

Louie, Jacqueline JTT:EX

From: Ranjan, Ramesh JTT:EX
Sent: Thursday, March 22, 2018 1:16 PM
To: Louie, Jacqueline JTT:EX
Subject: Fwd: Automatic reply: 40th parliament official photo

Ramesh Ranjan

Executive Assistant to the Honourable Bruce Ralston,
Minister of Jobs, Trade and Technology

Ph: s.17

Begin forwarded message:

From: "Vasilev, Susan LASS:EX" <Susan.Vasilev@leg.bc.ca>
Date: March 1, 2018 at 12:44:26 PM PST
To: "Ranjan, Ramesh JTT:EX" <Ramesh.Ranjan@gov.bc.ca>
Subject: Automatic reply: 40th parliament official photo

s.22

In my absence please contact Bev.Bowen@leg.bc.ca by email if **not urgent**; and if **urgent** Bev can be located by phone: 250-953-4659 or
s.17

Thank you,

Susan Vasilev

Louie, Jacqueline JTT:EX

From: Ranjan, Ramesh JTT:EX
Sent: Thursday, March 22, 2018 1:15 PM
To: Louie, Jacqueline JTT:EX
Subject: Fwd: 40th parliament official photo

Ramesh Ranjan

Executive Assistant to the Honourable Bruce Ralston,
Minister of Jobs, Trade and Technology

Ph: s.17

Begin forwarded message:

From: <Ramesh.Ranjan@gov.bc.ca>
Date: March 1, 2018 at 12:44:17 PM PST
To: <susan.vasilev@leg.bc.ca>
Subject: 40th parliament official photo

Hi Susan,

Ramesh from Minister Ralston's office here. Minister Ralston would like to get the official photo of the 40th (last) parliament of B.C. to hang up in his constituency office. He said you would be the person to contact about this. How might I get one?

Ramesh

Ramesh Ranjan

Executive Assistant to the Honourable Bruce Ralston,
Minister of Jobs, Trade and Technology

Ph: s.17

Louie, Jacqueline JTT:EX

From: Vasilev, Susan LASS:EX
Sent: Friday, February 23, 2018 3:20 PM
To: Robb, Amanda JTT:EX
Cc: Wall, Selina LASS:EX
Subject: RE: South Fraser Caucus meeting- Week of Feb 26

Adding in Selina Wall who is LA for Rachna Singh...☺

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: Susan.Vasilev@leg.bc.ca | www.bcnepcaucus.ca | www.facebook.com/johnhorganbc s.17

From: Robb, Amanda JTT:EX [<mailto:Amanda.Robb@gov.bc.ca>]
Sent: Friday, February 23, 2018 2:22 PM
To: Campbell, Sue LBR:EX ; Fleurant, Kathleen CITZ:EX ; Robb, Amanda JTT:EX ; Vasilev, Susan ; Virk, Rajmeet ; Kang, Gurbrinder ; Scott, Samantha
Subject: South Fraser Caucus meeting- Week of Feb 26

Hi all,

MBR would like to coordinate a SFC meeting here in Victoria next week. Can you please let me know if we can confirm one of the following times?

Tues. Feb 27th 6:00-6:30PM
Wed. Feb 28th 5:30-6:00PM
Thurs. Mar. 1st 5:00-5:30PM

Attendees:

Rachna Singh
Jagrup Brar
Minister Harry Bains
Minister Jinny Sims
Minister Bruce Ralston
Gary Begg
Ravi Kahlon

Amanda Robb
Administrative Coordinator to the Honourable Bruce Ralston
Minister of Jobs, Trade and Technology

Administrative Coordinator to the Honourable George Chow
Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2
Phone: 250-387-9133 | Fax: 250-356-3000 | Email: amanda.rob主@gov.bc.ca

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Thursday, January 25, 2018 11:07 AM
To: LP Ministerial Assistants; LP Executive Assistants
Cc: Clark, Layne PREM:EX
Subject: staff security discussion - Jan 31
Attachments: Guide to Constituency Office Security_2017.pdf

On behalf of Legislative Security - please take the time to have a complete look at this attachment.

From: Vasilev, Susan
Sent: January-24-18 5:08 PM
To: LPEAS@Victoria1.gov.bc.ca; LPMAs@Victoria1.gov.bc.ca
Cc: Ennis, Randall <Randall.Ennis@leg.bc.ca>; Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca>; Nelson, Greg <Greg.Nelson@leg.bc.ca>
Subject: staff security discussion - Jan 31

Hi EAs and MAs – next Wednesday morning Legislative Security will give a presentation to staff on security issues in the caucus room. Sgts Greg Nelson and Randall Ennis will be sending you materials directly beforehand.

