
To: Behrens, Marlene GCPE:EX
Subject: RE: Invitation to send

Categories: Red Category

Sent!

Maria
250.896.6823

From: Behrens, Marlene GCPE:EX
Sent: July 26, 2018 3:24 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Invitation to send

Hi,

Can you please send the attached invite to the attached GL?

Both are saved in the folder for the event as well- s.15
s.15

Thanks,

Marlene Behrens | Event Coordinator
Government Communications and Public Engagement
778-584-1253 | Marlene.Behrens@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 27, 2018 9:30 AM
To: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: Updated BC Artscape RSVP List
Attachments: Guest List BC Artscape July 29.xls

Categories: Red Category

Hi Jarrett,

As mentioned, the guest list is saved and being updated in the shared folder but I've attached the newest version here for convenience. It looks like we've received about 26 RSVPs at this point.

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: July 27, 2018 9:34 AM
To: Yung, Philip TAC:EX; Dargie, Cathy GCPE:EX
Cc: Jack, Carolyn GCPE:EX; Elena GCPE:EX Banfield (Elena.Banfield@gov.bc.ca)
Subject: RE: RSVPs Lytton event
Attachments: Guest List - Regional Plaques - Lytton- July 28.xls

Categories: Red Category

Hi all,

So sorry to forget about the end of day update yesterday. Here's an updated guest list, although not much as changed; we lost one and I heard from another about not being able to attend.

Thanks,

Maria
250.896.6823

From: Yung, Philip TAC:EX
Sent: July 26, 2018 12:59 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Dargie, Cathy GCPE:EX <Cathy.Dargie@gov.bc.ca>
Cc: Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>
Subject: RE: RSVPs Lytton event

Thanks Maria, much appreciated.

Philip

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 12:52 PM
To: Yung, Philip TAC:EX; Dargie, Cathy GCPE:EX
Cc: Jack, Carolyn GCPE:EX
Subject: RE: RSVPs Lytton event

Sure, I can provide an update again before I leave today. I'm attaching the guest list here so you can have the names, Philip.

Maria
250.896.6823

From: Yung, Philip TAC:EX
Sent: July 26, 2018 12:37 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Dargie, Cathy GCPE:EX <Cathy.Dargie@gov.bc.ca>
Cc: Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>
Subject: RE: RSVPs Lytton event

Thanks Cathy and Maria. Can you please send me the 15 names?

Philip

From: Szabo, Maria GCPE:EX
Sent: Thursday, July 26, 2018 12:36 PM
To: Dargie, Cathy GCPE:EX
Cc: Jack, Carolyn GCPE:EX; Yung, Philip TAC:EX
Subject: Re: RSVPs Lytton event

Sorry about that! There are about 15 RSVPs so far.

Sent from my iPhone

On Jul 26, 2018, at 12:31 PM, Dargie, Cathy GCPE:EX <Cathy.Dargie@gov.bc.ca> wrote:

> Hi Maria;
>
> Can you please let Philip know (and cc me) how many RSVPs we have so far re: the Lytton event for Saturday? Thanks very much!
>
> Cathy Dargie
> Public Affairs Officer
> Tourism, Arts and Culture
> 8th Floor – 1810 Blanshard Street
> Victoria, BC
> Cell: 250-812-0507

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 27, 2018 9:40 AM
To: Cascaden, Lori R GCPE:EX; Patrick, Andrew GCPE:EX
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: July 30th Event RSVPs
Attachments: Guest List - July 30 2018.xls

Categories: Red Category

Hi team,

As a heads up, s.22 . If anything comes up, I will get back to you as soon as I can.

For now, here's an updated guest list for the event on Monday with RSVPs included for your information.

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: July 27, 2018 9:52 AM
To: Cascaden, Lori R GCPE:EX
Cc: Patrick, Andrew GCPE:EX
Subject: RE: For approval - MA/JTT - FW: DRAFT: MEDIA ADVISORY – Ministry of Jobs, Trade and Technology – Richmond; teleconference

Categories: Red Category

Hi Lori - this looks good on my end. Thanks!

Maria
250.896.6823

-----Original Message-----
From: Cascaden, Lori R GCPE:EX
Sent: July 26, 2018 4:29 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>
Subject: FW: For approval - MA/JTT - FW: DRAFT: MEDIA ADVISORY – Ministry of Jobs, Trade and Technology – Richmond; teleconference

Maria -- can you lay eyes on this for us too. We will look at with fresh eyes in the morning.

Thanks,

Lori

-----Original Message-----
From: McKill, Colin GCPE:EX
Sent: Thursday, July 26, 2018 4:24 PM
To: Patrick, Andrew GCPE:EX
Cc: Cascaden, Lori R GCPE:EX; Spencer, Brad GCPE:EX; McRae, Meghan GCPE:EX; GCPE Editorial Services
Subject: For approval - MA/JTT - FW: DRAFT: MEDIA ADVISORY – Ministry of Jobs, Trade and Technology – Richmond; teleconference

Hello Andrew,

The draft copy of tomorrow's media advisory is attached. On approval, we'll have it out provincewide at 1:10 p.m. (advisories going at 10 or 40 past the hour).

Thank you,

Colin McKill
250 893-0294

-----Original Message-----
From: McKill, Colin GCPE:EX [mailto:Colin.McKill@gov.bc.ca]

Sent: Thursday, July 26, 2018 4:23 PM
To: McKill, Colin GCPE:EX
Subject: DRAFT: MEDIA ADVISORY – Ministry of Jobs, Trade and Technology – Richmond; teleconference

Please refer to the files attached to this email. The following is the summary of the News Release

News ID: Not Approved
NR Type: Media Advisory
State: Planned
Planned Release Date: July 27, 2018 at 1:10 pm
Media Distribution Lists: 064.0 - Richmond, ETHALL_ALL ETHNIC, LEGIS_PRESS GALLERY, MEDIA, MINIS2, PROVI_PROVINCE WIDE
No Lead Organization
Headline: MEDIA ADVISORY – Ministry of Jobs, Trade and Technology – Richmond; teleconference

This email was auto-generated.

July 27, 2018

Ministry of Jobs, Trade and Technology

MEDIA ADVISORY

RICHMOND - Media are invited to join Lana Popham, Minister of Agriculture, along with Malcolm Brodie, mayor of Richmond, and representatives of Kwantlen Polytechnic University, for an announcement regarding support for new research that will help boost sustainable agri-food production in B.C.

After the event, media are invited for a tour of the facilities related to the announcement.

Event date: Monday, July 30, 2018

Time: 1 p.m. (Pacific time)

Location:
Kwantlen Polytechnic University - Richmond campus Garden City Lands Research Farm
8771 Lansdowne Rd.
Richmond

Media unable to attend in person may dial in to listen to the event via teleconference, followed by a Q&A.

Dial-in information:
From Greater Vancouver: 604 681-0260
From elsewhere in Canada and the U.S., toll-free: 1 877 353-9184 Participant pass code: 31574#

Parking is available onsite. For more information visit: http://www.kpu.ca/campuses/richmond/campus-maps

To access event site from campus, walk east on Lansdowne Road and cross Garden City Road to the research farm.

Contact:

Media Relations
Ministry of Jobs, Trade and Technology
250 889-1121

Connect with the Province of B.C. at: http://news.gov.bc.ca/connect

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 27, 2018 10:12 AM
To: 'Carol Newsom'; Lenora
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: 2018 UBCM Convention Summary Notes - Meeting ID # 306

Categories: Red Category

That's wonderful. Thank you!

Maria
250.896.6823

From: Carol Newsom [mailto:CNewsom@gochetwynd.com]
Sent: July 26, 2018 3:20 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Lenora <lwilfur@gochetwynd.com>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: 2018 UBCM Convention Summary Notes - Meeting ID # 306

Background:
s.16

Thank you.

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July-24-18 5:12 PM
To: Lenora
Cc: Carol Newsom; Union of BC Municipalities Meetings PREM:EX
Subject: RE: 2018 UBCM Convention Summary Notes - Meeting ID # 306

Hi Lenora,

Thanks very much for this and the summary note for meeting #305. I will just have to ask that you provide some background as to why Chetwynd is making this request of the Ministers. This will help Ministry staff prepare for the meeting.

Thank you,

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

From: Lenora [mailto:lwilfur@gochetwynd.com]
Sent: July 13, 2018 4:00 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Cc: Carol Newsom <CNewsom@gochetwynd.com>
Subject: 2018 UBCM Convention Summary Notes - Meeting ID # 306

Attached is the District of Chetwynd completed summary notes for meeting #306 at the 2018 UBCM Convention.

Thank you,

Lenora Wilfur
Administrative Assistant
District of Chetwynd
250-401-4109

This message and any accompanying attachments may contain confidential information intended only for the use of the individual(s) named above. Any disclosure, distribution or other use of this information by persons other than the intended recipient(s) is prohibited. If you have received this message in error, please contact the sender and delete all copies immediately. Thank you.
This message and any accompanying attachments may contain confidential information intended only for the use of the individual(s) named above. Any disclosure, distribution or other use of this information by persons other than the intended recipient(s) is prohibited. If you have received this message in error, please contact the sender and delete all copies immediately. Thank you.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 27, 2018 10:15 AM
To: 'Rachel Parker'
Subject: RE: Village of Cumberland UBCM meeting requests

Categories: Red Category

Hi Rachel,

No worries! It happens. Thanks very much for these.

Best,

Maria
250.896.6823

From: Rachel Parker [mailto:rparker@cumberland.ca]
Sent: July 27, 2018 9:42 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Village of Cumberland UBCM meeting requests

Hi Maria,
Thank you for sending me the form. I'm thinking that the form was not the issue and it was operator error!
Anyhow, I've managed to complete the forms for 3 or 4 meeting requests, which are attached. I'll send our fourth over in the next couple of weeks.
Thanks again,
Rachel

Rachel Parker, Deputy Corporate Officer
Village of Cumberland
2673 Dunsmuir Avenue, PO Box 340
Cumberland, BC V0R 1S0
250-336-2291

This transmission (including any attachments) may contain confidential information, privileged material (including material protected by the FOI act or other applicable privileges), or constitute non-public information. Any use of this information by anyone other than the intended recipient is prohibited. If you have received this transmission in error, please immediately reply to the sender and delete this information from your system. Use, dissemination, distribution, or reproduction of this transmission by unintended recipients is not authorized and may be unlawful.

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Tuesday, July 24, 2018 4:22 PM
To: Rachel Parker <rparker@cumberland.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Village of Cumberland UBCM meeting requests

Hi Rachel,

Thank you for your wonderful briefing notes for the meeting requests. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #351, 366, and 367 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for Cumberland.

Thank you for your cooperation!

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

From: Rachel Parker [mailto:rparker@cumberland.ca]
Sent: July 20, 2018 12:46 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Cc: Fraser.MLA, Scott LASS:EX <Scott.Fraser.MLA@leg.bc.ca>
Subject: Village of Cumberland UBCM meeting requests

Hello UBCM meetings coordinator,
I've attached briefing notes for meeting requests 351, 366, and 367.
Thank you,
Rachel

Rachel Parker, Deputy Corporate Officer
Village of Cumberland
2673 Dunsmuir Avenue, PO Box 340
Cumberland, BC V0R 1S0
250-336-2291

This transmission (including any attachments) may contain confidential information, privileged material (including material protected by the FOI act or other applicable privileges), or constitute non-public information. Any use of this information by anyone other than the intended recipient is prohibited. If you have received this transmission in error, please immediately reply to the sender and delete this information from your system. Use, dissemination, distribution, or reproduction of this transmission by unintended recipients is not authorized and may be unlawful.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 27, 2018 10:41 AM
To: Tsang, Robin FIN:EX
Subject: RE: UBCM

Categories: Red Category

Hi Robin,

Sorry, Marlene is on top of the travel and I haven't been quite involved. As far as I know, I don't have a hotel yet but I believe Marlene has a block on rooms at the s.15 I should have a lot more time after Monday to get all of this sorted.

Apologies and thanks for following up!

Maria
250.896.6823

-----Original Message-----
From: Tsang, Robin FIN:EX
Sent: July 27, 2018 10:37 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM

Morning Maria:

Have you booked your accommodation for UBCM? Which hotel?

Thanks,
Robin

-----Original Message-----
From: Tsang, Robin FIN:EX
Sent: July 20, 2018 11:39 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM

Totally understand Maria with the new job!

Our team (PREM tech) provides IT support to the Gov't Senior Executives, i.e. the Premier & Ministers and their staff, in UBCM every year. Last time, it was at s.15 . We still need to confirm and secure our accommodation for this year.

David has been trying to contact Marlene as well but hasn't heard back.

Thanks,
Robin

-----Original Message-----
From: Szabo, Maria GCPE:EX
Sent: July 19, 2018 4:04 PM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Subject: Re: UBCM

Hi Robin - s.22 I haven't been able to speak to Marlene about the this yet and she's the one who will know more. I'm almost back in the office and I will find out more info for you ASAP.

Thanks!

Maria

Sent from my iPhone

> On Jul 19, 2018, at 3:31 PM, Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca> wrote:
>
> Hi Maria:
>
> Hope you are doing well. Is there a good time I can call you to chat about UBCM support?
>
> I called you and left a message. Or you can call me anytime, 250-508-0872.
>
> Thanks,
> Robin

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 27, 2018 12:15 PM
To: Brandt, Charisma L GCPE:EX
Subject: Re: Lytton travel - for approval

Categories: Red Category

It should be fine! I'll go to that address. Thank you .s.22

Sent from my iPhone

> On Jul 27, 2018, at 12:08 PM, Brandt, Charisma L GCPE:EX <Charisma.Brandt@gov.bc.ca> wrote:
>
> Hi Maria, I confirmed the address with the lady on the phone when I made the reservation, maybe they're a subsidiary of Hertz? Did you get it sorted?
>
> Cheers,
> Charisma
> _____
> From: Szabo, Maria GCPE:EX
> Sent: Friday, July 27, 2018 10:40 AM
> To: Brandt, Charisma L GCPE:EX
> Subject: RE: Lytton travel - for approval
>
> Hi again Charisma,
>
> I just noticed that the Hertz is located at 13409 72 Ave, but there is a Dollar Rent-A-Car at 7319 King George so I wanted to confirm which one I should be going to!
>
> Thank you,
>
> Maria
> 250.896.6823
>
> From: Brandt, Charisma L GCPE:EX
> Sent: July 26, 2018 2:53 PM
> To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
> Subject: RE: Lytton travel - for approval
>
> Hi Maria and Elena, everything is arranged for you. The car is available at Hertz, 7319 King George Blvd. in Surrey. Neither place uses confirmation numbers so please be sure that all charges match below (before taxes).
>
> A few notes on the rental vehicle; don't accept any extra insurance, it's all covered by the agreements we have in place. DO fill the tank before you drop the vehicle off to avoid surcharges from the vendor. I've attached the BC Gov car rental guide for your reference in case of accident.
>
> Please keep all receipts except for your meals which are covered by the per diem rates.
>

> HOTEL
>
> CHECK IN
>
> CHECK OUT
>
> CONFIRMATION
>
> PRICE/DAY
>
> DAYS
>
> TOTAL PRICE
>
>
>
s.15
>
> July 27
>
> July 28
>
> N/A
>
> 65
>
> 1
>
> 65
>
> X 2 rooms under Elena’s name.
>
> Car rental:
>
> PICK UP
>
> DROP OFF
>
> CONFIRMATION
>
> PRICE/DAY
>
> DAYS
>
>
>
>
>
> Hertz
>
> July 27
>

> July 29
>
> N/A
>
> 38.00
>
> 2
>
> 76
>
> Full size car
>
>
> Safe travels, please let me know if you need anything else.
>
> Best regards,
> Charisma Brandt
>
> From: Szabo, Maria GCPE:EX
> Sent: Thursday, July 26, 2018 11:46 AM
> To: Brandt, Charisma L GCPE:EX
> Subject: RE: Lytton travel - for approval
>
> Hey Charisma,
>
> Just wanted to check that everything is underway for our travel to Lytton tomorrow. Let me know if you're having any problems!
>
> Thanks,
>
> Maria
> 250.896.6823
>
> From: Szabo, Maria GCPE:EX
> Sent: July 25, 2018 3:26 PM
> To: Brandt, Charisma L GCPE:EX <Charisma.Brandt@gov.bc.ca<mailto:Charisma.Brandt@gov.bc.ca>>
> Subject: RE: Lytton travel - for approval
>
> Totally would help. 😊 OK, Elena is good with leaving from the office so somewhere close by would be awesome. Thanks again!
>
> Maria
> 250.896.6823
>
> From: Brandt, Charisma L GCPE:EX
> Sent: July 25, 2018 2:52 PM
> To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca<mailto:Maria.Szabo@gov.bc.ca>>
> Subject: RE: Lytton travel - for approval
>
> Ok great, just let me know when you have an idea, I just thought since she has a card it would be better than having you be personally out of pocket.
>

