

## GCPE FOI Coordinator GCPE:EX

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** April 6, 2019 11:10 AM  
**To:** Byers, Lindsay GCPE:EX  
**Subject:** RE: Events Next Week

Hi Lindsay, that works for me. Does it work for you in terms of other stuff you have going on?  
Are you okay to do both the tech briefing and the event?

---

**From:** Byers, Lindsay GCPE:EX  
**Sent:** Saturday, April 6, 2019 11:06 AM  
**To:** Zadravec, Don GCPE:EX  
**Subject:** Fwd: Events Next Week

Hi Don,

I received this yesterday afternoon. I have offered to support in whatever capacity they require. Please let me know if there is any issue on your end?

### Lindsay Byers

Media Relations Officer  
Government Communications and Public Engagement  
P: 778.678.5539

Begin forwarded message:

**From:** "Devereux, Rick GCPE:EX" <[Rick.Devereux@gov.bc.ca](mailto:Rick.Devereux@gov.bc.ca)>  
**Date:** April 5, 2019 at 4:16:50 PM PDT  
**To:** "Ryckman, Scott GCPE:EX" <[Scott.Ryckman@gov.bc.ca](mailto:Scott.Ryckman@gov.bc.ca)>  
**Cc:** "Byers, Lindsay GCPE:EX" <[Lindsay.Byers@gov.bc.ca](mailto:Lindsay.Byers@gov.bc.ca)>  
**Subject:** RE: Events Next Week

Hi Scott,

One more request – Minister Dix would like to do an announcement with a technical briefing on Thursday afternoon April 11 in the press theatre. I expect that the tech briefing will be ok for general call in but I am checking if we will need to do the more complicated phone connection with Vancouver.

If it is just a simple dial in, I am wondering if it is possible for you to do both the Premier's scrum at around 12:30 and then this event. The Minister wants to start at 1:30 PM, but I could ask them to start a bit later. If you were to handle both, what time could the press theatre event start to allow it to work for you to do both?

If it is not possible, I can get a contractor for the Premier's scrum if needed.

Thanks  
Rick

---

**From:** Devereux, Rick GCPE:EX  
**Sent:** Friday, April 5, 2019 8:25 AM  
**To:** Ryckman, Scott GCPE:EX <[Scott.Ryckman@gov.bc.ca](mailto:Scott.Ryckman@gov.bc.ca)>  
**Subject:** Events Next Week

Hi Scott,

We will have a few things happening at the Legislature next week and I wanted to check what you and your team are able to support.

**Monday:** Possibly a scrum in the Hall of Honour at 11 or 11:30am. Not confirmed yet. If it happens it would be standard set up with possibly one exception. Pardon my ignorance on this, but we are able to bring in a flat screen to the hall of honour right? If so, we would like to do that.

**Tuesday:** we will have a media event for Minister Farnworth at 11:30am, and are still figuring out the spot, but it will be at the legislature. Standard set up without anything out of the ordinary at this time.

**Wednesday:** 12:15 PM event in the Hall of Honour to celebrate Vaisakhi. It will be a standard set up, with two exceptions. I would like the flatscreen again if we can have it and we will need one of the Q&A mics to be put on a stand to mic an acoustic instrument during a performance. I know that those mics are not designed for mic-ing instruments, but we don't need it to be perfect as those in the room will already be able to hear it.

**Thursday:** Premier's scrum at the legislature, location TBD, but again one of the normal spots.

Let me know if this is possible.

Thanks

Rick

## GCPE FOI Coordinator GCPE:EX

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** April 4, 2019 11:48 AM  
**To:** Truong, Lele GCPE:EX  
**Cc:** Joshi, Shruti GCPE:EX  
**Subject:** RE: GCPE Translation Instructions

Please share

---

**From:** Truong, Lele GCPE:EX  
**Sent:** Thursday, April 4, 2019 11:14 AM  
**To:** Zadravec, Don GCPE:EX  
**Cc:** Joshi, Shruti GCPE:EX  
**Subject:** RE: GCPE Translation Instructions

Hi Don,

We receive an email from a PAO asking for translation assistance. I don't think he has been informed about the translation process.

Do you have any concern if I share the translation instructions below as the guideline (in a separate document)? Please let me know.