Your constituency offices already have access to the attached form and you are encouraged to use it if you ever need to report an incident.

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t:
Susan.Vasilev@leg.bc.ca | www.bcnepcaucus.ca | www.facebook.com/johnhorganbc

s.17

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Wednesday, January 24, 2018 5:08 PM
To: LP Executive Assistants; LP Ministerial Assistants
Cc: Ennis, Randall LASS:EX; Clark, Layne PREM:EX; Nelson, Greg LASS:EX
Subject: staff security discussion - Jan 31
Attachments: Incident Report Form (2).docx

Hi EAs and MAs – next Wednesday morning Legislative Security will give a presentation to staff on security issues in the caucus room. Sgts Greg Nelson and Randall Ennis will be sending you materials directly beforehand.

Your constituency offices already have access to the attached form and you are encouraged to use it if you ever need to report an incident.

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t:
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

s.17

Louie, Jacqueline JTT:EX

From: Vasilev, Susan LASS:EX
Sent: Friday, December 29, 2017 11:46 AM
To: LP Administrative Coordinators
Cc: Wall, Selina LASS:EX
Subject: UPDATE: MLA phone call - PR

Hi there – most of you will be seeing these emails on January 2nds.22

Please send all replies regarding the PR phone call directly to **Selina Wall** (copied on this note) as she will be organizing the group phone calls/discussion with MLAs on proportional representation.

Thanks,

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t:
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

s.17

From: Vasilev, Susan
Sent: Thursday, December 28, 2017 11:20 AM
To: LPACS@Victoria1.gov.bc.ca
Subject: MLA Phone call - PR

Hi ACs - I am setting up (small group) phone calls regarding proportional representation during the week of January 8-12. MLAs know told that the call details will be put in calendars. The call may not take 1.5 hours but we want to ensure there is enough time for a comprehensive discussion.

Please let me know if your Minister is available for the call during any of these times below. Once I confirmed the call times, I will send details to you for your Ministers' calendars. Let me know if you have any questions (or give me a call).

January 8 – 9:30am – 11:00am
January 9 – 9:30am – 11:00am
January 11 – 9:30am – 11:00am
January 12 – 9:30am – 11:00am

January 8 – 3:00pm – 4:30pm
January 12 – 3:00pm – 4:30pm

Thanks very much for your assistance on this,

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t:
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

s.17

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t:
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

s.17

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Tuesday, November 21, 2017 10:17 AM
To: Currie, Kathie JTT:EX
Subject: RE: s.22

Thanks! Great to chat with you, too.

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: s.17
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

From: Currie, Kathie JTT:EX [<mailto:Kathie.Currie@gov.bc.ca>]
Sent: Tuesday, November 21, 2017 9:49 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: s.22

Hi Susan
Sorry for the delay in getting this to you. I had it in my other phone.
Here's his contact info.
s.22

It was great chatting with you yesterday.
Take care, Kathie

Kathie Currie
Senior Ministerial Assistant to the
Honourable Bruce Ralston,
Minister of Jobs, Trade
and Technology

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Monday, November 20, 2017 5:19 PM
To: Currie, Kathie JTT:EX
Subject: s.22

Hi Kathie –can you send me^{s.22} contact info?

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t:
Susan.Vasilev@leg.bc.ca | www.bcnepcaucus.ca | www.facebook.com/johnhorganbc

s.17

Louie, Jacqueline JTT:EX

From: Vasilev, Susan LASS:EX
Sent: Monday, November 6, 2017 12:08 PM
To: Robb, Amanda JTT:EX
Subject: news papers

Hey Amanda - See any weekend Globe and Mail papers kicking around over there?

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t:
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

s.17

Louie, Jacqueline JTT:EX

From: Vasilev, Susan LASS:EX
Sent: Wednesday, October 25, 2017 7:04 PM
To: LP Administrative Coordinators
Subject: travel claims- Constituency Assistant seminar
Attachments: 20171025183510.pdf; expenses for CA seminar.docx; 2017_10_25_12_58_39.pdf

Hi ACs

After attending the CA Seminar here in Victoria this week, Thursday afternoon the CAs will be coming by their respective Minister's offices to drop off their travel claim forms (see attached word document). I think Bev Bowen sent you the breakdown of how the seminar will be expensed but I wanted to attached it again for your information and you may need to help the CA with the form when they come to the office.

