

From: [Gunglay, Manjit AG:EX](#)
To: [Tasalloti, Karie AG:EX](#); [Kinloch, Scott AG:EX](#)
Subject: RE: Holmes, H. - CR055
Date: Friday, September 24, 2021 2:56:16 PM

Amazing!

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Friday, September 24, 2021 2:52 PM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>; Gunglay, Manjit AG:EX <Manjit.Gunglay@gov.bc.ca>
Subject: RE: Holmes, H. - CR055

Best news we have had in a long time!

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Sent: Friday, September 24, 2021 2:45 PM
To: Gunglay, Manjit AG:EX <Manjit.Gunglay@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: Fwd: Holmes, H. - CR055

s.16

Well this is great news. No documents required for her to sign in the reg.

Scott

Sent from my iPhone

Begin forwarded message:

From: "Kinloch, Scott AG:EX" <Scott.Kinloch@gov.bc.ca>
Date: September 24, 2021 at 2:43:39 PM PDT
To: "Jewesson, Chelsea AG:EX" <Chelsea.Jewesson@gov.bc.ca>
Subject: Re: Holmes, H. - CR055

Excellent!!!

Great job

Sent from my iPhone

On Sep 24, 2021, at 2:42 PM, Jewesson, Chelsea AG:EX <Chelsea.Jewesson@gov.bc.ca> wrote:

Cancel the docs and she's free to go.

There will be a redacted copy of the Order given to us at some point to give out to the media but we don't have that yet.

s.15

s.15 We can also have copies at the counter AND copies at the triage, along with a copy of the accredited media list. this order is still subject to only being available to lawyers and accredited media only, but if we let the ones who do triage know to ask for their accredited media card and look at the list, it should save sending them in.

We can talk more about that on Monday

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Sent: Friday, September 24, 2021 2:39 PM
To: Jewesson, Chelsea AG:EX <Chelsea.Jewesson@gov.bc.ca>
Subject: Fwd: Holmes, H. - CR055

Nice! Anything needed re documents or just cancel the docs and she is free to go?

Sent from my iPhone

Begin forwarded message:

From: "Fan, Charleena AG:EX" <Charleena.Fan@gov.bc.ca>
Date: September 24, 2021 at 2:37:02 PM PDT
To: s.17
Cc: s.17
Subject: Holmes, H. - CR055

27761-1-MENG-Wanzhou Counts 1

Today's Appearance Result: **END** - Concluded

Custom Notification

Note: The CMC set down on October 21st, 2021 is vacated.

TIME: 2:00 PM – 2:15 PM

CHARLEENA FAN
COURT/REGISTRY CLERK
PROVINCIAL INSTRUCTOR
(SHE/HER)
Vancouver Law Courts
800 Smithe Street
Vancouver, British Columbia
V6Z 2E1
charleena.fan@gov.bc.ca

Page 003 of 171

Withheld pursuant to/removed as

s.22

From: [Soo, Matthew](#)
To: [Tasalloti, Karie AG:EX](#)
Subject: RE: Meng update
Date: Friday, September 24, 2021 2:39:25 PM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Thank you for keeping us in the loop Karie.

Matthew

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Friday, September 24, 2021 2:39 PM
To: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>; Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Cc: Tolusso, Sonia I AG:EX <Sonia.Tolusso@gov.bc.ca>; Soo, Matthew <Matthew.Soo@BCCourts.ca>
Subject: RE: Meng update

[EXTERNAL EMAIL]

Meng is now concluded. She was discharged, gave a brief speech on the Nelson plaza and has now left the premises.

Karie

From: Tasalloti, Karie AG:EX
Sent: Friday, September 24, 2021 1:43 PM
To: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>; Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Cc: Tolusso, Sonia I AG:EX <Sonia.Tolusso@gov.bc.ca>; XT:Soo, Matthew AG:IN <Matthew.Soo@BCCourts.ca>
Subject: Meng update

Hello,

A quick update for Meng:

Meng is arriving soon and the matter is being heard in CR 55. Law Courts Inn is set up for overflow.

s.15

There are a fairly large number of media who will soon be let into the CR and LCI.

Steve has set up the command centre and a live media meeting is expected to occur on the Nelson side entrance after court has concluded.

I will advise of any further updates as they come through.

(Alvin is added into the sheriff's updates so I have not added him into my emails.)

Thanks,

Karie

From: [Villella, Angela AG:EX](#)
To: [Tasalloti, Karie AG:EX](#); [Bennett, Michelle AG:EX](#)
Cc: [Tolusso, Sonia I AG:EX](#); [XT:Soo, Matthew AG:IN](#)
Subject: RE: Meng update
Date: Friday, September 24, 2021 2:40:08 PM

Thanks Karie.

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Friday, September 24, 2021 2:39 PM
To: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>; Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Cc: Tolusso, Sonia I AG:EX <Sonia.Tolusso@gov.bc.ca>; XT:Soo, Matthew AG:IN <Matthew.Soo@BCCourts.ca>
Subject: RE: Meng update

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From: Tasalloti, Karie AG:EX
Sent: Friday, September 24, 2021 1:43 PM
To: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>; Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Cc: Tolusso, Sonia I AG:EX <Sonia.Tolusso@gov.bc.ca>; XT:Soo, Matthew AG:IN <Matthew.Soo@BCCourts.ca>
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From: [Bennett, Michelle AG:EX](#)
To: [Tasalloti, Karie AG:EX](#); [Villella, Angela AG:EX](#)
Cc: [Tolusso, Sonia I AG:EX](#); [XT:Soo, Matthew AG:IN](#)
Subject: RE: Meng update
Date: Friday, September 24, 2021 2:07:56 PM

Much appreciated – thanks Karie.

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Friday, September 24, 2021 1:43 PM
To: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>; Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Cc: Tolusso, Sonia I AG:EX <Sonia.Tolusso@gov.bc.ca>; XT:Soo, Matthew AG:IN <Matthew.Soo@BCCourts.ca>
Subject: Meng update

Hello,

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Thanks,

Karie

From: Tasalloti, Karie AG:EX
To: Niven, Michael S AG:EX; Jervis, Steve AG:EX
Subject: RE: Meng Wanzhou matter
Date: Friday, September 24, 2021 8:37:00 AM

Thanks Michael,

So crazy we hear the details from media and our schedulers can't say anything.

From: Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>
Sent: Friday, September 24, 2021 8:13 AM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: Meng Wanzhou matter

I started seeing news of this matter at around 7am

<https://www.cbc.ca/news/politics/meng-wanzhou-us-court-1.6188093>

Chinese tech executive Meng Wanzhou is expected to appear virtually in an American federal courtroom today to plead guilty in the U.S. proceedings against her, say sources.

The Huawei Technologies chief financial officer will pay a fine as part of a plea deal, said the sources, who were not authorized to speak publicly.

Her court appearance was first reported by Reuters.

Sources said if the New York court accepts the deal, Canadian Crown attorneys will appear in a Vancouver court later today to stay extradition proceedings against Meng. She could be free of house arrest as early as today.

Michael Niven

Facilities Administrator
Vancouver Law Courts | Robson Square | Court Of Appeal
(604) 660-3221

From: [Tasalloti, Karie AG:EX](#)
To: [Bennett, Michelle AG:EX](#); [Villella, Angela AG:EX](#)
Subject: RE: Meng Wanzhou matter
Date: Friday, September 24, 2021 8:54:00 AM

Yes, Late yesterday afternoon Steve informed me that scheduling came to them and advised there was a big case possibly being dealt with tomorrow. I believe initially they didn't even want to provide the name however they did. Steve was told to keep it quiet. However, he started getting calls from Meng's security and also media immediately after hearing the information from scheduling.

Karie

From: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>
Sent: Friday, September 24, 2021 8:48 AM
To: Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE: Meng Wanzhou matter

Yes – interesting we hear the details through the media but received very little information from local judiciary. At the end of the day, Karie indicated that she was advised that Meng may be appearing tomorrow but the details were very hush, hush.

You can elaborate Karie if there was more. I bring this to your attention as generally we are a little more in the loop for planning purposes and it also allows us to prepare for any media inquires etc.

m

From: Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Sent: Friday, September 24, 2021 8:43 AM
To: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>
Cc: Lau, Alvin AG:EX <Alvin.Lau@gov.bc.ca>; Gunglay, Manjit AG:EX <Manjit.Gunglay@gov.bc.ca>; Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Subject: RE: Meng Wanzhou matter

Interesting, thanks Karie.