Thanks,  
Lele

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** March 8, 2019 10:16 AM  
**To:** GCPE Comm Directors <PABDirectors@Victoria1.gov.bc.ca>; Boelens, Robert GCPE:EX <Robert.Boelens@gov.bc.ca>; Bowness, Lianne GCPE:EX <Lianne.Bowness@gov.bc.ca>; Cascaden, Lori R GCPE:EX <Lori.Cascaden@gov.bc.ca>; Cotton, Brian GCPE:EX <Brian.Cotton@gov.bc.ca>; Croft, Robyn J GCPE:EX <Robyn.Croft@gov.bc.ca>; D'Souza, Pamela GCPE:EX <Pamela.DSouza@gov.bc.ca>; Duffus, Robert GCPE:EX <Robert.Duffus@gov.bc.ca>; Fernandes, Jennifer GCPE:EX <Jennifer.Fernandes@gov.bc.ca>; Giles, Alison GCPE:EX <Alison.Giles@gov.bc.ca>; Jack, Carolyn GCPE:EX <Carolyn.Jack@gov.bc.ca>; Larabee, Shawn G GCPE:EX <Shawn.G.Larabee@gov.bc.ca>; Lauvaas, Kirsten GCPE:EX <Kirsten.Lauvaas@gov.bc.ca>; Leslie, Sean GCPE:EX <Sean.Leslie@gov.bc.ca>; Lowther, Brett GCPE:EX <Brett.Lowther@gov.bc.ca>; McNeney, Mike GCPE:EX <Mike.McNeney@gov.bc.ca>; Sitter, Donna GCPE:EX <Donna.Sitter@gov.bc.ca>; Stewart, Courtney GCPE:EX <Courtney.Stewart@gov.bc.ca>; Stewart, Janet GCPE:EX <Janet.Stewart@gov.bc.ca>; Thistle-Walker, Carlene GCPE:EX <Carlene.ThistleWalker@gov.bc.ca>; Turner, Jordan GCPE:EX <Jordan.Turner@gov.bc.ca>; Venn, Tania GCPE:EX <Tania.Venn@gov.bc.ca>; Watson, Jason GCPE:EX <Jason.Watson@gov.bc.ca>; Wey, Melody GCPE:EX <Melody.Wey@gov.bc.ca>; Whittier, Joanne GCPE:EX <Joanne.Whittier@gov.bc.ca>; Wormald, Carla GCPE:EX <Carla.Wormald@gov.bc.ca>; Youngs, Kirsten R GCPE:EX <Kirsten.Youngs@gov.bc.ca>; Dalzell, Danielle GCPE:EX <Danielle.Dalzell@gov.bc.ca>; Emerson, Kim GCPE:EX <Kim.Emerson@gov.bc.ca>; Ferguson, Stephanie GCPE:EX <Stephanie.Ferguson@gov.bc.ca>; Hanuman, Heron GCPE:EX <Heron.Hanuman@gov.bc.ca>; Hardin, Karl GCPE:EX <Karl.Hardin@gov.bc.ca>; Hargreaves, Stephen GCPE:EX <Stephen.Hargreaves@gov.bc.ca>; Ochudzawa, David GCPE:EX <David.Ochudzawa@gov.bc.ca>; Smith, Mat GCPE:EX <Mat.Smith@gov.bc.ca>; Thind, Herman GCPE:EX <Herman.Thind@gov.bc.ca>; Ward, Allieren GCPE:EX <Allieren.Ward@gov.bc.ca>; Wilson, Ashlea GCPE:EX <Ashlea.Wilson@gov.bc.ca>; Zuzalek, Karolinka GCPE:EX <Karolinka.Zuzalek@gov.bc.ca>  
**Cc:** Gibbs, Robb GCPE:EX <Robb.Gibbs@gov.bc.ca>; Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>; Joshi, Shruti

GCPE:EX <Shruti.Joshi@gov.bc.ca>; Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>; Hooper, Tyler GCPE:EX <Tyler.Hooper@gov.bc.ca>; LeGuilloux, Marg GCPE:EX <Marg.LeGuilloux@gov.bc.ca>; Zaharia, Sarah GCPE:EX <Sarah.Zaharia@gov.bc.ca>; Ryckman, Scott GCPE:EX <Scott.Ryckman@gov.bc.ca>; Kerr, Grant GCPE:EX <Grant.Kerr@gov.bc.ca>

**Subject:** GCPE Translation Instructions

### GCPE Translation Instructions

Further to last month's email on translation, I am sending an update regarding how the process is working.

While we now have a more systematic structure in place, leading to more timely and relevant translation of materials, there are areas where further refinement is required.

#### Timelines:

- Communications shops need to provide timeline information or a deadline (if applicable) to translators.
- Whenever possible, at least one day's notice on requests to review translated materials is required. There are exceptions in terms of unexpected events and/or media announcements.

#### Edits:

- Communications shops are asked to avoid asking for multiple changes to releases, especially with limited or minimal notice as this slows down the process with little value added, while adding to the time and cost.

#### Translation & Distribution:

- There is now a field for translation(s) in the Corporate Calendar. Please be sure to update this in your calendar entry.



