

From: Szabo, Maria JTT:EX
To: serrano.susana@canada.ca
Cc: McNish, James JTT:EX
Subject: Possible clean tech hub visit for Minister Ralston in Ottawa
Date: November 27, 2018 12:37:00 PM

Good afternoon, Susana,

Very nice to speak with you over the phone just now.

Our office, the Ministry of Jobs, Trade and Technology, has been in touch with yours about arranging a meeting between the Honourable Bruce Ralston and Deputy Minister John Knubley while the Minister is in town in Ottawa next week. In addition to this meeting, we are interested in potentially visiting the “clean tech hub,” which is supposed to be near Deputy Minister Knubley’s office. Would you have any more information about this, especially around how we can book a visit?

As mentioned, I don’t have a phone line just yet but if you need to reach us, please feel free to call my colleague and Ministerial Assistant, James McNish, at s.17

Thank you.

Regards,

Maria Szabo

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

From: [Szabo, Maria JTT:EX](#)
To: l-vz1@otta.diplo.de
Cc: [McNish, James JTT:EX](#)
Subject: Requesting meeting with Ambassador in Ottawa next week
Date: November 27, 2018 12:48:00 PM

Good afternoon,

I'm emailing on behalf of the Honourable Bruce Ralston, Minister of Jobs, Trade and Technology for the province of British Columbia. The Minister will be in town in Ottawa next week through December 3rd and 5th and we would like to request a meeting with the Ambassador of Germany to Canada, Sabine Sparwasser.

I understand that the Ambassador will be leaving town but please advise if there is any possibility that she is available on Monday, December 3rd, to meet with Minister Ralston and, if so, when that might be.

If you would like to discuss this by phone, please call my colleague and Ministerial Assistant, James McNish, at s.17

Thank you and regards,

Maria Szabo

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

From: [Szabo, Maria JTT:EX](#)
To: [Muir Teija](#)
Cc: [McNish, James JTT:EX](#)
Subject: RE: Request for meeting with Ambassador in Ottawa next week
Date: November 27, 2018 4:16:00 PM
Attachments: image001.png

Hi again Ms. Muir,

Would the Ambassador be able to meet at 9:00am on the morning of Wednesday, the 5th?

Minister Ralston can meet at the Embassy, which seems to be located at 55 Metcalfe Street, Suite 850, Ottawa, Ontario. If that's incorrect, please let me know – and please provide me with any other details that the Minister might need for the visit.

Best,

Maria

From: Muir Teija [mailto:Teija.Muir@formin.fi]
Sent: November 27, 2018 12:45 PM
To: Szabo, Maria JTT:EX
Cc: McNish, James JTT:EX
Subject: RE: Request for meeting with Ambassador in Ottawa next week

Thank you kindly, Maria.

With kindest regards,
Teija

From: Szabo, Maria JTT:EX [mailto:MSZABO@Victoria1.gov.bc.ca]
Sent: 27. marraskuuta 2018 15:44
To: Muir Teija
Cc: McNish, James JTT:EX
Subject: RE: Request for meeting with Ambassador in Ottawa next week

Hello again Ms. Muir,

Thank you for your prompt email and information.

We're just firming up the schedule and will get back to you very soon on these options. I'm sure something will work.

Best,

Maria

From: Muir Teija [mailto:Teija.Muir@formin.fi]

Sent: November 27, 2018 12:25 PM
To: Szabo, Maria JTT:EX
Cc: McNish, James JTT:EX
Subject: RE: Request for meeting with Ambassador in Ottawa next week

Dear Ms. Szabo,

Thank you kindly for your message and it was a pleasure to speak with you a moment ago.

As discussed, Ambassador Lehtonen would be delighted to meet with the Honourable Minister Bruce Ralston.

At the moment the possible dates would be on Monday, 3 December in the afternoon or Wednesday, the 5th of December most likely in the morning, but afternoon could be a possibility, as well.

Thank you again and looking forward to scheduling the meeting with either yourself or Mr. McNish.