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Friday, September 24, 2021 8:33 AM
To: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>; Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Cc: Lau, Alvin AG:EX <Alvin.Lau@gov.bc.ca>; Gunglay, Manjit AG:EX <Manjit.Gunglay@gov.bc.ca>; Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Subject: FW: Meng Wanzhou matter

Good morning,

For your information. Michael has passed on the below information regarding the Meng case. Steve was aware that this may be happening this afternoon. It is expected there will be a lot of media attending.

I will pass on further information as I receive it.

Thanks,

Karie

From: Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>

Sent: Friday, September 24, 2021 8:13 AM

To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>

Subject: Meng Wanzhou matter

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Michael Niven

Facilities Administrator

Vancouver Law Courts | Robson Square | Court Of Appeal

(604) 660-3221

From: Jervis, Steve AG:EX
To: Niven, Michael S AG:EX; Tasalloti, Karie AG:EX
Subject: RE: Meng Wanzhou matter
Date: Friday, September 24, 2021 8:27:21 AM

Thx Michael

Steve

From: Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>
Sent: Friday, September 24, 2021 8:13 AM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: Meng Wanzhou matter

I started seeing news of this matter at around 7am

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Michael Niven

Facilities Administrator

Vancouver Law Courts | Robson Square | Court Of Appeal
(604) 660-3221

From: [Kinloch, Scott AG:EX](#)
To: [Roberts, Nicole AG:EX](#); [Tasalloti, Karie AG:EX](#)
Subject: RE: Nelson entrance sheriff screening
Date: Thursday, September 23, 2021 11:36:41 AM

Thank you Nicole. I will speak to Steve about this and ask him to remind the deputies at the Smithe Street entrance.

From: Roberts, Nicole AG:EX <Nicole.Roberts@gov.bc.ca>
Sent: Thursday, September 23, 2021 11:31 AM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: Nelson entrance sheriff screening

Hello Karie and Scott,

This week we have experienced a higher volume of self represented litigants coming into the registry without having gone through the Triage.

This morning my staff have observed people on multiple occasions entering into the building without being questioned or directed to the Triage.

Nicole Roberts

A/Supervisor – Civil Program
Deputy District Registrar | Provincial Instructor
Ministry of Attorney General
Court Services, Vancouver Law Courts
800 Smithe Street, Vancouver BC | T: 604-660-2493
(she/her/hers)

From: Chan, Charles Y CITZ:EX
To: XT:Dimapilis, Adonamaria CITZ:IN; Ahmed, Zobayer CITZ:EX; Dai, Liman CITZ:EX; Gene, Verna CITZ:EX; XT:Roberts, Greg CITZ:IN; Guno, Joel CITZ:EX; Ivan Chang; Jervis, Steve AG:EX; Hurd, Kelssay CITZ:IN; Kohler, Sharon CITZ:IN; Lee, Gorman CITZ:EX; Liao, Tina CITZ:EX; Lim, Edwin CITZ:EX; Michael Pol; Muir, Mitchel CITZ:EX; Niven, Michael S AG:EX; Perez, Carmen AG:EX; Rico Belantes (rico.belantes@cbre.com); XT:Mahar, Ryan AG:IN; Kohler, Sharon CITZ:IN; Sochowski, Robert AG:EX; talia.rosales@ubc.ca; Tasalloti, Karie AG:EX; Tulusso, Sonia I AG:EX; Walter, Monica CITZ:EX; XT:McBride, Heidi AG:IN; XT:Tallarico, Franco R JAG:IN
Subject: RE: Robson Square Advisory Committee Meeting - Wednesday, September 22nd at 10:30 a.m.
Date: Thursday, September 23, 2021 10:00:54 AM
Attachments: Robson Square Precinct Advisory Committee Meeting Minutes September 22, 2021.docx
Minor Project Action Log Minutes September 22, 2021.xlsx
Monthly Project Status Report - RSO Sep 2021 - Stakeholders.pdf

Hi team,

Thanks again for attending the Precinct Advisory Committee meeting yesterday and please find attached the minutes, the action log minutes for minor projects and the lifecycle project status report from the meeting. Also, you can view them via our [SharePoint Site](#). Please advise if any changes are required by next Tuesday, September 28th, 2021.

As discussed at the meeting, I will set another one up in January and will send out an invite once the date is determined. From now till the end of December, please send me any items you want to see in the agenda.

Regards,

Charles Chan, MRICS, AACI, P.App | Real Estate Manager
Asset Management Branch | Real Property Division | Ministry of Citizens' Services
ph: 604-398-4662 | cell: s.17 | e: Charles.Chan@gov.bc.ca | m: 700 - 865 Hornby Street, Vancouver, BC, V6Z 2G3



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From: Chan, Charles Y CITZ:EX

Sent: September 15, 2021 4:42 PM

To: 'Adona Dimapilis' <Adona.Dimapilis@cbre.com>; Ahmed, Zobayer CITZ:EX <Zobayer.Ahmed@gov.bc.ca>; Dai, Liman CITZ:EX <Liman.Dai@gov.bc.ca>; Gene, Verna CITZ:EX <Verna.Gene@gov.bc.ca>; 'Greg Roberts' <Greg.Roberts@cbre.com>; Guno, Joel CITZ:EX <Joel.Guno@gov.bc.ca>; Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; 'Kelssay Hurd' <Kelssay.Hurd@cbre.com>; Kohler, Sharon CITZ:IN <Sharon.Kohler@cbre.com>; Lee, Gorman CITZ:EX <Gorman.Lee@gov.bc.ca>; Lim, Edwin CITZ:EX <Edwin.Lim@gov.bc.ca>; 'Michael Pol' <michael.pol@cbre.com>; Muir, Mitchel CITZ:EX <Mitchel.Muir@gov.bc.ca>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Perez, Carmen AG:EX <Carmen.Perez@gov.bc.ca>; 'Randy Schroeder' <Randy.schroeder@cbre.com>; 'Ryan Mahar' <rmahar@provincialcourt.bc.ca>; Sochowski, Robert AG:EX <Robert.Sochowski@gov.bc.ca>; 'talia.rosales@ubc.ca' <talia.rosales@ubc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Tulusso, Sonia I AG:EX <Sonia.Tulusso@gov.bc.ca>; Walter, Monica CITZ:EX <Monica.Walter@gov.bc.ca>; XT:McBride, Heidi AG:IN <Heidi.McBride@courts.gov.bc.ca>; XT:Tallarico, Franco R JAG:IN <ftallarico@provincialcourt.bc.ca>; Ivan Chang <ivan.chang@cbre.com>

Subject: Robson Square Advisory Committee Meeting - Wednesday, September 22nd at 10:30 a.m.

Hi folks,

Thank you for those who provided the agenda items. Please find attached the meeting agenda along with the action log/update on minor projects and the monthly project status report for the lifecycle extension project, so that people on the phone can follow along. Chat online next Wednesday, September 22nd at 10:30 a.m.

Regards,

Charles Chan, MRICS, AACI, P.App | Real Estate Manager

Asset Management Branch | Real Property Division | Ministry of Citizens' Services

ph: 604-398-4662 | cell: s.17

| e: Charles.Chan@gov.bc.ca | m: 700 - 865 Hornby Street, Vancouver, BC,

V6Z 2G3



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-----Original Appointment-----

From: Chan, Charles Y CITZ:EX

Sent: August 24, 2021 2:14 PM

To: Chan, Charles Y CITZ:EX; Adona Dimapilis; Ahmed, Zobayer CITZ:EX; Dai, Liman CITZ:EX; Gene, Verna CITZ:EX; Greg Roberts; Guno, Joel CITZ:EX; Jervis, Steve AG:EX; Kelssay Hurd; Kohler, Sharon CITZ:IN; Lee, Gorman CITZ:EX; Lim, Edwin CITZ:EX; Michael Pol; Muir, Mitchel CITZ:EX; Niven, Michael S AG:EX; Perez, Carmen AG:EX; Randy Schroeder; Ryan Mahar; Sochowski, Robert AG:EX; talía.rosales@ubc.ca; Tasalloti, Karie AG:EX; Toluoso, Sonia I AG:EX; Walter, Monica CITZ:EX; XT:McBride, Heidi AG:IN; XT:Tallarico, Franco R JAG:IN; Ivan Chang

Cc: McBride, Heidi; McBride, Heidi

Subject: Robson Square Advisory Committee Meeting - Wednesday, September 22nd at 10:30 a.m.

When: September 22, 2021 10:30 AM-12:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: Skype Meeting

Good Afternoon All:

Please accept this invite as a placeholder for the next Robson Square Advisory Committee meeting on September 22nd. I will send out the agenda about a week prior to the meeting. In the meantime, if you have any agenda items you want to see on the agenda, please forward same to me by September 10th.

