

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** June 22, 2018 7:43 AM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** Re: statement edits

Yes. Thanks.

Sage  
778-678-0832

Sent from my mobile device

On Jun 22, 2018, at 7:40 AM, McGregor, Cara GCPE:EX <[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)> wrote:

Thanks. Is this signed off and good to set up?

Cara McGregor

On Jun 21, 2018, at 8:20 PM, Aaron, Sage PREM:EX <[Sage.Aaron@gov.bc.ca](mailto:Sage.Aaron@gov.bc.ca)> wrote:

Great, Cara. Thank you.

Sage  
778-678-0832

Sent from my mobile device

On Jun 21, 2018, at 5:25 PM, McGregor, Cara GCPE:EX <[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)> wrote:

Here are Jasmyn's proposed edits. I had made some other light changes to the version I sent you, so only look at highlighted portion as an FYI. Let me know if we are good to go.

Thanks, Cara

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**From:** Singh, Jasmyn HLTH:EX  
**Sent:** Thursday, June 21, 2018 1:32 PM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** revised  
June 23, 2018

**Statement from Premier Horgan on National Day of Remembrance for Victims of Terrorism**

VICTORIA--Premier John Horgan issued the following statement to mark the National Day of Remembrance for Victims of Terrorism:

"On June 23, 1985 Air India Flight 182 was en route from Canada to India when a bomb exploded mid-flight, killing every passenger on board.

"Canadians will never forget this act of terror and mass murder that took the lives of 268 Canadians, 27 British citizens and 24 Indian citizens.

"Today across Canada, people are gathering to honour the lives lost and forever changed by hateful, cruel and violent acts of terror. We remember those who were taken from their friends, families and their communities, as well as the people who have witnessed acts of terror and survived.

"Perpetrators of terrorism seek to shatter our country's sense of safety and peace. Their violent acts try to turn communities against one another. They seek to divide us against ourselves.

"We must never allow anger, fear and hatred to take root in our hearts. We will not let these senseless acts of terror change who we are.

"Today British Columbians stand together with all Canadians against terrorism, and embrace the values of love, compassion, and acceptance, and a fundamental belief in the good of people."

On Saturday, June 23, flags at the Parliament Buildings will be flown at half-mast to mark the National Day of Remembrance for Victims of Terrorism.

At 6:00 pm on June 23, an event honouring the memory of those who lost their lives on June 23, 1985 will take place at the Air India Memorial monument in Stanley Park overlooking Ceperley Field.

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** July 5, 2018 10:40 AM  
**To:** Tounsi, Marielle GCPE:EX; McGregor, Cara GCPE:EX  
**Subject:** RE: NEED SIGN OFF ASAP: hold on op-ed please -- changes coming

### Cleaning up a legacy of dirty money

By Premier John Horgan

For more than a decade, the B.C. Liberal government chose to ignore a cycle of money laundering linked to organized crime, the overdose crisis, the red-hot real estate market and skyrocketing housing costs. Now, British Columbians are paying the price for that choice.

Last week, Attorney General David Eby released an anti-money laundering report, commissioned by our government and authored by former R.C.M.P Deputy Commissioner Peter German.

Mr. German's independent review details large-scale, transnational money laundering that has been happening at an alarming rate in B.C. casinos.

British Columbians saw disturbing footage of bags of money being dropped off at casinos with the express purpose of being cleaned up.

This money was made through illegal activities that harmed British Columbians. Despite being warned multiple times about these activities, the former B.C. Liberal government didn't care.

It could have been a scene from a mobster movie, but it was real life. B.C. casinos have unwittingly become laundromats for an infusion of dirty money into the province.

Organized crime used something often called the "Vancouver model" to take advantage of Lower Mainland casinos and other sectors of the B.C. economy -- including real estate -- to launder money.

Mr. German describes the money-laundering situation in B.C. as a "collective system failure." The situation worsened year over year.

Instead of accepting responsibility for this failure, the B.C. Liberals have blamed everyone but themselves. And when they were criticized for their 2009 decision to shut down the integrated police task force responsible for casinos, the B.C. Liberals even tried to blame the police. British Columbians deserve better.

Our government is making different choices. We are moving immediately to get dirty money out of B.C. casinos, stop the cycle of crime, and help our communities thrive.

Our government has already implemented nine of the 48 recommendations in the German report, in an effort to put an end the flow of dirty money into B.C. casinos.

The remaining recommendations are in the initial stages of implementation, or are being reviewed by government in preparation for further action.

We will work with key partners, including the federal government, to fight money laundering in all its forms.

It will take time to undo the damage done to B.C.'s international reputation, but our government is getting started right away. We're working to restore confidence and make sure our province is not a haven for dirty money.

Money laundering isn't a victimless crime. It hurts people and communities in B.C.

We're working to make life better for you and your family. That includes taking action now against money laundering in B.C.

Sage  
778-678-0832

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**From:** Tounsi, Marielle GCPE:EX  
**Sent:** Thursday, July 5, 2018 10:09 AM  
**To:** McGregor, Cara GCPE:EX

**Cc:** Aaron, Sage PREM:EX  
**Subject:** NEED SIGN OFF ASAP: hold on op-ed please -- changes coming  
**Importance:** High

Hi there,

We need sign off on this asap as Lele and Shruti need to send the oped this morning in order to meet deadlines.

Marielle Tounsi  
Media Relations Officer  
Government Communications & Public Engagement  
778-584-1255



Where ideas work



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**From:** McGregor, Cara GCPE:EX  
**Sent:** Thursday, July 5, 2018 8:50 AM  
**To:** Tounsi, Marielle GCPE:EX  
**Cc:** Aaron, Sage PREM:EX  
**Subject:** RE: hold on op-ed please -- changes coming

Sage – do you have those notes for the op-ed?

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**From:** Tounsi, Marielle GCPE:EX  
**Sent:** Wednesday, July 4, 2018 9:04 PM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Aaron, Sage PREM:EX  
**Subject:** Re: hold on op-ed please -- changes coming

I'll wait for a final version from you :)

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**From:** McGregor, Cara GCPE:EX  
**Sent:** 04 July 2018 17:20  
**To:** Tounsi, Marielle GCPE:EX  
**Cc:** Aaron, Sage PREM:EX  
**Subject:** hold on op-ed please -- changes coming

Hi Marielle,

Please hold on disseminating the op-ed – a few late changes coming from Sage.

Cara



## McGregor, Cara GCPE:EX

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**From:** McGregor, Cara GCPE:EX  
**Sent:** May 10, 2018 9:51 AM  
**To:** Jones, JJ GCPE:EX; Dalzell, Danielle GCPE:EX; Croft, Robyn J GCPE:EX  
**Cc:** Gibbs, Robb GCPE:EX  
**Subject:** Action Required: MyPerformance Review  
**Attachments:** MyPerformance Completion Resource.pdf; myperformance\_goal setting guide.pdf; SMART Goal Setting Worksheet.doc

Hi everyone,

I'm writing to alert you to the upcoming deadline for MyPerformance review and completion for the 2017/18 cycle.