With kindest regards,
Teija

Teija Muir (Ms.)
Assistant to the Ambassador



Tel. +1 613 288 2232
Cell +1 613 618 0641
Fax +1 613 288 2244
teija.muir@formin.fi

Embassy of Finland
55 Metcalfe Street, Suite 850
Ottawa ON, K1P 6L5
Canada

finland.ca

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From: Szabo, Maria JTT:EX [mailto:MSZABO@Victoria1.gov.bc.ca]
Sent: 27. marraskuuta 2018 15:10
To: Muir Teija
Cc: McNish, James JTT:EX
Subject: Request for meeting with Ambassador in Ottawa next week

Good afternoon,

I'm emailing on behalf of the Honourable Bruce Ralston, the Minister of Jobs, Trade and Technology for the province of British Columbia. The Minister will be in Ottawa through December 3rd and 5th next week and we would like to request a meeting with the Ambassador of Finland to Canada, Vesa

Lehtonen.

Please advise if this will be possible, and if so, which days and times the Ambassador might have available to meet with Minister Ralston.

If you would like to discuss this by phone, please call my colleague and Ministerial Assistant, James McNish, at **s.17**

Thank you.

Regards,

Maria Szabo

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

From: Szabo, Maria JTT:EX
To: Garnier, Jack LBR:EX
Subject: RE: SFC meeting: Nov 27 from 12:15-12:45PM
Date: November 27, 2018 5:15:00 PM

Thanks! See you around.

From: Garnier, Jack LBR:EX
Sent: November 27, 2018 5:14 PM
To: Szabo, Maria JTT:EX
Subject: RE: SFC meeting: Nov 27 from 12:15-12:45PM

No worries, I'll pass that along.

s.22

Jack

From: Szabo, Maria JTT:EX
Sent: Tuesday, November 27, 2018 5:14 PM
To: Garnier, Jack LBR:EX
Cc: Robb, Amanda JTT:EX
Subject: RE: SFC meeting: Nov 27 from 12:15-12:45PM

Hi Jack,

Unfortunately, there weren't any staff in that meeting so MHB will want to ask one of his colleagues.

Apologies!

Maria

From: Robb, Amanda JTT:EX
Sent: November 27, 2018 3:59 PM
To: Szabo, Maria JTT:EX
Subject: FW: SFC meeting: Nov 27 from 12:15-12:45PM

Hi Maria,

Per below, can you provide a debrief note to Minister Bain's office on today's SFC meeting?

Thank you,

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.robbs@gov.bc.ca

From: Garnier, Jack LBR:EX
Sent: November 27, 2018 2:41 PM
To: Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>
Subject: RE: SFC meeting: Nov 27 from 12:15-12:45PM

Hi Amanda,

Could I get a quick note of what was discussed to pass along to MHB?

Thanks,

Jack Garnier
Administrative Assistant
The Honourable Harry Bains
Minister of Labour

Phone: 250-953-0910 | Email: jack.garnier@gov.bc.ca

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From: Garnier, Jack LBR:EX
Sent: November 26, 2018 4:57 PM
To: Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>
Subject: RE: SFC meeting: Nov 27 from 12:15-12:45PM

Hi Amanda,

MHB is unfortunately unavailable 12-1, he has a DMO briefing.

Cheers,

Jack Garnier
Administrative Assistant
The Honourable Harry Bains
Minister of Labour

Phone: 250-953-0910 | Email: jack.garnier@gov.bc.ca

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From: Robb, Amanda JTT:EX
Sent: Monday, November 26, 2018 2:57 PM
To: Garnier, Jack LBR:EX
Subject: FW: SFC meeting: Nov 27 from 12:15-12:45PM

Hi Jack,

Sorry, forgot to include you in this meeting request for tomorrow at 12:15PM in our offices. Can you confirm if MHB is available?

