

## Hagglund, Jarrett PREM:EX

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**From:** Young, Emily EDUC:EX  
**Sent:** April 10, 2018 1:45 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Subject:** RE: Ticket # - Satisfaction Survey

No worries at all Jarrett!

Have a great day.

Emily

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

From: Hagglund, Jarrett GCPE:EX  
Sent: Tuesday, April 10, 2018 1:44 PM  
To: Young, Emily EDUC:EX  
Cc: Gallant, Linda GCPE:EX  
Subject: RE: Ticket # - Satisfaction Survey

Hi Emily

Thanks for reaching out. I have number with Telus so I will connect with the rest of the team and make sure it's being used for all our requests.

Linda if you want to still look into it to get accounts for others that would be great.

Thanks again Emily and hope you're doing well!

Jarrett

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

From: Young, Emily EDUC:EX  
Sent: Tuesday, April 10, 2018 1:41 PM  
To: Hagglund, Jarrett GCPE:EX  
Cc: Gallant, Linda GCPE:EX  
Subject: FW: Ticket # - Satisfaction Survey

Hey Jarret!

This came my way today.

Wasn't sure why I was receiving it, but called TELUS to see what's up. Turns out my conferencing number is being used to book dial-ins, so I am still listed as the main contact on TELUS Conferencing. Not a worry in the grand scheme of things, but I don't want this to cause issue for you guys with events/ dial-ins!

I believe Linda Gallant was the one who connected me with a dial-in/ conferencing number to book calls s.22  
s.22 so I have CC'd her here. She should be able to have one created for you and your team... that way you can ensure you're getting all the communications from TELUS that you need!

Hope all is well in the world of events :)

Cheers,

Emily Young

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

From: ARSystem [mailto:teleconferencing@telus.com]

Sent: Tuesday, April 10, 2018 1:21 PM

To: Young, Emily EDUC:EX

Subject: Ticket # - Satisfaction Survey

Note: All Dates and Times (if applicable) are in Pacific Time

(ENGLISH)

Thank you for using TELUS Conferencing Services.

Your feedback is important to us. Please click on the link below to complete a quick survey.

s.15,s.17

(FRENCH)

Notes: Toutes les Dates et les Heures (si applicable) sont en Heure du Pacifique.

Merci d'utiliser les Services de Conference de TELUS.

Votre opinion nous est très importante. S'il-vous-plaît, veuillez cliquer sur le lien ci-dessus pour compléter un sondage rapide.

s.15,s.17

Page 03 to/à Page 04

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s.22

Page 05

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s.22;s.15;s.17

## Hagglund, Jarrett PREM:EX

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**From:** Devereux, Rick GCPE:EX  
**Sent:** March 26, 2018 9:33 AM  
**To:** Hagglund, Jarrett PREM:EX; Brandt, Charisma L GCPE:EX  
**Subject:** RE: Rental car.

Approved. Thanks

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

**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Monday, March 26, 2018 9:20 AM  
**To:** Brandt, Charisma L GCPE:EX  
**Cc:** Devereux, Rick GCPE:EX  
**Subject:** Rental car.

Hi charisma and rick.

Rick can you approve this rental car?

I was wondering if it is possible to book me a rental car for this afternoon from enterprise at Canada place. I need it for an event in surrey tomorrow. And advance on Wednesday and two events in chilliwack on Thursday.

My last event in chilliwack goes till 4:30pm so if I could drop it off Friday before noon that would be greatly appreciated.

Thanks!

Jarrett

Sent from my iPhone

## Hagglund, Jarrett PREM:EX

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**From:** Craig, Don GCPE:EX  
**Sent:** March 23, 2018 4:11 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Subject:** Re: #Ticket#6010: New project submitted - 180329JH Podium Sign 12' x 30" - Foam Core Copy: Lock it or  
**Attachments:** 6010DC\_180329JH\_Lockit\_PS\_01.pdf

In the meantime, here is a proof PDF for your approval.

Have a great weekend,

### DON CRAIG

Government Communications and Public Engagement  
Photographer + Designer  
M: 250 217-4223  
4th floor, 617 Government Street, Victoria, BC V8W 9V1

### Government photos

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**From:** "Hagglund, Jarrett GCPE:EX" <Jarrett.Hagglund@gov.bc.ca>  
**Date:** Friday, March 23, 2018 at 3:29 PM  
**To:** Don Craig <Don.Craig@gov.bc.ca>  
**Subject:** RE: #Ticket#6010: New project submitted - 180329JH Podium Sign 12' x 30" - Foam Core Copy: Lock it or

Will request. Thanks Don!