Even if you joined the public service after the 2017/18 MyPerformance cycle began, you are still required to complete a profile for the year. Your supervisor is required to meet with you to review your report and assign a formal rating for your performance for the year.

What you need to do:

- 1) Log into MyPerformance and create a new 2017/18 report.
- 2) Set two learning goals and two performance goals. When setting performance goals, reflect on the work you've done to date and connect it to core competencies or PSA core values (e.g. teamwork).
- 3) Once you are happy with your report, enable sharing so it can be viewed by your supervisor.

**The deadline for completion of your 2017/18 report is Friday, June 1, 2018. Final review and ratings must be submitted by June 30, 2018.**

For more information about the MyPerformance process, including tips for completing your profile, review the attached resources and also consult: <https://gcpe.gov.bc.ca/411/Pages/MyPerformance.aspx>

### Cara McGregor

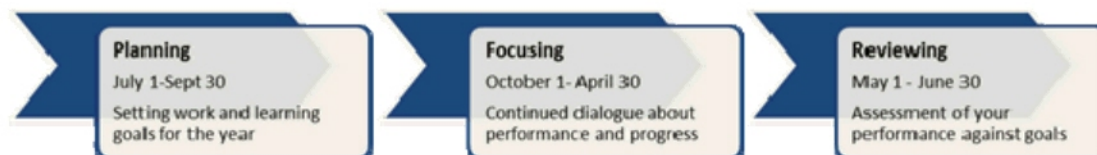
Executive Director | Cabinet Priorities | Government Communications and Public Engagement  
[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

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**From:** GCPE HR GCPE:EX  
**Sent:** Thursday, April 12, 2018 10:09 AM  
**To:** GCPE All Staff  
**Subject:** MyPerformance Completion

Good Morning to All,

The intention of this email is to promote and raise awareness for [MyPerformance](#). For those new to the BC Public Service, the MyPerformance system is a tool used to evaluate overall performance and support your professional growth through conversation, goal setting and feedback. Each year, you work together with your supervisor to set key work and learning goals. If you haven't started this process yet, there's still time to get value out of this cycle (see below for GCPE cycle information).



**\*\*To learn more about and practice goal setting for yourself, Human Resources will be facilitating an interactive workshop about MyPerformance Goal Setting workshop on May 4<sup>th</sup>. Click [here](#) to register.\*\***

Finally, please find additional resources below:

- MyPerformance Completion Resources (attached)
- MyPerformance Guide to Goal Setting (attached)
- [Interesting article on the H.A.R.D Goal Setting method](#)
- Template for setting S.M.A.R.T goals (attached)

If you have any questions or require additional supports, please don't hesitate to reach out to [Melissa Sigouin](#) or [Andrea Kerrigan](#).

Kind Regards,  
GCPE HR

## McGregor, Cara GCPE:EX

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**From:** McGregor, Cara GCPE:EX  
**Sent:** July 17, 2018 2:48 PM  
**To:** Gibbs, Robb GCPE:EX  
**Cc:** Devereux, Rick GCPE:EX  
**Subject:** Current Process for Event Invites

Hi Robb,

I checked in with the Events team, they confirmed the following process is in place:

1. GCPE Communications creates a draft invite list, in consultation with program staff, and submits it to their Minister's Office.
2. The Minister's Office reviews the draft invite list and provides comments and feedback.
3. GCPE Communications updates the list as per MO direction, and sends on to GCPE Events.
4. Events provides the list to Stakeholder Relations for review and approval.
5. Once approved, Events sends the final invite list back to GCPE Communications (if changed).
6. Events issues the invitations.

For events involving more than one government ministry, the lead ministry reviews the combined invite list before it is made final.

For events involving the Office of the Premier, ministries will provide a list of invitees for consideration by the Premier's Office upon request.

### **Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement

[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

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**From:** McGregor, Cara GCPE:EX  
**Sent:** July 18, 2018 4:40 PM  
**To:** Aaron, Sage PREM:EX  
**Cc:** Richards, Erin PREM:EX; Dalzell, Danielle GCPE:EX  
**Subject:** FOR APPROVAL: Ultra High Speed news release  
**Attachments:** 2018\_07\_HSR\_Media\_Release\_draft 4.docx

Hi Sage,

See attached revised NR from Washington State for PO review and approval.

Approved quote from PJH has been added and BC's contribution has been itemized, as requested.

Thanks,  
Cara

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**From:** Emerson, Kim GCPE:EX  
**Sent:** Wednesday, July 18, 2018 4:26 PM  
**To:** McGregor, Cara GCPE:EX; Dalzell, Danielle GCPE:EX  
**Subject:** FW: Ultra High Speed news release

Here is the latest version of the Ultra High Speed Rail release. Can you review please.

Thank you,

***Kim Emerson***

Communications Manager

[Intergovernmental Relations Secretariat](#)

(Cell) 250-812-8768



## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 30, 2018 11:02 AM  
**To:** McGregor, Cara GCPE:EX; Holmwood, Jen PREM:EX  
**Subject:** Fwd: Op-Ed  
**Attachments:** 20180530 Macleans\_final.docx; ATT00001.htm

Op ed is good to go to Macleans

Sage  
778-678-0832  
Sent from my mobile device

Begin forwarded message:

**From:** "McGregor, Cara GCPE:EX" <[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)>  
**Date:** May 30, 2018 at 10:32:33 AM PDT  
**To:** "Aaron, Sage PREM:EX" <[Sage.Aaron@gov.bc.ca](mailto:Sage.Aaron@gov.bc.ca)>  
**Subject:** Op-Ed

Page 10

Withheld pursuant to/removed as

s.22

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 11, 2018 8:29 AM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Draft statement

Hi – this is approved, but we’re still working out timing for today.

Sage  
778-678-0832

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Thursday, May 10, 2018 1:44 PM  
**To:** Aaron, Sage PREM:EX  
**Subject:** FW: Draft statement

Waiting to hear back from Matt – here’s my draft in the meantime.

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Thursday, May 10, 2018 1:25 PM  
**To:** Hannah, Matt GCPE:EX  
**Subject:** Draft statement

Hi Matt – have a read and let me know if you have any comments.

**Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement  
[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 11, 2018 1:44 PM  
**To:** McGregor, Cara GCPE:EX; McConnell, Sheena PREM:EX; Holmwood, Jen PREM:EX  
**Cc:** Hardin, Karl GCPE:EX; Hannah, Matt GCPE:EX; Ferguson, Stephanie GCPE:EX  
**Subject:** RE: FOR SIGNOFF: Premier's Statement on Flooding

Approved

Sage  
778-678-0832

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Friday, May 11, 2018 1:41 PM  
**To:** Aaron, Sage PREM:EX; McConnell, Sheena PREM:EX; Holmwood, Jen PREM:EX  
**Cc:** Hardin, Karl GCPE:EX; Hannah, Matt GCPE:EX; Ferguson, Stephanie GCPE:EX  
**Subject:** FOR SIGNOFF: Premier's Statement on Flooding

Hi,

Final statement for review and approval.

EMBC has reviewed and provided an update on the total number of people affected (estimated at 4,000 people at present).

I've targeted 3pm for release via Writing and Editorial.

**Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement  
[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)



## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 15, 2018 10:03 AM  
**To:** McGregor, Cara GCPE:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX  
**Cc:** Ferguson, Stephanie GCPE:EX; Hardin, Karl GCPE:EX; Smith, Mat GCPE:EX  
**Subject:** RE: FOR SIGNOFF: Premier's statement on Ramadan

Approved.

Sage  
778-678-0832

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Tuesday, May 15, 2018 9:54 AM  
**To:** Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX  
**Cc:** Ferguson, Stephanie GCPE:EX; Hardin, Karl GCPE:EX; Smith, Mat GCPE:EX  
**Subject:** FOR SIGNOFF: Premier's statement on Ramadan

Hi,

Attached is a Premier's statement recognizing the start of Ramadan.

The text has been reviewed by Stakeholder Relations, and is nearly identical to the digital script approved/shot a few weeks ago.

If approved, we could get this one out the door today.

Thanks,  
Cara

**Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement

[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 23, 2018 5:06 PM  
**To:** McGregor, Cara GCPE:EX; Holmwood, Jen PREM:EX  
**Cc:** Nash, Amber PREM:EX; Hardin, Karl GCPE:EX; Smith, Mat GCPE:EX; Ferguson, Stephanie GCPE:EX; Gibbs, Robb GCPE:EX  
**Subject:** RE: FOR SIGNOFF: Health materials

NR & SN approved. I have not had time to review the QAs or BN. We should print for package regardless.

Sage  
778-678-0832

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Wednesday, May 23, 2018 5:04 PM  
**To:** Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX  
**Cc:** Nash, Amber PREM:EX; Hardin, Karl GCPE:EX; Smith, Mat GCPE:EX; Ferguson, Stephanie GCPE:EX; Gibbs, Robb GCPE:EX  
**Subject:** FOR SIGNOFF: Health materials

Attached are health materials for review and approval:

-NR  
-SN  
-BN  
-QA (FYI it is 14 pages)

### Cara McGregor

Executive Director | Cabinet Priorities | Government Communications and Public Engagement  
[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** June 1, 2018 1:36 PM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Nash, Amber PREM:EX  
**Subject:** RE: FOR SIGNOFF: IB\_Premier's Awards for Excellence in Education

Checked with Amber. This is good.

Sage  
778-678-0832

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Friday, June 1, 2018 12:37 PM  
**To:** Aaron, Sage PREM:EX  
**Cc:** Nash, Amber PREM:EX  
**Subject:** FOR SIGNOFF: IB\_Premier's Awards for Excellence in Education

Hi Sage,

See attached info bulletin for review and approval. Scheduled for release by EDUC on June 8.

Copying Amber for her confirmation that the Premier will attend, as per the IB.

Cara

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**From:** Leslie, Sean GCPE:EX  
**Sent:** Friday, June 1, 2018 12:34 PM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Fillion, Corinna GCPE:EX  
**Subject:** RE: IB\_Premier's Awards for Excellence in Education - FOR REVIEW

Yes, that's the plan as far as we're aware.

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Friday, June 1, 2018 12:31 PM  
**To:** Leslie, Sean GCPE:EX  
**Cc:** Fillion, Corinna GCPE:EX  
**Subject:** RE: IB\_Premier's Awards for Excellence in Education - FOR REVIEW

Hi Sean,

Thanks for the opportunity to review.

Do we know for certain that both the Premier and the minister are confirmed to attend, and whether we are confident to make that claim in writing here?

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**From:** Leslie, Sean GCPE:EX  
**Sent:** Friday, June 1, 2018 12:18 PM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Fillion, Corinna GCPE:EX  
**Subject:** IB\_Premier's Awards for Excellence in Education - FOR REVIEW

Hello Cara, attached is an Information Bulletin set for release next Friday, June 8<sup>th</sup>, reminding people about the upcoming deadline for nominations for the Premier's Awards for Excellence in Education. Please let us know if you'd like any changes—thanks!

Sean Leslie  
Communications Manager  
Ministry of Education  
(250) 356-8485(o)  
(250) 893-4403(m)



## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 16, 2018 11:56 AM  
**To:** McGregor, Cara GCPE:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX  
**Cc:** Smith, Mat GCPE:EX; Ferguson, Stephanie GCPE:EX; Hardin, Karl GCPE:EX  
**Subject:** RE: FOR SIGNOFF: Statement for International Day Against Homophobia, Transphobia, and Biphobia (May 17)

This statement is good.

Sage  
778-678-0832

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Tuesday, May 15, 2018 9:55 AM  
**To:** Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX  
**Cc:** Smith, Mat GCPE:EX; Ferguson, Stephanie GCPE:EX; Hardin, Karl GCPE:EX  
**Subject:** FOR SIGNOFF: Statement for International Day Against Homophobia, Transphobia, and Biphobia (May 17)

Hi,

Attached statement for sign-off on the International Day against Homophobia, Transphobia, and Biphobia.

JJ has prepared this statement. I have reviewed it.

The International Day is May 17 – I'm proposing we issue the morning of the 16<sup>th</sup>.

**Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement  
[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 23, 2018 12:59 PM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Hardin, Karl GCPE:EX; Ferguson, Stephanie GCPE:EX; Smith, Mat GCPE:EX; Holmwood, Jen PREM:EX; Oreck, Mira PREM:EX  
**Subject:** RE: FOR SIGNOFF: Statement on Komagata Maru

Approved, with added paragraph.

Sage  
778-678-0832

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Wednesday, May 23, 2018 12:56 PM  
**To:** Aaron, Sage PREM:EX  
**Cc:** Hardin, Karl GCPE:EX; Ferguson, Stephanie GCPE:EX; Smith, Mat GCPE:EX; Holmwood, Jen PREM:EX; Oreck, Mira PREM:EX  
**Subject:** RE: FOR SIGNOFF: Statement on Komagata Maru

Hi all,

Adding one last paragraph to the statement as follows:

“Despite this dark chapter in our history, the South Asian community has made significant contributions to our economy, history and culture. British Columbia is a better place because of it.”