Thank you,

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

From: Robb, Amanda JTT:EX
Sent: November 26, 2018 2:44 PM
To: Scambler, Teresa LASS:EX <Teresa.Scambler@leg.bc.ca>; Campbell, Sue LBR:EX <Sue.Campbell@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Giuliano, Angela LASS:EX <Angela.Giuliano@leg.bc.ca>; Gurbinder <gurbinder.kang@leg.bc.ca>; Kesteven, Torey LASS:EX <Torey.Kesteven@leg.bc.ca>; Virk, Rajmeet LASS:EX <Rajmeet.Virk@leg.bc.ca>
Subject: RE: SFC meeting: Nov 27 from 12:15-12:45PM

Thanks for the heads up T,

SFC team – can you confirm if your member will attend the meeting or if they will go to the lunch?

Thanks all,

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

From: Scambler, Teresa <Teresa.Scambler@leg.bc.ca>

Sent: November 26, 2018 1:23 PM

To: Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Campbell, Sue LBR:EX <Sue.Campbell@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Giuliano, Angela LASS:EX <Angela.Giuliano@leg.bc.ca>; Gurbinder <gurbinder.kang@leg.bc.ca>; Kesteven, Torey LASS:EX <Torey.Kesteven@leg.bc.ca>; Virk, Rajmeet LASS:EX <Rajmeet.Virk@leg.bc.ca>

Subject: RE: SFC meeting: Nov 27 from 12:15-12:45PM

The Salvation Army Luncheon is tomorrow at 12 to 1 and most of the South Fraser MLAs are signed up for that.

T

From: Robb, Amanda JTT:EX [<mailto:Amanda.Robb@gov.bc.ca>]

Sent: Monday, November 26, 2018 12:17 PM

To: Campbell, Sue LBR:EX <Sue.Campbell@gov.bc.ca>; Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>; Giuliano, Angela <Angela.Giuliano@leg.bc.ca>; Gurbinder <gurbinder.kang@leg.bc.ca>; Scambler, Teresa <Teresa.Scambler@leg.bc.ca>; Kesteven, Torey <Torey.Kesteven@leg.bc.ca>; Virk, Rajmeet <Rajmeet.Virk@leg.bc.ca>

Subject: SFC meeting: Nov 27 from 12:15-12:45PM

Hi all,

MBR would like to hold a SFC meeting tomorrow, **November 27th, from 12:15-12:45PM** here in his office (room 138).

Can you please confirm your members availability?

Thank you,

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

From: [Szabo, Maria JTT:EX](#)
To: [Jang, Monica JTT:EX](#)
Subject: RE: Ottawa Meetings
Date: November 27, 2018 5:34:00 PM

Thanks! I still don't have a phone number/email on my phone which may make it difficult to be in touch over the next few days while I'm in Vancouver. Please reach out to James if you find out some info on this!

From: Jang, Monica JTT:EX
Sent: November 27, 2018 4:26 PM
To: Szabo, Maria JTT:EX
Subject: RE: Ottawa Meetings

I'll get back to you!

From: Szabo, Maria JTT:EX
Sent: Tuesday, November 27, 2018 4:20 PM
To: Jang, Monica JTT:EX <Monica.Jang@gov.bc.ca>
Subject: RE: Ottawa Meetings

Hi Monica,

I reached out to DM Knubley's office about the clean tech hub but they didn't seem to have familiarity with it and I haven't heard back. Can you provide any more information about how we might be able to arrange a visit?

Thanks!

Maria

From: McNish, James JTT:EX
Sent: November 27, 2018 12:24 PM
To: Szabo, Maria JTT:EX
Subject: FW: Ottawa Meetings

Email: Susana.Serrano@canada.ca
Telephone: 343-291-2804

From: Jang, Monica JTT:EX
Sent: November 27, 2018 11:20 AM
To: McNish, James JTT:EX; Robb, Amanda JTT:EX
Cc: Kwan, Shirley JTT:EX; Potheary, Meagan JTT:EX; Liu, Teresa JTT:EX
Subject: Ottawa Meetings

Hi James/Amanda:

Our ITD branch is recommending a federal meeting with Minister Friedland while MBR is in Ottawa, if possible. They mentioned that it's critical for the trade file. James, I'm hoping you can see if you can secure a meeting?