Kind regards,
Charles

Join Skype Meeting

Trouble Joining? [Try Skype Web App](#)

Join by phone

Local - Victoria: s.15; s.17

(BC, Canada)

English (United States)

Local - Vancouver:	s.15; s.17	(BC, Canada)	English (United States)
Toll-Free:	s.15; s.17	(BC, Canada)	English (United States)
Local - Kamloops:	s.15; s.17	(BC, Canada)	English (United States)
Local - Prince George:	s.15; s.17	(BC, Canada)	English (United States)
Local - Nelson	s.15; s.17	(BC, Canada)	English (United States)
Local - Fort Nelson:	s.15; s.17	(BC, Canada)	English (United States)

[Find a local number](#)

Conference ID: s.15; s.17

[Forgot your dial-in PIN?](#) | [Help](#)

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Robson Square Precinct Advisory Committee Meeting Minutes

10:30 AM to 12 PM, Wednesday September 22nd, 2021

Action Log Review and Update (Minor Projects)

- See attached excel document



Minor Project Action
Log Minutes Septemb

Operational Overview from CBRE

- Site closed signage has been installed
 - Located at entrances to property at Blk 61
 - Will help VPD enforce the trespassing act when called to site for people gathering/lingering after hours
- National Day for Truth and Reconciliation on September 30th
 - We will be installing orange lights to be turned on for September 30th. Lighting location will be at the stairs leading down to the ice rink and on either side of the Robson St Plaza
 - Installation to take place on the 30th and removal the following day
- City of Vancouver Public Drinking Pilot
 - Has been ongoing throughout the summer (From May 31 until October 11th)
 - Have had a Paladin guard on site from 4pm until midnight daily to assist with public drinking removals on our property
 - Have seen a decrease in drinking on our property since the beginning of September. Likely due to the colder weather and school starting again
 - Will be extending the guard until the end of the program (October 11th)
- More planter boxes in The Great Hall failing, resulting in us being unable to water certain plants.
 - Most recent planter box to cause issues is the one located above CR 61
 - Remediation of planter boxes is part of the lifecycle extension project
 - Appreciate your patience as we balance between avoiding water damage and keeping plants alive

Major Project Updates:

- Ice Rink Kiosks Relocation
 - Project is substantially complete. Just finishing a few minor additions that were added to the scope.
 - Project to be completed within the next few weeks

- Water Cooled Air Conditioner Replacement
 - 3 units in 5a server room and 1 unit in sheriff's CCTV room to be replaced.
 - Schedule still TBD and Adona will update everyone with schedule as it becomes available
- Water Feature Upgrade
 - Project is nearing its end
 - A few issues that caused some delays: lack of membrane and some leaking was occurring. A study will be conducted to investigate further.
- Multi – Year Asset Lifecycle Extension Project (Elevator Modernization, Fire Sprinkler, MCCs, HVAC, Escalators, Millwork/Fabric Panels/Painting, Concrete Repairs, Interior Planter Remediation, Interior Fall Arrest Lines, Sponge Irrigation System, Overhangs, Smith Street Registry Cold Draft, LCE Items, Lighting Study)
 - Please see attached PDF document



Monthly Project
Status Report - RSQ 5

- 800 Robson Street Plaza Activation Project including Pagoda Railing Improvement
 - Delays were experienced due to weather and the memorial set up at the Art Gallery.
 - Estimated completion of September 29th

Tenant Improvement Projects

- s.12; s.13

•

Round Table

- Tripole Project
 - Waiting on Rogers
 - Project was on hold due to the memorial at the Art Gallery steps
 - Rogers' representatives are working with the City in hope of starting the tripole relocation in October
- Ice Rink
 - If capable, we hope to be able to run the ice rink this season. However, we may need to wait to see what protocols are in place for Covid prior to coming to a final decision.

Robson Square Precinct Advisory Committee Meeting - Minor Project Action Log Minutes (September 22, 2021)

Ref #	Issue Type: Action / Information	Issue / Subject	Details	Action	Status	Action by	Comments/Follow Up
35	Action	Block 71 Great Hall Glass	Multiple of the ceiling glass panels on level 7 are shattered	WSI to replace the glass panel. Need to close the streets and work after hours	IN PROGRESS	Greg / CBRE	<p>Sept/21: Revised charter is going to be submitted to RPD. Currently up to 10 panes of glass that need replacement.</p> <p>May/21: High complexity project so it has been transferred to Greg Roberts to manage. Engineering vendor will be RJC.</p> <p>Jan/21: New charter has been created with CBRE and is waiting for review and approval. Project was transferred over from WSI. 9 panels to replace. Planned for consultant work to be completed before end of fiscal March 31 2021 and project completed summer 2021</p> <p>Sept/20: Scope to be increased to 7 panels of glass, there could be more that aren't seen from ground level. Initial plan was to use a crane for glass replacement. This is no longer the case and we are investigating how to properly install/get the glass on site.</p> <p>May/20: Re-initiated this project with CBRE. Scope increased to 3 pieces. It may take 8 weeks to have a permit issued by COV.</p> <p>Jan/20: Still waiting on permit from COV to shut down the street for crane. May need to complete in 20/21 dependent on the permit issuance.</p> <p>Sept/19: Waiting for permit from the city to shut the street down.</p> <p>May/19: Work has been awarded and waiting on permits from the City as Nelson Street needs to be shut down for crane.</p>
41	Action	Dated Fire Safety Plan, Blocks 51/61/71	Fire Safety Plan Update	Update the fire safety plan	In PROGRESS	Michael / CBRE	<p>Sept/21: Ongoing and placards to be installed shortly. Completion date October 1.</p> <p>May/21: Placards added to the scope in April and are still being installed on site. Plans are complete. Plan review meeting with stakeholders is upcoming.</p> <p>Jan/21: Revised charter was approved. Completion date is end of Jan 2021. Vendor (Pacific Coast Fire) is finalizing details.</p> <p>Sept/20: Project is in process. Completion date is December 31. Information from tenants will be needed, Michael will reach out to the individual contacts when information is needed (Cheyenne Parizeau for UBC and Steve Jervis for Court Services) . Part of scope is making sure that we are in compliance with signage, equipment, drawings to be up to date etc.</p> <p>May/20: Project initiated.</p>
46	Action	Block 61 Elevator Phone Upgrade	Elevator cab phone upgrade to elevators 31, 32, 33 and 37	Upgrade needed for the safety of the building occupants	IN PROGRESS	Michael / CBRE	<p>Sept/21: Ongoing. Completion date October 31.</p> <p>May/21: Another project raised for elevator 37 in March. All work is in progress. Estimated completion is end of August.</p> <p>Jan/21: Kone portion has been completed. CBRE tech team is now finalizing phone lines etc. to make sure they are being monitored properly.</p> <p>Oct/20: Approved to proceed in October 2020.</p>

47	Action	Block 71 Elevator Phone Upgrade	Elevator cab phone upgrade to elevators 17, 18, 22, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16	Upgrade needed for the safety of the building occupants	IN PROGRESS	Michael / CBRE	Sept/21: Ongoing. Completion date October 31 May/21: Another project raised for elevators 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 in March. All work is in progress. Estimated completion is end of August. Jan/21: Kone portion has been completed. CBRE tech team is now finalizing phone lines etc. to make sure they are being monitored properly. Oct/20: Approved to proceed in October 2020.
47a	Action	Block 51 Elevator Phone Upgrade	Elevator cab phone upgrade to elevators 35 and 36	Upgrade needed for the safety of the building occupants	IN PROGRESS	Michael / CBRE	Sept/21: Ongoing. Completion date October 31. May/21: Approved in March. All work is in progress. Estimated completion is end of August.
48	Action	Blocks 51/61/71 Low Carbon Electrification Study (CleanBC)	Before implementing the Fan and Pump Controls project, an HVAC study is required.	The consultant will conduct a study of the Robson Square HVAC system to determine if lower carbon replacements are possible. The results are intended to be included later in the Lifecycle extension project.	COMPLETE	Adona / CBRE	Sept/21: Complete. May/21: Study is now complete and recommendations will be reviewed. Jan/21: Consultant has been hired to do a study. Oct/20: Approved to proceed to complete by March 2021.
51	Action	s.15			IN PROGRESS	Adona / CBRE	s.15
54	Action				IN PROGRESS	Michael / CBRE	s.13; s.15
56	Action	Block 61 Junk Removal	Caged areas in P1 and P2 parkade and some other areas are full of old junk which need to be removed for security reasons.	Hire company to remove junk	IN PROGRESS	Michael / CBRE	Sept/21: Junk removal is being handled by Asset Investment Recovery (AIR) via RPD. Project being kept open in case anything unforeseen occurs and CBRE needs to assist. May/21: Approved in February. Work is ongoing.
57	Action	Block 71 Sump Pump Upgrades	Missing one lifting Davit arm and two bases for sanitary sump pumps	Engage a vendor to install lifting Davit arm and bases in fan room 6 (sanitary and storm lift stations)	IN PROGRESS	Michael / CBRE	Sept/21: Drawings have been completed by consultant. Waiting on quotes from vendors. May/21: Approved in March. Work is ongoing.
58	Action	s.15			IN PROGRESS	Michael / CBRE	Sept/21: Report has just been received. All parties still need to review. May/21: Approved in April. PO has been issued to vendor.