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Wednesday, May 23, 2018 12:32 PM  
**To:** Aaron, Sage PREM:EX  
**Cc:** Hardin, Karl GCPE:EX; Ferguson, Stephanie GCPE:EX; Smith, Mat GCPE:EX; Holmwood, Jen PREM:EX; Oreck, Mira PREM:EX  
**Subject:** FOR SIGNOFF: Statement on Komagata Maru

Hi Sage

Please see the attached statement from the Premier recognizing the anniversary of the Komagata Maru.

The statement has been reviewed by Herman Thind in Digital, and Shruti Joshi in Media Relations.

Scheduled to go out at 3pm today upon approval.

Copying Mira for her information and for stakeholder relations purposes.

**Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement

[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** June 6, 2018 2:00 PM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Smith, Mat GCPE:EX; Ferguson, Stephanie GCPE:EX; Gibbs, Robb GCPE:EX; Hardin, Karl GCPE:EX  
**Subject:** RE: FOR SIGNOFF: Surrey Urgent Primary Care Centre

Thanks, Cara. The NR, QA & SN are all approved on my end.

Sage  
778-678-0832

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**From:** McGregor, Cara GCPE:EX  
**Sent:** Wednesday, June 6, 2018 11:51 AM  
**To:** Aaron, Sage PREM:EX  
**Cc:** Smith, Mat GCPE:EX; Ferguson, Stephanie GCPE:EX; Gibbs, Robb GCPE:EX; Hardin, Karl GCPE:EX  
**Subject:** FOR SIGNOFF: Surrey Urgent Primary Care Centre

Hi Sage,

See attached health announcement materials for approval:

- MA (HLTH to add in listen-only call-in #, which has been confirmed by Joleen)
- NR (I've made some modest redline changes to HLTH's draft)
- QA (changes since last version)
- BN (changes since last version)
- SN (changes since last version)

See Carlene's note below re: distribution for MA – please confirm when you can.

Thanks,  
Cara

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**From:** Thistle-Walker, Carlene GCPE:EX  
**Sent:** Wednesday, June 6, 2018 10:18 AM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Gibbs, Robb GCPE:EX; LeGuilloux, Marg GCPE:EX; Anderson, Kristy GCPE:EX; Maloney, Christine GCPE:EX  
**Subject:** UPDATED DRAFTS: BN, MA, NR, Q&A: Surrey Urgent Primary Care Centre

Hi Cara,

Here you go for approval:

- Media advisory
- News release
- QA
- Briefing note

Please let us know when the media advisory and news release are approved and we will get over to the editors. I am presuming a Surrey/ Lower Mainland/ Press Gallery / Ethnic media distribution only?

Thx.

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](mailto:carlene.thistle-walker@gov.bc.ca)



## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 29, 2018 10:22 AM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; Hardin, Karl GCPE:EX; Smith, Mat GCPE:EX; Ferguson, Stephanie GCPE:EX; Dalzell, Danielle GCPE:EX; Thaw, Sara GCPE:EX  
**Subject:** Re: Premier's statement on proposed purchase of the Trans Mountain Pipeline

Good to go now

Sage  
778-678-0832  
Sent from my mobile device

> On May 29, 2018, at 10:17 AM, McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca> wrote:  
>  
> This statement has been approved and is in final, but has not yet been disseminated.  
>  
> Can PO please confirm when this is good to send out.  
>  
>  
> For Immediate Release  
> 2018PREM0080-001060  
> May 29, 2018  
>  
> Office of the Premier  
>  
> STATEMENT  
> Premier's statement on proposed purchase of the Trans Mountain  
> Pipeline  
>  
> VICTORIA - Premier John Horgan has released the following statement about the federal government's proposed purchase of the Trans Mountain Pipeline:  
>  
> "Today's events do not change the risks of a seven-fold increase in tanker traffic, or the catastrophic effect a diluted bitumen spill would cause to British Columbia's economy and environment.  
>  
> "Tens of thousands of B.C. jobs depend on pristine coastal and inland waters. Our environment generates millions in economic activity, from tourism to film and fisheries.  
>  
> "It does not matter who owns the pipeline. What matters is defending our coast - and our lands, rivers and streams - from the impact of a dilbit spill.  
>  
> "Our government is determined to defend British Columbia's interests within the rule of law and in the courts. We will continue our reference case, to determine our rights within our provincial jurisdiction."  
>  
> Contact:  
>  
> Jen Holmwood

> Deputy Communications Director  
> Office of the Premier  
> 250 818-4881  
>  
>  
> Connect with the Province of B.C. at: <http://news.gov.bc.ca/connect>  
> <2018PREM0080-001060.pdf>

## McGregor, Cara GCPE:EX

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**From:** McGregor, Cara GCPE:EX  
**Sent:** June 7, 2018 12:04 PM  
**To:** Chand, Rita GCPE:EX  
**Cc:** Sall, Gurmeet GCPE:EX; Gibbs, Robb GCPE:EX  
**Subject:** Job Posting -- Director, Cabinet Priorities  
**Attachments:** JD Director Cabinet Priorities.pdf

Hi Rita,

We'd like to move forward with recruitment for the vacancy of Director, Cabinet Priorities.

We'd like to post internal/external concurrently.

A two-week posting should be sufficient – with option to extend.

Attached is the job profile.

Let me know if there's anything else you need from me.

**Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement

[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** May 27, 2018 2:46 PM  
**To:** s.22  
**Subject:** Mandatory Training and Activities

Hi s.22

In addition to your payroll and benefits enrollment, there are a few tasks that will need your attention in the first 30 days:

**Oath of Employment:** As a public servant, you must swear or affirm an Oath of Employment. s.22 – if you have already done this then no action is required here.) Information about how and where to fulfill the oath is available here: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-four-months/oath>

**Privacy and Records Training:** Access to information and privacy training is mandatory. If you haven't already done so, enroll in IM 117: Privacy, Access to Information and Records Management, which can be accessed via the ELearning system using your IDIR: s.15 . This course can be done on-demand, at your convenience and should only take 60 minutes to complete.

You will also be contacted by GCPE FOI and Records to complete an in-house training session. This is in addition to, not instead of, IM 117.

Let me know if you have any questions.

**Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement

[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

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**From:** Aaron, Sage PREM:EX  
**Sent:** May 10, 2018 3:35 PM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Hardin, Karl GCPE:EX  
**Subject:** RE: DRAFT Digital Script: FPSE

No changes from me, but the length will require a teleprompter.

Sage  
778-678-0832

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Thursday, May 10, 2018 2:58 PM  
**To:** Aaron, Sage PREM:EX  
**Cc:** Hardin, Karl GCPE:EX  
**Subject:** DRAFT Digital Script: FPSE

Hi Sage,

I'm waiting to hear back from my contact with deep knowledge of FPSE, but in the meantime, here is my working draft of the digital script.

Let me know if you'd like to see any changes.