> Best regards,
> Charisma Brandt
>
> From: Szabo, Maria GCPE:EX
> Sent: Wednesday, July 25, 2018 2:49 PM
> To: Brandt, Charisma L GCPE:EX
> Cc: Banfield, Elena GCPE:EX
> Subject: RE: Lytton travel - for approval
>
> Hey, so sorry, I'm just trying to sort out what makes the most sense with Elena since she'll have to be with me to pick up the rental in order to put the hold on her travel card. Will get back to you ASAP on where to pick up the car but I think regardless of location, I'd be aiming to pick the vehicle up around 12 noon?
>
> Thank you!!
>
> Maria
> 250.896.6823
>
> From: Brandt, Charisma L GCPE:EX
> Sent: July 25, 2018 9:36 AM
> To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca<mailto:Maria.Szabo@gov.bc.ca>>
> Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca<mailto:Elena.Banfield@gov.bc.ca>>
> Subject: RE: Lytton travel - for approval
>
> Great, what time would you like to pick up the vehicle and where? I usually start at the Pan Pacific and work my way out but if there's a more convenient location that's fine as well.
>
> Best regards,
> Charisma Brandt
>
> From: Szabo, Maria GCPE:EX
> Sent: Tuesday, July 24, 2018 11:47 AM
> To: Brandt, Charisma L GCPE:EX
> Cc: Banfield, Elena GCPE:EX
> Subject: RE: Lytton travel - for approval
>
> Cool. Thanks for this! I think Elena and I agreed upon s.15 if you can get us both rooms there. Let us know.
>
> Maria
> 250.896.6823
>
> From: Brandt, Charisma L GCPE:EX
> Sent: July 24, 2018 11:34 AM
> To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca<mailto:Maria.Szabo@gov.bc.ca>>
> Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca<mailto:Elena.Banfield@gov.bc.ca>>
> Subject: RE: Lytton travel - for approval
>
> Thanks, I think this is probably more generous than needed, but it's fine. s.15

s.15 Do you ladies want to check these out and let me know what you think?
s.15

>
> I think s.15 might be the best bet. s.15
>
> Best regards,
> Charisma Brandt
>
> From: Szabo, Maria GCPE:EX
> Sent: Tuesday, July 24, 2018 11:03 AM
> To: Brandt, Charisma L GCPE:EX
> Cc: Banfield, Elena GCPE:EX
> Subject: FW: Lytton travel - for approval
>
> Here you go, Charisma. Please let me know if you think the travel will amount to more than what I've listed; I wasn't entirely sure about the estimates.
>
> Thanks!
>
> Maria
> 250.896.6823
>
> From: Devereux, Rick GCPE:EX
> Sent: July 24, 2018 10:51 AM
> To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca<mailto:Maria.Szabo@gov.bc.ca>>
> Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca<mailto:Elena.Banfield@gov.bc.ca>>
> Subject: Re: Lytton travel - for approval
>
> This is approved thanks.
>
> On Jul 24, 2018, at 10:21 AM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca<mailto:Maria.Szabo@gov.bc.ca>> wrote:
> Hi Rick,
>
> I'm requesting travel for Elena and I to support the event in Lytton on Saturday.
>
>
> • Date and duration of travel: Friday, July 27th – Saturday, July 28th (1 night)
>
> • Destination: Lytton
>
> • Purpose of travel: Support for Saturday morning TAC event in Lytton
>
> • Expected expenses:
>
> • Car rental/gas: $250
>
> • Accommodation: Two rooms - $260
>

> • Meals: $117
>
> Let me know if you have any questions.
>
> Thanks,
>
> Maria Szabo | Events Assistant
> Government Communications and Public Engagement
> 250.896.6823 | maria.szabo@gov.bc.ca<mailto:maria.szabo@gov.bc.ca>
>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 27, 2018 12:58 PM
To: Behrens, Marlene GCPE:EX
Subject: RE: One additional name - guest list

Categories: Red Category

Sent!

Maria
250.896.6823

From: Behrens, Marlene GCPE:EX
Sent: July 27, 2018 12:48 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: One additional name - guest list

Are you able to send? Or are you on the road and not able?

Let me know and I can take care of it this afternoon when I`m back at my desk.

Thanks,
M

From: Lindstein, Sarah GCPE:EX
Sent: Friday, July 27, 2018 12:09 PM
To: Behrens, Marlene GCPE:EX
Cc: Thistle-Walker, Carlene GCPE:EX
Subject: FW: One additional name - guest list

Hi Marlene- if it`s not too late to send an invite to this one last person? Thank you!

Sarah Lindstein
Public Affairs Officer, BC Ministry of Health
Desk: 250-952-2462
Cell: 778-678-6447
Sarah.Lindstein@gov.bc.ca

From: Blackwell, Jacqueline [mailto:Jacqueline.Blackwell@fraserhealth.ca]
Sent: Friday, July 27, 2018 11:26 AM
To: Lindstein, Sarah GCPE:EX
Cc: Thistle-Walker, Carlene GCPE:EX
Subject: One additional name - guest list

Hi Sarah,

s.22 the site just sent over another additional name for the guest list, if it isn't too late (sorry…).

Her name is Chris Windle (Director, Clinical Operations at RCH) – chris.windle@fraserhealth.ca

Thanks,
Jacqueline

Jacqueline Blackwell
Senior Consultant, Public Affairs
Communications and Public Affairs

Fraser Health

Cell: (604) 365-5763
Media Line: (604) 613-0794
www.fraserhealth.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 27, 2018 3:34 PM
To: 'Mike Fuoco'
Subject: RE: Government event July 30th
Attachments: Itinerary - JTT - 26JULY18 - FINAL.docx; Telus Conference Call Request - Fulfilled - July 30th 2018.docx

Categories: Red Category

Hi Mike,

Sorry about that. Was picking up the rental vehicle and popping into the office quickly!

What you've requested is attached. Thank you for the event order estimate – everything looks good to me.

Have a good weekend, and will see Kris and Duane on Monday!

Best,

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 27, 2018 2:24 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

Just wanted to make sure you received my email message? I wanted to make sure you saw it before you head off for the weekend.

Most importantly I was wondering if you could forward me a copy of both the event itinerary, the Telus dial-in / conference call document for this announcement so that I can include them in my event resume for our technicians working the event?

Thanks,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 27, 2018 1:22:58 PM
To: Szabo, Maria GCPE:EX
Subject: Re: Government event July 30th

Hi Maria,

I was just about to send you an email note.

Could you forward me a copy of both the event itinerary, the Telus dial-in / conference call document for this announcement so that I can include them in my event resume for our technicians working the event?

I have listed a preliminary scheduled below. I have our technical crew arriving around 10:30 am to unload and start setting up, and have the event starting at 1:00 pm.

Let me know if those times are work with your plans and correct?

SCHEDULE - MONDAY, JULY 30TH
> OUTDOOR EVENT <
> THE KPU AGRICULTURAL SCIENCE FARM <
09:30-10:30 - LOAD / TRAVEL
10:30-13:00 - UN-LOAD / SETUP
13:00-13:35 - EVENT START / END
13:45-15:30 - DISMANTLE / RETURN

Your lead technician for this event is Kris Jongenotter. Should you need to contact Kris he can be reached on his cell Monday morning at s.22 . Kris will be assisted by Duane Coddett.

Don't hesitate to contact me with any questions, or changes.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 27, 2018 1:09:48 PM
To: Mike Fuoco
Subject: RE: Government event July 30th

Hi Mike,

s.22 , so I just wanted to make sure that everything is all set for this event on Monday. Let me know if there's anything you still need to know.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 25, 2018 3:40 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Great thanks Maria. I have put one of our 10'x10' pop-up tents on the order for our tech area. Can we get together over the phone to discuss the possibility of the podium going under the main tent?

Thanks,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886

mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 25, 2018 12:54:40 PM
To: Mike Fuoco
Subject: RE: Government event July 30th

Hi again Mike,

I'm just asking about the tent sizes again and will let you know. Depending on how large they are, I'd want to have one tent for guests and one for the AV crew. However, there is the off chance that we'll want to put speakers under the tent so yes, it might be best to prepare for that by ensuring your crew has their own tent and bringing the proper equipment. With that said, I'll still confirm with you on the tent sizes.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 24, 2018 2:10 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

Thank you for the update on the dial in and tenting question.

Do you know how big the tent is that Kwantlen is setting up? Will our tech area be able to locate under it or should we just come prepared with our own smaller pop-up tent?

On the off chance should anyone decide that they want to move the podium under the tent we may need to look at providing a larger generator and lighting kit to help overcome the brighter natural outdoor light outside the tent.

Thanks again,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 24, 2018 11:33:52 AM
To: Mike Fuoco
Subject: RE: Government event July 30th

Hi Mike,

Thanks so much!

The call-in line will be taking questions.

When it comes to the podium, it depends on just how hot it is that day, but I'd prefer to have the podium outside of the tent/the tents reserved for guests rather than the speakers. I'd say that will be my most likely set-up.

I don't have a confirmation on invite numbers yet but they are thinking it will be well-attended. Perhaps 40-50 folks? I'll try to find out more for you.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 23, 2018 5:26 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

It's great to hear from you! Thank you for reaching out to us for this event next week. I have been in touch with our labour coordinator to block and secure a qualified technical crew for Monday.

Do you know what type of call in line is required for the event? Is it a listen only feed to listening media, or will their be questions coming to the podium from media on the phone bridge?

Will the podium be located outside the tent? Do you know how many people will be attending the event?

I think that's it for question for the moment.

Thanks again,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 23, 2018 4:41:02 PM
To: Mike Fuoco
Subject: Government event July 30th

Hi again Mike,

I'm coordinating an event with the Ministry of Jobs, Trade, & Technology again and we'll need everything for a standard podium announcement. No flags necessary & the venue is providing tents.

The event is set to take place on Monday, July 30th at 1:00pm at the Kwantlen Polytechnic campus in Richmond (8771 Lansdowne Rd). Well - it's actually taking place at their agricultural science farm just down the road (I've included a satellite image). There are sufficient gravel roads off Garden City Rd and Alderbridge Way for the AV trucks to come down that will lead right to the event site. I've asked our Kwantlen contacts for better driving instructions for your crew, if you are able to support. I'm also including images that I took of the event space and the road that drives up to the event space.

Considering its location, we will need a generator and the tech to allow for a media call-in line using cellular.

Let me know if you have any other questions or concerns.

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: July 28, 2018 10:51 AM
To: Truong, Lele GCPE:EX
Subject: Min. Chow with Councillor John Haugen and Chief Janet Webster

Categories: Red Category

s.22

Page 100 to/à Page 101

Withheld pursuant to/removed as

s.22

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 10:52 AM
To: Truong, Lele GCPE:EX
Subject: Min Chow

Categories: Red Category

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 11:08 AM
To: Truong, Lele GCPE:EX
Subject: Don't know if you need these but

Categories: Red Category

Councillor John Haugen and Amy Charlie (delivering blessing)

Page 108

Withheld pursuant to/removed as

s.22

Lily Chow

David Chong

401

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 11:21 AM
To: Truong, Lele GCPE:EX
Subject: Unveiling

Categories: Red Category

s.22

Page 115 to/à Page 116

Withheld pursuant to/removed as

s.22

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 11:39 AM
To: Truong, Lele GCPE:EX
Subject: Last two!

Categories: Red Category

s.22

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Withheld pursuant to/removed as

s.22

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 11:45 AM
To: Truong, Lele GCPE:EX
Subject: Re: Last two!

Categories: Red Category

Thanks for sending them on so quick on a Saturday! Have a good weekend!

Sent from my iPhone

> On Jul 28, 2018, at 11:43 AM, Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca> wrote:
>
> Thanks for the great pics! Hope the event went well!
>
> Sent from my iPhone
>
>> On Jul 28, 2018, at 11:38 AM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:
>>
>> <image1.jpeg><image2.jpeg>
>>
>> Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 4:02 PM
To: Infante, James TAC:EX
Subject: Photos from today

Categories: Red Category

s.22

Page 123

Withheld pursuant to/removed as

s.22

Page 125 to/à Page 127

Withheld pursuant to/removed as

s.22

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 29, 2018 7:32 PM
To: Cascaden, Lori R GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; Patrick, Andrew GCPE:EX; McRae, Meghan GCPE:EX
Subject: Re: Media call-around - update

Categories: Red Category

Glad to hear it - thanks for the important update!

Sent from my iPhone

On Jul 29, 2018, at 7:17 PM, Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca> wrote:

> Looks like all is good for tomorrow. Please see below.
>
> Thanks!
>
> Lori
>
> Lori Cascaden
> Communications Manager, GCPE
> Ministry of Jobs, Trade and Technology
> 778-698-2892 (office)
> 778-679-3218 (mobile)
> lori.cascaden@gov.bc.ca
>
> Begin forwarded message:
>
> > **From:** Marlyn Graziano <marlyn.graziano@kpu.ca>
> > **Date:** July 29, 2018 at 2:12:50 PM PDT
> > **To:** "Cascaden, Lori R GCPE:EX" <Lori.Cascaden@gov.bc.ca>
> > **Cc:** "Patrick, Andrew GCPE:EX" <Andrew.Patrick@gov.bc.ca>, Simon Chiu <simon.chiu@kpu.ca>
> > **Subject: Re: Media call-around - update**
> >
> > Hi Lori.
> > Advising that Richmond Fire Services advises that the fire is now fully contained.
> > They will continue to monitor but it looks as though the worst is over.
> >
> > Cheers
> > Marlyn
> >
> > Sent from my iPhone

On Jul 27, 2018, at 3:39 PM, Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca> wrote:

> You can connect with me on the weekend for updates.
>
> Thanks,
>
> Lori
>
> ---
>
> **From:** Marlyn Graziano [mailto:marlyn.graziano@kpu.ca]
> **Sent:** Friday, July 27, 2018 3:34 PM
> **To:** Patrick, Andrew GCPE:EX
> **Cc:** Cascaden, Lori R GCPE:EX; Simon Chiu
> **Subject:** RE: Media call-around - update
>
> It is very much like Burns Bog, as there is a great deal of peat in the area.
> In fact, much of what appears to be smoke is apparently steam.
> It has grown, and it hard to reach – again, not unlike the bog.
>
> ---
>
> **From:** Patrick, Andrew GCPE:EX [mailto:Andrew.Patrick@gov.bc.ca]
> **Sent:** Friday, July 27, 2018 3:12 PM
> **To:** Marlyn Graziano
> **Cc:** Cascaden, Lori R GCPE:EX; Simon Chiu
> **Subject:** RE: Media call-around - update
>
> Oh, my – stay safe! I hope it's not like the Burns Bog fire that kept burning for weeks or even months.
>
> I'll let Lori weigh in on any updates.
>
> Andrew
>
> ---
>
> **From:** Marlyn Graziano [mailto:marlyn.graziano@kpu.ca]
> **Sent:** Friday, July 27, 2018 3:06 PM
> **To:** Patrick, Andrew GCPE:EX
> **Cc:** Cascaden, Lori R GCPE:EX; Simon Chiu
> **Subject:** RE: Media call-around - update
>
> Thanks for the update.
>
> FYI on a fire that is active a block away from the Garden City Lands.
> https://www.news1130.com/2018/07/27/fire-richmond/
>
> At this time neither our campus nor the Research Farm are impacted.
> We are keeping an eye on things, and the City of Richmond has my cell number in case anything changes over the weekend.
> If things do turn for the worse, how would you prefer I connect with you on the weekend?

From: Patrick, Andrew GCPE:EX [mailto:Andrew.Patrick@gov.bc.ca]
Sent: Friday, July 27, 2018 2:56 PM
To: Marlyn Graziano
Cc: Cascaden, Lori R GCPE:EX; Simon Chiu
Subject: Media call-around - update

Hi Marlyn,

Just a quick update on media call-arounds from today. See below and attached.