59	Action	Blocks 61 and 71 Lighting Study	A holistic review of the lighting and lighting control study	Engage a consultant to provide a lighting study	IN PROGRESS	Michael / CBRE	Sept/21: Study will be added to lifecycle extension project which is currently managed by Zobayer. Once it is incorporated in the lifecycle extension project, it will be removed from this minor project list. May/21: Work is ongoing and the scope will be reviewed by the project team.
60	Action	Blocks 61 and 71 Domestic Hot Water Tank (CleanBC project)	Replace 3 DHW tanks in block 61 and 3 in block 71. These tanks are original to the building and are at the end of life. The lining of one of the tanks was falling apart.	Replace the tanks by switching from steam to water heat exchanger and reducing the storage redundancy	IN PROGRESS	Adona / CBRE	Sept/21: Project is currently in tender. Tender closes October 5. May/21: Approved in February. Work is ongoing
61	Action	Block 61 Washroom Automatic Door Opener on the 4th floor	Interior of the washroom is already equipped with all features for an accessible washroom and there is signage showing it being an accessible washroom	Add an automatic door opener to make it fully accessible	COMPLETE	Michael / CBRE	Sept/21: Complete. May/21: Approved in March. Waiting on courthouse clearance to proceed with the work.
62	Action	s.15			IN PROGRESS	Michael / CBRE	Sept/21: In progress. Part on order. May/21: Approved and released on May 19.
63	Action	Block 71 Removal of Law Courts Inn Kitchen Items, etc.	s.15	Help with disconnecting all of the electrical and mechanical services and any items that are attached to the walls or ceiling in the kitchen and coordinating the removal with AIR.	IN PROGRESS	Rico / CBRE	Sept/21: Approved and released in June. Meeting to discuss the removal of items with AIR and the removal vendor has been set up for September 24.
64	Action	Block 71 Exterior Planter Repairs s.15	Lack of plants on the exterior of the planters s.15	Repair and replant the level 3 boxes s.15	IN PROGRESS	Rico / CBRE	Sept/21: Approved and released on June 16. Site vendor meeting has occurred. Construction is expected to start in October.
65	Action	s.15	s.15		IN PROGRESS	Michael / CBRE	Sept/21: Approved and released on July 29. PO has been issued to vendor.
66	Action	Smithe Street Bridge - exterior concrete issue	An incident occurred where a piece of concrete fell off the bridge	Conduct an exterior concrete condition assessment at the Smithe Street pedestrian bridge and overpass.	IN PROGRESS	Zobayer / WDS	Sept/21: Approved and released on July 30. PO has been issued to vendor RJC. Project ongoing.

		s.15	s.15			
67	Action			IN PROGRESS	Ivan / CBRE	Sept/21: Approved and released on August 16. Scope has been developed; project ongoing.
68	Action	s.15		IN PROGRESS	Michael / CBRE	Sept/21: Approved and released on August 29. Charter is being developed.

Page 023 of 171 to/à Page 025 of 171

Withheld pursuant to/removed as

s.12 ; s.13

From: Gunglay, Manjit AG:EX
To: Tasalloti, Karie AG:EX; Kinloch, Scott AG:EX
Subject: RE: September 30 is National Day for Truth and Reconciliation
Date: Thursday, September 23, 2021 11:30:56 AM
Attachments: image001.png
image007.png

Thank you for advising Karie! I'll make sure the clerks are aware.

Scott if you want any assistance with drafting up the email, let me know Happy to help!

M.

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Thursday, September 23, 2021 10:33 AM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>; Gunglay, Manjit AG:EX <Manjit.Gunglay@gov.bc.ca>
Subject: RE: September 30 is National Day for Truth and Reconciliation

A memo came out from Jenny that we were acknowledging it on the 29th. There is the video stream talk that we were going to see if we could set up in the LCI if it is available 1230-130. There are some posters around as well. It didn't speak specifically to wearing orange on that day but she did talk about winning orange shirts.

I am good if you want to draft something up to send out about wearing the shirts. We have to ensure though that CC's do not have any reference such as pins etc., on their uniforms. The chief is quite adamant about that.

Karie

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Sent: Thursday, September 23, 2021 10:27 AM
To: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Gunglay, Manjit AG:EX <Manjit.Gunglay@gov.bc.ca>
Subject: FW: September 30 is National Day for Truth and Reconciliation

Sept 30th is a stat as well as orange shirt day.

What are your thoughts of having another day next week where the staff can wear their orange shirt....like the Friday October 1st?

Scott

From: Executive Update PSA:EX <ExecutiveUpdate@gov.bc.ca>
Sent: Thursday, September 23, 2021 10:00 AM
Subject: September 30 is National Day for Truth and Reconciliation



September 30 is National Day for Truth and Reconciliation

Good morning,

What will you do on September 30, the first National Day for Truth and Reconciliation? This is a question we all may be asking ourselves. As Indigenous public servants, we believe it's important to know where you are going, where you have been and the history of Orange Shirt Day.

We are five Indigenous women who hold senior leadership positions in the BC Public Service (BCPS). Together we are calling on all BC Public Service employees to actively participate in the first National Day for Truth and

Reconciliation.

It was during a Truth and Reconciliation Commission (TRC) event, held at the St. Joseph's Mission residential school in Williams Lake in May 2013, that Phyllis Webstad shared her story. On the first day at residential school, when Phyllis was six years old, she wore a new orange shirt. Phyllis had picked out the shirt the day before when her grandmother took her shopping for a special shirt in her favourite color to wear for the first day of school. Her shirt was taken from her when she arrived at the school and she never saw it again. Since then, wearing an orange shirt has become a symbol of honouring loss, resilience of survivors, community and culture and solidarity with those who believe in reconciling the truths shared by survivors.

On June 2, 2015 the Truth and Reconciliation Commission released "Honoring the Truth, Reconciliation for the Future", including 94 Calls to Action.

Call to Action #80 of the TRC calls upon the federal government, in collaboration with Indigenous Peoples, to establish a National Day for Truth and Reconciliation as a statutory holiday.

Over the past eight years, September 30 has become a day when many of us wear orange shirts in solidarity and engage in a day of truth conversation, learning, awareness and action. September 30, 2021 will be the first National Day for Truth and Reconciliation. We must respect the intention of Call to Action #80:

"to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remain a vital component of the reconciliation process."

At the end of May 2021, Tk'emlups te Secwepemc shared the finding of 215 unmarked graves at the residential school in their territory. Although this rippled as news across Canada and the world, it was not news for Indigenous peoples. On September 3, 2021 Children First Society posted that there were now 6,128 graves identified in Canada (5,048) and the U.S. (1,079). Of these children, 3,213 were included in the documentation in the TRC report. There are many people who have tried to put words to this and words are inadequate about this truth.

As we approach the first National Day for Truth and Reconciliation, it is an opportunity for all of us to reflect and plan what actions we will take. This is one day. We know truth telling and reconciliation does not happen in a day. It is a journey that requires ongoing commitment and action.

There are no links or references in this note because resources are in abundance and each one of us has the responsibility to find them and use the ones that support us where we are at in our journey and commitment to action.

It is up to you.

What will you do on September 30, the first National Day for Truth and Reconciliation?

What will you do to engage the youth and children in your life?

How will you use this day (away from or at work) to honour Survivors, their families and communities?

How will you help ensure that the history and legacy of residential schools remain a vital component in your reconciliation journey?

What action(s) will you take?

Kinanâskomitin
Osâwi-apisimôsos-iskwêw
Teresa Dobmeier



Assistant Deputy Minister, Service Delivery Division
Ministry of Children and Family Development



Hamiyaa | Thank you
Jessica Wood | Si Sityaawks
Assistant Deputy Minister, Reconciliation Transformation and Strategies Division
Ministry of Indigenous Relations and Reconciliation



Maarsi (Michif)
Mussi Cho (Eh Cho Dene)
Dr. Danielle Behn Smith
Aboriginal Health Physician Advisor, Office of the Provincial Health Officer
Ministry of Health



Thank you
Aa ap waa iik
Dawn Thomas
Associate Deputy Minister, Indigenous Health and Reconciliation
Ministry of Health



Thank you
Denise Devenny
Assistant Deputy Minister, Indigenous Engagement Branch
Ministry of Children and Family Development



Where ideas work

We acknowledge with respect that the BC Public Service operates throughout B.C. on the traditional lands of Indigenous peoples. The BC Public Service is deeply committed to true and lasting reconciliation with Indigenous peoples in B.C.