- Connect with Lele Truong or Shruti Joshi to seek their advice on whether materials need to be translated and which translators to use.
- Requests should be made to Lele and/or Shruti regarding distribution to community specific media outlets. They have an op-ed distribution scheduled every Thursday/Friday. If they know ahead of time, they can schedule the distribution accordingly.
- Generally, the translators we are using do not have high res BC government logos/artwork, therefore, they are unable to set the release in the required format. Please speak to Lindsay Byers in advance if you require this to be done.
- Translated releases do not need a release number.
- Please note that Scott Ryckman's team will only translate content related to media monitoring. They do not have the capacity or the resources to provide additional translation services for news releases, op-eds or website content.

Any questions, please feel free to contact Lindsay or myself.

Regards,

Don Zdravec  
Executive Lead  
GCPE  
778-584-1252

## GCPE FOI Coordinator GCPE:EX

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** April 5, 2019 11:50 AM  
**To:** Palmer, Vaughn  
**Subject:** Re: remind me again please...where is the lng canada agreement posted

<https://news.gov.bc.ca/ministries/finance>

Click on news release and then click on media assets

Don Zadravec  
Executive Lead  
GCPE  
778-584-1252  
Sent from my iPhone

On Apr 5, 2019, at 11:47 AM, Palmer, Vaughn <[vpalmer@postmedia.com](mailto:vpalmer@postmedia.com)> wrote:

**Vaughn Palmer**  
Columnist  
The Vancouver Sun  
Office: 250-953-5936  
Cell: 250-920-6677  
Email: [vpalmer@vancouver.sun.com](mailto:vpalmer@vancouver.sun.com)

<6CCC69B8-B4E0-4E54-A17E-6A0E0D5A19D1[8].png>

The information contained in this email is strictly confidential and is only intended for the party to whom it is addressed. Any other use, dissemination, distribution, disclosure or copying is prohibited. If you have received this email in error please so inform by reply email. Thank you.

## GCPE FOI Coordinator GCPE:EX

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** April 2, 2019 1:34 PM  
**To:** Byers, Lindsay GCPE:EX  
**Subject:** RE: Talk Radio

I agree; I can do it as a reminder at the CDs meeting.

---

**From:** Byers, Lindsay GCPE:EX  
**Sent:** Tuesday, April 2, 2019 1:33 PM  
**To:** Zadravec, Don GCPE:EX  
**Subject:** FW: Talk Radio

This might be a good thing to remind CD's about doing. I haven't received many lately, and it was something we did for Karen and then Stephanie.

I can help draft an email, or maybe its just a reminder at a CD's meeting.

**Lindsay Byers**  
Media Relations Officer  
Government Communications and Public Engagement  
P: 778.678.5539

---

**From:** Karn, David GCPE:EX  
**Sent:** April 2, 2019 1:31 PM  
**To:** Byers, Lindsay GCPE:EX <Lindsay.Byers@gov.bc.ca>  
**Cc:** Ryckman, Scott GCPE:EX <Scott.Ryckman@gov.bc.ca>  
**Subject:** RE: Talk Radio

Minister Heyman  
Date: Wednesday, April 3, 2019  
Time: 7:10am Pacific  
Show: On the Island – CBC Radio Victoria  
Dial-in: 250-360-2227  
Host: Gregor Craigie.  
Topic: Federal Climate Change Report

I'm told one of the report's authors will be on at 6:40am.

---

**From:** Byers, Lindsay GCPE:EX  
**Sent:** April 2, 2019 1:29 PM  
**To:** Karn, David GCPE:EX <David.Karn@gov.bc.ca>  
**Subject:** RE: Talk Radio

That would be ideal. Scott Ryckman's team should always know as well.

**Lindsay Byers**  
Media Relations Officer

**From:** Karn, David GCPE:EX  
**Sent:** April 2, 2019 1:28 PM  
**To:** Byers, Lindsay GCPE:EX <[Lindsay.Byers@gov.bc.ca](mailto:Lindsay.Byers@gov.bc.ca)>  
**Subject:** Talk Radio

Lindsay, do we need to infor Media Relations of radio talk bookings?



## GCPE FOI Coordinator GCPE:EX

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** April 10, 2019 10:41 AM  
**To:** Truong, Lele GCPE:EX  
**Subject:** RE: Translation services for Chinese language

Please proceed and thanks.

---

**From:** Truong, Lele GCPE:EX  
**Sent:** Wednesday, April 10, 2019 10:39 AM  
**To:** Zadravec, Don GCPE:EX  
**Subject:** RE: Translation services for Chinese language

Hi Don,

I sent Eva Cheng a news release (Minister of Education, Improved safety for Richmond students at Mitchell Elementary) for translation last Friday. I received the translated document back.

Enclosed please find a copy of the English news release and Eva's translation.