Cheers,

Andrew Patrick | Public Affairs Officer
Ministry of Jobs, Trade and Technology
Government Communications and Public Engagement
Cell: 250 893-7081

Agency/Location	PHONE	Email
		RICHMOND
Ming Pao	s.22	newsdesk@mingpaovan.com
Sing Tao		reporter@singtao.ca
Fairchild TV/ Radio		newsroom@fairchildtv.com
Richmond News		Acampbell@richmondnews.com
Richmond Sentinel		lgraves@richmondsentivel.ca
KRPI 1550 AM		s.22
LS Times TV		jessica.wu@longshong.com
		LOWER MAINLAND
Vancouver Sun - Randy Shore	s.22	rshore@postmedia.com
Province		provletters@theprovince.com
Star Vancouver		melanie.green@metronews.ca
Business in Vancouver		news@biv.com
BC Business (Nick Rockel)		nrockel@canadawide.com
Global/BC1		globalbc.newstips@globaltv.com
CBCTV/Radio		cbcnewsvancouver@cbc.ca
CTV		bcassign@ctv.ca

	s.22	
News 1130		news1130@rci.rogers.com
CKNW		nwnews@cknw.com
The Tyee		editor@thetyee.ca
		AGRICULTURE
Modern Agriculture		editor@modernagriculture.ca
Country Life in BC		s.22
BC Farms and Food		info@bcfarmsandfood.com
Hortidaily		info@hortidaily.com
		ETHNIC MEDIA
	s.22	
Am 1320		newsrm@am1320.com
Red FM - Raj		news@redfm.ca
Sher-E-Punjab Radio		reporter@singtao.ca
Omni TV		news@omnibc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:11 AM
To: Patrick, Andrew GCPE:EX; 'Simon Chiu'
Cc: Cascaden, Lori R GCPE:EX
Subject: RE: Guest list
Attachments: Guest List - July 30 2018.xls

Categories: Red Category

Here's an updated guest list from this morning (a couple additions).

See you later, Simon!

Maria
250.896.6823

-----Original Message-----
From: Patrick, Andrew GCPE:EX
Sent: July 30, 2018 8:36 AM
To: 'Simon Chiu' <simon.chiu@kpu.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>
Subject: RE: Guest list

s.22 so will have to listen into the call-in.

Have a great event, all!

-----Original Message-----
From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: Monday, July 30, 2018 8:34 AM
To: Patrick, Andrew GCPE:EX
Cc: Szabo, Maria GCPE:EX; Cascaden, Lori R GCPE:EX
Subject: Re: Guest list

Thanks so much Andrew!
See you guys soon.
Call or text if you need assistance with anything
236-889-2636 will be there for about 9am onwards!

Cheers,
Simon

Sent from my iPhone

> On Jul 30, 2018, at 8:32 AM, Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca> wrote:
>
> Hi Simon,
>

> I've attached the latest I have - cc'ing Maria, too, in case she has something that's more up-to-date.
>
> Cheers,
> Andrew
>
> -----Original Message-----
> From: Simon Chiu [mailto:simon.chiu@kpu.ca]
> Sent: Monday, July 30, 2018 8:03 AM
> To: Patrick, Andrew GCPE:EX
> Subject: Guest list
>
> Hi Andrew,
> Just wondering, do you have the latest rsvp list that you can share?
>
> Thanks so much, see you later today!
>
> Simon
>
> Sent from my iPhone
> <Guest List - July 30 2018.xls>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:14 AM
To: 'Marlyn Graziano'; Simon Chiu
Subject: RE: Arrival at 10:30 for today's event

Categories: Red Category

Glad to hear it! We may need your help with deciding how to arrange things visually, so if you can meet us at the farm that would be great. No rush to get over there for you guys.

Thanks!

Maria
250.896.6823

-----Original Message-----
From: Marlyn Graziano [mailto:marlyn.graziano@kpu.ca]
Sent: July 30, 2018 8:09 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Simon Chiu <simon.chiu@kpu.ca>
Subject: Re: Arrival at 10:30 for today's event

Good morning.
Perfect timing Maria.
Will you be going directly to the farm?
Or do you want to meet at campus first.

Either works for us.

My cell is 604-653-8226.

Cheers,
Marlyn

_____
From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 30, 2018 8:06 AM
To: Simon Chiu; Marlyn Graziano
Subject: Arrival at 10:30 for today's event

Good morning!

It seems like everything is in place today for a successful event. I just wanted to let you know that the AV crew is aiming to arrive at 10:30am and I will be there right around the same time to help get them set up. Will that cause any problems? Should I meet one of you when I arrive to touch base?

Let me know!

Thanks again,
Maria

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:22 AM
To: 'sblack@industrialforestry.ca'
Subject: RE: BC Government Event Invite - July 30th, 2018

Categories: Red Category

Hi Serena,

We're glad to have you. Unfortunately I can't say for sure whether the Minister will have time to speak; usually they try to get some time in with guests but these conversations are usually limited. If you'd like to have a longer chat with the Minister, I would highly encourage you to reach out to her office at AGR.Minister@gov.bc.ca and request a meeting.

I hope that helps!

Best,

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

-----Original Message-----
From: sblack@industrialforestry.ca [mailto:sblack@industrialforestry.ca]
Sent: July 27, 2018 4:14 PM
To: Event RSVP PREM:EX <EventRSVP@gov.bc.ca>
Subject: RE: BC Government Event Invite - July 30th, 2018

Hi Maria,

Thank-you for the invitation. I plan to be in attendance for the announcement next Monday. Do you know if there is any opportunity to speak with the Minister before or after the announcement?

Best,

Serena

> Hello,
>
> Please find an amended invitation attached. The event is set to take
> place on Monday, July 30th as indicated in the original email text.
> Our apologies for causing any confusion.
>
> Best,
>
> Maria
>
> From: Event RSVP PREM:EX
> Sent: July 26, 2018 11:08 AM

> To: Event RSVP PREM:EX <EventRSVP@gov.bc.ca>
> Subject: BC Government Event Invite - July 30th, 2018
>
> Good morning,
>
> Please find attached an invitation from the Honourable Lana Popham,
> Minister of Agriculture, for an event in Richmond on Monday, July
> 30th. We look forward to your RSVP.
>
> Best,
>
> Maria Szabo | Events Assistant
> Government Communications and Public Engagement
> 250.896.6823 | maria.szabo@gov.bc.ca<mailto:maria.szabo@gov.bc.ca>
>
>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:26 AM
To: 'Brian Curin'
Cc: Minister, HLTH HLTH:EX
Subject: RE: Provincial Government Invitation - August 1st, 2018

Categories: Red Category

Hi Brian,

Thanks for your email and response. With regards to your meeting request, I work outside of the Health Ministry so I don't have access to the Minister's calendar. I'm cc'ing his office to pass your request along.

Best,

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

From: Brian Curin [mailto:briancurin@outlook.com]
Sent: July 27, 2018 10:47 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Provincial Government Invitation - August 1st, 2018

Good morning Maria, I hope you are enjoying the summer! Please send my regrets to Minister Dix, s.22 and unable to attend. However, I would like to get on his calendar for lunch when I return after August 12th. Please let me know dates in August/September that would work.

Thanks and I'm excited to hear the news on August 1!

Brian Curin

Founder – Flip Flop Shops
Board Chair – BC/Yukon

BrianCurin@outlook.com
Direct: 1.604.928.0629
LinkedIn

From: "Event RSVP PREM:EX" <EventRSVP@gov.bc.ca>
Date: Thursday, July 26, 2018 at 4:31 PM
To: "Event RSVP PREM:EX" <EventRSVP@gov.bc.ca>
Subject: Provincial Government Invitation - August 1st, 2018

Good afternoon,

Please find attached an invitation from the Honourable Adrian Dix, Minister of Health, for an event in New Westminster on Wednesday, August 1st. We look forward to your RSVP.

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: July 30, 2018 9:48 AM
To: Thistle-Walker, Carlene GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Categories: Red Category

Hi Carlene,

My apologies, I just realizec s.22 so we won't have an assignment meeting. I will make sure this is addressed first thing tomorrow morning.

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 12:23 PM
To: Thistle-Walker, Carlene GCPE:EX <Carlene.ThistleWalker@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Cool! Will do. Thanks again!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 25, 2018 12:11 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Maria,
It would be just helping to coordinate those two pieces so after your Monday meeting is totally fine. Thanks for getting back to me.

C

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement

B.C. Ministry of Health

Tel: 250.952.1644 |**Mobile:** 250.812.3291 |**email:** carlene.thistle-walker@gov.bc.ca

---

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 25, 2018 11:41 AM
To: Thistle-Walker, Carlene GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Carlene,

Sorry – yes, that should be doable. Do you need to have someone assigned immediately or can we have a name to you after our assignment meeting on Monday? Let me know and I can check in with Jarrett.

Thanks,

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 25, 2018 8:37 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Good morning, just checking in on this. Is this something that GCPE events can assist with?

Thank you,
Carlene

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

Tel: 250.952.1644 |**Mobile:** 250.812.3291 |**email:** carlene.thistle-walker@gov.bc.ca

---

From: Thistle-Walker, Carlene GCPE:EX
Sent: Monday, July 23, 2018 3:56 PM
To: GCPE Event Request GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX
Subject: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Maria,

Attached is an event proposal for an event that Minister Dix is participating in at noon on August 8 at St. Paul's Hospital. This is an event led by the health authorities (Providence Health Care and the Provincial Health Services Authority). They are wondering, seeing the minister is attending, if GCPE events would be able to help support the AV requirements and the procurement of a tent (the event will be held on the hospital's rooftop and as there will be heart transplant survivors in attendance, they would like to provide some shade in case the weather is very warm). We would not need anyone on the ground.

I am not sure if this is something your team can help with, but please let us know.

Thanks,
Carlene

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:49 AM
To: Dargie, Cathy GCPE:EX
Subject: Lytton photos 1

Categories: Red Category

Hi Cathy,

Elena told me you wanted these. Couple more to come!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 11:08 AM
To: Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>
Subject: Don't know if you need these but

Councillor John Haugen and Amy Charlie (delivering blessing)

434

Page 147

Withheld pursuant to/removed as

s.22

Lily Chow

David Chong

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:49 AM
To: Dargie, Cathy GCPE:EX
Subject: FW: Min Chow

Categories: Red Category

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 10:52 AM
To: Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>
Subject: Min Chow

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:49 AM
To: Dargie, Cathy GCPE:EX
Subject: FW: Min. Chow with Councillor John Haugen and Chief Janet Webster

Categories: Red Category

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 10:51 AM
To: Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>
Subject: Min. Chow with Councillor John Haugen and Chief Janet Webster

Page 157 to/à Page 159

Withheld pursuant to/removed as

s.22

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:49 AM
To: Dargie, Cathy GCPE:EX
Subject: FW: Unveiling

Categories: Red Category

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 11:21 AM
To: Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>
Subject: Unveiling

Page 162 to/à Page 164

Withheld pursuant to/removed as

s.22

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 9:49 AM
To: Dargie, Cathy GCPE:EX
Subject: FW: Last two!

Categories: Red Category

And that's everything!

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 28, 2018 11:39 AM
To: Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>
Subject: Last two!

Page 167 to/à Page 168

Withheld pursuant to/removed as

s.22

Sent from my iPhone

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 1:43 PM
To: Joshi, Shruti GCPE:EX
Subject: Fwd: Participant list
Attachments: Szabo_Partlist_gobc.doc; ATT00001.htm

Categories: Red Category

Sent from my iPhone

Begin forwarded message:

> **From:** coords.teleconferencing@telus.com
> **Date:** July 30, 2018 at 1:37:52 PM PDT
> **To:** maria.szabo@gov.bc.ca
> **Subject: Participant list**
>
> Hi Maria,
>
> Attached you will find the participant list for today's call.
>
> Have a nice day.
>
> Bessy Frangostefanakis
> Business Help Desk Specialist, Collaboration Services
> Tel 1-866-493-2973
> Member of the TELUS team
> the future is friendly®

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 4:04 PM
To: Hagglund, Jarrett GCPE:EX
Cc: Badger, Joleen GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Categories: Red Category

Nope, they don't need any ground support. I can connect with them to see if they need me to go check out the rooftop beforehand or anything like that.

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 30, 2018 4:03 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>
Subject: Re: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Ok cool. I've been there. It's nice.

No other help required?

Sent from my iPhone

On Jul 30, 2018, at 3:54 PM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Yep, no problem. It's at St. Paul's, where "the event will be held on the hospital's rooftop."
>
> Maria
> 250.896.6823
>
> ---
>
> **From:** Hagglund, Jarrett GCPE:EX
> **Sent:** July 30, 2018 3:52 PM
> **To:** Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
> **Cc:** Badger, Joleen GCPE:EX <Joleen.Badger@gov.bc.ca>
> **Subject:** Re: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital
>
> Hey Maria.
>
> If you are able to take that on that's fantastic. Let us both know if you need a hand with anything.
>
> Where the event?
>
> Sent from my iPhone

On Jul 30, 2018, at 3:45 PM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

Hey,

Carlene is looking for some help ordering AV, a tent, and a TELUS conference line for media. I told her we would assign someone by tomorrow morning but I just realized everyone will be gone! If it's cool, I can volunteer myself to get those things underway?

Cc'ing Joleen in case you don't see this before you're done for the day, Jarrett, as I know Joleen is back tomorrow.

Thanks!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 25, 2018 12:11 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Maria,
It would be just helping to coordinate those two pieces so after your Monday meeting is totally fine. Thanks for getting back to me.

C

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

---

From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 25, 2018 11:41 AM
To: Thistle-Walker, Carlene GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Carlene,

Sorry – yes, that should be doable. Do you need to have someone assigned immediately or can we have a name to you after our assignment meeting on Monday? Let me know and I can check in with Jarrett.

Thanks,

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 25, 2018 8:37 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Good morning, just checking in on this. Is this something that GCPE events can assist with?

Thank you,
Carlene

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

---

From: Thistle-Walker, Carlene GCPE:EX
Sent: Monday, July 23, 2018 3:56 PM
To: GCPE Event Request GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX
Subject: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Maria,

Attached is an event proposal for an event that Minister Dix is participating in at noon on August 8 at St. Paul's Hospital. This is an event led by the health authorities (Providence Health Care and the Provincial Health Services Authority). They are wondering, seeing the minister is attending, if GCPE events would be able to help support the AV requirements and the procurement of a tent (the event will be held on the hospital's rooftop and as there will be heart transplant survivors in attendance, they would like to provide some shade in case the weather is very warm). We would not need anyone on the ground.

I am not sure if this is something your team can help with, but please let us know.

Thanks,
Carlene

Carlene Thistle-Walker | Communications Manager
Government Communications & Public Engagement

B.C. Ministry of Health

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 4:14 PM
To: Admin @ Village of Telkwa
Subject: RE: Minister Meetings

Categories: Red Category

Hi again Jennifer,

I have now entered all four of these into our system and you should receive confirmation emails for meeting IDs #626, 627, 628, and 629. Those emails will have the summary note template attached, which I will ask you to complete for all four of those meetings. It should be fairly similar to what you have already entered in my makeshift late meeting request form, but will just need to include some background. Let me know if you have any questions!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 2:11 PM
To: Admin @ Village of Telkwa <admin@telkwa.ca>
Subject: Re: Minister Meetings

Hi Jennifer,

Sorry - yes, I received them but I haven't had a chance to look them over or enter them into the system! I will get to it this afternoon. Thank you very much for sending them back so quickly.

Best,

Maria

Sent from my iPhone

On Jul 30, 2018, at 2:07 PM, Admin @ Village of Telkwa <admin@telkwa.ca> wrote:

> Hello Maria,
>
> I am just looking to confirm you had received these late meeting requests on Friday?
>
> Many thanks!
>
> Warmly,
>
> **Jennifer Bruns**
> **Administrative Assistant**

<image001.png>

Village of Telkwa
Phone: 250-846-5212 | Fax: 250-846-9572 | admin@telkwa.ca
1415 Hankin Ave., PO Box 220, Telkwa, BC V0J 2X0, Canada

Visit us online: www.telkwa.ca

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Do you really need to print this email? Think green!