Jarrett

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**From:** Craig, Don GCPE:EX  
**Sent:** Friday, March 23, 2018 3:26 PM  
**To:** Hagglund, Jarrett GCPE:EX  
**Subject:** Re: #Ticket#6010: New project submitted - 180329JH Podium Sign 12' x 30" - Foam Core Copy: Lock it or

Hi Jarrett, as always, we will need a vector-based (EPS or Adobe Illustrator file) logo for Impact.

### DON CRAIG

Government Communications and Public Engagement  
Photographer + Designer  
M: 250 217-4223  
4th floor, 617 Government Street, Victoria, BC V8W 9V1

### Government photos

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**From:** GCPE Graphics Request <gcpegar@victoria1.gov.bc.ca>  
**Date:** Friday, March 23, 2018 at 12:59 PM

**To:** Don Craig <Don.Craig@gov.bc.ca>

**Subject:** #Ticket#6010: New project submitted - 180329JH Podium Sign 12' x 30" - Foam Core Copy: Lock it or

--reply above this line--

## New ticket: **180329JH**

Podium Sign  
12' x 30" - Foam Core

Copy: Lock it or Looted

Logos on bottom: BC Logo, ICBC, Impact (attached)

Delivered to Jarrett Hagglund  
740- 999 Canada Place  
Vancouver, BC

Delivered by Wednesday March 28th

**<http://gdu.gcpe.gov.bc.ca/Ticket/6010>**

*NOTE: When replying to this email please leave the subject-line intact.*

## Hagglund, Jarrett PREM:EX

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**From:** Devereux, Rick GCPE:EX  
**Sent:** March 23, 2018 2:04 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Cc:** Russell, Duncan GCPE:EX  
**Subject:** Re: expenses

Approved.

On Mar 23, 2018, at 1:46 PM, Hagglund, Jarrett GCPE:EX <[Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)> wrote:

Hi Rick,

Can you take a look and approve the below expenses from advancing I did Monday for the Premiers North Van tour. Thanks!

Jarrett

Two transit tickets at \$4.10 totalling \$8.20 Let me know if this isn't good enough proof for reimbursement.

Taxi Receipt total \$ 8.50

Thanks!

Jarrett Hagglund | Manager, Event Services  
Government Communications and Public Engagement  
604-817-1458 | [Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)



## Hagglund, Jarrett PREM:EX

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**From:** Russell, Duncan GCPE:EX  
**Sent:** March 23, 2018 1:42 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Subject:** FW: Lower Mainland Travel Expense

Here's a snip of the fare rates that you can include in your e-mail to Rick.

Children under 5 years ride free when accompanied by an adult (maximum 4 children per adult).

### Regular Fares

Type	Zone	Fare
<b>Adult</b>		
	1	\$2.85
	2	\$4.10
	3	\$5.60
<b>Concession</b>		
	1	\$1.80
	2	\$2.80
	3	\$3.80

Customers can travel across all zones for the price of a 1-Zone Fare on weekdays after 6:30 p.m. and all day Saturdays, Sundays, and holidays.

### HandyDART Single Fares

Thanks!

Best regards,

Duncan Russell  
Financial Analyst  
Government Communications and Public Engagement  
250-387-2526

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**From:** Russell, Duncan GCPE:EX  
**Sent:** Friday, March 23, 2018 1:41 PM

**To:** Hagglund, Jarrett GCPE:EX  
**Subject:** RE: Lower Mainland Travel Expense

Hey Jarrett,

No it's ok, you don't need to take them off this time. Please just make sure to grab a receipt in the future.

Best regards,

**Duncan Russell**  
**Financial Analyst**  
**Government Communications and Public Engagement**  
**250-387-2526**

---

**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Friday, March 23, 2018 12:45 PM  
**To:** Russell, Duncan GCPE:EX  
**Subject:** RE: Lower Mainland Travel Expense

I do not. Should I just remove them and send the taxi receipt to Rick for approval?