### Cara McGregor

Executive Director | Cabinet Priorities | Government Communications and Public Engagement  
[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

---

**From:** Sturrock, James GCPE:EX  
**Sent:** June 27, 2018 12:42 PM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Copernic Software - Please Order 8 Licenses  
**Attachments:** Installing & Licensing Copernic Desktop Search Software

Hi Cara,

FYI - I just send out the attached email, BCC'ing each member of your team. Please let me know if there are any questions or concerns.

Regards,  
**James Sturrock**  
GCPE Service Desk Lead  
*GDX - Government Digital Experience Division*  
*Government Communications & Public Engagement*  
[EMAIL](#) – [CALL](#) – [IM](#)

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Wednesday, June 27, 2018 8:55 AM  
**To:** Sturrock, James GCPE:EX  
**Subject:** RE: Copernic Software - Please Order 8 Licenses

That's the list!

Please send directly. I've told them all to expect contact from service desk.

We'll apply the final licence once we've completed the hiring process for our vacancy (underway).

Thank you,  
Cara

---

**From:** Sturrock, James GCPE:EX  
**Sent:** Wednesday, June 27, 2018 8:25 AM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Copernic Software - Please Order 8 Licenses

Hi Cara,

Great! Do you have plans to send this out to your team or shall I? We should have ability to license all the following individuals, including you.

Danielle Dalzell  
Sara Thaw  
Dana Carruthers  
Shannon Horlor  
JJ Jones  
Rosa Kouri  
\*\*\*One spare license

Regards,  
**James Sturrock**  
GCPE Service Desk Lead  
*GDX - Government Digital Experience Division*  
*Government Communications & Public Engagement*  
[EMAIL](#) – [CALL](#) – [IM](#)

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Tuesday, June 26, 2018 3:21 PM  
**To:** Sturrock, James GCPE:EX <[James.Sturrock@gov.bc.ca](mailto:James.Sturrock@gov.bc.ca)>  
**Subject:** RE: Copernic Software - Please Order 8 Licenses

Looks good. Thanks James.

Cara

---

**From:** Sturrock, James GCPE:EX  
**Sent:** Tuesday, June 26, 2018 11:51 AM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Copernic Software - Please Order 8 Licenses

Hi Cara,

How do you feel about the attached guide?

Thanks,  
**James Sturrock**  
GCPE Service Desk Lead  
*GDX - Government Digital Experience Division*  
*Government Communications & Public Engagement*  
[EMAIL](#) – [CALL](#) – [IM](#)

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Tuesday, June 26, 2018 10:41 AM  
**To:** Sturrock, James GCPE:EX <[James.Sturrock@gov.bc.ca](mailto:James.Sturrock@gov.bc.ca)>  
**Subject:** RE: Copernic Software - Please Order 8 Licenses

Hi James,

Looks like the program is working as it should. There are some holdovers from the expired trial licence (other plug-ins that aren't enabled for our level of access) but it doesn't seem to have interfered with the functioning of the program.

I think we are good to roll this out, once you're ready.

Let me know if you need my input/help with anything from this point forward.

Cara

---

**From:** Sturrock, James GCPE:EX  
**Sent:** Monday, June 25, 2018 9:12 AM  
**To:** McGregor, Cara GCPE:EX; GCPE Purchasing GCPE:EX



**Cc:** Keck, Bonnie GCPE:EX  
**Subject:** RE: Copernic Software - Please Order 8 Licenses

Hi Cara,

I have the Copernic licenses (thank you purchasing!). Unfortunately, I haven't had a chance to review the installation process. I will get back to you today on next steps.

Regards,  
**James Sturrock**  
GCPE Service Desk Lead  
*GDX - Government Digital Experience Division*  
*Government Communications & Public Engagement*  
[EMAIL](#) – [CALL](#) – [IM](#)

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Monday, June 25, 2018 9:08 AM  
**To:** Sturrock, James GCPE:EX <[James.Sturrock@gov.bc.ca](mailto:James.Sturrock@gov.bc.ca)>; GCPE Purchasing GCPE:EX <[GCPEpurchasing@gov.bc.ca](mailto:GCPEpurchasing@gov.bc.ca)>  
**Cc:** Keck, Bonnie GCPE:EX <[Bonnie.Keck@gov.bc.ca](mailto:Bonnie.Keck@gov.bc.ca)>  
**Subject:** RE: Copernic Software - Please Order 8 Licenses

Can you please advise as to the status of this purchase request?

Thanks,  
Cara

---

**From:** Sturrock, James GCPE:EX  
**Sent:** Wednesday, June 13, 2018 2:57 PM  
**To:** GCPE Purchasing GCPE:EX  
**Cc:** Keck, Bonnie GCPE:EX; McGregor, Cara GCPE:EX  
**Subject:** Copernic Software - Please Order 8 Licenses

Hello Purchasing,

Please order 8 licenses for this Copernic software from the webpage below:

<http://www.copernic.com/en/store/desktop-search/>

We are looking for the \$14.99/yr version – this has been approved by Bonnie Keck.

We will be looking at \$13.49/license as we get a bulk discount. The total should be CAD \$107.92/year.

Thanks,  
**James Sturrock**  
GCPE Service Desk Lead  
*GDX - Government Digital Experience Division*  
*Government Communications & Public Engagement*  
[EMAIL](#) – [CALL](#) – [IM](#)

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Friday, June 8, 2018 9:25 AM  
**To:** GCPE Service Desk GCPE:EX <[gcpe.servicedesk@gov.bc.ca](mailto:gcpe.servicedesk@gov.bc.ca)>  
**Subject:** Requesting approval for software purchase

Hi,

I'm requesting approval for the purchase of 8 licences for the software program Copernic.

### **Rationale**

Cabinet Priorities stores all reference materials and records on the LAN as required by GCPE. We need to quickly locate content from existing documents (including speeches, news releases, and key messages) in order to edit, re-use, repurpose or share – often on short turnaround times. Unfortunately, we cannot locate the information we need when it is stored on the LAN because 1) it is not technically possible for Windows 10 “Search Windows” function to include external networks (i.e. LAN content) 2) attempts to use other technical solutions have failed to address the problem (offline files did not sync properly), and 3) the Windows “File Explorer” function does not internally search documents for keywords – it only searches titles, which can address our needs a fraction of the time, but is not a satisfactory solution.

### **Solution**

The best solution, in my view, is a stand-alone program that can index computers and external sources -- specifically the LAN – with a powerful search function. These functions must include internal indexing of PDFs.

I understand that Copernic is approved for use by government and has completed the required STRA analysis. It has powerful search functions, and can search computer/LAN combinations, as well as email messages. I've been testing the software on a 30-day trial and am confident it will meet our needs. There are options for licences that would include internal indexing of PDFs, as per our requirements.

### **Cost**

\$14.99CAD/year per licence -- approx. \$120CAD/year for 8 licences (pre-tax).