Also, I had Christine Little flag that MBR previously showed interest in visiting the **clean tech hub**. It's an interesting model for helping companies navigate government. Christine thought it was close to DM Knubley's office so would be nice to fit in if you don't have anything scheduled after. You can arrange through DM Knubley's office as well. Leaving with you to see if the Minister is still interested?

Thanks,

Monica.

From: Szabo, Maria JTT:EX
To: McNish, James JTT:EX
Subject: PPF Fall Dinner in Ottawa
Date: November 28, 2018 9:36:00 PM

James,

This is the event the Minister expressed interest in attending on Mon, Dec 3rd in Ottawa. It appears like ticket sales are only on for one more day and MBR wasn't sure about whether it was something he should attend. Thought I'd pass it along.

Thanks,

Maria Szabo

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

From: Szabo, Maria JTT:EX
To: Robb, Amanda JTT:EX
Subject: Dinner with DM tonight
Date: November 29, 2018 10:42:21 AM

Hi Amanda,

James asked me to let you know that we have to cancel the dinner with the Deputy tonight. DM already knows and we'll reschedule with him for another time.

Thanks!

Maria

Sent from my iPhone

From: Szabo, Maria JTT:EX
To: Loubert, Danny PREM:EX
Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018
Date: November 30, 2018 8:26:00 AM

Thanks, Danny!

From: Loubert, Danny PREM:EX
Sent: November 29, 2018 4:33 PM
To: Szabo, Maria JTT:EX
Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Maria,

You are now registered for December 11th.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

From: Szabo, Maria JTT:EX
Sent: Thursday, November 29, 2018 4:32 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Fwd: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi Danny,

I'm interested in attending this workshop on the 11th. Can you tell me if there are any spaces left?

Thank you!

Maria

Sent from my iPhone

Begin forwarded message:

From: "Stone, Lynne TRAN:EX" <Lynne.Stone@gov.bc.ca>
Date: November 27, 2018 at 10:01:42 AM PST
To: "Tombs, Brenda SDPR:EX" <Brenda.Tombs@gov.bc.ca>, "Brown, Edena MCF:EX" <Edena.Brown@gov.bc.ca>, "Pecora, Talea PSSG:EX" <Talea.Pecora@gov.bc.ca>, "Liens, Raymond MMHA:EX" <Raymond.Liens@gov.bc.ca>, "Bansal, Mindy CITZ:EX" <Mindy.Bansal@gov.bc.ca>, "Brown, Edena MCF:EX" <Edena.Brown@gov.bc.ca>, "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>, "Dick, Jolleen IRR:EX" <Jolleen.Dick@gov.bc.ca>, "Djonlic, Matt MAH:EX" <Matt.Djonlic@gov.bc.ca>, "Fogg,

Bruce PREM:EX" <Bruce.Fogg@gov.bc.ca>, "Hamdon, Nadia EDUC:EX" <Nadia.Hamdon@gov.bc.ca>, "Hammond, Danika S EMPR:EX" <Danika.Hammond@gov.bc.ca>, "Hannah, Jeff TAC:EX" <Jeff.Hannah@gov.bc.ca>, "Jones, Tristan FLNR:EX" <Tristan.Jones@gov.bc.ca>, "Liens, Raymond MMHA:EX" <Raymond.Liens@gov.bc.ca>, "Lo, Reamick ENV:EX" <Reamick.Lo@gov.bc.ca>, "Pecora, Talea PSSG:EX" <Talea.Pecora@gov.bc.ca>, "Pham, Thuy HLTH:EX" <Thuy.Pham@gov.bc.ca>, "Rzepa, Christina AEST:EX" <Christina.Rzepa@gov.bc.ca>, "Sather, Kelly FIN:EX" <Kelly.Sather@gov.bc.ca>, "Scott, Samantha AG:EX" <Samantha.Scott@gov.bc.ca>, "Szabo, Maria JTT:EX" <Maria.Szabo@gov.bc.ca>, "Wieczorek, Chris AGRI:EX" <Chris.Wieczorek@gov.bc.ca>, "Zimmerman, Emily LBR:EX" <Emily.Zimmerman@gov.bc.ca>

Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Interesting to know.