Please note: replies to this email will go to Employee News, and will be forwarded to the relevant executive members as appropriate.

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Withheld pursuant to/removed as

s.22

From: [Ferreira, Sabrina AG:EX](#)
To: [Lee, Lydia AG:EX](#); [Wong, Stacy AG:EX](#); [Gunlay, Manjit AG:EX](#); [Tasalloti, Karie AG:EX](#)
Subject: RE: Sick/Late September 23 , 2021
Date: Thursday, September 23, 2021 9:46:29 AM

September 23rd, 2021

-

Late:

N/A

Sick:

s.22

Sick child leave:

N/A

Other leave

N/A

LTD:

s.22

Current Training

s.22

From: [Kinloch, Scott AG:EX](#)
To: [Jervis, Steve AG:EX](#)
Cc: [Tasalloti, Karie AG:EX](#)
Subject: RE: Smithe entrance sheriff screening
Date: Thursday, September 23, 2021 11:53:03 AM

Thanks Steve.

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Sent: Thursday, September 23, 2021 11:49 AM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE: Smithe entrance sheriff screening

%#@@!!!

Yes

Steve

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Sent: Thursday, September 23, 2021 11:41 AM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: Smithe entrance sheriff screening

Hi Steve,

Our triage team has started to noticed clients coming through the Smithe street entrance that are not being asked the daily health questions or are not being directed to the triage (the clients are coming into the registry directly).

Are you able to send a quick reminder to the Deputy's working at the Smithe street entrance.

Thank you Steve!

Scott

From: Roberts, Nicole AG:EX <Nicole.Roberts@gov.bc.ca>
Sent: Thursday, September 23, 2021 11:31 AM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: Nelson entrance sheriff screening

Hello Karie and Scott,

This week we have experienced a higher volume of self represented litigants coming into the registry without having gone through the Triage.

This morning my staff have observed people on multiple occasions entering into the building without being questioned or directed to the Triage.

Nicole Roberts

A/Supervisor – Civil Program

Deputy District Registrar | Provincial Instructor

Ministry of Attorney General

Court Services, Vancouver Law Courts

800 Smithe Street, Vancouver BC | T: 604-660-2493

(she/her/hers)

From: [Liliana Basso](#)
To: [Mikhael Basso](#)
Cc: [Mikhael Basso](#), [Liliana Basso](#), [Mikhael Basso](#), [Liliana Basso](#), [Mikhael Basso](#), [Liliana Basso](#)
Subject: [Mikhael Basso](#)
Date: [Friday, November 19, 2021 11:45:17 AM](#)

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Thank you,

Mikhael Basso

On Sep 24, 2021, at 2:20 PM, Mikhael Basso <Mikhael.Basso@epam.com> wrote:

[EXTERNAL] [REDACTED]

All,

Thank you for the information.

Best regards,

Will be looking forward to your response.

Mikhael

s.15

From: Colton Davis
To: colton.davis@usda.gov
Cc: Colton.Davis@usda.gov, [WHLB, Andrew L. \(USDA\) <WHLB,AndrewL@usda.gov>](mailto:WHLB, Andrew L. (USDA) <WHLB,AndrewL@usda.gov>)
Subject: RE: USNARS
Date: Friday, September 24, 2021 11:41:41 AM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

From: Thanks for the update.

Just from my phone

> On Sep 24, 2021, at 2:34 PM, YCH, Kevin, <Kevin.Arch@usda.gov> wrote:

> [EXTERNAL EMAIL]

> No thing is more off use

> Please get done by all needed

>

s.15

> From: Kevin.Arch@usda.gov <Kevin.Arch@usda.gov>
> Sent: Friday, September 24, 2021 2:34 PM
> To: Phillips, Roger D. <Roger.D.Phillips@usda.gov>; Colton, Steven <Steven.Colton@USDA.usda.gov>; Smith, Andrew L. <AndrewL.Smith@usda.gov>; Lee, Mike <Mike.Lee@usda.gov>; Trumbull, Kristi <Kristi.Trumbull@usda.gov>
> Subject: Update

>

> All

> Status completed

> Discharged

>

> Will be looking to place the number system

>

s.15

From: [Jervis, Steve AG:EX](#)
To: [Smith, Jackie G AG:EX](#); [Phillips, Roger G AG:EX](#); [Cohen, Bruce](#); [Lau, Alvin AG:EX](#); [Tasalloti, Karie AG:EX](#)
Subject: Re: Update
Date: Friday, September 24, 2021 5:53:18 PM

Thank you Jackie !

Have great weekend

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From: Smith, Jackie G AG:EX <Jackie.G.Smith@gov.bc.ca>
Sent: Friday, September 24, 2021 4:06:27 PM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Phillips, Roger G AG:EX <Roger.Phillips@gov.bc.ca>; Cohen, Bruce <Bruce.Cohen@BCCourts.ca>; Lau, Alvin AG:EX <Alvin.Lau@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE: Update

Thanks Steve, to echo other comments – amazing job by yourself and the team with the many challenges arising from this file. Quite the turnout this afternoon.

Hope you enjoy a well deserved weekend!

Jackie

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Sent: Friday, September 24, 2021 2:35 PM
To: Phillips, Roger G AG:EX <Roger.Phillips@gov.bc.ca>; Cohen, Bruce <Bruce.Cohen@BCCourts.ca>; Smith, Jackie G AG:EX <Jackie.G.Smith@gov.bc.ca>; Lau, Alvin AG:EX <Alvin.Lau@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: Re: Update

Ms Meng is now off site

Great job done by all involved

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From: Steve.Jervis@gov.bc.ca <Steve.Jervis@gov.bc.ca>
Sent: Friday, September 24, 2021 2:20:28 PM
To: Phillips, Roger G AG:EX <Roger.Phillips@gov.bc.ca>; Cohen, Bruce <Bruce.Cohen@BCCourts.ca>; Smith, Jackie G AG:EX <Jackie.G.Smith@gov.bc.ca>; Lau, Alvin AG:EX <Alvin.Lau@gov.bc.ca>; 'Tasalloti, Karie' <Karie.Tasalloti@gov.bc.ca>
Subject: Update

All

Matter concluded

Discharged

Will be heading to plaza for media scrum

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From: [Smith, Jackie G AG:EX](#)
To: [Jervis, Steve AG:EX](#); [Phillips, Roger G AG:EX](#); [Lau, Alvin AG:EX](#); [Cohen, Bruce](#); [Tasalloti, Karie AG:EX](#)
Subject: RE: Update
Date: Friday, September 24, 2021 12:15:30 PM

Thank you

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Sent: Friday, September 24, 2021 12:11 PM
To: Phillips, Roger G AG:EX <Roger.Phillips@gov.bc.ca>; Smith, Jackie G AG:EX <Jackie.G.Smith@gov.bc.ca>; Lau, Alvin AG:EX <Alvin.Lau@gov.bc.ca>; Cohen, Bruce <Bruce.Cohen@BCCourts.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: Update

All

Courtroom 55

Law Courts Inn - overflow

We have briefed with sheriff supervisors, Lions Gate security, GuardTech security and CSB

Anticipated media scrum with Ms Meng on Nelson Plaza post appearance

s.16

We are good with staffing

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From: [Koenig, Lily AG:EX](#)
To: [Perez, Carmen AG:EX](#); [Jervis, Steve AG:EX](#); [Tasalloti, Karie AG:EX](#)
Subject: RE: Updated Secure Park List
Date: Thursday, September 23, 2021 8:49:21 AM
Attachments: [image001.png](#)

Good Morning

Steve, I can initiate a request for a report to see who entered parking this morning from approx. 7:45 am to 8:30 am. This will shed some light on the cars that are down there.

Lily

From: Perez, Carmen AG:EX <Carmen.Perez@gov.bc.ca>
Sent: Thursday, September 23, 2021 8:39 AM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Koenig, Lily AG:EX <Lily.Koenig@gov.bc.ca>
Subject: RE: Updated Secure Park List

Hi Steve,

As for CSB, the secured parking is only allowed for Managers, and whom are paying the taxable benefit. I know there was a verbal exemption with the Sheriffs for the taxable benefit and to allow for those on different shifts as long as there are spots available.