### **Implementation**

Software licences, if approved, should be assigned in the following order:

Cara McGregor  
Danielle Dalzell  
Sara Thaw  
Dana Carruthers  
Shannon Horlor  
JJ Jones  
Rosa Kouri

*\*Director, Cabinet Priorities (vacant position, anticipated start date July/18)*

### **Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement

[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

## McGregor, Cara GCPE:EX

---

**From:** Brandt, Charisma L GCPE:EX  
**Sent:** August 2, 2018 2:29 PM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Details for August focus groups  
**Attachments:** BMO Travel Card application form - NEW.PDF; iExpense Setup instructions.pdf; Creating an Expense Report Tips.pdf

Here you go, there is also information about how to set your lexpenses up in case you haven't done that yet. (yes this is a form letter but it has all the info needed!)

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. 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](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 [lexpense 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.

When you are ready to set your Personal profile up in Oracle you'll need to enter the information as follows:

s.17

Please use the magnifier for these options.

**Approver** BRANDT, CHARISMA, [Charisma.Brandt@gov.bc.ca](mailto:Charisma.Brandt@gov.bc.ca), FI

**Work Location** - You can find your work location by clicking the magnifying glass and Search by Location Description. Type in FIN-VIC-41353, FINANCE WINDOW, **s.15** This should be your correct location.

Please let me know if you have any questions.

Cheers,

Charisma

Best regards,  
Charisma Brandt

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Thursday, August 2, 2018 12:25 PM  
**To:** Brandt, Charisma L GCPE:EX  
**Subject:** RE: Details for August focus groups

Hi Charisma,

Thanks for this information.

I would like to acquire a business credit card.

Please let me know what I need to do to make that happen.

Thanks,  
Cara

---

**From:** Brandt, Charisma L GCPE:EX  
**Sent:** Thursday, August 2, 2018 8:44 AM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Details for August focus groups

If you think you're going to travel again it's a good idea to have one. The biggest reason is that it's GCPE policy for anyone who travels more than once to have a card. Also in case your trip gets FOI'd or audited it's easier to get corporate records rather than personal ones. If you think you won't travel again I doubt you'll need one.

Best regards,  
Charisma Brandt

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Thursday, August 2, 2018 8:15 AM  
**To:** Brandt, Charisma L GCPE:EX  
**Subject:** RE: Details for August focus groups

Hi Charisma,

A 9am return flight is just fine.

I don't have a corporate credit card. I travel rarely. Do I need one? Is it an easier process for reimbursement?



I will come down and give you my personal credit card for the room reservation, but will ask the people travelling with us to make sure they pay the bill with their own cards.

**Cara McGregor**

Executive Director | Cabinet Priorities | Government Communications and Public Engagement

[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

---

**From:** Brandt, Charisma L GCPE:EX  
**Sent:** Wednesday, August 1, 2018 2:33 PM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Details for August focus groups

Hi Cara, thanks for this.

I can book the flights for whatever works best. There is a 2:30 as well, just to give an extra cushion in case of heavy traffic. You'd land in Vancouver for 3:05 and I think it takes about a half hour to deplane. Is the 9 am return flight OK? There is another available at 8 am if you prefer an earlier flight.

As far as the credit card goes, the corporate BMO card is preferred but you can each use your own if necessary. If paying all the rooms with one card you would need to indicate that when you submit for reimbursement with the names of the people you travelled with. I think it's preferred to book per traveller however if we need to do it this way we can get Raman to approve it and there's nothing that I can find in policy that says we can't. If you can get me a card to at least reserve the rooms under we can sort out who will pay afterward. If any of you will be travelling again we'll need to set you up with a BMO card sooner rather than later as well.

I looked at JJ's request and she says she'll get to Nanaimo on her own from Vancouver and will work out how to get back to Victoria at a later date so we can wait on that one.

I think that's all for now, I'll just have to get the costing together for Rosa and Tim to go to Prince George and accommodations and travel for Tim in Nanaimo, and get those separate approvals from you.

Cheers,  
Charisma

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Wednesday, August 1, 2018 12:39 PM  
**To:** Brandt, Charisma L GCPE:EX  
**Subject:** RE: Details for August focus groups

Hi Charisma,

I think 330 might actually be a touch too late. The venue for the focus group is not downtown. If the flights are delayed, we could miss our window of arriving before 530, after hotel check in, travel, and also picking up dinner (the event runs from 6pm to 10pm). Is there a 3pm option?

Do you need personal or business credit cards? I only have a personal credit card. In the past, I'd been told each person had to pay for their own accommodations/travel in order to be eligible for reimbursement – can you confirm that's the case?

s.22

Thanks,  
Cara

---

**From:** Brandt, Charisma L GCPE:EX  
**Sent:** Wednesday, August 1, 2018 10:03 AM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Details for August focus groups

Hi Cara, are you able to help me with the timings for these? I think it's safe to assume that flying people over on a 3:30 flight to allow for check in to the hotel and traffic to the venue would be reasonable, so I'll need to know what time everyone would like to return. I have Evan's approval for the people travelling to Vancouver and am working on the costing for the other destinations so we can get individual approvals for those trips.

I'll also need a credit card to book the rooms under as I don't have one on file for anyone except Robb, Don and JJ.

I think we should fly Tim and JJ or rent a vehicle for them to travel to Nanaimo. I will look into the most economical way of doing it. Do either of them drive?

I'll find out about Robb and Don's flights as I'm working on those as I write this email.

Thank you!

Best regards,  
Charisma Brandt

---

**From:** Vale, Linda GCPE:EX  
**Sent:** Tuesday, July 31, 2018 11:42 AM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX; Craig, Annie GCPE:EX  
**Subject:** RE: Details for August focus groups

I had Annie do some proactive work for Charisma s.22 I'm fairly certain that the travel has been pretty much arranged. However, Charisma is the one to contact for all the details.

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** Monday, July 30, 2018 5:09 PM  
**To:** Vale, Linda GCPE:EX  
**Subject:** RE: Details for August focus groups

Hi Linda – s.22 please let me know if there's anything I need to approve, action, or set in motion to make these travel and accommodation plans happen.

Thanks,  
Cara

---

**From:** Kouri, Rosa GCPE:EX  
**Sent:** Friday, July 27, 2018 11:20 AM  
**To:** Vale, Linda GCPE:EX  
**Cc:** McGregor, Cara GCPE:EX  
**Subject:** Details for August focus groups

Hi Linda,

These are the details for travel and accommodation for the August focus groups. Departure city is Victoria unless otherwise indicated.