From: Admin @ Village of Telkwa <admin@telkwa.ca>
Sent: July-27-18 11:39 AM
To: 'Szabo, Maria GCPE:EX' <Maria.Szabo@gov.bc.ca>
Subject: RE: Minister Meetings

Thank you kindly Maria!

Please find attached four late meeting requests for Minister Heyman, Minister Donaldson, Minister Trevena, and Minister James.

Warmly,

Jennifer Bruns
Administrative Assistant

<image001.png>

Village of Telkwa
Phone: 250-846-5212 | Fax: 250-846-9572 | admin@telkwa.ca
1415 Hankin Ave., PO Box 220, Telkwa, BC V0J 2X0, Canada

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Do you really need to print this email? Think green!

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-27-18 11:08 AM
To: Admin @ Village of Telkwa <admin@telkwa.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Minister Meetings

Hi Jennifer,

No problem. I've attached a form here that includes the information I will need to submit the meetings manually. You can fill it out and send it back to me or we can do it over the phone. Once I enter them, you will receive email confirmations like you would have for the Premier, which will come with a template for their summary notes. These are required for all meetings with Premier and Cabinet.

We have sent the first list of meetings to the Ministries for confirmation, so please try to have these requests and summary notes in ASAP so we can get them out to the Ministries in the late/corrected batch!

Thank you!

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

From: Admin @ Village of Telkwa [mailto:admin@telkwa.ca]
Sent: July 27, 2018 10:43 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Minister Meetings

Good morning,

I'm hoping you can assist me with an error I had made requesting meetings. I had misinterpreted the 2018 Provincial Handbook and thought only the meetings with Premier Horgan and Minister Robinson had deadlines of July 13th, and all other requests for meetings with Ministers were due today. Nicole Gibbings has clarified that it was the Premier *and Cabinet Ministers* that were due by July 13th.

Is it possible to still request meetings with the following four Ministers?

- Minister Doug Donaldson
- Minister George Heyman
- Minister Claire Trevena
- Minister Carole James

Thank you in advance for any assistance you can provide!

Warmly,

Jennifer Bruns
Administrative Assistant

<image001.png>

Village of Telkwa
Phone: 250-846-5212 | Fax: 250-846-9572 | admin@telkwa.ca
1415 Hankin Ave., PO Box 220, Telkwa, BC V0J 2X0, Canada

Visit us online: www.telkwa.ca

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Do you really need to print this email? Think green!

<UBCM Late Meeting Request - Minister James.docx>

<UBCM Late Meeting Request - Minister Trevena.docx>

<UBCM Late Meeting Request - Minister Donaldson.docx>

<UBCM Late Meeting Request - Minister Heyman.docx>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 4:31 PM
To: Gibbings, Nicole MAH:EX
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: MAH- Joint Meetings Update

Categories: Red Category

Hi Nicole,

So sorry – s.22 and no chance to gather this information for you. I will have more time starting tomorrow to get this to you ASAP.

Thanks for your patience!

Best,

Maria
250.896.6823

From: Gibbings, Nicole MAH:EX
Sent: July 26, 2018 2:42 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: MAH- Joint Meetings Update

Hi Maria,

Can I get an update on the status of any Joint meetings.
Was there any joint meeting requests for MAH?

Thanks,
Nicole

Nicole Gibbings S.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 4:58 PM
To: 'Tyler Ruggles'
Subject: RE: Meeting dates

Categories: Red Category

Hi Tyler,

Thanks for these! It's not too late – not to worry.

Best,

Maria
250.896.6823

From: Tyler Ruggles [mailto:TRuggles@bimbc.ca]
Sent: July 27, 2018 11:43 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Meeting dates

Hello Maria,

Please forgive our oversight. We provided this information in our original meeting request but overlooked the part to submit that information in this PDF. Attached are copies for those meetings. I hope it's not too late, please advise if so.

Many thanks,
Tyler

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 27, 2018 10:25 AM
To: Tyler Ruggles <truggles@bimbc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Meeting dates

Hi Tyler,

We will be working with the Ministries over the next few weeks to figure out which meetings will be confirmed. We will pass this information on as soon as we receive it. As for days and times, we expect to have our schedule sorted out by the end of August.

On another note, I noticed that the Bowen Island Municipality hasn't provided any summary notes for their meeting requests yet, which help the Ministries decide their meetings and speed the process along. A summary note template was sent as an attachment with your email confirmations of meeting requests. We require all meeting requests to have these summary notes. I've attached a template again here for you in order to complete them for meeting IDs 522, 523, 526, 528, and 531. Please follow the character limit guidance.

If you have any questions, let me know.

Thanks!

Maria
250.896.6823

From: Tyler Ruggles [mailto:TRuggles@bimbc.ca]
Sent: July 26, 2018 4:06 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Meeting dates

Hello.

I am getting regular and persistent email messages from my Mayor and Council who want to know when we might hear whether we have secured meetings and what days the meetings will be scheduled. Can you shed any light on the subject?

Bowen Island Municipality

Thank you,
Tyler

Tyler Ruggles
Council Clerk
Bowen Island Municipality
981 Artisan Lane, Bowen Island, BC V0N 1G2
www.bowenislandmunicipality.ca
truggles@bimbc.ca
604-947-4255

BOWEN ISLAND
Municipality

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 5:07 PM
To: 'Corporate Officer NCRD'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: NCRD Briefing Notes
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi Daniel,

Thanks very much for these – they are wonderful and informative. I will include them in the packages for the Ministers. However, we do require all meeting requests to have completed the summary note template attached. This template was sent with the meeting request confirmation emails. As the Ministries have quite a few meeting requests to review, they have asked for a brief summary of the intended meeting topics – and have asked for this to be done via the summary note template **within the character limit guidance**.

These were due on the 20th as per the confirmation emails; however, we have not yet sent all of the notes to the Ministries so if you can complete these before the end of the week, it shouldn't be a problem.

Thank you for your cooperation!

Best,

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

From: Corporate Officer NCRD [mailto:corporateofficer@ncrdbc.com]
Sent: July 27, 2018 2:47 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: NCRD Briefing Notes

Please find attached draft briefing notes for the following NCRD Meeting requests:

- 20
- 21
- 22
- 23
- 24
- 28

Apologies if these are late – I didn't see a deadline posted anywhere.

Let me know if there are any issues.

Best regards,

Daniel Fish
Corporate Officer | ***North Coast Regional District***
P: 250.624.2002 *(ext.2)*

A: 14, 342 3rd Avenue West, Prince Rupert BC, V8J 1L5
T: 888.301.2002 | ***F:*** 250.627.8493

www.ncrdbc.com

Szabo, Maria GCPE:EX

From: Union of BC Municipalities Meetings PREM:EX
Sent: July 30, 2018 5:20 PM
To: 'Leonora Kneller'
Cc: Union of BC Municipalities Meetings PREM:EX; NRRM-Admin
Subject: RE: UBCM Summary Notes - Revised

Categories: Red Category

Hi again Leonora,

These are perfect – thank you very much for that.

Best,

Maria
250.896.6823

From: Leonora Kneller [mailto:lkneller@northernrockies.ca]
Sent: July 27, 2018 4:23 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>; NRRM-Admin <Admin@northernrockies.ca>
Subject: RE: UBCM Summary Notes - Revised
Importance: High

Hi Maria:

As discussed, here are the briefs (for meeting IDs 9, 10, 11, 12, 13, 14, 15, 35, and 441) adapted to the specified template – sorry for any inconvenience.

Kind Regards,
Leonora
Leonora Kneller
Legislative Coordinator

NORTHERN ROCKIES REGIONAL MUNICIPALITY
T 250.774.2541 ext. 2035 | **F** 250.774.6794
LKneller@NorthernRockies.ca | NorthernRockies.ca
Bag Service 399, 5319 50 Avenue S, Fort Nelson, BC, V0C 1R0

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From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Friday, July 27, 2018 10:03 AM
To: Leonora Kneller
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Summary Notes

Hi Leonora,

Thanks for getting back to me. We totally understand, but after confirmation with the Ministries, scheduling will probably not be completed and communicated until the end of August.

Hope that helps!

Best,

Maria
250.896.6823

From: Leonora Kneller [mailto:lkneller@northernrockies.ca]
Sent: July 26, 2018 3:41 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM Summary Notes

Hello Maria:

Thanks for your email – I should have the template briefs to you shortly. Do you have any idea when the actual scheduling will be happening – like everyone, I'm trying to fit in some other meetings at UBCM?

Thanks,
Leonora Kneller
Legislative Coordinator

NORTHERN ROCKIES REGIONAL MUNICIPALITY
T 250.774.2541 ext. 2035 | **F** 250.774.6794
LKneller@NorthernRockies.ca | NorthernRockies.ca
Bag Service 399, 5319 50 Avenue S, Fort Nelson, BC, V0C 1R0

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From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 24, 2018 4:06 PM
To: Leonora Kneller
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Summary Notes

Hi Lenora,

I'm working with the government events team that is coordinating meeting requests for the Premier & Cabinet at UBCM this year. I wanted to let you know that we received your briefing notes for the meeting requests made by the Regional Municipality of Northern Rockies. We will include these with the packages for the Ministers.

However, I still need you to complete the summary note template that we provided with your meeting request confirmations (attached again here) **within the character limit guidance**. The purpose of this summary note template is to provide a quick overview of the meeting request for Ministry staff when scheduling these meetings at UBCM. Generally, the topic and request should be one or two sentences and the background should be four or five.

Please fill out this template to the best of your ability for meeting IDs #9, 10, 11, 12, 13, 14, 15, 35, and 441 at your earliest convenience so that we can send it along to Ministry staff and work on confirming your meetings for the Northern Rockies.

Thank you for your cooperation!

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: July 30, 2018 5:27 PM
To: 'Kindry Luyendyk'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Ministry of Health Meeting Request
Attachments: UBCM Late Meeting Request.docx

Categories: Red Category

Hi Kindry,

While the deadline has passed, we can still help you submit a meeting request. I've attached a makeshift form I'm using to collect the information I need to enter the request into the system manually. Since we have not yet firmed up the meeting schedules, we can still pass the request along to the Ministry to see if they can arrange for it in the Minister's schedule.

Once I enter it into the system, you will receive a confirmation email with a meeting ID as well as a summary note template. I will also require that summary note template to be filled out so I can send it to the Ministry to help them understand the request.

Let me know if you have any questions.

Best,

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

From: Kindry Luyendyk [mailto:corporateservices@invermere.net]
Sent: July 30, 2018 8:46 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Ministry of Health Meeting Request

Good Morning,

Our Mayor Gerry Taft has asked if we can be put on a cancellation list for a meeting with the Minister of Health
s.16

Please let me know if you have any questions.

Thank you,

Kindry Luyendyk
Corporate Officer
District of Invermere
250-342-9281 ext 1228

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 5:31 PM
To: 'Cindy Graves'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Summary Note Templates
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi Cindy,

Thanks so much for these! So sorry about missing your phone call s.22 and the UBCM coordinating is really starting to pick up – definitely swamped! I can give you a shout tomorrow to assist with any questions you had.

In the meantime, I wanted to thank you for your wonderful and informative briefing notes. I will include these in the package for the Ministers. However, we do require all meeting requests to have completed the summary note template that was attached with the confirmation emails. I've attached it again here. As the Ministries have quite a few meeting requests to review, they've asked to be provided with brief, summarized descriptions of the meeting requests (**within the character limit guidance of about 500 characters per section**) at the outset of their schedule planning. If you could please fill these out in addition to the briefing notes you have sent here, it would be much appreciated.

Let me know if you have any questions and thank you for your cooperation!

Best,

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

From: Cindy Graves [mailto:cindy.graves@spallumcheentwp.bc.ca]
Sent: July 27, 2018 5:04 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Summary Note Templates

My apologies, I didn't see the deadline for these briefing notes. I did call the office yesterday and left a message with some questions related to the meetings, but I'm sure you're swamped and that's why no one has gotten back to me. Busy time of year for you!! ☺

Respectfully,

Cindy Graves
Corporate Officer
Township of Spallumcheen
4144 Spallumcheen Way
Spallumcheen, BC V0E 1B6
Phone: (250) 546-3013
Fax: (250) 546-8878

Email: cindy.graves@spallumcheentwp.bc.ca
Website: www.spallumcheentwp.bc.ca

"Outstanding Leaders go out of their way to boost the self-esteem of their personnel. If people believe in themselves, it's amazing what they can accomplish." – **Sam Walton**

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Szabo, Maria GCPE:EX

From: Union of BC Municipalities Meetings PREM:EX
Sent: July 30, 2018 5:38 PM
To: 'Leslie Groulx'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: Briefing Summaries for District of Clearwater meetings

Categories: Red Category

I totally understand! s.22 : the Ministries will ask for more information if they feel they need it.

Thanks very much!

Maria
250.896.6823

From: Leslie Groulx [mailto:lgroulx@docbc.ca]
Sent: July 30, 2018 5:36 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Briefing Summaries for District of Clearwater meetings

Hi Maria

s.22

One incoming for Ministry of Job, Trades and Tech and one left for MCFD

Cheers
Leslie

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Monday, July 30, 2018 5:23 PM
To: Leslie Groulx <lgroulx@docbc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Briefing Summaries for District of Clearwater meetings

Hi Leslie,

Thanks for your email. I have received those summary notes. No worries; I understand what it's like to have your hands full. We look forward to receiving them! I would just remind you to try and keep within the character limit of about 500 characters for each section (topic, background, request) in the summary notes to the best of your ability.

Thanks very much!

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

From: Leslie Groulx [mailto:lgroulx@docbc.ca]
Sent: July 27, 2018 6:54 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Briefing Summaries for District of Clearwater meetings

Good afternoon

Clearwater has requested 5 mtgs –

I have sent in the first two Briefing Summaries

Mtg ID 591 – Premier – sent today
Mtg ID 592 – MOTi – sent today
Mtg ID 593 – MACFamily – working on this weekend
Mtg ID 594 – Technology – working on this weekend
Minister Municipal Affairs and Housing – working on this weekend.

Being a small office I also had to get the election packages ready for today s.22

Please allow for me to submit the remaining three briefs on Monday July 30th.

Thank you so much

Cheers
Leslie

Leslie Groulx, CMC | Chief Administrative Officer
P: 250.674.2257 | C: 250.674.8818 | F: 250.674.2173 | E: lgroulx@docbc.ca

District of Clearwater
Box 157, 209 Dutch Lake Road,
Clearwater, BC
Canada V0E 1N0
www.districtofclearwater.com

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Szabo, Maria GCPE:EX

From: Union of BC Municipalities Meetings PREM:EX
Sent: July 30, 2018 5:38 PM
To: 'Paula Kully'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Summary Notes - Sidney

Categories: Red Category

Thank you very much, Paula! They look great.

Maria
250.896.6823

From: Paula Kully [mailto:pkully@sidney.ca]
Sent: July 30, 2018 11:59 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: UBCM Summary Notes - Sidney

Hello Maria,

Please find attached the revised summary notes for meeting requests 245 and 246 as requested.

Paula Kully, Executive Assistant / Communications Coordinator
Town of Sidney | 2440 Sidney Ave. Sidney, BC V8L 1Y7
250-656-1139 | pkully@sidney.ca | www.sidney.ca

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July-24-18 5:02 PM
To: Paula Kully <pkully@sidney.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: UBCM Summary Notes - Sidney

Hi Paula,

I'm working with the government events team that is coordinating meeting requests for the Premier & Cabinet at UBCM this year. I wanted to let you know that we received your wonderful briefing notes for the meeting requests made by the Town of Sidney. We will include these with the packages for the Ministers.

I'm wondering if you might be able to provide a more summarized version of the 'background' sections in your notes for meeting IDs 245 and 246 to serve the purpose of these summary notes – a quick overview of the meeting request for Ministry staff. The original template has a character limit of 500, so it only needs to be 4-5 sentences. I understand the original template wouldn't download for you so I've attached it here so that it might work. Let me know if that makes sense and if you have any questions.

Thank you for your cooperation!

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

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 5:41 PM
To: Cascaden, Lori R GCPE:EX; Patrick, Andrew GCPE:EX
Cc: Jarrett GCPE:EX Hagglund (Jarrett.Hagglund@gov.bc.ca)
Subject: Audio - JTT BCKDF Event - July 30th

Categories: Red Category

Hi all,

Here's the audio from today's event. Please pass it along to anyone else (AGRI) who might need it.