Many staff could have a decal, but this doesn't necessarily mean they have the formal approval to park there. The instruction was only for Managers and I have the audited report of those "approved stalls" including the night court parking at Robson, the CSB visitor stalls, etc.

During the pandemic there was some flexibility to allow other employees to park, but I am not sure who parks there. We could review this or with we can start with an email update to employees, as Karie suggested yesterday, about this flexibility will not be offered anymore, but we may still need to discuss how to communicate this.

Also for those Managers who park occasionally, they can do so, without having to pay the taxable pay, and thus recently.²²

We can discuss further. Today I have some meetings but I could try in between, just advise your availability.

Thanks,
Carmen Perez
778-991-0765

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Sent: Thursday, September 23, 2021 7:50 AM
To: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Perez, Carmen AG:EX <Carmen.Perez@gov.bc.ca>; Koenig, Lily AG:EX <Lily.Koenig@gov.bc.ca>

Subject: Updated Secure Park List

Morning

Wondering if we need to look at doing some type of audit in parking if we are experiencing full capacity.

Did anyone get temporary secure parking access during COVID and maybe they are still parking there?



Steve Jervis

Senior Inspector

Vancouver Law Courts / Robson Square Provincial Court

212 - 800 Smithe Street

Vancouver, BC V6Z 2E1

Ph: 604 660-2883

Cell: s.17

From: [Jervis, Steve AG:EX](#)
To: [Koenig, Lily AG:EX](#); [Perez, Carmen AG:EX](#); [Tasalloti, Karie AG:EX](#)
Subject: RE: Updated Secure Park List
Date: Thursday, September 23, 2021 12:06:03 PM
Attachments: [image001.png](#)

Thank you Lily!

Steve

From: Koenig, Lily AG:EX <Lily.Koenig@gov.bc.ca>
Sent: Thursday, September 23, 2021 11:57 AM
To: Perez, Carmen AG:EX <Carmen.Perez@gov.bc.ca>; Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE: Updated Secure Park List

Hi Everyone

We were able to get a report for Sept 21 and 22 that showed in and out access for Sept 21 & 22. This report captured the staff that would have been let in by the guard but of course had to swipe out to leave. In reviewing the list, no-one stood out as not belonging in the parking. Court Admin staff are good – no violations. This morning around 11:00 am I cut through the Judge's parkade and noticed plenty of spots available in the middle section of the lot. I have a feeling the Judicial staff have just decided they like parking along the wall (in the big luxurious spots) vs the crowded middle spots.

Lily

From: Perez, Carmen AG:EX <Carmen.Perez@gov.bc.ca>
Sent: Thursday, September 23, 2021 8:39 AM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Koenig, Lily AG:EX <Lily.Koenig@gov.bc.ca>
Subject: RE: Updated Secure Park List

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During the pandemic there was some flexibility to allow other employees to park, but I am not sure who parks there. We could review this or with we can start with an email update to employees, as Karie suggested yesterday, about this flexibility will not be offered anymore, but we may still need to discuss how to communicate this.

Also for those Managers who park occasionally, they can do so, without having to pay the taxable pay, and thus recently s.22

We can discuss further. Today I have some meetings but I could try in between, just advise your availability.

Thanks,
Carmen Perez
778-991-0765

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Sent: Thursday, September 23, 2021 7:50 AM
To: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Perez, Carmen AG:EX <Carmen.Perez@gov.bc.ca>; Koenig, Lily AG:EX <Lily.Koenig@gov.bc.ca>
Subject: Updated Secure Park List

Morning

Wondering if we need to look at doing some type of audit in parking if we are experiencing full capacity.

Did anyone get temporary secure parking access during COVID and maybe they are still parking there?



Steve Jervis
Senior Inspector
Vancouver Law Courts / Robson Square Provincial Court
212 - 800 Smithe Street
Vancouver, BC V6Z 2E1
Ph: 604 660-2883
Cell: s.17

From: [Villella, Angela AG:EX](#)
To: [Kinloch, Scott AG:EX](#); [Bennett, Michelle AG:EX](#)
Cc: [Tasalloti, Karie AG:EX](#); [Gunglay, Manjit AG:EX](#); [Kolp, Stephanev AG:EX](#); [Tolusso, Sonia I AG:EX](#)
Subject: RE: VLC Registry Processes Contributing to Registry Backlogs Sept 2021
Date: Thursday, September 23, 2021 9:00:04 AM

Scott, once again, great analysis-thank you! I am including both Sonia and Steph to ensure this information is captured in the provincial review they are taking the lead in.

Ange

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Sent: Wednesday, September 22, 2021 3:59 PM
To: Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>; Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Gunglay, Manjit AG:EX <Manjit.Gunglay@gov.bc.ca>
Subject: VLC Registry Processes Contributing to Registry Backlogs Sept 2021

Hello Angela and Michelle,

Please find below list of COVID and other processes that have been implemented over the past 18 months that are impacting registry operations and processing timelines.

MS Teams – Virtual Courts

Earlier this year, long chambers hearing appearances (over 2 hours) switched from telephone appearances to MS Teams. VLC and New Westminster were test locations. This is a new registry processes. The registry will create MS Teams links, distribute the links to parties, and update a shared spreadsheet for the court clerks. Originally Julie Lauritzen and the CDT would create and distribute the MS Team links. VLC (registry) has taken over the role of creating and distributing the links as well as updating the shared spreadsheet. Currently only New Westminster, Victoria, and VLC are doing this. This process will be rolling out to all Supreme Courts soon. VLC's commitment is approximately .5 hour to .75 of a hour per day.

As a result, the registry has received an increase in phone calls and emails from clients inquiring about MS Team Links, Dial-in information, as well as troubleshooting calls. VLC's time commitments is an additional .5 to .75 hour per day.

Increased in E-Filing (both Lawyers and the Public)

At the beginning of COVID, E-filing was opened up for all individuals. Previously, CSO clients were only law firms. From the increased volume, we have seen an increase in:

- Client Rush Requests
- Client inquiries (increased emails and phone calls)

- Registry Rejections.
 - Contributing factors to higher rejections are:
 - AN-1 repeal – Whereas in person, Registrar's are able to have the client quickly correct missing information or incomplete forms, through e-filing the registrar must write out written reasons for the rejection, send back to the client, have the client hopefully correct the documents, then reprocess resubmitted package – creating a duplication in work
 - More self represented litigants using CSO e-filing
 - When the Divorce Act was amended in March 2021, many forms changed. During the month of March we saw a high increase in rejections of these documents
 - Enforcement of 8 clear days for Notice of Applications. Where previously the registry did not enforce filing deadlines, the Judiciary has asked the registry to enforce deadlines for appearance documents. I believe the rollout of this was in April 2021. When parties attend in person, we are able to explain timelines and have the party pick a new date and amend the forms but with e-filing we must reject these applications.
 - Order rejection. Lawyers are signing orders virtually using adobe digital signatures or script font which, as per the Rules and CSO filing guidelines, is not allowed.
- Network connectivity. We still experience connectivity lags. Processing packages, especially complex desk orders, can be more time consuming than when the same applications are manually filed.

Increase in Volume

We have seen an increase in filings this year. Between January to March 2020 and January to March 2021 we saw an increase of 5,795 documents filed (again this does not include rejected documents). Between January and March of 2021, VLC filed 82,338. The increase was predominantly with our e-filing. This equate to approximately over 1,300 documents being processed a day.

Even with the pandemic, we have not seen a reduction in clients visiting the registry. On average, we will still see between 200-250 clients per day. With the Justice Access Centre and other programs closed for in person assistance for self represented litigants, the registry has experienced an increase in clients visiting strictly for support, coming with incomplete documents, and an increase in clients with higher anxiety/challenges. We are spending longer at the counter assisting these clients. This can easily add an additional 5 minutes to the service we provide which previously would have been assisted by the self help centre.

AN-1 Repeal, Enforcement of 8 day Appearance Rule

Previously with AN-1, registrar's would check that a document was in proper form, had a proper style of cause, court location, file number. The forum for parties to argue the accuracy of timelines and content of documents was before a Justice or Master. With the repeal of AN-1 and the

enforcement of 8 days for appearances, processing times of documents have increased. Often we must explain to self represented litigants and counsel the new process, have them correct forms, or reject forms and explain why. Initial impact was in March-April 2021, the VLC registry spent additional time explaining the new process etc.

For the Enforcement of 8 days, we still see a high volume of rejections through e-filing. For many of these rejections, counsel will contact the Civil Supervisor via CSO to ask for the notice of applications to be filed. Registry impact for this process is approximately 10 minutes (rejection + force file review).