Jarrett

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**From:** Russell, Duncan GCPE:EX  
**Sent:** Friday, March 23, 2018 12:44 PM  
**To:** Hagglund, Jarrett GCPE:EX  
**Subject:** RE: Lower Mainland Travel Expense

Hey Jarrett,

Is there any way that you can provide a translink receipt that shows the \$ amounts on it? Also please forward this to Rick for approval and then we can get it paid. We always need first his approval on expenses before we get the EA approval. Thanks!

Best regards,

**Duncan Russell**  
**Financial Analyst**  
**Government Communications and Public Engagement**  
**250-387-2526**

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Friday, March 23, 2018 12:14 PM  
**To:** Brandt, Charisma L GCPE:EX  
**Cc:** Russell, Duncan GCPE:EX  
**Subject:** Lower Mainland Travel Expense

Here are receipts from March 19<sup>th</sup>. I was advancing event locations for the Premiers North Vancouver tour March 21<sup>st</sup>.

Two transit tickets at \$4.10 totalling \$8.20 Let me know if this isn't good enough proof for reimbursement.

Taxi Receipt total \$ 8.50

I corresponded with Duncan about deducting select seat cost from this total.

Thanks!

Jarrett Hagglund | Manager, Event Services  
Government Communications and Public Engagement  
604-817-1458 | [Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)

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Withheld pursuant to/removed as

s.22

## Hagglund, Jarrett PREM:EX

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**From:** Mike Fuoco <mfuoco@fmav.ca>  
**Sent:** March 22, 2018 12:55 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Cc:** Kris Klimko  
**Subject:** Re: Monday Morning at 9am  
**Attachments:** WO REF # R1881459-1 GCPE EVENT - BCCH VANCOUVER - MARCH 19TH - FINAL.pdf;  
WO Ref #R1881459-1 Draw Down.xls.pdf

Hi Jarrett,

Please find attached a copy of the closed work order and the matching draw down from this March 19th announcement at the Teck Acute Care Centre, BC Children's Hospital.

Please review the completed documents and let me know if they meet with your approval? An 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

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**From:** Mike Fuoco  
**Sent:** March 16, 2018 6:08:55 PM  
**To:** Hagglund, Jarrett GCPE:EX  
**Cc:** Kris Klimko  
**Subject:** Re: Monday Morning at 9am

Hi Jarrett,

Please find attached a copy of the estimate for next week's event at the Teck Acute Care Centre at BC Children's Hospital. Please review and let me know if the equipment and event timing listed is correct and meets with your approval?

I will let you know the name and cell number of the lead technician as soon as possible. I am just waiting for our Operations Manager to get back to me with a name.

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

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**From:** Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>  
**Sent:** March 16, 2018 5:01:34 PM  
**To:** Mike Fuoco  
**Subject:** Re: Monday Morning at 9am

Thank you so much mike!!

Sent from my iPhone

On Mar 16, 2018, at 5:00 PM, Mike Fuoco <mfuoco@fmav.ca<mailto:mfuoco@fmav.ca>> wrote:

Hi Jarrett,

Yes, 07:30 am works great for a 09:30 am start time. Once unloaded we will need to parking for the van in one of open air parking lots near by.

I will forward you the lead technicians name and cell number as soon as I have it.

Thanks again for the opportunity Jarrett.

Cheers,

Mike

Mike Fuoco | FMAV

T: (604) 235-6011 | C: (604) 880-8886  
mfuoco@fmav.ca<<mailto:mfuoco@fmav.ca>> | [www.fmav.ca](http://www.fmav.ca)<<http://www.fmav.ca>>



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From: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca<mailto:Jarrett.Hagglund@gov.bc.ca>>  
Sent: March 16, 2018 4:48:13 PM  
To: Mike Fuoco  
Subject: RE: Monday Morning at 9am

Hey Mike,

So yup still basic podium set-up. Does 7:30am work for set-up or did you want earlier. We have moved the event to 9:30am.

Jarrett

From: Mike Fuoco [<mailto:mfuoco@fmav.ca>]  
Sent: Friday, March 16, 2018 3:38 PM  
To: Hagglund, Jarrett GCPE:EX  
Subject: Re: Monday Morning at 9am

Perfect, thanks Jarrett. I look forward to hearing back from you shortly.

I will plan for the time being to just include the basics i.e. podium, Mixer, feeds, PA, and lighting.

Let me know if we need to add anything else?