Also, let me know if you have any feedback based on how I helped support your event today. Always eager to learn!

Thanks,

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

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 30, 2018 5:01 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

I hope everything went well for today's event at Kwantlen Polytechnic in Richmond? I have included a link below to the audio file from this event. Let me know if you have any difficulties downloading the audio file?

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https://www.dropbox.com/s/3m4942y4p31lgss/R1888084-1%20GCPE%20MEDIA%20EVENT%20-%20RICHMOND%20-%202018-07-30.m4a?dl=0

Please note the audio file is only available via the FMAV Archiver online for 30 days. On day 31 the content will be long-term archived, and the link will no longer be accessible. Should you wish to access the audio file after day 31 please contact your FMAV account manager to obtain a copy.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 27, 2018 3:44 PM
To: Szabo, Maria GCPE:EX
Subject: Re: Government event July 30th

Hi Maria,

No problem. I just did not want to miss connecting with you.

Thanks for the documents! I will pass them on to Kris and Duane.

Have a great weekend!

Cheers,

Mike

Mike Fuoco \ **FMAV**
T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca / www.fmav.ca

Sent from my iPhone

On Jul 27, 2018, at 3:33 PM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Hi Mike,
>
> Sorry about that. Was picking up the rental vehicle and popping into the office quickly!
>
> What you've requested is attached. Thank you for the event order estimate – everything looks good to me.
>
> Have a good weekend, and will see Kris and Duane on Monday!
>
> Best,
>
> Maria
> 250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 27, 2018 2:24 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

Just wanted to make sure you received my email message? I wanted to make sure you saw it before you head off for the weekend.

Most importantly I was wondering if you could forward me a copy of both the event itinerary, the Telus dial-in / conference call document for this announcement so that I can include them in my event resume for our technicians working the event?

Thanks,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 27, 2018 1:22:58 PM
To: Szabo, Maria GCPE:EX
Subject: Re: Government event July 30th

Hi Maria,

I was just about to send you an email note.

Could you forward me a copy of both the event itinerary, the Telus dial-in / conference call document for this announcement so that I can include them in my event resume for our technicians working the event?

I have listed a preliminary scheduled below. I have our technical crew arriving around 10:30 am to unload and start setting up, and have the event starting at 1:00 pm.

Let me know if those times are work with your plans and correct?

SCHEDULE - MONDAY, JULY 30TH
> OUTDOOR EVENT <
> THE KPU AGRICULTURAL SCIENCE FARM <
09:30-10:30 - LOAD / TRAVEL
10:30-13:00 - UN-LOAD / SETUP
13:00-13:35 - EVENT START / END
13:45-15:30 - DISMANTLE / RETURN

Your lead technician for this event is Kris Jongenotter. Should you need to contact Kris he can be reached on his cell Monday morning at s.22 Kris will be assisted by Duane Coddett.

Don't hesitate to contact me with any questions, or changes.

Cheers,

Mike

Mike Fuoco | FMAV

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mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 27, 2018 1:09:48 PM
To: Mike Fuoco
Subject: RE: Government event July 30th

Hi Mike,

s.22 so I just wanted to make sure that everything is all set for this event on Monday. Let me know if there's anything you still need to know.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 25, 2018 3:40 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Great thanks Maria. I have put one of our 10'x10' pop-up tents on the order for our tech area. Can we get together over the phone to discuss the possibility of the podium going under the main tent?

Thanks,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 25, 2018 12:54:40 PM
To: Mike Fuoco
Subject: RE: Government event July 30th

Hi again Mike,

I'm just asking about the tent sizes again and will let you know. Depending on how large they are, I'd want to have one tent for guests and one for the AV crew. However, there is the off chance that we'll want to put speakers under the tent so yes, it might be best to prepare for that by ensuring your crew has their own tent and bringing the proper equipment. With that said, I'll still confirm with you on the tent sizes.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 24, 2018 2:10 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

Thank you for the update on the dial in and tenting question.

Do you know how big the tent is that Kwantlen is setting up? Will our tech area be able to locate under it or should we just come prepared with our own smaller pop-up tent?

On the off chance should anyone decide that they want to move the podium under the tent we may need to look at providing a larger generator and lighting kit to help overcome the brighter natural outdoor light outside the tent.

Thanks again,

Mike

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From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 24, 2018 11:33:52 AM
To: Mike Fuoco
Subject: RE: Government event July 30th

Hi Mike,

Thanks so much!

The call-in line will be taking questions.

When it comes to the podium, it depends on just how hot it is that day, but I'd prefer to have the podium outside of the tent/the tents reserved for guests rather than the speakers. I'd say that will be my most likely set-up.

I don't have a confirmation on invite numbers yet but they are thinking it will be well-attended. Perhaps 40-50 folks? I'll try to find out more for you.

Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 23, 2018 5:26 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

It's great to hear from you! Thank you for reaching out to us for this event next week. I have been in touch with our labour coordinator to block and secure a qualified technical crew for Monday.

Do you know what type of call in line is required for the event? Is it a listen only feed to listening media, or will their be questions coming to the podium from media on the phone bridge?

Will the podium be located outside the tent? Do you know how many people will be attending the event?

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From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 23, 2018 4:41:02 PM
To: Mike Fuoco
Subject: Government event July 30th

Hi again Mike,

I'm coordinating an event with the Ministry of Jobs, Trade, & Technology again and we'll need everything for a standard podium announcement. No flags necessary & the venue is providing tents.

The event is set to take place on Monday, July 30th at 1:00pm at the Kwantlen Polytechnic campus in Richmond (8771 Lansdowne Rd). Well - it's actually taking place at their agricultural science farm just down the road (I've included a satellite image). There are sufficient gravel roads off Garden City Rd and Alderbridge Way for the AV trucks to come down that will lead right to the event site. I've asked our Kwantlen contacts for better driving instructions for your crew, if you are able to support. I'm also including images that I took of the event space and the road that drives up to the event space.

Considering its location, we will need a generator and the tech to allow for a media call-in line using cellular.

Let me know if you have any other questions or concerns.

Thanks!

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

<Itinerary - JTT - 26JULY18 - FINAL.docx>

<Telus Conference Call Request - Fulfilled - July 30th 2018.docx>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 5:42 PM
To: 'Mike Fuoco'
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 30th

Categories: Red Category

Thanks, Mike! I think it went well and your crew was great. Appreciate it, as always.

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 30, 2018 5:01 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
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Hi again Mike,

I'm coordinating an event with the Ministry of Jobs, Trade, & Technology again and we'll need everything for a standard podium announcement. No flags necessary & the venue is providing tents.

The event is set to take place on Monday, July 30th at 1:00pm at the Kwantlen Polytechnic campus in Richmond (8771 Lansdowne Rd). Well - it's actually taking place at their agricultural science farm just down the road (I've included a satellite image). There are sufficient gravel roads off Garden City Rd and Alderbridge Way for the AV trucks to come down that will lead right to the event site. I've asked our Kwantlen contacts for better driving instructions for your crew, if you are able to support. I'm also including images that I took of the event space and the road that drives up to the event space.

Considering its location, we will need a generator and the tech to allow for a media call-in line using cellular.

Let me know if you have any other questions or concerns.

Thanks!

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

<Itinerary - JTT - 26JULY18 - FINAL.docx>

<Telus Conference Call Request - Fulfilled - July 30th 2018.docx>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 9:39 AM
To: Thistle-Walker, Carlene GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Categories: Red Category

Hi Carlene,

That's no problem. I've discussed with the team and I'm happy to help get these things organized for you. Maybe we can connect by phone today just to go over where the event planning is at and any other specifics? My day is basically wide open so let me know what works.

Thanks!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 30, 2018 10:10 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Sound good. Thanks Maria. We also might like help with listen in only dial in as there are transplant recipients from all over the province.

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

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From: Szabo, Maria GCPE:EX
Sent: Monday, July 30, 2018 9:48 AM
To: Thistle-Walker, Carlene GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Carlene,

My apologies, I just realizec s.22 so we won't have an assignment meeting. I will make sure this is addressed first thing tomorrow morning.

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 25, 2018 12:23 PM
To: Thistle-Walker, Carlene GCPE:EX <Carlene.ThistleWalker@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Cool! Will do. Thanks again!

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 25, 2018 12:11 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>; GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Maria,
It would be just helping to coordinate those two pieces so after your Monday meeting is totally fine. Thanks for getting back to me.

C

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

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From: Szabo, Maria GCPE:EX
Sent: Wednesday, July 25, 2018 11:41 AM
To: Thistle-Walker, Carlene GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX; GCPE Event Request GCPE:EX
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Carlene,

Sorry – yes, that should be doable. Do you need to have someone assigned immediately or can we have a name to you after our assignment meeting on Monday? Let me know and I can check in with Jarrett.

Thanks,

Maria
250.896.6823

From: Thistle-Walker, Carlene GCPE:EX
Sent: July 25, 2018 8:37 AM
To: GCPE Event Request GCPE:EX <Events@gov.bc.ca>
Cc: LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Anderson, Kristy GCPE:EX <Kristy.Anderson@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>
Subject: RE: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Good morning, just checking in on this. Is this something that GCPE events can assist with?

Thank you,
Carlene

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

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From: Thistle-Walker, Carlene GCPE:EX
Sent: Monday, July 23, 2018 3:56 PM
To: GCPE Event Request GCPE:EX
Cc: LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Pilling, Lisa GCPE:EX
Subject: Events logistical support request -- August 8, heart transplant event, St. Paul's Hospital

Hi Maria,

Attached is an event proposal for an event that Minister Dix is participating in at noon on August 8 at St. Paul's Hospital. This is an event led by the health authorities (Providence Health Care and the Provincial Health Services Authority). They are wondering, seeing the minister is attending, if GCPE events would be able to help support the AV requirements and the procurement of a tent (the event will be held on the hospital's rooftop and as there will be heart transplant survivors in attendance, they would like to provide some shade in case the weather is very warm). We would not need anyone on the ground.

I am not sure if this is something your team can help with, but please let us know.

Thanks,
Carlene

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 9:41 AM
To: Cameron, Sandra AGRI:EX
Cc: Loubert, Danny PREM:EX; Porter, Jorge PREM:EX
Subject: RE: VCO meeting room request for Aug 2nd 2pm

Categories: Red Category

Hi Sandra,

I have recently moved into GCPE and am no longer an employee of the Premier's Office. Jorge Porter has been taking on my previous responsibilities and I've cc'd him here so he can take a look at this request for you.

Have a great day!

Best,

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

From: Cameron, Sandra AGRI:EX
Sent: July 31, 2018 9:04 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: VCO meeting room request for Aug 2nd 2pm

Good morning –

I am wondering if there are any meeting rooms available at VCO for this Thursday, August 2nd for 6 people and ADM Arif Lalani would be using the space from 2pm – 4pm.

Joan Easton, ED Ministry of Agriculture
Sarb Mund, Commissary Connect + 2-3 guests

Thank you,
Sandra Cameron
Obo Erin Hansen
Senior Executive Assistant, Deputy Ministers Office

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 9:58 AM
To: 'Ginger Lester'
Cc: XT:Long, Frances CITZ:IN; Union of BC Municipalities Meetings PREM:EX
Subject: RE: City of Nelson - Summary Notes
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi Ginger,

Sorry about that – I was looking into this for you. Interior Health doesn't appear to be meeting at UBCM, but you can contact my colleague Laura Smith who is organizing meetings between local governments and provincial agencies/staff at MAH.UBCM.meetingrequests@gov.bc.ca to make double sure of that. She might also know the best way to contact them for a meeting if it is the case that they are not meeting at UBCM.

It looks like you can also reach out to them via eForm on their website. You can select the department and request a meeting in the message.

We're looking forward to your summary notes! I would recommend having them returned by the end of this week as we are beginning to receive scheduling information back from the Ministries. I also just wanted to remind you to use the summary note template that was sent with confirmation emails (attached again here) and follow the format **within the character limit guidance** as I have had quite a few send full briefing notes which are not required at this point. You are welcome to send briefing notes as well, but we do require this summary note template to be filled out for each meeting request and these are the first that the Ministries would like to look at.

Let me know if you have any questions.

Thanks!

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

From: Ginger Lester [mailto:glester@nelson.ca]
Sent: July 31, 2018 9:03 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Cc: XT:Long, Frances CITZ:IN <flong@nelson.ca>
Subject: City of Nelson - Summary Notes
Importance: High

Hello,

We are still working on our summary notes and hope to have them to you ASAP.

Is there an absolute deadline for submissions?

Also, can you tell me how we can get in touch with Interior Health and set up a meeting.

Thank you,

Ginger

Ginger Lester, B.A.
Executive Assistant / Communications Coordinator
City of Nelson – 101-310 Ward St.
Nelson, BC V1L 5S4
(250) 352-8263

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 10:02 AM
To: Cascaden, Lori R GCPE:EX; Patrick, Andrew GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; Devereux, Rick GCPE:EX
Subject: RE: Pics from photographer for today's event

Categories: Red Category

Hi Lori & Andrew,

Thanks for your kind words! It was a pleasure working with you both – you made it an easy event to execute.

Have a nice day!

Best,

Maria
250.896.6823

From: Cascaden, Lori R GCPE:EX
Sent: July 31, 2018 8:08 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Devereux, Rick GCPE:EX <Rick.Devereux@gov.bc.ca>
Subject: FW: Pics from photographer for today's event

Hi Maria – Thank you for all of your great work on making yesterday's event a success. You did an excellent job, and we are incredibly grateful to you.

Please see the below note from KPU expressing their feedback on the event.

Looking forward to working with you again!

Best,

Lori & Andrew

From: Simon Chiu [mailto:simon.chiu@kpu.ca]
Sent: Monday, July 30, 2018 3:53 PM
To: Patrick, Andrew GCPE:EX
Cc: Marlyn Graziano; Cascaden, Lori R GCPE:EX
Subject: Re: Pics from photographer for today's event

Hi again Andrew,
The event was great and Maria is such a professional
These aren't on Flickr quite yet but am sharing with you these files here in this link:

https://kpuemp-my.sharepoint.com/:f:/g/personal/matt_law_kpu_ca/EuIfD-1288lOi6BNv8otKiUBtzr_gLME0s62DLgcOmsbzQ?e=6AUQGX

Cheers,
Simon

Sent from my iPhone

On Jul 30, 2018, at 3:40 PM, Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca> wrote:

> Hi Marlyn,
>
> Hope the event went well and thanks again for all your help!
>
> One quick request: when the KPU photographer has some pics ready, can you send them our way so we can populated our Flickr account?
>
> Thanks!
>
> **Andrew Patrick | Public Affairs Officer**
> Ministry of Jobs, Trade and Technology
> Government Communications and Public Engagement
> Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 10:04 AM
To: Hagglund, Jarrett GCPE:EX
Subject: RE: Pics from photographer for today's event

Categories: Red Category

Thank you and thanks for your help!!!

Maria
250.896.6823

From: Hagglund, Jarrett GCPE:EX
Sent: July 31, 2018 8:34 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Pics from photographer for today's event

Nice work :).

Sent from my iPhone

On Jul 31, 2018, at 8:08 AM, Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca> wrote:

> Hi Maria – Thank you for all of your great work on making yesterday's event a success. You did an excellent job, and we are incredibly grateful to you.
>
> Please see the below note from KPU expressing their feedback on the event.
>
> Looking forward to working with you again!
>
> Best,
>
> Lori & Andrew
>
> ---
>
> **From:** Simon Chiu [mailto:simon.chiu@kpu.ca]
> **Sent:** Monday, July 30, 2018 3:53 PM
> **To:** Patrick, Andrew GCPE:EX
> **Cc:** Marlyn Graziano; Cascaden, Lori R GCPE:EX
> **Subject:** Re: Pics from photographer for today's event
>
> Hi again Andrew,
> The event was great and Maria is such a professional
> These aren't on Flickr quite yet but am sharing with you these files here in this link:
>
> https://kpuemp-my.sharepoint.com/:f:/g/personal/matt_law_kpu_ca/EuIfD-1288lOi6BNv8otKiUBtzr_gLME0s62DLgcOmsbzQ?e=6AUQGX
>
> Cheers,

Simon

Sent from my iPhone

On Jul 30, 2018, at 3:40 PM, Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca> wrote:

> Hi Marlyn,
>
> Hope the event went well and thanks again for all your help!
>
> One quick request: when the KPU photographer has some pics ready, can you send them our way so we can populated our Flickr account?
>
> Thanks!
>
> **Andrew Patrick | Public Affairs Officer**
> Ministry of Jobs, Trade and Technology
> Government Communications and Public Engagement
> Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 10:27 AM
To: Brandt, Charisma L GCPE:EX
Subject: RE: BMO Travel Card and Iexpense set up
Attachments: MariaSzabo_TravelCardApplication.pdf

Categories: Red Category

Perfect! Here's that form for you. Thanks a bunch.