Thanks Brenda

From: Tombs, Brenda SDPR:EX

Sent: Tuesday, November 27, 2018 9:41 AM

To: Brown, Edena MCF:EX; Pecora, Talea PSSG:EX; Stone, Lynne TRAN:EX; Liens, Raymond MMHA:EX; Bansal, Mindy CITZ:EX; Brown, Edena MCF:EX; Brown, Evan PREM:EX; Dick, Jolleen IRR:EX; Djonlic, Matt MAH:EX; Fogg, Bruce PREM:EX; Hamdon, Nadia EDUC:EX; Hammond, Danika S EMPR:EX; Hannah, Jeff TAC:EX; Jones, Tristan FLNR:EX; Liens, Raymond MMHA:EX; Lo, Reamick ENV:EX; Pecora, Talea PSSG:EX; Pham, Thuy HLTH:EX; Rzepa, Christina AEST:EX; Sather, Kelly FIN:EX; Scott, Samantha AG:EX; Stone, Lynne TRAN:EX; Szabo, Maria JTT:EX; Tombs, Brenda SDPR:EX; Wieczorek, Chris AGRI:EX; Zimmerman, Emily LBR:EX

Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hey all. I too am booked in on Dec 11. My senior MA inquired as to whether or not there will be workshops for us on the Monday and was told yes, and that the Tuesday, Dec 11 session is for us EAs – so keep that in mind.

I also wanted to point out to you all that the EA listserve is not just us – if you open up the EA group in your 'To' box, you will see there are others listed there, not just EAs. I have removed them in this email so it's just us for now, but I wanted to point that out in case you ever want to email just our group without those others being included...just so that you are aware.

Brenda

Brenda Tombs

Executive Assistant

Honourable Shane Simpson

Minister of Social Development and Poverty Reduction

C: 250.361.8147

From: Brown, Edena MCF:EX

Sent: Tuesday, November 27, 2018 9:25 AM

To: Pecora, Talea PSSG:EX; Stone, Lynne TRAN:EX; Bansal, Mindy CITZ:EX; Liens, Raymond MMHA:EX; LP Executive Assistants
Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hi All,

I am also booked the workshop for the 11th. I arrive Sunday night and will work at the MO on Monday.

s.22

Cheers,
Edena

Edena Brown

Executive Assistant to Hon. Katrine Conroy

Minister of Children and Family Development and Minister Responsible for CBT, CPC and CRT

Cell: 250-480-8627 Email: Edena.Brown@gov.bc.ca

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<https://www.lobbyistsregistrar.bc.ca/>.*

From: Pecora, Talea PSSG:EX
Sent: Tuesday, November 27, 2018 9:24 AM
To: Stone, Lynne TRAN:EX; Bansal, Mindy CITZ:EX; Liens, Raymond MMHA:EX; LP Executive Assistants
Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

I have also booked the workshop on the 11th and will head to Victoria on Monday afternoon/evening.

From: Stone, Lynne TRAN:EX
Sent: Tuesday, November 27, 2018 9:21 AM
To: Bansal, Mindy CITZ:EX; Liens, Raymond MMHA:EX; LP Executive Assistants
Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

I have booked the workshop for the Tuesday (11th).

I had planned on coming down on Sunday 9th – assuming we had to be there for 2 days.

Looks now like it is only the workshop so I think I will cancel my Sunday night hotel booking and drive down on the Monday afternoon.

Lynne

Lynne Stone
Executive Assistant to Hon. Claire Trevena
Minister of Transportation and Infrastructure
Phone: 778-676-3562

From: Bansal, Mindy CITZ:EX
Sent: Tuesday, November 27, 2018 9:17 AM
To: Liens, Raymond MMHA:EX; LP Executive Assistants
Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hello, is there a schedule out for the 2 days or do we just pick one of the two?