I will be giving them all blank printed forms at noon tomorrow and explaining how to fill them out, but they still may need your support.

If there is only one CA from your minister's constituency at the seminar – that person will be claiming the hotel for October 24 and 25, and an all day per diem (\$61.00) for October 25 on their **"accompanying" claim form** – copy attached. The rest of that CA's travel needs to be filled out on the *2017 Constituency Assistant Travel Claim form* (also attached).

If there is a second CA from your minister's constituency at the seminar – that person will be claiming the **whole** thing: all travel/mileage, hotel for October 22/23/24/25 and meal per diems during travel time to Victoria and return, as well as full per diems (\$61/day) for October 23, 24 and 25. This is all to go on a **'accompanying' travel** claim form as well.

Once they give you their **signed** completed travel claim, travel receipts and accommodation receipts (food receipts not needed as per diems are used) please get your Minister to review and sign the claim too.

I realize the minister may not be available to sign the claim when the CA is in the office; in that case, please give the CA a photocopy for their records and then after you get the Minister to sign the original, please send it and original receipts in the house mail to Kathryn Reine at Financial Services.

Thank you and let me know if you have questions.

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t:
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

s.17

Louie, Jacqueline JTT:EX

From: Bowen, Bev LASS:EX
Sent: Monday, October 16, 2017 5:20 PM
To: LP Administrative Coordinators
Cc: Vasilev, Susan LASS:EX
Subject: Constituency Assistant's Visit Next Week

Hi there – I want to give you a heads up that next Thursday, October 26th, Constituency Assistants will be finishing up their CA seminar in Victoria and will come to the Legislature to get their travel claims done. They will all be using accompanying persons' travel under their respective MLA's names. Because the first two days of the seminar (October 23 and 24) are being put on by the Legislative Assembly, they are paying some of the CA expenses.

Below is an explanation of who is paying what, and your CAs will know this as well.

Please contact me if you have any questions.

Thanks, Bev

The Clerk of the House has invited New Democrat, Liberal and Green CAs to participate in a two day conference on October 23rd and 24th; where they will be learning about the Legislative Assembly departments, and receiving training in various aspects of the Constituency Office functions.

The New Democrat CAs will spend the day in sessions with Caucus and Government staff on October 25th and the morning of October 26th

Below is an explanation of how the event will be expensed.

Legislative Assembly Financial Services:

- Roundtrip travel (flights, ferry, mileage)
- Hotel October 22nd and 23rd
- Per diems for dinner on the 22nd, all day the 23rd and 24th, partial on the 26th (depending when CA arrives home)

Financial Services staff will be on hand to give CAs expense claim forms that will be processed by Financial Services.

New Democrat BC Government & Government Caucus:

- Hotel October 24th (and 25th for those who need to stay due to travel home schedules)
- Per diem for October 25th


This portion of the claims for Caucus Members and Ministers will count as an MLA Accompanied Travel. Caucus Legislative Assistants will process claims for Caucus MLAs; Ministerial Administrative Coordinators will process claims for Minister's CAs. We will ensure that receipts make their way to the correct people for payment processing.

PLEASE NOTE: The Clerk's Office will pay travel, accommodation and per diems for one CA per Constituency Office only; full travel, accommodations and per diems, for each additional CA, will be expensed as an additional MLA Accompanied Travel claim.

Financial Services confirmed for me that this type of expense is also a feasible use of Constituency Funds; which is entirely up to the MLA.

Please let me know if you have any questions.

Bev Bowen | Office Manager | New Democrat BC Government Caucus
P: 250.953.4659
bev.bowen@leg.bc.ca | www.bcndpcaucus.ca

 **Help save paper - do you need to print this email?**

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Thursday, August 31, 2017 12:01 PM
To: Currie, Kathie PREM:EX
Subject: Acting AA

s.22

Susan Vasilev | New Democrat Government Caucus

T: 250-953-4691 | **F:** 250-953-4799

susan.vasilev@leg.bc.ca | www.bcndpcaucus.ca



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Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Wednesday, August 16, 2017 3:03 PM
To: Currie, Kathie PREM:EX
Subject: RE: EA job description - DRAFT