Cheers,

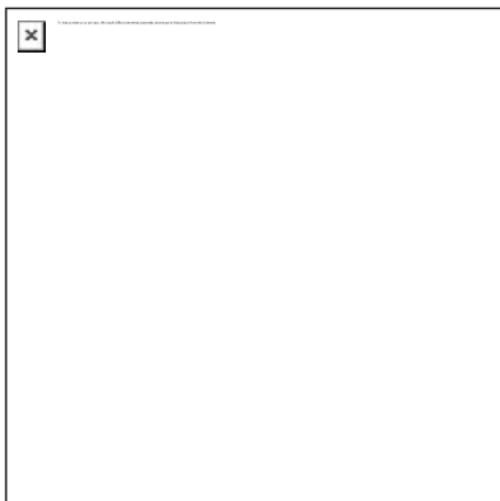
Mike

Mike Fuoco | FMAV

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

mfuoco@fmav.ca<mailto:mfuoco@fmav.ca> | [www.fmav.ca](http://www.fmav.ca)<http://www.fmav.ca>

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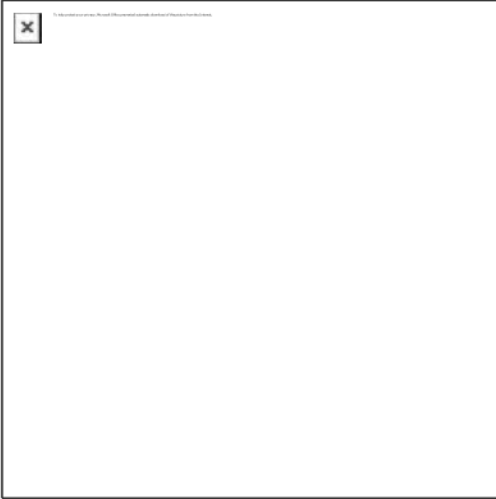
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[<https://i1.wp.com/fmav.ca/wp-content/uploads/2016/07/cropped-Site-Icon.png?fit=512%2C512&ssl=1>]<<http://www.fmav.ca/>>

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From: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca<mailto:Jarrett.Hagglund@gov.bc.ca>>  
Sent: March 16, 2018 3:32:06 PM  
To: Mike Fuoco  
Subject: RE: Monday Morning at 9am

That's exactly it. Thanks for the pic Mike! Appreciate it. Nothing special as far as I know. Meeting about it shortly and will double confirm that there is nothing out of the ordinary.

From: Mike Fuoco [<mailto:mfuoco@fmav.ca>]  
Sent: Friday, March 16, 2018 3:20 PM  
To: Hagglund, Jarrett GCPE:EX  
Subject: Re: Monday Morning at 9am

Hi Jarrett,

Yes, no problem we should be good to go. We did a MCFD event for Marlene in the lobby of this building last November. I attached a picture Marlene sent me from that event site visit.

Let me know if you require anything special for it .i.e flags, dial-in, etc?

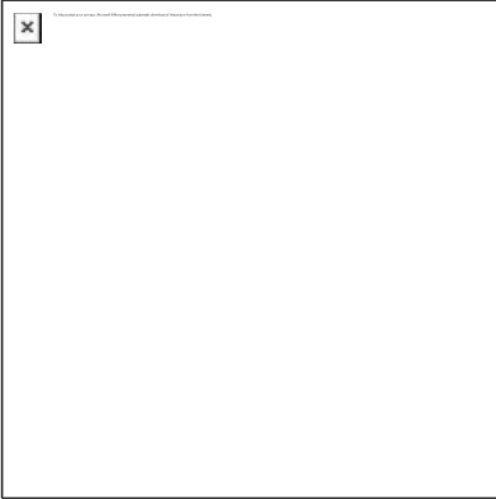
Cheers,

Mike

Mike Fuoco | FMAV

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

[mfuoco@fmav.ca](mailto:mfuoco@fmav.ca)<<mailto:mfuoco@fmav.ca>> | [www.fmav.ca](http://www.fmav.ca)<<http://www.fmav.ca>>



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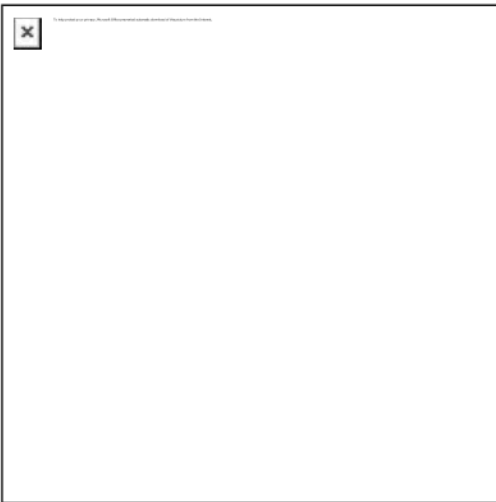
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[<https://i1.wp.com/fmav.ca/wp-content/uploads/2016/07/cropped-Site-Icon.png?fit=512%2C512&ssl=1>]<http://www.fmav.ca/>>