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 31, 2018 8:45 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: BMO Travel Card and Iexpense set up

Hi Maria, that sounds fine, Linda Vale will either keep it at the front desk or give it to Rick pending your arrival.

Best regards,
Charisma Brandt

From: Szabo, Maria GCPE:EX
Sent: Monday, July 30, 2018 4:54 PM
To: Brandt, Charisma L GCPE:EX
Subject: RE: BMO Travel Card and Iexpense set up

Hi Charisma,

Thanks for getting Lytton sorted and thanks for this! I have requested iExpense access and I'm just in the middle of completing the travel card application form. I don't think I'll need it s.22 so I was going to have it sent to the GCPE offices there, as that's where I'll need my statements to be mailed, s.22 s.22 . I trust that will be okay, and perhaps someone there can hang on to it for me?

Let me know if that's all right and I'll send the form over, complete and signed.

Thanks!

Maria
250.896.6823

From: Brandt, Charisma L GCPE:EX
Sent: July 24, 2018 9:58 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: BMO Travel Card and Iexpense set up

Hi Maria, welcome to GCPE! My name is Charisma Brandt and I am the travel coordinator for GCPE.

In preparation for travelling on government business you will need to apply for a BMO Corporate card (attached), and to set up IExpenses in order to submit your expenses for reimbursement. Once you've received confirmation that your IExpense profile is accessible, you'll need to go into the Oracle application and set up your personal profile before submitting an expense claim. You should receive this confirmation within a week.

The BMO Travel card application is attached.
Please complete the following sections and send back to me:

Date of request, Type of Request, Ministry Name, Employee Information, Statement Mailing Address, Employee signature. Please enter the address that you want your statement to be mailed to.
Don't worry about the EA signature or the additional Account Set-Up Information. Cards take about 7-10 business days to arrive and you will receive a PIN with instructions in a separate letter.

Please review the **Travel Card Cardholders Procedures Guide**:
http://www2.gov.bc.ca/gov/search?id=2E4C7D6BCAA4470AAAD2DCADF662E6A0&q=cardholder_guide_travel_cards.pdf

****IMPORTANT INFORMATION ****
You will receive a monthly statement for your card. It is your responsibility to ensure the balance is paid in full every month. When you return from your trip, you must enter an expense report in order to be reimbursed. This reimbursement will be deposited via EFT to the same account as your paycheck. This is what you should be using to pay your BMO Travel card bill.

Please familiarize yourself with the GCPE travel policy as well as the Core Travel Policy before incurring any expenses.

Instruction on how to submit an expense claim are attached.
It may be helpful for you to review the Iexpense training available on the CAS system, or watch this video. There is some chatter at the beginning but it's very informative and worth a watch.

Don't hesitate to contact me if you have any questions.

Best regards,

Charisma Brandt
Financial Services Coordinator
Government Communications and Public Engagement
778-698-3308

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 10:32 AM
To: Devereux, Rick GCPE:EX
Subject: RE: Pics from photographer for today's event

Categories: Red Category

Thank you! I had lots of fun!

Maria
250.896.6823

From: Devereux, Rick GCPE:EX
Sent: July 31, 2018 9:19 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Fwd: Pics from photographer for today's event

Well it looks like this event went very well. Great work Maria, thanks very much!

Begin forwarded message:

> **From:** "Cascaden, Lori R GCPE:EX" <Lori.Cascaden@gov.bc.ca>
> **Date:** July 31, 2018 at 8:08:27 AM PDT
> **To:** "Szabo, Maria GCPE:EX" <Maria.Szabo@gov.bc.ca>
> **Cc:** "Patrick, Andrew GCPE:EX" <Andrew.Patrick@gov.bc.ca>, "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>, "Devereux, Rick GCPE:EX" <Rick.Devereux@gov.bc.ca>
> **Subject: FW: Pics from photographer for today's event**
>
> Hi Maria – Thank you for all of your great work on making yesterday's event a success. You did an excellent job, and we are incredibly grateful to you.
>
> Please see the below note from KPU expressing their feedback on the event.
>
> Looking forward to working with you again!
>
> Best,
>
> Lori & Andrew
>
> ---
>
> **From:** Simon Chiu [mailto:simon.chiu@kpu.ca]
> **Sent:** Monday, July 30, 2018 3:53 PM
> **To:** Patrick, Andrew GCPE:EX
> **Cc:** Marlyn Graziano; Cascaden, Lori R GCPE:EX
> **Subject:** Re: Pics from photographer for today's event

Hi again Andrew,
The event was great and Maria is such a professional
These aren't on Flickr quite yet but am sharing with you these files here in this link:

https://kpuemp-my.sharepoint.com/:f:/g/personal/matt_law_kpu_ca/EuIfD-1288lOi6BNv8otKiUBtzr_gLME0s62DLgcOmsbzQ?e=6AUQGX

Cheers,
Simon

Sent from my iPhone

On Jul 30, 2018, at 3:40 PM, Patrick, Andrew GCPE:EX <Andrew.Patrick@gov.bc.ca> wrote:

> Hi Marlyn,
>
> Hope the event went well and thanks again for all your help!
>
> One quick request: when the KPU photographer has some pics ready, can you send them our way so we can populated our Flickr account?
>
> Thanks!
>
> **Andrew Patrick | Public Affairs Officer**
> Ministry of Jobs, Trade and Technology
> Government Communications and Public Engagement
> Cell: 250 893-7081

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 11:03 AM
To: 'cheryl.hardisty@penticton.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request Redirected

Categories: Red Category

Hi Cheryl,

I have received noticed that your meeting request with the Ministry of Municipal Affairs and Housing has been redirected to the Ministry of Finance. Please find the information from your meeting request below and let me know if anything has changed. Once I have your confirmation, I will enter this request into our system (meetings with Municipal Affairs and Housing are organized separately from those with the Premier & all other Cabinet Ministers) and you will receive a new confirmation email. It will have a summary note attached which I will require you to fill out and submit back to me (however, the information found below should suffice for the format!).

Let me know if you have any questions. Thanks!

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

Name of Local Government:	Penticton (City)
Primary Contact Person:	CHERYL HARDISTY
Primary Phone #:	250-490-2406
Secondary Phone #:	250-490-2400
Email:	cheryl.hardisty@penticton.ca
List People From Your Organization Who Are Attending:	City of Penticton: Mayor, Andrew Jakubeit; Councillor, Max Picton; Councillor, Andre Martin; Councillor, Tarik Sayeed; Councillor, Judy Sentes; Councillor Campbell Watt; CAO, Peter Weeber Regional District of Okanagan Similkameen Chair Karla Kozakevich; Vice Chair Manfred Bauer; CAO Bill Newell

s.16

MLA will be asked to attend: YES

MLA Name(s): MLA Dan Ashton

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 11:09 AM
To: 'Farnaz Farrokhi'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM Meeting ID: 358 | Summary Report Attached s.16
s.16

Categories: Red Category

Hello Farnaz,

Thank you for your email. I have received your meeting request and summary note and we are working with the Ministry of Finance to create the Minister's schedule that week of UBCM. Thanks for your patience – please stay tuned!

Best,

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

From: Farnaz Farrokhi [mailto:FFarrokhi@whiterockcity.ca]
Sent: July 27, 2018 12:08 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: UBCM Meeting ID: 358 | Summary Report Attached s.16
Importance: High

Good evening,

I received the email below from Nicole Gibbings, MAH-UBCM Meetings Coordinator on July 25, 2018.

For your reference, I thought I would re-submit and attach the City of White Rock's Summary Note (and meeting request email sent on July 12) s.16 as I have yet to hear back from the Ministry of Finance about a potential meeting date for this meeting request.

Thank you in advance for your consideration.

Farnaz

MS. FARNAZ FARROKHI, MA. COMMS, APMC
Manager, Communications and Government Relations | City of White Rock
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
Tel: 604.541.2138 | www.whiterockcity.ca | ffarrokhi@whiterockcity.ca

---

From: 2018 MAH UBCM Meeting Requests MAH:EX [mailto:MAH.UBCM.MeetingRequests@gov.bc.ca]
Sent: July 25, 2018 11:52 AM

To: Farnaz Farrokhi <FFarrokhi@whiterockcity.ca>
Cc: 2018 MAH UBCM Meeting Requests MAH:EX <MAH.UBCM.MeetingRequests@gov.bc.ca>
Subject: For Action: 2018 UBCM Convention - Minister of Muniicipal Affairs and Housing, Meeting Request - White Rock
Importance: High

Hello Farnaz,

Thank you for your request to meet with the Honourable Selina Robinson at the 2018 UBCM Convention. We have reviewed the topics you wish to discuss and suggest that the following items fall within the mandates of the ministries noted below.

Topic	Ministry
s.16	**Ministry of Finance**

To meet with the Ministry(s) responsible for the issues above, please email UBCM.Meetings@gov.bc.ca. with your intention to submit a meeting request. You will be contacted to have your request submitted. It will not be considered a late request.

For meetings with Provincial Government Staff, please see Provincial Government Staff [MACC] Meetings. The deadline for submitting these meeting requests is **Friday, July 27th 2018.**

Should you wish to substitute the topics above for items that fall within the mandate of the Ministry of Municipal Affairs and Housing (MAH), please provide the details by return email to me. Once I hear back from you I will send you a revised meeting request confirmation for Minister Robinson indicating the ministries responsible for the above topics as well as any additional topics you may wish to add.

Thanks,
Nicole

Nicole Gibbings | s.22
MAH-UBCM Meetings Coordinator | Operations and Client Relations |Local Government Division
Ministry of Municipal Affairs and Housing
Direct: **778-698-3203** Email: Nicole.Gibbings@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 11:18 AM
To: Gibbings, Nicole MAH:EX
Subject: UBCM meetings spreadsheet to Ministries
Attachments: AEST 2018.07.24 Meetings Report.xlsx

Categories: Red Category

Hi Nicole,

As discussed, here's an example of the spreadsheets we sent to the Ministries for deciding their agenda at UBCM. Let me know if you have any questions.

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: July 31, 2018 12:04 PM
To: 'Kim Dressler'
Subject: RE: UBCM Meeting Request Redirected

Categories: Red Category

Great to know! I have entered this request into the system manually so you should have received the confirmation email. Let me know if there are any problems with the entry.

Best,

Maria
250.896.6823

From: Kim Dressler [mailto:kdressler@williamslake.ca]
Sent: July 31, 2018 11:42 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meeting Request Redirected

Thanks, Maria!

We were advised by the Ministry of Municipal Affairs & Housing that this request was best suited to the Ministry of Forests' mandate. Thank you for your follow-up; we confirm this topic request transfer to FLNRO, with the understanding that we would now have 4 topics on that briefing note.

Thank you,

Kim

Kim Dressler, BA, B.Ed.
Executive Assistant/Deputy Corporate Officer
City of Williams Lake
450 Mart St.
Williams Lake, BC V2G 1N3
Tel: 250-392-1775
Fax: 250-392-4408
Email: kdressler@williamslake.ca
Web: www.williamslake.ca

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From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: Tuesday, July 31, 2018 11:07 AM

To: Kim Dressler <kdressler@williamslake.ca>
Subject: UBCM Meeting Request Redirected

Hi Kim,

I have received notice that your meeting request with the Ministry of Municipal Affairs and Housing has been redirected to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Please find the information from your meeting request below and let me know if anything has changed. Once I have your confirmation, I will enter this request into our system (meetings with Municipal Affairs and Housing are organized separately from those with the Premier & all other Cabinet Ministers) and you will receive a new confirmation email. It will have a summary note attached which I will require you to fill out and submit back to me (however, the information found below should suffice for the format!).

Let me know if you have any questions. Thanks!

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

Name of Local Government:	Williams Lake (City)
Primary Contact Person:	KIM DRESSLER
Primary Phone #:	2503921775
Secondary Phone #:	
Email:	kdressler@williamslake.ca
List People From Your Orga! nization Who Are Attending:	Mayor Walt Cobb; Councillors Ivan Bonnell; Scott Nelson; Jason Ryll; Craig Smith; Laurie Walters; Sue Zacharias CAO Milo Macdonald

s.16

MLA will be asked to attend:	YES
MLA Name(s):	Donna Barnett

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 12:20 PM
To: 'Corporate Officer NCRD'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: NCRD Briefing Notes

Categories: Red Category

Hi Daniel,

Thanks a lot for this!

I just noticed you didn't include a summary note for meeting ID #19 with the Ministry of Finance. Were you still intending requesting that meeting?

Thanks!

Maria
250.896.6823

From: Corporate Officer NCRD [mailto:corporateofficer@ncrdbc.com]
Sent: July 31, 2018 8:58 AM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: NCRD Briefing Notes

Hi Maria,

Not a problem. Reattached the in requested format.

Best regards,

Daniel Fish
Corporate Officer | ***North Coast Regional District***
P: 250.624.2002 *(ext.2)*

A: 14, 342 3rd Avenue West, Prince Rupert BC, V8J 1L5
T: 888.301.2002 | ***F:*** 250.627.8493

www.ncrdbc.com

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: Monday, July 30, 2018 5:07 PM
To: Corporate Officer NCRD
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: RE: NCRD Briefing Notes

Hi Daniel,

Thanks very much for these – they are wonderful and informative. I will include them in the packages for the Ministers. However, we do require all meeting requests to have completed the summary note template attached. This template was sent with the meeting request confirmation emails. As the Ministries have quite a few meeting requests to review, they have asked for a brief summary of the intended meeting topics – and have asked for this to be done via the summary note template **within the character limit guidance**.

These were due on the 20th as per the confirmation emails; however, we have not yet sent all of the notes to the Ministries so if you can complete these before the end of the week, it shouldn't be a problem.

Thank you for your cooperation!

Best,

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

From: Corporate Officer NCRD [mailto:corporateofficer@ncrdbc.com]
Sent: July 27, 2018 2:47 PM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: NCRD Briefing Notes

Please find attached draft briefing notes for the following NCRD Meeting requests:

- 20
- 21
- 22
- 23
- 24
- 28

Apologies if these are late – I didn't see a deadline posted anywhere.

Let me know if there are any issues.

Best regards,

Daniel Fish
Corporate Officer | ***North Coast Regional District***
P: 250.624.2002 *(ext.2)*

A: 14, 342 3rd Avenue West, Prince Rupert BC, V8J 1L5
T: 888.301.2002 | ***F:*** 250.627.8493

www.ncrdbc.com

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 12:38 PM
To: 'Admin @ Village of Telkwa'
Subject: RE: Minister Meetings

Categories: Red Category

Wonderful! Thank you.

Maria
250.896.6823

From: Admin @ Village of Telkwa [mailto:admin@telkwa.ca]
Sent: July 31, 2018 12:26 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Minister Meetings

Hello Maria,

Please find attached the summary notes for Meeting IDs 626, 627, 628, and 629.

Many thanks!

Warmly,

Jennifer Bruns
Administrative Assistant

Telkwa

Village of Telkwa
Phone: 250-846-5212 | Fax: 250-846-9572 | admin@telkwa.ca
1415 Hankin Ave., PO Box 220, Telkwa, BC V0J 2X0, Canada

Visit us online: www.telkwa.ca

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Do you really need to print this email? Think green!

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-30-18 4:14 PM

To: Admin @ Village of Telkwa <admin@telkwa.ca>
Subject: RE: Minister Meetings

Hi again Jennifer,

I have now entered all four of these into our system and you should receive confirmation emails for meeting IDs #626, 627, 628, and 629. Those emails will have the summary note template attached, which I will ask you to complete for all four of those meetings. It should be fairly similar to what you have already entered in my makeshift late meeting request form, but will just need to include some background. Let me know if you have any questions!