- Travel to/from Vancouver and accommodation for Robb Gibbs for a 5:30 pm event on August 7<sup>th</sup>
- Travel to/from Vancouver and accommodation for Don Zdravec for a 5:30 pm event on August 7<sup>th</sup>
- Travel to/from Vancouver and accommodation for Rosa Kouri for a 5:30 pm event on August 8<sup>th</sup>
- Travel to/from Vancouver and accommodation for Sara Thaw for a 5:30 pm event pm on August 8<sup>th</sup>
- Travel to/from Vancouver and accommodation for Cara McGregor for a 5:30 pm event on August 8<sup>th</sup>
- Travel to/from Kamloops and accommodation for Robb Gibbs for an event from 5:30-10 pm on August 9<sup>th</sup>
- Accommodation in Nanaimo for JJ Jones on the night of August 14<sup>th</sup>
- Accommodation in Prince George for Rosa Kouri and Tim Howlett on the night of August 14<sup>th</sup>
- Travel for Rosa Kouri to Prince George for a 5:30 pm event on August 15<sup>th</sup> – this can either be from Nanaimo or from Victoria, depending on travel time and availability.
- Travel for Tim Howlett and JJ Jones to/from Nanaimo will either be by personal vehicle or bus.

For me, please go ahead and book whatever route works best to Prince George based on travel time and availability, **s.22**  
**s.22**

Let me know if you need any further information!

Details for the focus groups are in Robb Gibbs calendar. Cara, they are also in my calendar and I believe you have full access to it if you need to see the details. I can also add one or both of you to each event if that's better.

Thanks,  
Rosa

---

Rosa Kouri  
Director, Cabinet Priorities | Strategic Communications Division | Government Communications and Public Engagement  
[Rosa.Kouri@gov.bc.ca](mailto:Rosa.Kouri@gov.bc.ca) | Office: 778-974-2241 | Mobile: 778-676-1218



## McGregor, Cara GCPE:EX

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**From:** McGregor, Cara GCPE:EX  
**Sent:** July 3, 2018 4:03 PM  
**To:** Sigouin, Melissa GCPE:EX  
**Subject:** RE: Final draft of letter  
**Attachments:** Scan\_20180621.pdf

[Attached.](#)

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**From:** Sigouin, Melissa GCPE:EX  
**Sent:** Tuesday, July 3, 2018 2:51 PM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** RE: Final draft of letter

Hi – PSA is following up with me on this. Did you keep a signed copy of the letter we delivered? Can I get a copy of it for the file?

## McGregor, Cara GCPE:EX

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**From:** McGregor, Cara GCPE:EX  
**Sent:** July 27, 2018 10:39 AM  
**To:** Craig, Annie GCPE:EX  
**Cc:** Jones, JJ GCPE:EX  
**Subject:** RE: Hotel in Nanaimo - Aug. 14

Hi Annie,

This is approved.

### Cara McGregor

Executive Director | Cabinet Priorities | Government Communications and Public Engagement  
[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

---

**From:** Craig, Annie GCPE:EX  
**Sent:** Friday, July 27, 2018 10:38 AM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Jones, JJ GCPE:EX  
**Subject:** RE: Hotel in Nanaimo - Aug. 14

Hi Cara,

Could you please approve this travel for JJ?

Thank you!

Regards,

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

---

**From:** Jones, JJ GCPE:EX  
**Sent:** Friday, July 27, 2018 10:21 AM  
**To:** Craig, Annie GCPE:EX  
**Subject:** RE: Hotel in Nanaimo - Aug. 14

Sure you can ask Cara for it.

---

**From:** Craig, Annie GCPE:EX  
**Sent:** Friday, July 27, 2018 10:16 AM  
**To:** Jones, JJ GCPE:EX  
**Subject:** RE: Hotel in Nanaimo - Aug. 14

Hi JJ,

Yes, I can absolutely book this for you. I just need approval by email from your director. Would that be Cara?

Thank you!

Regards,

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

---

**From:** Jones, JJ GCPE:EX  
**Sent:** Friday, July 27, 2018 10:00 AM  
**To:** Craig, Annie GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** Hotel in Nanaimo - Aug. 14

Hi Annie,

Could you please book me a hotel room for Nanaimo on Aug. 14?

I will be travelling on my own from Vancouver, so don't need any travel arrangements on the way there.

I am still waiting to see if I have a ride from Nanaimo to Victoria for the way back. Will work that out later.

Best,

JJ

Director, Cabinet Priorities  
Strategic Communications Division  
Government Communications and Public Engagement  
Phone: 250-889-6308

## McGregor, Cara GCPE:EX

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**From:** McGregor, Cara GCPE:EX  
**Sent:** July 20, 2018 2:35 PM  
**To:** Thaw, Sara GCPE:EX  
**Cc:** Dalzell, Danielle GCPE:EX  
**Subject:** RE: Rationale enclosed RE: Adobe suite?

Approved.

---

**From:** Thaw, Sara GCPE:EX  
**Sent:** Friday, July 20, 2018 2:26 PM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Dalzell, Danielle GCPE:EX  
**Subject:** Rationale enclosed RE: Adobe suite?

Hi Cara,

Thanks for your feedback. I would like to officially request approval the purchase of 1 licence for the software program Adobe Indesign CC – it is the program (of the 3) that I need the most.

### Rationale

The Writing and Content Strategy team is responsible for messaging across government. The team provides writing and content resources, like news release and statement guides, to GCPE Communications teams to help streamline communications products. The Writing and Content Strategy team perceives a need to design software to help improve the look, feel, and readability of their guides. Design software would enable the WCS staff to create visually appealing graphics, text documents, charts, and graphs to better communicate ideas to internal stakeholders.

### Solution

The best solution, in my view, is Adobe Indesign CC – the industry-leading page design and layout app that lets you create and publish beautiful documents for print and digital media. InDesign CC has everything you need to make posters, books, digital magazines, eBooks, interactive PDFs, and more.

I understand that Adobe Indesign CC is approved for use by government and is familiar to the Government Digital Experience Division Service Desk, which means that technical support is readily available if needed.

### Cost

PI-ADOBE-INDESIGN-SUBSCRPT-MON Adobe InDesign Monthly Subscription - Win  
Each 1 \$18.89/month

### Implementation

Software licences:  
Sara Thaw, Manager, Writing and Content Strategy

Please let me know if you need more information.

Thank you for considering this request.

Warmly,

**Sara Thaw**

Manager | Writing and Content Strategy  
Government Communications and Public Engagement  
[Sara.Thaw@gov.bc.ca](mailto:Sara.Thaw@gov.bc.ca) | cell: 250.812.2016

---

**From:** McGregor, Cara GCPE:EX  
**Sent:** July 18, 2018 11:54 AM  
**To:** Dalzell, Danielle GCPE:EX  
**Cc:** Thaw, Sara GCPE:EX  
**Subject:** RE: Adobe suite?

We need a rationale, and a cost approval from me and/or Robb depending on the total cost and number of licences.

Basically you want to describe why you need it, connect it with your job duties, and how existing programs/workflows/workarounds on your computer aren't sufficient and we need to pay for a program/solution.