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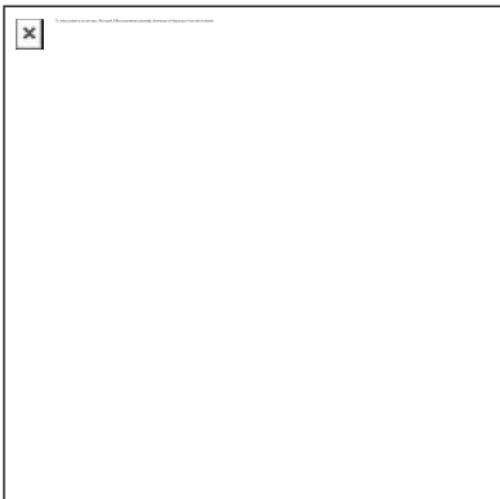
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We are the audiovisual and event technology company for people who plan live events - Canada's largest independent audiovisual firm.

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From: Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca<mailto:Jarrett.Hagglund@gov.bc.ca>>  
Sent: March 16, 2018 3:07:50 PM  
To: Mike Fuoco  
Subject: Monday Morning at 9am

Hey Mike,

I have an event I just got for Monday morning at 9am. Details in itin I have attached. Are you able to help out with this one?

Thanks,

Jarrett

Jarrett Hagglund | Manager, Event Services

Government Communications and Public Engagement

604-817-1458 | Jarrett.Hagglund@gov.bc.ca<mailto:Jarrett.Hagglund@gov.bc.ca>

## Hagglund, Jarrett PREM:EX

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**From:** Russell, Duncan GCPE:EX  
**Sent:** March 14, 2018 2:01 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Subject:** RE: Lower Mainland Travel Expenses

Hey Jarrett,

Ok I just needed to check that as the dollar figures don't match up but the rates they charged you aren't massively above our rates. I've spoken to Charisma and as with all travel, in the future the vehicle rentals must be made by our office in order to obtain prior approval for the expense as well as so we can insure that the proper rates are charged. I will be processing your refund shortly so you should see the reimbursement soon.

Best regards,

**Duncan Russell**  
**Financial Analyst**  
**Government Communications and Public Engagement**  
**250-387-2526**

---

**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Wednesday, March 14, 2018 10:24 AM  
**To:** Russell, Duncan GCPE:EX  
**Subject:** Re: Lower Mainland Travel Expenses

Hey Duncan.

The enterprise one I booked myself after talking to Charisma. So I'm assuming that's the one you meant. I did discuss the government rate with them and the fact we have our own insurance. So not sure what happened. Sorry it seemed like the right price to me. Let me know how you want me to proceed.

Thanks.

Jarrett

Sent from my iPhone

On Mar 14, 2018, at 10:02 AM, Russell, Duncan GCPE:EX <[Duncan.Russell@gov.bc.ca](mailto:Duncan.Russell@gov.bc.ca)> wrote:

Hi Jarrett,

Charisma forwarded this on to me to process. In regards to your vehicle rental, did you book the rental yourself? I ask because the rate that you were charged was not our government rate.

Best regards,

**Duncan Russell**

Financial Analyst  
Government Communications and Public Engagement  
250-387-2526

---

**From:** Brandt, Charisma L GCPE:EX  
**Sent:** Tuesday, March 13, 2018 9:59 AM  
**To:** Russell, Duncan GCPE:EX  
**Subject:** FW: Lower Mainland Travel Expenses

As discussed.

**Charisma Brandt**  
**Financial Services Coordinator**  
**Government Communications and Public Engagement**  
**778-698-3308**

*"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."*  
Winston Churchill

---

**From:** Devereux, Rick GCPE:EX  
**Sent:** Monday, March 12, 2018 11:18 AM  
**To:** Hagglund, Jarrett GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** RE: Lower Mainland Travel Expenses

This is approved.