Thanks,

Maria
250.896.6823

From: Szabo, Maria GCPE:EX
Sent: July 30, 2018 2:11 PM
To: Admin @ Village of Telkwa <admin@telkwa.ca>
Subject: Re: Minister Meetings

Hi Jennifer,

Sorry - yes, I received them but I haven't had a chance to look them over or enter them into the system! I will get to it this afternoon. Thank you very much for sending them back so quickly.

Best,

Maria

Sent from my iPhone

On Jul 30, 2018, at 2:07 PM, Admin @ Village of Telkwa <admin@telkwa.ca> wrote:

> Hello Maria,
>
> I am just looking to confirm you had received these late meeting requests on Friday?
>
> Many thanks!
>
> Warmly,
>
> **Jennifer Bruns**
> **Administrative Assistant**
>
> <image001.png>
>
> Village of Telkwa
> Phone: 250-846-5212 | Fax: 250-846-9572 | admin@telkwa.ca
> 1415 Hankin Ave., PO Box 220, Telkwa, BC V0J 2X0, Canada
>
> Visit us online: www.telkwa.ca

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Do you really need to print this email? Think green!

From: Admin @ Village of Telkwa <admin@telkwa.ca>
Sent: July-27-18 11:39 AM
To: 'Szabo, Maria GCPE:EX' <Maria.Szabo@gov.bc.ca>
Subject: RE: Minister Meetings

Thank you kindly Maria!

Please find attached four late meeting requests for Minister Heyman, Minister Donaldson, Minister Trevena, and Minister James.

Warmly,

Jennifer Bruns
Administrative Assistant

<image001.png>

Village of Telkwa
Phone: 250-846-5212 | Fax: 250-846-9572 | admin@telkwa.ca
1415 Hankin Ave., PO Box 220, Telkwa, BC V0J 2X0, Canada

Visit us online: www.telkwa.ca

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Do you really need to print this email? Think green!

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July-27-18 11:08 AM
To: Admin @ Village of Telkwa <admin@telkwa.ca>
Cc: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: RE: Minister Meetings

Hi Jennifer,

No problem. I've attached a form here that includes the information I will need to submit the meetings manually. You can fill it out and send it back to me or we can do it over the phone. Once I enter them, you will receive email confirmations like you would have for the Premier, which will come with a template for their summary notes. These are required for all meetings with Premier and Cabinet.

We have sent the first list of meetings to the Ministries for confirmation, so please try to have these requests and summary notes in ASAP so we can get them out to the Ministries in the late/corrected batch!

Thank you!

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

From: Admin @ Village of Telkwa [mailto:admin@telkwa.ca]
Sent: July 27, 2018 10:43 AM
To: Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Subject: Minister Meetings

Good morning,

I'm hoping you can assist me with an error I had made requesting meetings. I had misinterpreted the 2018 Provincial Handbook and thought only the meetings with Premier Horgan and Minister Robinson had deadlines of July 13th, and all other requests for meetings with Ministers were due today. Nicole Gibbings has clarified that it was the Premier *and Cabinet Ministers* that were due by July 13th.

Is it possible to still request meetings with the following four Ministers?

- Minister Doug Donaldson
- Minister George Heyman
- Minister Claire Trevena
- Minister Carole James

Thank you in advance for any assistance you can provide!

Warmly,

Jennifer Bruns
Administrative Assistant

<image001.png>

Village of Telkwa
Phone: 250-846-5212 | Fax: 250-846-9572 | admin@telkwa.ca
1415 Hankin Ave., PO Box 220, Telkwa, BC V0J 2X0, Canada

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Do you really need to print this email? Think green!

<UBCM Late Meeting Request - Minister James.docx>

<UBCM Late Meeting Request - Minister Trevena.docx>

<UBCM Late Meeting Request - Minister Donaldson.docx>

<UBCM Late Meeting Request - Minister Heyman.docx>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 12:40 PM
To: 'jfernandez@lakecowichan.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request Redirected

Categories: Red Category

Hi Joseph,

I have received noticed that your meeting request with the Ministry of Municipal Affairs and Housing has been redirected to the Ministry of Tourism, Arts and Culture. Please find the information from your meeting request below and let me know if anything has changed. Once I have your confirmation, I will enter this request into our system (meetings with Municipal Affairs and Housing are organized separately from those with the Premier & all other Cabinet Ministers) and you will receive a new confirmation email. It will have a summary note attached which I will require you to fill out and submit back to me (however, the information found below should suffice for the format!).

Let me know if you have any questions. Thanks!

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

Name of Local Government: Lake Cowichan (Town)

Primary Contact Person: JOSEPH A. FERNANDEZ

Primary Phone #: 250-749-6681

Secondary Phone #: 250-749-6615

Email: jfernandez@lakecowichan.ca

List People From Your Organization Who Are Attending: Mayor, Ross Forrest. Councillors, Carolyne Austin, Bob K. Day, Tim McGonigle and Lorna Vomacka

s.16

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 1:01 PM
To: Schmidt, Birgit MAH:EX; Wyllie, Sandra TAC:EX; Shang, Cindy TAC:EX
Cc: Behrens, Marlene GCPE:EX; Union of BC Municipalities Meetings PREM:EX
Subject: RE: UBCM

Categories: Red Category

Hi there,

Sorry to just be getting back to you now – we have had a lot on the go!

At this time, PSRK has not received any requests to meet in his Parliamentary Secretary role. He has also not been requested to attend meetings as an MLA of the constituency associated with the local government.

Hope that helps!

Thanks,

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

From: Schmidt, Birgit MAH:EX
Sent: July 23, 2018 12:57 PM
To: Wyllie, Sandra TAC:EX <Sandra.Wyllie@gov.bc.ca>; Union of BC Municipalities Meetings PREM:EX <UBCM.Meetings@gov.bc.ca>
Cc: Shang, Cindy TAC:EX <Cindy.Shang@gov.bc.ca>; 2018 MAH UBCM Meeting Requests MAH:EX <MAH.UBCM.MeetingRequests@gov.bc.ca>; Norman, Jan MAH:EX <Jan.Norman@gov.bc.ca>; Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>
Subject: RE: UBCM

Hi Sandra,

I have copied Marlene Behrens, Premier's and Cabinet Ministers' UBCM Meetings Coordinator to answer the question regarding if there have been meeting requests received for PSRK. I don't know if she is able to answer your question about "commitments to other UBCM related activities", but may be able to provide guidance.

Regards,
Birgit

From: Wyllie, Sandra TAC:EX
Sent: Monday, July 23, 2018 12:47 PM
To: 2018 MAH UBCM Meeting Requests MAH:EX
Cc: Schmidt, Birgit MAH:EX; Wyllie, Sandra TAC:EX; Shang, Cindy TAC:EX
Subject: FW: UBCM

Hi, can you advise please, regarding the email sent to me from my Minister's office. Thanks so much.

Sandra

From: Holding, Marina TAC:EX
Sent: Monday, July 23, 2018 12:38 PM
To: Shang, Cindy TAC:EX; Wyllie, Sandra TAC:EX
Subject: UBCM

Hello,

We have received direction to register Parliamentary Secretaries for UBCM if they are holding any meetings while at UBCM is their PS role. I would like to know if PSRK has received any requests for meetings at this time, or if he is committed to any PS-related activities during UBCM. If he is not, he will need to be registered by his LA as an MLA attendant.

Thank you for your help,

Marina

Marina Holding
Administrative Coordinator
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
☎ P: 250-387-6808 | F: 250.387.4099

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Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 1:57 PM
To: 'Kim Dressler'
Subject: RE: UBCM Meeting Request Received

Categories: Red Category

Hi Kim,

Because I had to enter the meeting manually by virtue of the system closing on July 13th, it automatically calls it a late request – but this won't matter. As there is only space for the three topics in one meeting, I had to enter this one as a separate meeting. The Ministry may come back and decide which three topics they are able to address in the 15 minute meeting at UBCM (or decide that they can address all four).

Hope that helps!

Best,

Maria
250.896.6823

From: Kim Dressler [mailto:kdressler@williamslake.ca]
Sent: July 31, 2018 1:54 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: UBCM Meeting Request Received

Hi, Maria – I am confirming receipt of the email below.

I note that this is being considered a late request; however, we do already have a meeting request in with the Minister of Forests, so this would just be an additional topic added to that original meeting request, I would think? The Meeting ID# is 231. Am I missing anything?

Thanks so much!

Kim

Kim Dressler, BA, B.Ed.
Executive Assistant/Deputy Corporate Officer
City of Williams Lake
450 Mart St.
Williams Lake, BC V2G 1N3
Tel: 250-392-1775
Fax: 250-392-4408
Email: kdressler@williamslake.ca
Web: www.williamslake.ca

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From: UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>
Sent: Tuesday, July 31, 2018 12:03 PM
To: Kim Dressler <kdressler@williamslake.ca>
Subject: UBCM Meeting Request Received

BRITISH COLUMBIA

2018 UBCM Convention

DATE: July 31, 2018
TO: Kim Dressler
Williams Lake, City of
FROM: UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator
RE: **UBCM Meeting Request Received**

Please note that the deadline for meeting requests has passed, and this submission will be considered a late request.

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in early September. The details of your request are as follows:

Contact Information:

Meeting ID: 630 Please use this number in all correspondence regarding your meeting request
Municipality/Regional District: Williams Lake, City of
Contact: Kim Dressler, Executive Assistant/Deputy Corporate Officer
Phone: 250-392-1775
Email: kdressler@williamslake.ca
Secondary Email:

Cabinet Minister in attendance:

Cabinet Minister: Forests, Lands, Natural Resource Operations, and Rural Development
Preference: 3

MLA invited by community:

Donna Barnett

Council Attendees:

Craig Smith, Councillor; Ivan Bonnell, Councillor; Jason Ryll, Councillor; Laurie Walters, Councillor; Milo Macdonald, CAO; Scott Nelson, Councillor; Sue Zacharias, Councillor; Walt Cobb, Mayor

Topics to be discussed:

s.16

Additional Information:

s.16

A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to UBCM.Meetings@gov.bc.ca by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.

For questions regarding meeting requests or UBCM inquiries please email: UBCM.Meetings@gov.bc.ca. For urgent matters please call the UBCM Meetings line at 250-213-3856.

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 2:03 PM
To: 'Chou, Vincent'; [VCH] Yong, Elaine [PH]; Thistle-Walker, Carlene GCPE:EX
Cc: Pilling, Lisa GCPE:EX
Subject: RE: GCPE events support - heart transplant event, August 8

Categories: Red Category

Thanks, Carlene!

Hi again Vincent – that was my big question so I'm glad you asked. I'm sure I can arrange for a site visit as the AV companies we use don't generally do the site visits on our behalf. Have you been in contact with somebody at the hospital already? With their info, I can reach out to them to set up a time to come by in the next couple of days.

Just want to make sure I'm understanding it that we're looking to do a standard podium announcement with a listen-only conference line and a tent for the guests. Did we want to have the speakers under a tent as well? Will you need a podium sign?

I may have some other questions, but we'll start with those. Thanks!

Maria
250.896.6823

From: Chou, Vincent [mailto:Vincent.Chou@phsa.ca]
Sent: July 31, 2018 1:44 PM
To: Thistle-Walker, Carlene GCPE:EX <Carlene.ThistleWalker@gov.bc.ca>; [VCH] Yong, Elaine [PH] <EYong@providencehealth.bc.ca>
Cc: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>; Pilling, Lisa GCPE:EX <Lisa.Pilling@gov.bc.ca>
Subject: RE: GCPE events support - heart transplant event, August 8

Thank you Carlene. Hi Maria. Looking forward to working with you again on this.

Just curious if you guys have capacity to do a site visit before the event or connect us with the A/V company for one.

Thanks!

Regards,

Vincent Chou
Media Relations & Issues Management
Provincial Health Services Authority

1380 Burrard Street 6th Floor
Vancouver, BC, Canada
Ph: 604.675.7481
Mobile: 604.230.9454
Media line: 778.867.7472
vincent.chou@phsa.ca
www.phsa.ca

Province-wide solutions.
Better health.

From: Thistle-Walker, Carlene GCPE:EX [mailto:Carlene.ThistleWalker@gov.bc.ca]
Sent: Tuesday, July 31, 2018 12:53 PM
To: Chou, Vincent; [VCH] Yong, Elaine [PH]
Cc: Szabo, Maria GCPE:EX; Pilling, Lisa GCPE:EX
Subject: GCPE events support - heart transplant event, August 8

Hi both, looping you in with Maria from our events team. Maria, can help with the AV and tent.

Thx.
Carlene

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

Tel: 250.952.1644 **|Mobile:** 250.812.3291 **|email:** carlene.thistle-walker@gov.bc.ca

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 2:34 PM
To: GCPE Finance Billing GCPE:EX
Subject: RE: BC Government Event - July 26th
Attachments: TRAN - BEA 180726MS.pdf

Categories: Red Category

Hi Annie!

Still getting used to these so let me know if there are any problems with this one.

Thanks,

Maria
250.896.6823

From: GCPE Finance Billing GCPE:EX
Sent: July 31, 2018 1:27 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: BC Government Event - July 26th

Afternoon Maria,

BEA please ☺

Thanks!

Regards,

Annie Craig
Financial Services Clerk
Government Communications and Public Engagement
T: 250-356-0855

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: Tuesday, July 31, 2018 1:25 PM
To: Szabo, Maria GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; GCPE Finance Billing GCPE:EX; Behrens, Marlene GCPE:EX
Subject: Re: BC Government Event - July 26th

Hi Maria,

Please find attached a copy of the closed work order and the matching draw down, and draw down change order from this July 26th Briefing Event at the Pan Pacific Hotel.

Please review the completed documents and let me know if they meet with your approval? A matching invoice copy will follow shortly by email.

Many thanks for providing us with this opportunity. Don't hesitate to contact me with any questions?

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 25, 2018 10:46:04 PM
To: Szabo, Maria GCPE:EX; Behrens, Marlene GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; Duane Coddett
Subject: Re: BC Government Event - July 26th

Hi Maria and Marlene,

Please find attached a copy of the estimate for tomorrows briefing event in Vancouver at the Pan Pacific Hotel.

Please review and let me know if the equipment and event timing listed is correct and meets with your approval?

Your lead technician for this event is Duane Coddett . Should you need to contact Duane he can be reached on his cell tomorrow morning at s.22 Duane will be assisted by Nicole Ostapowich.

Don't hesitate to contact me with any questions, or changes.

Best regards,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 25, 2018 10:00 AM

To: Mike Fuoco
Subject: BC Government Event - July 26th

Hi again Mike,

We just had a last-minute request for support for a technical briefing tomorrow, July 26th at 2:00pm. It will likely be taking place in the Pan Pacific hotel – we're just confirming a room right now.

We'll need everything for a standard announcement except lighting. We might not use the podium but we'd still like to request one. We'll also need a TV that can play a PowerPoint. We did something like this last Thursday at the Pan Pacific with the TV – the same would be perfect for this as well.

We'll also be direct-dialling into the Press Theatre in Victoria like last week.

Let me know if this is doable and if you have any questions.

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: July 31, 2018 2:38 PM
To: GCPE Finance Billing GCPE:EX
Subject: RE: Government Event July 30th
Attachments: JTT - BEA 180730MS.pdf

Categories: Red Category

Same goes for this one. 😊

Maria
250.896.6823

From: GCPE Finance Billing GCPE:EX
Sent: July 31, 2018 2:14 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Government Event July 30th

Hi Maria,

BEA for this one too please and thank you!

Regards,

Annie Craig
Financial Services Clerk
Government Communications and Public Engagement
T: 250-356-0855

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: Tuesday, July 31, 2018 2:13 PM
To: Szabo, Maria GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; GCPE Finance Billing GCPE:EX
Subject: Re: Government Event July 30th

Hi Maria,

Please find attached a copy of the closed work order and the matching draw down from this July 30th announcement at Kwantlen Polytechnic in Richmond.

Please review the completed documents and let me know if they meet with your approval? A matching invoice copy will follow shortly by email.

Many thanks for providing us with this opportunity. Don't hesitate to contact me with any questions?

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Mike Fuoco
Sent: July 30, 2018 5:44:43 PM
To: Szabo, Maria GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX
Subject: Re: Government event July 30th

Hi Maria,

Thanks for letting me know, much appreciated! I bet it was hot out there today.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886
mfuoco@fmav.ca | www.fmav.ca

From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 30, 2018 5:42 PM
To: Mike Fuoco
Cc: Hagglund, Jarrett GCPE:EX
Subject: RE: Government event July 30th

Thanks, Mike! I think it went well and your crew was great. Appreciate it, as always.