Staff Retention

-

VLC has struggled with retention in both the registry and court clerking area. Retention struggles in both area's contribute to impacts in registry operations. As hearings take priority, if there is a shortage in the court clerk section, we will utilize staff from the registry to cover courts. Unfortunately, only certified DDR's are able to process certain applications. We are unable to get help from other sections to assist with reviewing desk order or other DDR work.

Withing the last 12 months we have seen a lot of movement in the registry. In the DDR program, we have had:

- 3 new DDR working through the DDR college, and
- 4 DDR's on TA's

Of the 17 DDR's, 40% have less than a years experience. We have experience a similar turnover with our registry clerk 9's. In many program areas, our R9's with less than a year experience are training other new staff. To address backlogs and the additional challenges the registry is facing, we created a temporary DDR position to attempt to manage DDR e-filing processing delays. To fund this position, we have had to leave a registry clerk R9 position vacant.

Virtual Chambers (under 2 hours)

There are many area's impacted with virtual Judges and Master's chambers (under 2 hours) both in the courtroom and registry.

- Previously many orders be "signed on the bench", where counsel would hand the order to the Justice in court, the Justice would sign the order, counsel would then bring the order to the registry for entry. With virtual courts, draft orders must be submitted with the application record (2 days prior). Previously parties or counsel would immediately draft a new order and it would be processed in court. Due to virtual appearances if there are any changes to the draft order made in court, most Justices and Masters are asking the parties to submit another order at a later date. For processing these "spoken to" orders, a registrar will review the order to the clerk notes and Notice of Application. Depending on the length and complexity of the order, reviewing these orders are more time consuming and a new added duty for our DDRs. Time commitment by the DDR's to process these "spoken to" orders, is approximately

5 minutes. Rejecting a spoken to order can take 10 minutes depending on the complexity of the order.

- We have received an increase in calls and inquiries around virtual chambers. We continue to see many counsel not following the posted COVID Notice on virtual chambers which creates many delays and hardships for the client and the registry.
- Organizing, destroying, and dispersing Application Record Binders. With VLC being the largest Supreme Court location, we have a high volume of applications heard daily in our chambers. All applications require an Application Record Binder. With the court being heard virtually, binders can not be handed back to the client in court. The registry must manage and organize all of these binders (adjourned to next day, adjourned generally, to be destroyed, etc). The time commitment by the registry is estimated at 1 hour per day and is performed by a registry clerk.

The DDR College/Program

Other factors affecting our backlogs would be the DDR College. Typically it takes 6 months for a new DDR to go through the college. Until the DDR has completed the college and passed their exam, the new hire is unable to process any DDR work. For Temporary Assignment DDR's, the new hire must first be trained in all area's of the DDR program (ie. Civil, Family, and Probate) prior to them receiving their TA signing authority. Typically this should take approximately 3 months. For example, s.22

s.22

With the high turnover in staffing, having a 6 + month delay can be detrimental.

Triage/Managing Occupancy

-
To properly manage the COVID client capacity limits at the registry, we have created a triage area in the lobby. This has allowed us to manage the number of individuals attending the registry, manage client inquiries/request, hand out forms, coordinate with the law library for clients that need to use a computer and printer, and file non-payment documents. This has greatly assisted in serving the public (providing efficient service, reducing wait times, and ensuring all occupancy safety measures are met) but has been a strain on registry resources. We typically have 1 staff member in the triage at a time but require 2 staff members when there is a line up. This COVID process has impacted the registry by 1 to 1.25 FTE on a daily basis. These employees prior to COVID would have been focused on data entry or efilings.

Please let me know if you would like me to expand on any of the above.

Thank you

Scott

From: [Tasalloti, Karie AG:EX](#)
To: [Tasalloti, Karie AG:EX](#)
Subject: registry backlogs
Date: Friday, September 24, 2021 4:38:32 PM

Good morning,

In our meeting regarding the backlogs in the registry, one of the options considered was to close the triage which would free up the employees working in the triage.

The concerns around closing the triage was that currently, CSB is continuing to follow the chiefs direction on COVID that occupancy numbers are to continue until further notice.

We do not currently have an occupancy number for the registry as the public side was never addressed. I can say however, that the PINCHIN expert did look at our current set up and said it was good. We currently have clients spaced in six feet intervals at the counter.

At this point until the chiefs change the occupancy safety measure I am not sure we can remove the triage. As well, if we were to remove the triage and have to continue occupancy levels, we would need an employee to do this. It really doesn't make sense.

*Karie Tasalloti | A/Sr. Manager
Vancouver Law Courts | Court Services
Ministry of Attorney General*

*T:604 660-2306
C.s.17*

From: [Bennett, Michelle AG:EX](#)
To: [Statton, Joel AG:EX](#); [Asin, Farrahnaz AG:EX](#); [Nevin, Sheila AG:EX](#); [Lumsden, Tamara AG:EX](#); [Tolusso, Sonia I AG:EX](#); [Lai, Barry AG:EX](#); [Tasalloti, Karie AG:EX](#); [XT:Soo, Matthew AG:IN](#); [Soo, Matthew AG:EX](#); [Gunclay, Manjit AG:EX](#)
Cc: [Villella, Angela AG:EX](#)
Subject: Response to s.22
Date: Friday, September 24, 2021 3:11:29 PM
Attachments: s.22
[image003.png](#)

Hi everyone,

s.22

Please let me know if you have any questions or concerns.

m

From: Kolp, Stephaney AG:EX <Stephaney.Kolp@gov.bc.ca>
Sent: Friday, September 24, 2021 12:25 PM
To: Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>; Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>
Cc: Stefan, Lina L AG:EX <Lina.Stefan@gov.bc.ca>
Subject: FW: s.22

Just fyi – Lina has also saved the letter to new west regional shared drive.
s.

From: Kolp, Stephaney AG:EX <Stephaney.Kolp@gov.bc.ca>
Sent: Thursday, September 23, 2021 3:49 PM
To: Kolp, Stephaney AG:EX <Stephaney.Kolp@gov.bc.ca>
Subject: FW: s.22

From: Stefan, Lina L AG:EX
Sent: Thursday, September 23, 2021 10:18 AM
To: s.22
Subject: s.22

Sent on behalf of Angela Villella, Executive Director, Court Services Branch

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Withheld pursuant to/removed as

s.22

From: [Jervis, Steve AG:EX](#)
To: [Tasalloti, Karie AG:EX](#); [Perez, Carmen AG:EX](#); [Koenig, Lily AG:EX](#)
Subject: Updated Secure Park List
Date: Thursday, September 23, 2021 7:50:00 AM
Attachments: [SECURE PARK Decal LIST.DOC](#)
[image001.png](#)

Morning

Wondering if we need to look at doing some type of audit in parking if we are experiencing full capacity.

Did anyone get temporary secure parking access during COVID and maybe they are still parking there?



Steve Jervis

Senior Inspector
Vancouver Law Courts / Robson Square Provincial Court
212 - 800 Smithe Street
Vancouver, BC V6Z 2E1
Ph: 604 660-2883
Cell: s.17

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Withheld pursuant to/removed as

s.15 ; s.17 ; s.22

From: [Microsoft Audio Conferencing](#)
To: [Tasalloti, Karie AG:EX](#)
Subject: You now have Audio Conferencing for Microsoft Teams or Skype for Business Online – Here is your dial-in information and PIN
Date: Friday, September 24, 2021 4:33:36 PM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

You now have Audio Conferencing for Microsoft Teams or Skype for Business Online – Here is your dial-in information and PIN

Office 365 Audio Conferencing has been turned on for your account. With Audio Conferencing, you and your meeting participants can join by phone.

Name: s.15; s.17
Account:

Your Audio Conferencing information

Here are the credentials that you and your meeting participants can use to join by phone. This information will be added to any Skype for Business or Microsoft Teams meetings you create. To join a meeting by phone, dial the conference phone number and enter the conference ID.

Conference phone number: s.15; s.17

Note: You can get additional phone numbers by clicking the "Find a local number" link in your meeting invites.

Your Audio Conferencing PIN

As the meeting organizer, you'll need to enter your PIN to start your meeting when you're the first person to join and you join by phone. As with any PIN, keep it confidential. You can reset your PIN via the reset PIN link that is included in your meeting invites or by contacting your Office 365 admin.

Audio Conferencing PIN: s.15; s.17

This is an automatically generated service communication. For more information, please contact your administrator.