Thanks and sorry for the delay

---

**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Monday, March 12, 2018 11:17 AM  
**To:** Devereux, Rick GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** RE: Lower Mainland Travel Expenses

Hi Rick,

Bringing this to the top of your email. Hoping to get approval soon so that it can be processed. Thanks so much!!

Jarrett

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Friday, March 9, 2018 10:10 AM  
**To:** Brandt, Charisma L GCPE:EX; Devereux, Rick GCPE:EX  
**Subject:** RE: Lower Mainland Travel Expenses

Thanks Charisma,

Really appreciate it.

Jarrett

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**From:** Brandt, Charisma L GCPE:EX  
**Sent:** Friday, March 9, 2018 9:49 AM  
**To:** Devereux, Rick GCPE:EX; Hagglund, Jarrett GCPE:EX  
**Subject:** FW: Lower Mainland Travel Expenses

Hi Jarrett,

All Greater Vancouver expenses that you pay for should be done via a reimbursement through CMS. I'm looping Rick in to get approval on this. Once I have approval I can enter the expenses and finance will pay you via EFT.

Thanks for checking!

**Charisma Brandt**  
**Financial Services Coordinator**  
**Government Communications and Public Engagement**  
**778-698-3308**

*"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."*  
Winston Churchill

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Thursday, March 8, 2018 4:20 PM  
**To:** Brandt, Charisma L GCPE:EX  
**Subject:** Lower Mainland Travel Expenses

Hi Charisma,

I have rental car invoices with Gas. Below are the dates and reasons for them. I am not sure if this counts as travel status and if I should go through iexpense or not. Can you please advise the best way for me to deal with these.

I know I put in a number of claims recently so wanted to give you a big thanks for all your help!!

Jarrett

Nov 28, 2017 0- Dec 2<sup>nd</sup> 2:00pm - BEA 171201JH  
Used to advance the possible event venues as well as on the day and to travel to another event on Dec 1<sup>st</sup>

Jan 29<sup>th</sup>, 2018 – Feb 2<sup>nd</sup> 2018 BEA 180201JH  
Used to advance event and other venues that week. Used for Abbotsford event on February 1<sup>st</sup> and to transport materials back to the office on Feb 2<sup>nd</sup>.

Jarrett Hagglund | Manager, Event Services  
Government Communications and Public Engagement  
604-817-1458 | [Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)



## Hagglund, Jarrett PREM:EX

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**From:** Devereux, Rick GCPE:EX  
**Sent:** March 9, 2018 11:31 AM  
**To:** Hagglund, Jarrett PREM:EX; Brandt, Charisma L GCPE:EX  
**Subject:** RE: Taxi card

Approved

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Friday, March 9, 2018 10:44 AM  
**To:** Brandt, Charisma L GCPE:EX; Devereux, Rick GCPE:EX  
**Subject:** RE: Taxi card

Hi Rick,

Bringing this to the top of your in box if you are wanting to approve a taxi card for me.

Thanks!

Jarrett

---

**From:** Brandt, Charisma L GCPE:EX  
**Sent:** Wednesday, March 7, 2018 10:15 AM  
**To:** Hagglund, Jarrett GCPE:EX; Devereux, Rick GCPE:EX  
**Subject:** RE: Taxi card

Perfect, with Rick's approval I can go ahead. There is a form that we print with instructions and guidelines on it.

**Charisma Brandt**  
**Financial Services Coordinator**  
**Government Communications and Public Engagement**  
**778-698-3308**

*"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."*  
Winston Churchill

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Wednesday, March 7, 2018 10:11 AM  
**To:** Brandt, Charisma L GCPE:EX; Devereux, Rick GCPE:EX  
**Subject:** RE: Taxi card

Hi Charisma,

I would love a taxi card. Rick is CC'd here to give approval.

Info regarding its use ect would also be appreciated.

Thanks so much!

Jarrett

---

**From:** Brandt, Charisma L GCPE:EX  
**Sent:** Thursday, March 1, 2018 4:13 PM  
**To:** Hagglund, Jarrett GCPE:EX  
**Subject:** Taxi card

Hi Jarrett,

Your expense report was rejected for the following reason:

1. Your purpose needs to state what the training is for and where it took place for example you could submit as: Budget lockup in Victoria
2. GCPE does not reimburse tips. Please adjust your taxi receipts to reflect the base fare.
3. GCPE does not reimburse room charges. Please adjust those out of your hotel claim s.22

Do you often take taxis in Vancouver? I'm wondering if we should get you a cab card for Black Top. If you need one please get Rick to email me the approval.