Don't forget to come by for your letter of employment... ☺

Susan Vasilev | New Democrat Government Caucus

T: 250-953-4691 | **F:** 250-953-4799

susan.vasilev@leg.bc.ca | www.bcndpcaucus.ca



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From: Currie, Kathie PREM:EX [<mailto:Kathie.Currie@gov.bc.ca>]
Sent: Tuesday, August 15, 2017 11:06 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: Re: EA job description - DRAFT

I'm in Van all day, will stop by tomorrow.
Thanks so much, Kath

Sent from my iPhone

On Aug 15, 2017, at 11:03 AM, Vasilev, Susan <Susan.Vasilev@leg.bc.ca> wrote:

Hey I've got your letter of employment here that needs your signature, can you drop by and sign today?
Maura asked me to follow up... ;)

From: Currie, Kathie PREM:EX [<mailto:Kathie.Currie@gov.bc.ca>]
Sent: Tuesday, August 15, 2017 10:24 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: Re: EA job description - DRAFT

We're hoping he'll get someone soon.
I will pass on your hello as well.
s.22

Thanks again, Kath

Sent from my iPhone

On Aug 15, 2017, at 10:22 AM, Vasilev, Susan <Susan.Vasilev@leg.bc.ca> wrote:

No problem. Thinking Bruce must have someone in mind for the job? Say hi to him for me!!
s.22

From: Currie, Kathie PREM:EX [<mailto:Kathie.Currie@gov.bc.ca>]
Sent: Tuesday, August 15, 2017 10:17 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>; Ralston, Bruce PREM:EX
<Bruce.Ralston@gov.bc.ca>
Subject: Re: EA job description - DRAFT

Thanks so much Susan, I really appreciate your assistance, Kath

Sent from my iPhone

On Aug 15, 2017, at 10:07 AM, Vasilev, Susan <Susan.Vasilev@leg.bc.ca> wrote:

Please let Bruce know that this is a DRAFT only, as there are changes to be made to some part of it

<20170814 draft EA job description.docx>

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Tuesday, August 15, 2017 10:48 AM
To: Currie, Kathie PREM:EX
Subject: RE: EA job description - DRAFT

Hey I've got your letter of employment here that needs your signature, can you drop by and sign today? Maura asked me to follow up... ;)

From: Currie, Kathie PREM:EX [mailto:Kathie.Currie@gov.bc.ca]
Sent: Tuesday, August 15, 2017 10:24 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: Re: EA job description - DRAFT

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Sent: Tuesday, August 15, 2017 10:17 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>; Ralston, Bruce PREM:EX <Bruce.Ralston@gov.bc.ca>
Subject: Re: EA job description - DRAFT

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Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Tuesday, August 15, 2017 10:22 AM
To: Currie, Kathie PREM:EX
Subject: RE: EA job description - DRAFT

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s.22

From: Currie, Kathie PREM:EX [<mailto:Kathie.Currie@gov.bc.ca>]
Sent: Tuesday, August 15, 2017 10:17 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>; Ralston, Bruce PREM:EX <Bruce.Ralston@gov.bc.ca>
Subject: Re: EA job description - DRAFT

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Sent from my iPhone

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From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Tuesday, August 15, 2017 10:07 AM
To: Currie, Kathie PREM:EX
Subject: EA job description - DRAFT
Attachments: 20170814 draft EA job description.docx

Please let Bruce know that this is a DRAFT only, as there are changes to be made to some part of it

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Tuesday, August 15, 2017 8:49 AM
To: Currie, Kathie PREM:EX
Subject: RE: EA job description

I don't but I'll ask around.

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

From: Currie, Kathie PREM:EX [<mailto:Kathie.Currie@gov.bc.ca>]
Sent: Tuesday, August 15, 2017 7:17 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: EA job description

Hi Susan

I'm wondering if you have access to the EA job description I can give to Bruce?

Thanks so much, Kathie

Sent from my iPhone

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Monday, August 14, 2017 2:24 PM
To: Currie, Kathie PREM:EX
Subject: RE: CETA Conference & Forum

Ok perfect!

From: Currie, Kathie PREM:EX [<mailto:Kathie.Currie@gov.bc.ca>]
Sent: Monday, August 14, 2017 2:24 PM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>; Robb, Amanda JTST:EX <Amanda.Robb@gov.bc.ca>; Ralston, Bruce PREM:EX <Bruce.Ralston@gov.bc.ca>
Subject: RE: CETA Conference & Forum

Thanks for sharing Susan....we did get an invite for it as well.