Maria

250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 30, 2018 5:01 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>
Subject: Re: Government event July 30th

Hi Maria,

I hope everything went well for today's event at Kwantlen Polytechnic in Richmond? I have included a link below to the audio file from this event. Let me know if you have any difficulties downloading the audio file?

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https://www.dropbox.com/s/3m4942y4p31lgss/R1888084-1%20GCPE%20MEDIA%20EVENT%20-%20RICHMOND%20-%202018-07-30.m4a?dl=0

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Have a great weekend!

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Sent from my iPhone

On Jul 27, 2018, at 3:33 PM, Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca> wrote:

> Hi Mike,
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> Sorry about that. Was picking up the rental vehicle and popping into the office quickly!
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> What you've requested is attached. Thank you for the event order estimate – everything looks good to me.
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> Have a good weekend, and will see Kris and Duane on Monday!
>
> Best,
>
> Maria
> 250.896.6823
>
> ---
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> **From:** Mike Fuoco [mailto:mfuoco@fmav.ca]
> **Sent:** July 27, 2018 2:24 PM
> **To:** Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
> **Subject:** Re: Government event July 30th
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Let me know if those times are work with your plans and correct?

SCHEDULE - MONDAY, JULY 30TH
> OUTDOOR EVENT <
> THE KPU AGRICULTURAL SCIENCE FARM <
09:30-10:30 - LOAD / TRAVEL
10:30-13:00 - UN-LOAD / SETUP
13:00-13:35 - EVENT START / END
13:45-15:30 - DISMANTLE / RETURN

Your lead technician for this event is Kris Jongenotter. Should you need to contact Kris he can be reached on his cell Monday morning at s.22 Kris will be assisted by Duane Coddett.

Don't hesitate to contact me with any questions, or changes.

Cheers,

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Thanks!

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250.896.6823

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To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

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Thanks!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 24, 2018 2:10 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Government event July 30th

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Do you know how big the tent is that Kwantlen is setting up? Will our tech area be able to locate under it or should we just come prepared with our own smaller pop-up tent?

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Thanks so much!

The call-in line will be taking questions.

When it comes to the podium, it depends on just how hot it is that day, but I'd prefer to have the podium outside of the tent/the tents reserved for guests rather than the speakers. I'd say that will be my most likely set-up.

I don't have a confirmation on invite numbers yet but they are thinking it will be well-attended. Perhaps 40-50 folks? I'll try to find out more for you.

Thanks!

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Hi Maria,

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Do you know what type of call in line is required for the event? Is it a listen only feed to listening media, or will their be questions coming to the podium from media on the phone bridge?

Will the podium be located outside the tent? Do you know how many people will be attending the event?

I think that's it for question for the moment.

Thanks again,

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science farm just down the road (I've included a satellite image). There are sufficient gravel roads off Garden City Rd and Alderbridge Way for the AV trucks to come down that will lead right to the event site. I've asked our Kwantlen contacts for better driving instructions for your crew, if you are able to support. I'm also including images that I took of the event space and the road that drives up to the event space.

Considering its location, we will need a generator and the tech to allow for a media call-in line using cellular.

Let me know if you have any other questions or concerns.

Thanks!

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

<Itinerary - JTT - 26JULY18 - FINAL.docx>

<Telus Conference Call Request - Fulfilled - July 30th 2018.docx>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 2:39 PM
To: 'Mike Fuoco'
Subject: RE: Government Event July 30th

Categories: Red Category

Thanks for these, Mike!

Maria
250.896.6823

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: July 31, 2018 2:13 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Cc: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; GCPE Finance Billing GCPE:EX <GCPE.FinanceBilling@gov.bc.ca>
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Hi Maria,

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Please review the completed documents and let me know if they meet with your approval? A matching invoice copy will follow shortly by email.

Many thanks for providing us with this opportunity. Don't hesitate to contact me with any questions?

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Government Communications and Public Engagement
250.896.6823 | maria.szabo@gov.bc.ca

<Itinerary - JTT - 26JULY18 - FINAL.docx>

<Telus Conference Call Request - Fulfilled - July 30th 2018.docx>

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 2:45 PM
To: Craig, Annie GCPE:EX
Subject: RE: BC Government Event - July 26th

Categories: Red Category

Jarrett has that, unfortunately. I haven't seen it. s.22

Maria
250.896.6823

From: Craig, Annie GCPE:EX
Sent: July 31, 2018 2:44 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: BC Government Event - July 26th

Maria do you by any chance have the final receipt for the Pan Pacific meeting room rental for this event? Or would Jarrett have it?

Regards,

Annie Craig
Financial Services Clerk
Government Communications and Public Engagement
T: 250-356-0855

From: GCPE Finance Billing GCPE:EX
Sent: Tuesday, July 31, 2018 1:27 PM
To: Szabo, Maria GCPE:EX
Subject: FW: BC Government Event - July 26th

Afternoon Maria,

BEA please ☺

Thanks!

Regards,

Annie Craig
Financial Services Clerk
Government Communications and Public Engagement
T: 250-356-0855

From: Mike Fuoco [mailto:mfuoco@fmav.ca]
Sent: Tuesday, July 31, 2018 1:25 PM
To: Szabo, Maria GCPE:EX

Cc: Hagglund, Jarrett GCPE:EX; GCPE Finance Billing GCPE:EX; Behrens, Marlene GCPE:EX
Subject: Re: BC Government Event - July 26th

Hi Maria,

Please find attached a copy of the closed work order and the matching draw down, and draw down change order from this July 26th Briefing Event at the Pan Pacific Hotel.

Please review the completed documents and let me know if they meet with your approval? A matching invoice copy will follow shortly by email.

Many thanks for providing us with this opportunity. Don't hesitate to contact me with any questions?

Cheers,

Mike

Mike Fuoco | FMAV

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From: Mike Fuoco
Sent: July 25, 2018 10:46:04 PM
To: Szabo, Maria GCPE:EX; Behrens, Marlene GCPE:EX
Cc: Hagglund, Jarrett GCPE:EX; Duane Coddett
Subject: Re: BC Government Event - July 26th

Hi Maria and Marlene,

Please find attached a copy of the estimate for tomorrows briefing event in Vancouver at the Pan Pacific Hotel.

Please review and let me know if the equipment and event timing listed is correct and meets with your approval?

Your lead technician for this event is Duane Coddett . Should you need to contact Duane he can be reached on his cell tomorrow morning at s.22 Duane will be assisted by Nicole Ostapowich.

Don't hesitate to contact me with any questions, or changes.

Best regards,

Mike

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From: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Sent: July 25, 2018 10:00 AM
To: Mike Fuoco
Subject: BC Government Event - July 26th

Hi again Mike,

We just had a last-minute request for support for a technical briefing tomorrow, July 26th at 2:00pm. It will likely be taking place in the Pan Pacific hotel – we're just confirming a room right now.

We'll need everything for a standard announcement except lighting. We might not use the podium but we'd still like to request one. We'll also need a TV that can play a PowerPoint. We did something like this last Thursday at the Pan Pacific with the TV – the same would be perfect for this as well.

We'll also be direct-dialling into the Press Theatre in Victoria like last week.

Let me know if this is doable and if you have any questions.

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: July 31, 2018 4:05 PM
To: 'agraham@portedward.ca'
Cc: 'ppereira@portedward.ca'; Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #166
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received a summary note for meeting ID #166 – a request for a meeting with the Ministry of Education from the District of Port Edward.

Are you still interested in making this request? If so, please have the attached summary note template completed (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction from the Ministries on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:11 PM
To: 'Farnaz Farrokhi'
Subject: RE: UBCM Meeting Request #356 Summary Note

Categories: Red Category

Hi Farnaz,

I was just looking at it again and it appears there were two requests made to the Ministry of Transportation and Infrastructure. One is #356 and the other is #357.

However, #356 seems to have been made in error as the topics listed don't pertain to transportation/infrastructure:

s.16

I believe this was what you submitted to the Ministry of Finance and there must have been a mix-up!

I have everything I need for meeting requests 357 and 358 (Finance). If you are just looking to request those two meetings, then I will go ahead and cancel meeting request #356. Let me know if that makes sense and if I'm on the right track here.

Thanks for the info!

Best,

Maria
250.896.6823

From: Farnaz Farrokhi [mailto:FFarrokhi@whiterockcity.ca]
Sent: July 31, 2018 4:05 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meeting Request #356 Summary Note

Hi Maria,

Thank you for the email.

We very much would still like to meet with the Minister of Transportation and Infrastructure. For your reference, attached is the meeting request along with the summary note I submitted on July 12. I was given ID #357 for this request.

I am sorry for any confusion and apprecate the follow-up email.

Please let me know if I can answer any questions for you or if you require anything else.

Best,

Farnaz

MS. FARNAZ FARROKHI, MA. COMMS, APMC
Manager, Communications and Government Relations | City of White Rock
15322 Buena Vista Avenue, White Rock, BC V4B 1Y6
Tel: 604.541.2138 | www.whiterockcity.ca | ffarrokhi@whiterockcity.ca

---

From: Szabo, Maria GCPE:EX [mailto:Maria.Szabo@gov.bc.ca]
Sent: July 31, 2018 3:56 PM
To: Farnaz Farrokhi <FFarrokhi@whiterockcity.ca>
Subject: UBCM Meeting Request #356 Summary Note

Hi again Farnaz,

I'm just going through all my documentation and I realized that we have not yet received a summary note for meeting ID #356 for the Ministry of Transportation and Infrastructure, requested by the City of White Rock. Do you still wish to request this meeting? If so, we will need a summary note to send along to the Ministry (template attached).

Let me know if you have any questions.

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: July 31, 2018 4:14 PM
To: 'admin@sunpeaksmunicipality.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #606 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received a summary note for meeting ID #606 – a request for a meeting with the Ministry of Education from the Mountain Resort Municipality of Sun Peaks.

Are you still interested in making this request? If so, please have the attached summary note template completed (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction from the Ministries on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:16 PM
To: 'sdemasi@cachecreek.info'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #63 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received a summary note for meeting ID #63 – a request for a meeting with the Ministry of Environment and Climate Change Strategy from the Village of Cache Creek.

Are you still interested in making this request? If so, please have the attached summary note template completed (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction from the Ministries on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:21 PM
To: 'cao@mcbride.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #510 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi again Sheila,

I'm just going through all my documentation and I realized that we have not yet received a summary note for meeting ID #510 for the Ministry of Jobs, Trade and Technology, requested by the Village of McBride. Do you still wish to request this meeting? If so, we will need a summary note to send along to the Ministry (template attached for your ease).

Let me know if you have any questions.

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: July 31, 2018 4:28 PM
To: 'Rachel Wille'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Requests #544 and #619
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi again Rachel,

I'm just going through all my documentation and I realized that we have not yet received summary notes for the following UBCM meetings requested by the District of Kent:

- ID #544 – Forests, Lands, Natural Resource Operations, and Rural Development
- ID #619 – Premier

It appears to me that #544 is a duplicate from your meeting request #547 with FLNRO and I wanted to check that I can cancel #544, as I have the summary note for #547.

With regard to #619, we will need a summary note to send along to the Premier's Office (template attached) like we did for the meeting with FLNRO. If you can return it to me completed by the end of the week, that would be superb.

Let me know if you have any questions.

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: July 31, 2018 4:32 PM
To: 'ltynan@summerland.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #444 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there Linda,

I'm just going through all my documentation for UBCM and I realized that we have not yet received a summary note for meeting ID #444 for the Parliamentary Secretary of Emergency Preparedness, requested by the District of Summerland.

Do you still wish to request this meeting? If so, we will need a summary note to send along to the Ministry (template attached for your ease). If you could have it returned complete to me by the end of the week, that would be superb!

Let me know if you have any questions.

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: July 31, 2018 4:34 PM
To: 'sstokes@poucecoupe.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #41 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there Sandy,

I'm just going through all my documentation for UBCM and I realized that we have not yet received a summary note for meeting ID #41 for the Premier, requested by the Village of Pouce Coupe.

Do you still wish to request this meeting? If so, we will need a summary note to send along to the Premier's Office (template attached for your ease). If you could have it returned complete to me by the end of the week, that would be superb!

Let me know if you have any questions.

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: July 31, 2018 4:37 PM
To: 'dmelanson@hazelton.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #6 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received a summary note for meeting ID #6 – a request for a meeting with the Premier from the Village of Hazelton.

Are you still interested in making this request? If so, please have the attached summary note template completed (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:38 PM
To: 'rjholland@fraserlake.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #595 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received a summary note for meeting ID #595 – a request for a meeting with the Premier from the Village of Fraser Lake.

Are you still interested in making this request? If so, please have the attached summary note template completed (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:46 PM
To: 'cao@chasebc.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #582 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received a summary note for meeting ID #582 – a request for a meeting with the Ministry of Transportation and Infrastructure from the Village of Chase.

Are you still interested in making this request? If so, please have the attached summary note template completed (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:52 PM
To: 'lford@districtoftaylor.com'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Requests #327 and #328 Summary Notes
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received summary notes for the following meetings requested by the District of Taylor:

- ID #327 – Transportation and Infrastructure
- ID #328 – Health

Are you still interested in making these requests? If so, please have the attached summary note template completed for both requests (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:54 PM
To: 'swilliamson@portmoody.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #254 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received a summary note for meeting ID #254 – a request for a meeting with the Ministry of Health from the City of Port Moody.

Are you still interested in making this request? If so, please have the attached summary note template completed (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:56 PM
To: 'ewatson@srd.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #196 Summary Note
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received a summary note for meeting ID #196 – a request for a meeting with the Ministry of Health from the Strathcona Regional District.

Are you still interested in making this request? If so, please have the attached summary note template completed (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

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: July 31, 2018 4:58 PM
To: 'Sherri Andrews'
Subject: RE: UBCM Meeting Request #175 Summary Note

Categories: Red Category

Hi Sherri,

Thanks for your quick response! I will go ahead and cancel the meeting request. If you feel the need to make the request again, let me know.

Best,

Maria
250.896.6823

-----Original Message-----
From: Sherri Andrews [mailto:sandrews@langford.ca]
Sent: July 31, 2018 4:54 PM
To: Szabo, Maria GCPE:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: UBCM Meeting Request #175 Summary Note

Hello Maria,

Thank you for contacting me. We were initially going to request to meet with the Minister to discuss [s.16 s.16 however, on second thought, we recognize that the provincial government is releasing that information to the municipalities as quickly as it is able and feel that there is no urgency to the request at this time.

Again, thank you for taking the time to contact me.

best regards,
Sherri

_____
From: Szabo, Maria GCPE:EX [Maria.Szabo@gov.bc.ca]
Sent: Tuesday, July 31, 2018 4:40 PM
To: Sherri Andrews
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Request #175 Summary Note

Hi there Sherri,

I'm just going through all my documentation for UBCM and I realized that we have not yet received a summary note for meeting ID #175 for the Ministry of Public Safety and Solicitor General, requested by the City of Langford.

Do you still wish to request this meeting? If so, we will need a summary note to send along to the Ministry (template attached for your ease). If you could have it returned complete to me by the end of the week, that would be superb!

Let me know if you have any questions.

Thanks!

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

Szabo, Maria GCPE:EX

From: Szabo, Maria GCPE:EX
Sent: July 31, 2018 5:00 PM
To: 'rcampbell@newwestcity.ca'
Cc: Union of BC Municipalities Meetings PREM:EX
Subject: UBCM Meeting Requests #413 and 414 Summary Notes
Attachments: UBCM Summary Note Blank Template.pdf

Categories: Red Category

Hi there,

I'm helping coordinate the meetings to be held at UBCM this year and, in going through my documentation, I noticed that I had not received summary notes for the following meetings requested by the City of New Westminster:

- ID #413 – Jobs, Trade and Technology
- ID #414 – Citizens' Services

Are you still interested in making these requests? If so, please have the attached summary note template completed for all requests (within the character limit guidance) and returned to me by the end of the week if possible as we are beginning to get direction on scheduling meetings. These summary notes are required for all meeting requests and the template/instruction on them was included in your confirmation email that you would have received upon submitting the request.

Let me know if you have any questions. Thanks for your cooperation!

Best,

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