Please let me know if you have any questions.

Best regards,  
**Charisma Brandt**  
**Financial Services Coordinator**  
**Government Communications and Public Engagement**  
**778-698-3308**

*"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."*  
Winston Churchill

## Hagglund, Jarrett PREM:EX

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**From:** Russell, Duncan GCPE:EX  
**Sent:** March 8, 2018 1:43 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Subject:** RE: Expense reimbursement

Hi Jarrett,

Thanks for the BEA. It's no problem. You guys are honestly great over there and it's appreciated. We just have to be sticklers for procedure otherwise we hear about it later. Have a great day.

Best regards,

Duncan Russell  
Financial Analyst  
Government Communications and Public Engagement  
250-387-2526

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Thursday, March 8, 2018 12:59 PM  
**To:** Russell, Duncan GCPE:EX  
**Subject:** RE: Expense reimbursement

Hi Duncan,

Thank you so much for helping out with this. Completely understand the lack of Process and we will make sure it doesn't happen again. Sorry for getting this cleared up so late. I appreciate you taking the time to review the process below and again thank you so much for helping with this expense.

I Checked in with Elena who did the event and no other costs were incurred for this. As per your request I have attached a BEA for the event.

This was put on my personal card. Happy to provide invoice or anything you need.

Thank you again, you have no idea how much I appreciate it.

Jarrett

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**From:** Russell, Duncan GCPE:EX  
**Sent:** Thursday, March 8, 2018 12:24 PM  
**To:** Hagglund, Jarrett GCPE:EX  
**Subject:** RE: Expense reimbursement

Hi Jarrett,

I'm looking back in our records and I don't see a BEA for this event yet. Has there been one created? Were there any A/V charges that went along with it? If there isn't a BEA yet, please create one as any expenses having to do with events require a BEA. Also, just to clarify who is reimbursed, this is a purchase that you made with a personal card?

In the future, please make sure to contact the finance team prior to making any purchases so that we can obtain Expense Authority (EA) approval for the purchases. While Rick does need to give approval before you do something, he doesn't actually have the EA to authorize purchases. If we don't have the approvals in place prior to the purchase, we get in trouble when there are internal audits done at the end of the month. I understand that some things are time sensitive and need to be done immediately (especially when you're working your events), but please contact us ASAP afterwards if you have to purchase something as it doesn't look good on us to authorize it four months after the fact. Also whenever possible, we should be paying for these items via our purchasing cards (like what we do for hotel meeting room rentals) as they are tracked and monitored.

Anyways please send me the BEA or the other event information if there has already been a BEA created and I will make sure to process it quickly. Thanks Jarrett.

Best regards,

**Duncan Russell**  
**Financial Analyst**  
**Government Communications and Public Engagement**  
**250-387-2526**

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Tuesday, March 6, 2018 12:03 PM  
**To:** Russell, Duncan GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** FW: Expense reimbursement

Hello,

Attached is an expense for a gift that was needed at the event. Rick approved it at the time via text and has approved below. I was wondering how we can move to get this reimbursed. I have attached receipts for the gift as well as local travel to obtain it in time. Can you let me know what else I can provide to help with this. I included the event itin as well.

Thanks so much!

Jarrett

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**From:** Devereux, Rick GCPE:EX  
**Sent:** Tuesday, March 6, 2018 12:01 PM  
**To:** Hagglund, Jarrett GCPE:EX  
**Subject:** RE: Expense reimbursement

I approve this. Thanks

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**From:** Hagglund, Jarrett GCPE:EX  
**Sent:** Tuesday, March 6, 2018 12:00 PM  
**To:** Devereux, Rick GCPE:EX  
**Subject:** Expense reimbursement

Hi Rick,

So remember the Riverview event we did that required us procuring a gift for the Indigenous elder on short notice. I realized I never submitted the expense.

Attached is the itinerary of the event as well as receipts. 224\$ for gift and two cab receipts as we had to get it quickly before they closed. We have your approval in a text message to Elena. I was wondering if you could approve this so we could work with Duncan on getting me reimbursed.