Take care, Kathie

Kathie Currie
Ministerial Assistant to the Honourable Bruce Ralston
Minister of Jobs, Trade & Technology
Room 137, Parliament Buildings
Victoria, BC V8T 5C3

From: Vasilev, Susan [<mailto:Susan.Vasilev@leg.bc.ca>]
Sent: Monday, August 14, 2017 1:50 PM
To: Robb, Amanda JTST:EX
Cc: Currie, Kathie PREM:EX
Subject: CETA Conference & Forum

Hi Amanda – I thought this might be of potential interest to Minister Ralston. I know it is happening the same week as UBCM, though.

Susan Vasilev | New Democrat Government Caucus


T: 250-953-4691 | F: 250-953-4799

susan.vasilev@leg.bc.ca | www.bcnepcaucus.ca



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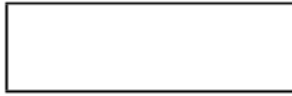
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From: BC Chamber of Commerce [<mailto:bccc=bcchamber.org@mail211.atl121.mcsv.net>] **On Behalf Of** BC Chamber of Commerce

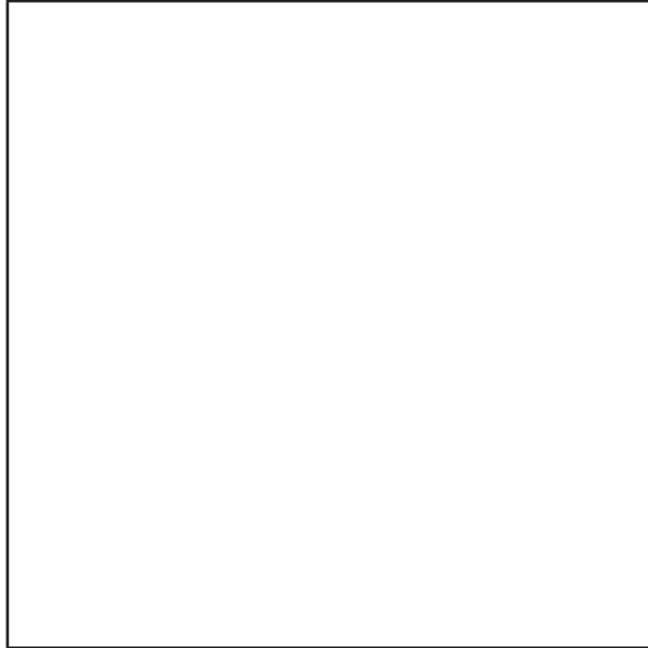
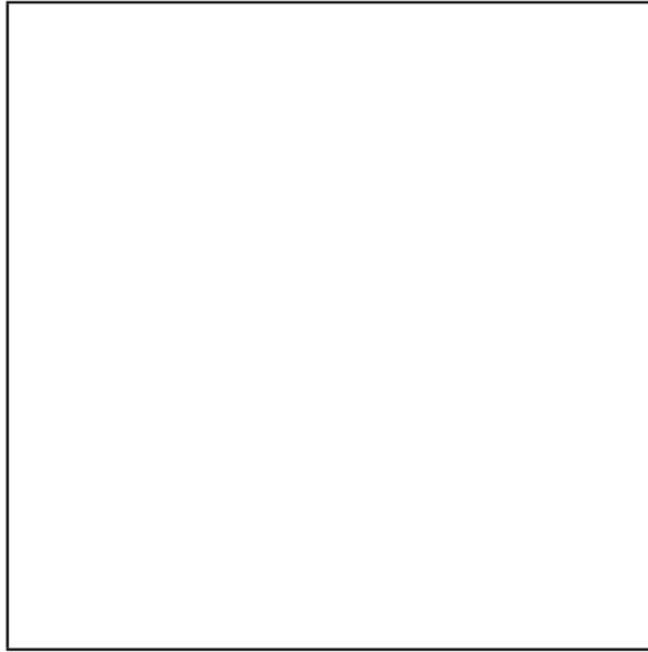
Sent: Monday, August 14, 2017 1:45 PM

To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>

Subject: Special invitation from the CEO - Register for the CETA Conference & Forum



[View this email in your browser](#)