To support your ask, I'd need to know more about what you intend to produce and for which audiences, etc. Basically, send me the rationale and I'll take a look at it.

I've appended my submission for Copernic so you can see how I've done this in the past.

Cara

**From:** McGregor, Cara GCPE:EX  
**Sent:** Friday, June 8, 2018 9:25 AM  
**To:** GCPE Service Desk GCPE:EX <[gcpe.servicedesk@gov.bc.ca](mailto:gcpe.servicedesk@gov.bc.ca)>  
**Subject:** Requesting approval for software purchase

Hi,

I'm requesting approval for the purchase of 8 licences for the software program Copernic.

**Rationale**

Cabinet Priorities stores all reference materials and records on the LAN as required by GCPE. We need to quickly locate content from existing documents (including speeches, news releases, and key messages) in order to edit, re-use, repurpose or share – often on short turnaround times. Unfortunately, we cannot locate the information we need when it is stored on the LAN because 1) it is not technically possible for Windows 10 “Search Windows” function to include external networks (i.e. LAN content) 2) attempts to use other technical solutions have failed to address the problem (offline files did not sync properly), and 3) the Windows “File Explorer” function does not internally search documents for keywords – it only searches titles, which can address our needs a fraction of the time, but is not a satisfactory solution.

**Solution**

The best solution, in my view, is a stand-alone program that can index computers and external sources -- specifically the LAN – with a powerful search function. These functions must include internal indexing of PDFs.

I understand that Copernic is approved for use by government and has completed the required STRA analysis. It has powerful search functions, and can search computer/LAN combinations, as well as email messages. I've been testing the software on a 30-day trial and am confident it will meet our needs. There are options for licences that would include internal indexing of PDFs, as per our requirements.

#### Cost

\$14.99CAD/year per licence -- approx. \$120CAD/year for 8 licences (pre-tax).

#### Implementation

Software licences, if approved, should be assigned in the following order:

Cara McGregor

Danielle Dalzell

Sara Thaw

Dana Carruthers

Shannon Horlor

JJ Jones

Rosa Kouri

*\*Director, Cabinet Priorities (vacant position, anticipated start date July/18)*

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**From:** Dalzell, Danielle GCPE:EX  
**Sent:** Wednesday, July 18, 2018 11:48 AM  
**To:** McGregor, Cara GCPE:EX  
**Cc:** Thaw, Sara GCPE:EX  
**Subject:** FW: Adobe suite?

Hi Cara,

Do you know the approval process for this? We'd like Sara to be able to do some design work for internal use products.

Thank you,

Danielle

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**From:** Clark, Lane GCPE:EX  
**Sent:** Monday, July 16, 2018 4:04 PM  
**To:** Thaw, Sara GCPE:EX  
**Cc:** Dalzell, Danielle GCPE:EX  
**Subject:** RE: Adobe suite?

Hi Sara,

Certainly! The software is licensed through a monthly subscription model. The cost breakdown is as follows:

PI-ADOBE-ILLUSTRATOR-SUBSCRPT-MON	Adobe Illustrator Monthly Subscription - Win	Each	1	<a href="#">\$18.31</a>
PI-ADOBE-INDESIGN-SUBSCRPT-MON	Adobe InDesign Monthly Subscription - Win	Each	1	<a href="#">\$18.89</a>
PI-ADOBE-PHOTOSHOP-SUBSCRPT-MON	Adobe Photoshop Monthly Subscription - Win	Each	1	<a href="#">\$16.63</a>
				<b>Total: \$53.83</b>



I've Cc'd Danielle here, for approval.

Once I submit the order, the turn around time for the software making it's way down to your machine is four business days.

Let me know if you have any questions or concerns.

All the best,

.....  
**Lane Clark**

Service Desk Analyst  
GDX - Government Digital Experience Division  
Government Communications & Public Engagement  
Direct: 778.698.9253 | Mobile: 250.886.6718

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**From:** Thaw, Sara GCPE:EX  
**Sent:** July 16, 2018 3:49 PM  
**To:** Clark, Lane GCPE:EX <[Lane.Clark@gov.bc.ca](mailto:Lane.Clark@gov.bc.ca)>  
**Subject:** Adobe suite?

Hi Lane,

Can you help me figure out how to download Adobe InDesign, Photoshop, and Illustrator?

Thank you kindly for your help.

Warmly,

**Sara Thaw**

Manager | Writing and Content Strategy  
Government Communications and Public Engagement  
[Sara.Thaw@gov.bc.ca](mailto:Sara.Thaw@gov.bc.ca) | cell: 250.812.2016



## McGregor, Cara GCPE:EX

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**From:** McGregor, Cara GCPE:EX  
**Sent:** May 9, 2018 1:32 PM  
**To:** Hilton, Dan GCPE:EX  
**Subject:** RE: Writing for the Web

Thanks Dan. I'll share this information with the people on my team who are broadly responsible for writing, message, content, and style from a strategic communications perspective.

Let's keep in touch.

### Cara McGregor

Executive Director | Cabinet Priorities | Government Communications and Public Engagement  
[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)

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**From:** Hilton, Dan GCPE:EX  
**Sent:** Wednesday, May 9, 2018 1:29 PM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** Writing for the Web

Hi Cara – nice meeting you today.

My role at GCPE is author/product owner for the [Writing for the Web standards and guidelines](#) on Gov.bc.ca. In addition, I founded and lead the Content Design Advisory and Writing Group (GDAWG), a cross government working group aimed at improving government's web content to ensure it is [plain language](#) and designed, written, and edited to align with our [Web Style Guide](#).

All ministries and organizations must align their web content with the style guide, and it's always been my hope GCPE will, too. :-)

A guiding principle from our [Content Design Guide](#) is:

## For all British Columbians

Gov.bc.ca is the main government website of the province of British Columbia. It exists to help British Columbians find and understand government services and information. All content on gov.bc.ca must be accurate, accessible, easy to understand, and relevant, **and never promotional, persuasive, or politicized.**

Thanks again,  
Dan

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Dan Hilton  
Senior Content Manager, Web Governance & Strategy  
Online Service Solutions, Corporate Online Services  
GDX - Government Digital Experience  
Government Communications and Public Engagement  
C: 250-216-0233

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## McGregor, Cara GCPE:EX

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**From:** s.22 <Cara.McGregor@gov.bc.ca>  
**Sent:** July 17, 2018 12:12 PM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** Scan From <Device Name>  
**Attachments:** Scan\_20180717.pdf

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Withheld pursuant to/removal as

s.22

## McGregor, Cara GCPE:EX

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**From:** s.22 <Cara.McGregor@gov.bc.ca>  
**Sent:** June 21, 2018 10:40 AM  
**To:** McGregor, Cara GCPE:EX  
**Subject:** Scan From <Device Name>  
**Attachments:** Scan\_20180621.pdf