Mindy Kalsi Bansal | Executive Assistant
Honourable Jinny Sims' Office | Minister of Citizens' Services
Parliament Buildings
Ph: 1-250-812-7256
e: mindy.bansal@gov.bc.ca

From: Liens, Raymond MMHA:EX
Sent: November 26, 2018 3:11 PM
To: LP Executive Assistants s.17
Subject: FW: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Hello lovely cohorts,

I am suggesting that we all take this workshop at same time. I am planning for December 10-11. Please let me know if anyone else plans to attend the same 2 days. See you soon. My best to you all.

Raymond

From: Wade, Debbie PREM:EX
Sent: November 26, 2018 3:04 PM
To: LP Ministerial Assistants s.17 LP Executive Assistants
s.17 LP Support Staff s.17 >; LP
Administrative Coordinators s.17 ; LP PO Executive Office
s.17 ; LP PREM Directors s.17
LP Senior Ministerial Assistants s.17
Subject: RE: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

Please see attached Bio for Natasha Tony

Thanks!

Debbie Wade

*Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

From: Hockin, Amber PREM:EX

Sent: Monday, November 26, 2018 2:51 PM

To: LP Ministerial Assistants; LP Executive Assistants; LP Support Staff; LP Administrative Coordinators; LP PO Executive Office; LP PREM Directors; LP Senior Ministerial Assistants

Subject: Workshops on building equity and inclusion - Dec. 10th & 11th 2018

To: All Staff, Ministers' Offices, Office of the Premier

I am pleased to announce we are holding a series of workshops on building equity and inclusion in our organization.

This is an important foundational step in our commitment to building a workplace in which all employees are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to the organization's success. I am strongly encouraging all staff to be part of this important and exciting opportunity.

A special thank you to BIPOC and our team of staff who have guided the workshop development so it is tailored to our team.

The **Building Inclusive Organizations** workshop is a full day commitment and one that will require your full attention so please arrange your work accordingly so you can engage in a meaningful way. The workshop is being offered twice in December: Monday, December 10 and Tuesday, December 11 and will run from 9:30AM to 4:30PM with time built in for lunch and breaks. The workshops will be held in downtown Victoria, more details will follow. Registration is currently capped at 25 per day but there will be further opportunities in the next year. Priority registration will be given to staff working outside of Victoria for the Tuesday session. Registration is limited to staff in Ministers' Offices and the Office of the Premier.

Registration: To register send an email to Danny Loubert in the Premier's Office at Danny.Loubert@gov.bc.ca. Please note the day you wish to attend.

About the Facilitator: Natasha Tony – please see attached bio

Building Inclusive Organizations

Cultural competence is more than just being aware of differences; it refers to demonstrating attitudes and an approach that allows you to work effectively cross culturally. It implies valuing and adapting to diversity and being aware of your own identity and cultural biases.

This full day session is designed as an in-depth exploration into understanding the importance of equity & inclusion from both the individual and collective experience. The concepts and tools learned in this workshop will give participants the skills to continue to have effective conversations as the organization builds on incorporating an inclusive framework.

Thank you,

Amber Hockin, Deputy Chief of Staff

Office of the Premier

Cell: 778-584-0867

Email: amber.hockin@gov.bc.ca

From: [Szabo, Maria JTT:EX](#)
To: [Robb, Amanda JTT:EX](#); [McNish, James JTT:EX](#)
Subject: RE: Clean Growth Hub status
Date: November 30, 2018 2:58:00 PM

Hi Amanda,

Thanks for the reminder! I called and left voicemails but haven't heard back. I'll let you know if I do.

Thanks,

Maria

From: Robb, Amanda JTT:EX
Sent: November 30, 2018 1:26 PM
To: Szabo, Maria JTT:EX; McNish, James JTT:EX
Subject: Clean Growth Hub status

Hi Maria,

James mentioned that you may have reached out the Clean Growth Hub contacts for a possible meeting/tour on December 4th. Can you confirm if you have heard back or have further updates?

Thanks!

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