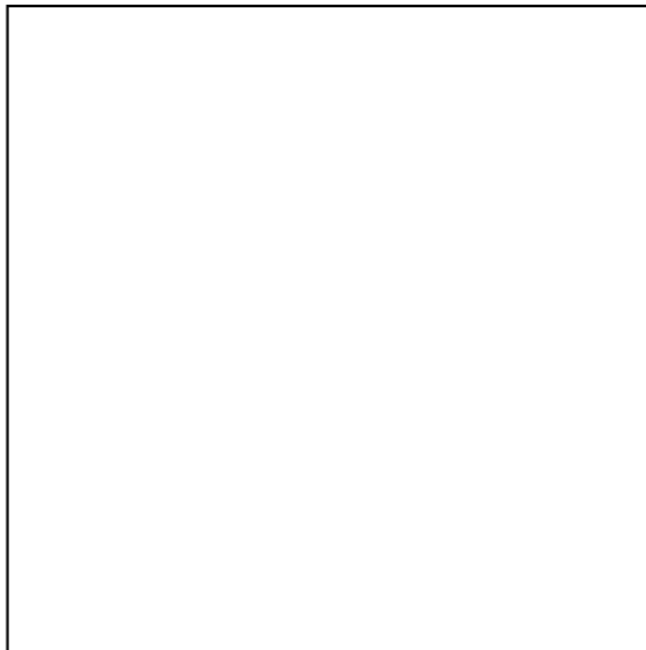
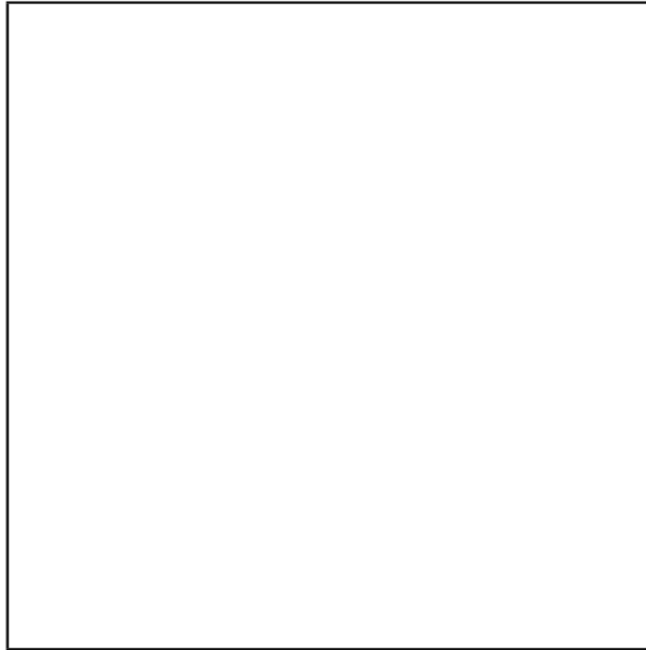
Limited Seats Available

In partnership with the Richmond Chamber of Commerce and The European Union Chamber of Commerce in Canada – the BC Chamber cordially invites you to attend the **EU-Canada CETA Conference & Business Forum, on September 27, 2017 at the Airport Marriott Hotel in Richmond.**

With the EU-Canada Comprehensive and Economic Trade Agreement (CETA) rules **taking effect on September 21st, 2017**, this conference will provide both practical advice on how Canadian companies can capitalize on the opportunities arising from CETA and a unique opportunity to meet one-on-one with EU Member State Diplomatic and Trade Representatives.

A panel of policy makers including provincial and federal government representatives, as well as EU Embassy and EU Member States representatives, will discuss the most important advantages, challenges and opportunities which will impact current trade and investment exchanges between Canada and the EU after provisional entry into force of the CETA Agreement on September 21st.

Find full details on the program and registration on the
Richmond Chamber of Commerce website here.



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Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Monday, August 14, 2017 1:50 PM
To: Robb, Amanda JTT:EX
Cc: Currie, Kathie PREM:EX
Subject: CETA Conference & Forum

Hi Amanda – I thought this might be of potential interest to Minister Ralston. I know it is happening the same week as UBCM, though.