Thanks,

Jarrett

Jarrett Hagglund | Manager, Event Services  
Government Communications and Public Engagement  
604-817-1458 | [Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)

## Hagglund, Jarrett PREM:EX

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**From:** Lise Landry <lise\_landry@csf.bc.ca>  
**Sent:** March 8, 2018 12:23 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Subject:** Re: Brodeur choir

Super. We will be three adults and 22 students. We would love to stay for the lunch.  
I will let you know about the piano.

Lise Landry  
Directrice adjointe  
École Victor-Brodeur  
Victoria, C.-B.  
250-220-6010

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**De:** "Jarrett Hagglund" <Jarrett.Hagglund@gov.bc.ca>  
**À:** "Lise Landry" <lise\_landry@csf.bc.ca>  
**Envoyé:** Mardi 6 Mars 2018 09:57:22  
**Objet:** RE: Brodeur choir

Hi Lisa,

Thank you so much for your help with this. I have most of the answers for you below in blue. Here is a rough agenda of the day. Not much should change.

As noted below we are able to provide lunch if you like. We would just need the number of people and any dietary restrictions. I can also look into getting them a tour of the Legislature after or before if this is something you think they would be interested in.

11:45am – s.15

s.15 Someone will meet you to escort everyone to the Hemlock room where they can leave their belongings.

12:00pm – Choir escorted to hall of Honour.

12:05pm – Choir introduced and sings two songs.

12:15pm – Minister arrives and formal event begins.

12:20pm – Singing of O`Canada

12:23pm – Event continues.

12:35pm – Formal event ends

12:40pm – Lunch provided for students in Hemlock Room

1:00pm – Choir departs

Thank you so much and please do not hesitate to get in touch with anything you need. I will formalize these times in the coming days and send you a more formal itinerary.

Cheers,

Jarrett

Jarrett Hagglund | Manager, Event Services  
Government Communications and Public Engagement  
604-817-1458 | [Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)

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**From:** Lise Landry [[mailto:lise\\_landry@csf.bc.ca](mailto:lise_landry@csf.bc.ca)]  
**Sent:** Tuesday, March 6, 2018 9:39 AM  
**To:** Hagglund, Jarrett GCPE:EX  
**Subject:** Brodeur choir

Bonjour Jarrett,  
I will be organizing the choir for the 15th. I have a few questions:  
Will a piano or key board be available? We do not have a piano or Keyboard. If you want to bring a Keyboard in let me know and I will work with our AV team to make sure everything is smooth for you. We can also play any recorded music that is needed.  
We will sing O Canada and one or two other songs, depending on your needs. I was hoping the choir could open the event up with two songs and then sing o`Canada near the beginning of the Program. Please let me know at what time you would like us to arrive, at which door we enter when we arrive.  
Answered above  
Do you have an idea how long the ceremony will take? Answered above  
Do I reserve the bus? If possible that would be appreciated.

Thank-you,

Lise Landry  
Directrice adjointe  
École Victor-Brodeur  
Victoria, C.-B.  
250-220-6010

**De:** "Jarrett GCPE Hagglund, EX" <[Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)>  
**À:** "Pascale Bernier" <[pascale\\_bernier@csf.bc.ca](mailto:pascale_bernier@csf.bc.ca)>, "Emily GCPE Tackaberry, EX" <[Emily.Tackaberry@gov.bc.ca](mailto:Emily.Tackaberry@gov.bc.ca)>  
**Envoyé:** Mardi 6 Mars 2018 09:07:51  
**Objet:** RE: Please respond - March 15 choir performance at Parliament Buildings

Good Morning,

Thank you so much for this. Let me know what the music teacher says and I can be the contact moving forward and can work out all the details with them.

Thanks again!

Jarrett





## Hagglund, Jarrett PREM:EX

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**From:** Hardin, Karl GCPE:EX  
**Sent:** March 6, 2018 2:26 PM  
**To:** Hagglund, Jarrett PREM:EX  
**Subject:** Re: Group email list

'GCPE Digital Communications' or s.17

Sent from my iPhone

On Mar 6, 2018, at 2:23 PM, Hagglund, Jarrett GCPE:EX <[Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)> wrote:

Hey Karl,

I got clarification on some events and want to send to the group list you mentioned. What was the name again. I can't seem to find it.

Thanks!

Jarrett

Jarrett Hagglund | Manager, Event Services  
Government Communications and Public Engagement  
604-817-1458 | [Jarrett.Hagglund@gov.bc.ca](mailto:Jarrett.Hagglund@gov.bc.ca)