My basic criteria for review include:

- clarity
- grammar
- tone
- accuracy in particularly figures and dollars
- appropriate use of acronym and English terminology (for example: BC, Ministry/Minister)

I did not find any error/typo in Eva's translation.

s.22 Her writing is understandable to the average readers such as seniors. s.22  
s.22

I would recommend adding Eva to the Chinese translation roster.

Please let me know if you have any questions.

Thanks,  
Lele

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** March 27, 2019 4:24 PM  
**To:** Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>  
**Subject:** RE: Translation services for Chinese language

I am good with this.

---

**From:** Truong, Lele GCPE:EX  
**Sent:** Wednesday, March 27, 2019 4:21 PM

**To:** Zadravec, Don GCPE:EX

**Subject:** FW: Translation services for Chinese language

Hi Don,

I am writing to follow up Chinese translation services.

The translator's name is Eva Cheng. Eva speaks Cantonese. She is available to assist with translations and proof-reading in traditional Chinese characters.

Eva has provided her translation fees. I've enclosed the information for your reference. Please see Eva's email below.

Before I send her the news release for testing purpose, I would like to know if you have any concern about the cost of this translation assignment.

Also, let me know if you have any questions.

Thanks,  
Lele

**From:** E Cheng s.22

**Sent:** March 26, 2019 10:23 PM

**To:** Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>

**Subject:** Re: Translation services for Chinese language

Hi Lele

Thanks again for offering the opportunity to work with you and your team.

I provide translation service from English to Traditional Chinese and here's the rate for your reference.

- Regular rate \$0.4 per word, turn around time 8hrs-2 days depending on length of article
- Rush rate \$0.75 per word, turn around time 1-3 hrs depending on length of article

For proofreading services, it's about 3 cents per word, turnaround time is usually 1day.

I am open to negotiation on rate and turnaround time though, rates listed above are for reference only.

Thanks again for the opportunity to be considered.

Regards  
Eva  
s.22

•

## GCPE FOI Coordinator GCPE:EX

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** April 3, 2019 11:13 AM  
**To:** Byers, Lindsay GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** RE: Travel approval - SDPR/ EDUC event Friday

Travel and accommodation approved

---

**From:** Byers, Lindsay GCPE:EX  
**Sent:** Wednesday, April 3, 2019 11:09 AM  
**To:** Zadravec, Don GCPE:EX  
**Cc:** Brandt, Charisma L GCPE:EX  
**Subject:** Travel approval - SDPR/ EDUC event Friday

Hi Don,

There are no flights available Friday morning, which means I will have to fly over tomorrow evening. Can you please approve the travel for this event.

Charisma, the event is in Burnaby, will it be possible to get a rental car, or should I simply cab to and from the event? I'm good either way.

**Lindsay Byers**  
Media Relations Officer  
Government Communications and Public Engagement  
P: 778.678.5539  
E: [Lindsay.Byers@gov.bc.ca](mailto:Lindsay.Byers@gov.bc.ca)

## GCPE FOI Coordinator GCPE:EX

---

**From:** Zadravec, Don GCPE:EX  
**Sent:** April 10, 2019 9:57 AM  
**To:** McAndrews, Caroline GCPE:EX; Brandt, Charisma L GCPE:EX; Craig, Annie GCPE:EX  
**Cc:** Watson, Jason GCPE:EX  
**Subject:** RE: travel request

Travel and accommodation approved.

---

**From:** McAndrews, Caroline GCPE:EX  
**Sent:** Wednesday, April 10, 2019 9:40 AM  
**To:** Zadravec, Don GCPE:EX; Brandt, Charisma L GCPE:EX; Craig, Annie GCPE:EX  
**Cc:** Watson, Jason GCPE:EX  
**Subject:** travel request

Hi Don/Charisma: see below for travel request for Civil Forfeiture Grants event in Surrey on Friday for Hope Latham. Prefer Hope fly over Thursday afternoon so she can go from Vancouver to Surrey in the morning and no chance of weather issues.

**Date and duration of travel:** April 11<sup>th</sup>

**Destination:** Vancouver

**Purpose of travel:** Announcement of the 2018-19 Crime Prevention and Remediation Grants.

The event will be held in Surrey on Friday, April 12<sup>th</sup> at MOSAIC-BC at 10:30am. I will be assisting with coordinating the event and providing all materials needed, need to be onsite by 9:30 am.

**Expected expenses:** flight to Vancouver, accommodation Thursday night, ferry back (walk-on), meals.

**Caroline McAndrews**  
**Communications Director**  
Ministry of Public Safety and Solicitor General  
T: 250 356-1196 [Caroline.McAndrews@gov.bc.ca](mailto:Caroline.McAndrews@gov.bc.ca)