Susan Vasilev | New Democrat Government Caucus

T: 250-953-4691 | **F:** 250-953-4799

susan.vasilev@leg.bc.ca | www.bcndpcaucus.ca



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From: BC Chamber of Commerce [<mailto:bccc=bcchamber.org@mail211.atl121.mcsv.net>] **On Behalf Of** BC Chamber of Commerce

Sent: Monday, August 14, 2017 1:45 PM

To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>

Subject: Special invitation from the CEO - Register for the CETA Conference & Forum



[View this email in your browser](#)



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Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Tuesday, August 8, 2017 3:25 PM
To: Cooling, Karen LBR:EX; Vdovine, Stepan PREM:EX; Gunn, Paula MCF:EX; Russell, Shannon CITZ:EX; Singh, Jasmyn HLTH:EX; Renneberg, Tim FLNR:EX; Howard, Stephen PREM:EX; Kristianson, Eric GCPE:EX; Farmer, Leila PREM:EX; Iliffe, Liam PREM:EX; Frampton, Caelie ENV:EX; Spilker, Robyn FIN:EX; Harrison, Veronica EDUC:EX; Winstanley, Lori PREM:EX; McLaren, Kenn FLNR:EX; Hurtig, Jane MAH:EX; Currie, Kathie PREM:EX; Harder, Derrick TRAN:EX; Bourke, Brynn PREM:EX; Squance, Leah SDPR:EX
Subject: Staff meeting Wednesday August 9th

Oh behalf of Maura Parte...

From: Parte, Maura PSA:EX [<mailto:Maura.Parte@gov.bc.ca>]
Sent: Tuesday, August 08, 2017 2:51 PM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: MA message

Hello Ministerial Assistants,

Chief of Staff to the Premier, Geoff Meggs, would like to meet with all MAs tomorrow (Wednesday) at 5pm. He would appreciate the opportunity to check in with all of you.

The meeting will be held in the s.15 from 5:00pm to 6:00pm on Wednesday, August 9th. If you are unable to attend in person, there will be a dial-in number and Susan Vasilev will send out a calendar invitation with that information included.

If you cannot attend, please let me know.

If you have any questions please feel free to call anytime and please note my new cell number.

Thank you,

Maura

s.17

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Wednesday, July 19, 2017 4:02 PM
To: Glumac, Rick
Cc: Currie, Kathie PREM:EX
Subject: call Kathie Currie (Ralston's MA)

Rick- Kathie has no ability to get in touch with you – please call her at s.22

Susan Vasilev | Executive Assistant | John Horgan's New Democrat Official Opposition
T: 250-953-4706 | F: 250-953-4799

susan.vasilev@leg.bc.ca | www.bcndpcaucus.ca



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Help save paper - do you need to print this email?

Louie, Jacqueline JTT:EX

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: Wednesday, July 19, 2017 3:59 PM
To: Currie, Kathie PREM:EX
Subject: meeting request - Bruce Ralston

From: Vasilev, Susan
Sent: Wednesday, July 19, 2017 3:48 PM
To: kcurrie@cupe15.org
Subject: meeting request - Bruce Ralston

Hi Kathie- Bruce met with John last August, I am assuming John wants to set up another meeting. Over to you.

Regards, Susan

From: John Juricic [<mailto:john@harbourdigitalmedia.com>]
Sent: Wednesday, July 19, 2017 8:10 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: RE: meeting request - Bruce Ralston

Susan - good morning...are you still working with Bruce?

John Juricic
C: 250.812.8827
www.harbourdigitalmedia.com

From: Vasilev, Susan [<mailto:Susan.Vasilev@leg.bc.ca>]
Sent: June 15, 2016 2:10 PM
To: John Juricic
Subject: RE: meeting request - Bruce Ralston

Thank you for the prompt reply – you could come to his office at the Legislature or he can meet you at our office. Either works.

Susan Vasilev,
Legislative Assistant, Opposition Caucus
Room 201, Parliament Buildings
Victoria, BC, V8V 1X4
Tel: 250.953-4691

From: John Juricic [<mailto:john@harbourdigitalmedia.com>]
Sent: Wednesday, June 15, 2016 1:58 PM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: RE: meeting request - Bruce Ralston

Thank you for this email & voice message Susan. I am available to meet Bruce next **Tuesday / June 21st / 9:30am**...where would you like to meet?

John Juricic
C: 250.812.8827
www.harbourdigitalmedia.com

From: Vasilev, Susan [<mailto:Susan.Vasilev@leg.bc.ca>]
Sent: June 15, 2016 10:33 AM
To: john@harbourdigitalmedia.com
Subject: meeting request - Bruce Ralston

Hello John,

Bruce Ralston (MLA for Surrey-Whalley and Opposition Spokesperson for Natural Gas Development, Trade, Multiculturalism, Softwood Lumber Agreement, Manufacturing, Oil & Gas Commission – I know, it's a mouthful!) will be in Victoria on the morning of Tuesday, June 21st and would like the opportunity to meet with you at either 9:30am or 11:00am, if possible.

Now that the Spring Legislative Session is over, Bruce is meeting with individuals and organizations to learn more about the economic challenges/successes across British Columbia and to discuss specifically manufacturing and the role it plays in the Victoria area.

Here is a link to Bruce's bio, for your information: <http://bcndpcaucus.ca/mla/bruce-ralston/>

I look forward to hearing from you.

Regards,

Susan Vasilev,
Legislative Assistant to Bruce Ralston
Opposition Caucus
Room 201, Parliament Buildings
Victoria, BC, V8V 1X4
Tel: 250.953-4691

2017 Constituency Assistant Seminar Travel Claim Form

Please Note: Only 1 CA's travel may be submitted per MLA for reimbursement from the Assembly's central budget. Additional CAs may submit an Accompanying Person Travel Claim through their MLA's Legislative or Ministerial Assistant.

Constituency Assistant Name & Address:	Constituency:
Travel From:	Travel to: <div style="text-align: right;">Victoria</div>

Travel Expenses for Reimbursement

			Amount Claimed
To Victoria: Mileage:		kms x \$.53	
To Home: Mileage:		kms x \$.53	
Description (Attach All Receipts)			
Air Travel (1 return trip)			
Ferry			
Transit/Taxi/Other			
Hotel Oct 22-23 Only			
<i>Breakfast= \$27.00 Lunch = \$27.00 Dinner = \$36.00 Breakfast & Lunch = \$39.50 Lunch & Dinner = \$48.50 Full Day \$61.00</i>			
Per Diems:			
Travel day to Victoria	B/L/D <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	B - travel is before 7am; L- travel starts before noon	
Mon Oct 23	D <input type="checkbox"/>	(breakfast & lunch provided)	
Tues Oct 24	D <input type="checkbox"/>	(Breakfast & lunch provided)	
Travel day to home	B/L/D <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	B - travel is before 7am; L- travel starts before noon	
TOTAL AMOUNT CLAIMED			

internal use only

0000-00110-6504

internal use only

9901-00000-1575

CA Signature:

Financial Services Authorization:

certified that the amount to be paid is correct, and is in accordance with appropriate statute or other authority for payment

Completed forms may be submitted to:

Legislative Assembly of BC
Financial Services
614 Government Street
Victoria, BC V8V 1X4

If you have any questions, please contact:

Kathryn Reine
Kathryn.Reine@leg.bc.ca
250-356-7515

ACCOMPANYING TRAVEL FORM *MINISTERS OFFICE ONLY*

MEMBERS OF THE LEGISLATIVE ASSEMBLY MINISTERS ACCOMPANYING TRAVEL TRAVEL CLAIM FORM OFFICE USE ONLY

MLA NAME:		CONSTITUENCY:	
TRAVEL BY: (NAME IF OTHER THAN MLA; IF CA INCLUDE ADDRESS)		SPOUSE/DEPENDENT <input type="checkbox"/>	CONSTIT.ASSISTANT <input checked="" type="checkbox"/>
TRAVEL FROM:		TO:	RETURN TRIP <input type="checkbox"/>

TRAVEL EXPENSES FOR REIMBURSEMENT

		DATES	AMOUNT CLAIMED
MILEAGE (\$53/KM)	KMS		\$
MILEAGE (\$53/KM)	KMS		\$
AIRFARE/FERRY:			\$
OTHER EXPENSES:			\$
HOTEL:			\$
PER DIEM:			\$
TOTAL AMOUNT CLAIMED			\$

****PLEASE ATTACH ALL RECEIPTS****

MEMBER'S SIGNATURE _____ DATE _____ CA'S SIGNATURE _____ DATE _____

ACCOUNTS OFFICE USE ONLY

org:	acct:	stob:	\$
org:	acct:	stob:	\$
org:	acct:	stob:	\$

certified that the amount to be paid is correct, and is in accordance with appropriate statute or other authority for payment

SPENDING AUTHORITY SIGNATURE _____

**GUIDE TO
CONSTITUENCY OFFICE
SECURITY
2017**



Page 35 to/à Page 57

Withheld pursuant to/removed as

s.15

Page 58

Withheld pursuant to/removed as

s.13

Please let me know if you have any questions.

Thanks,

Bev

Bev Bowen | Office Manager | New Democrat BC Government Caucus

P: 250.953.4659

bev.bowen@leg.bc.ca | www.bcndpcaucus.ca