From: Villella, Angela AG:EX
To: Bennett, Michelle AG:EX; Kolp, Stephanie AG:EX; Asin, Farrahnaz AG:EX; Tasalloti, Karie AG:EX; Soo, Matthew AG:EX; Tolusso, Sonia I AG:EX; Lai, Barry AG:EX; Statton, Joel AG:EX; Nevin, Sheila AG:EX; Lumsden, Tamara AG:EX; Parent, Camille E AG:EX; Christensen, Shannon AG:EX; Sewell, Jacqueline AG:EX; Stanton, Laura M AG:EX; Bell, Kathleen AG:EX; Morrison, Julie AG:EX
Subject: Leadership and or Promotional LOE CSB Crt Admin
Date: Friday, September 24, 2021 11:23:41 AM
Attachments: Leadership and or Promotional LOE CSB Crt Admin.docx

I guess it would help if I attached the letter...thanks to those advising me!

Ange



DATE

Hand Delivered

NAME

ADDRESS

Dear NAME:

Re: Leadership Letter of Expectation upon Promotion

I would like to take this opportunity to welcome you to your new position as "position title", within the "your location". I hope you will enjoy being a part of our leadership team, find fulfillment in your role and have a successful career within Court Services Branch.

OR

I would like to take this opportunity to thank you for your continued commitment to your leadership role as "position title" within the "your location". You have been an integral part of our leadership team and I hope you continue to find fulfillment and enjoy further success in your career with Court Services Branch.

The purpose of this letter is to communicate to you the Ministry's expectations with respect to your duties and responsibilities associated with your position as a TITLE. It is my belief that if we share a common understanding of key aspects of your role, it will greatly assist both our working relationship and our ability to deliver quality service to our clients, our team and each other.

The values and competencies associated with leading staff in the workplace are vitally important and takes skill, knowledge, and professionalism. As a leader, you are expected to be proactive and demonstrate accountability, courage and establish positive, long lasting, and meaningful relationships with your staff, peers, and leadership team. You are encouraged and will be supported in your continuous personal and professional development throughout your career with Court Services.

Your ability to develop the necessary skills and aptitude to ensure you have productive conversations with staff through the MyPerformance cycle will be invaluable in your role. Leading by example, demonstrating a strong commitment of supporting people by showing curiosity and empowering employee's by having open and honest communication is vital to your success. MyPerformance conversations assist staff in understanding the ministries strategic priorities and values, setting attainable goals can ensure you maximize results and increase employee engagement and retention.

Demonstrate effective leadership skills by:

- Demonstrating workplace behaviour which meets the expectations outlined for all public service employees and detailed in the Standard of Conduct

- Creating a culture of empowerment, appreciation, and recognition
- Responding to concerns in a timely, courteous, diplomatic, and tactful manner
- Use sound judgement when responding to inquiries, correspondence, or email communication
- Hosting regular staff meetings that promotes participation and employee engagement
- Identifying operational opportunities to create staffing and workflow efficiencies through cross training
- Learning, understanding, and working towards the goals of our team, work unit, and organization
- Building team morale and productivity
- Responding to and working collaborative with your team to achieve the intended outcomes, adapting your approach as required
- Demonstrating teamwork and hold people accountable

Promote respectful communication and effectively manage conflict in the workplace by:

- Promote and create a respectful work environment
- Ensuring open communication and respectful feedback between employees and supervisors, with the goal of forming an engaged, productive, and satisfied workforce
- Behaving in a manner that is objective, calm and, respectful when faced with a difficult situation
- Encouraging co-operation and providing opportunities for collaborative work among staff
- Genuinely valuing others' input and expertise
- Maintaining appropriate boundaries with staff that acknowledge your relationship as their supervisor
- Addressing conflict openly, constructively, proactively, and respectfully
- Seeing the value in and embracing change and supporting staff with change in the workplace
- Understanding and appreciating different and opposing perspectives

Leading court programs efficiently and effectively by ensuring work duties are completed according to policy and procedure is a key component of your leadership responsibilities. Dealing with and resolving personnel issues, managing leave, and maximizing available resources is a requirement for success. Effective participation in all aspects of hiring competitions and the completion of annual checklists are a requirement of this position.

As your supervisor, I commit to providing you with regular feedback and support on the above expectations and your work performance. However, the onus is on you to meet the established expectations outlined above and achieve and maintain a satisfactory level of performance in your position as a TITLE.

Congratulations on your promotion and I wish you success in fostering a healthy, engaged, and motivated workforce while in your leadership role.

OR

Thank you for your leadership and commitment and I wish you continued success in fostering a healthy, engaged, and motivated workforce while in your leadership role.

If you have any questions or concerns regarding these expectations, I would be happy to discuss them at any time.

Yours truly,

Manager Name



Title

Pc: Personnel File, BC Public Service Agency

DRAFT

From: Villella, Angela AG:EX
To: Asin, Farrahnaz AG:EX; Tasalloti, Karie AG:EX; Soo, Matthew AG:EX; Tolusso, Sonia I AG:EX; Statton, Joel AG:EX; Lai, Barry AG:EX; Nevin, Sheila AG:EX; Lumsden, Tamara AG:EX; Parent, Camille F AG:EX; Christensen, Shannon AG:EX; Sewell, Jacqueline AG:EX; Stanton, Laura M AG:EX; Bell, Kathleen AG:EX; Morrison, Julie AG:EX
Cc: Bennett, Michelle AG:EX; Kolp, Stephanie AG:EX
Subject: Leadership/Promotional LOE
Date: Friday, September 24, 2021 9:47:43 AM

Hi everyone, as part of our ongoing commitment to Leadership and Development, our Senior Leadership team has created a **Leadership/Promotion Letter of Expectation** to support supervisors and managers in their roles by clearly defining expectations etc. Please see attached our Leadership Letter of Expectation for all supervisors/managers. Thank you to the Sheriffs Division for sharing their leadership resource document for our Court Admin team to modify and implement. The team has agreed to the following implementation process:

The Leadership LOE is to be provided to all leaders.

- For existing Managers and Supervisors:
 - Managers are responsible for scheduling a discussion around the Leadership LOE with each Manager and/or Supervisor that is a direct report
 - The discussion can be customized based on the years of service and experience of the Manager or Supervisor receiving the letter
 - A copy of the letter is to be retained on the personnel file and a copy forwarded to PSA
- For new Managers and Supervisors:
 - During the initial orientation to the position or your first Probationary meeting, the Leadership LOE upon Promotion should be presented and reviewed
 - Ask if there are any questions regarding the content of the letter and if the expectations are understood
 - Discuss and commit to provide support, tools and resources i.e. courses, learning opportunities etc., to assist in meeting expectations
 - A copy of the letter is to be retained on the personnel file and a copy forwarded to PSA

As we discussed, please have the above completed by the end of October.

Please note after the implementation, the Leadership /Promotional LOE is to be used whenever an employee/supervisor/manager is a successful candidate in a leadership position. The Leadership LOE upon Promotion will show the new reporting structure and the personnel file will show the progression/promotion of the employee.

A big thank you to Julie, Sonia and Michelle for all their work on this. Appreciate all your time and efforts.

Have a great weekend everyone!

Angela

From: [Nazarko, Zach AG:EX](#)
To: [Kinloch, Scott AG:EX](#)
Cc: [Tasalloti, Karie AG:EX](#)
Subject: RE:s.22
Date: Friday, September 24, 2021 9:22:08 AM

Thanks! You as well

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Sent: Friday, September 24, 2021 9:21 AM
To: Nazarko, Zach AG:EX <Zach.Nazarko@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE:s.22
s.22

Thank you Zach!

Have a great weekend

From: Nazarko, Zach AG:EX <Zach.Nazarko@gov.bc.ca>
Sent: Friday, September 24, 2021 8:24 AM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE:s.22
s.22

Hi Scott,

Thank you for looking into this further and letting me know. I shouldn't need any further information at this point—I'll let you know if things change however.

Thanks again,

Zach

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Sent: Thursday, September 23, 2021 8:37 PM
To: Nazarko, Zach AG:EX <Zach.Nazarko@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE:s.22
s.22

Hi Zach,

We thought we would point out that this matter was last in court^{s.22}

s.22

Let me know if you would like me to provide further details of the judgment.

Scott

From: Nazarko, Zach AG:EX <Zach.Nazarko@gov.bc.ca>

Sent: Thursday, September 23, 2021 1:00 PM

To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>

Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>

Subject: RE: s.22

s.22

Hi Scott,

Not a problem, thank you for looking into it.

Thanks,

Zach

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>

Sent: Thursday, September 23, 2021 12:59 PM

To: Nazarko, Zach AG:EX <Zach.Nazarko@gov.bc.ca>

Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>

Subject: RE: s.22

s.22

Hi Zach,

This client and file does not ring a bell.

I have checked with my civil supervisor and she does not recognize it either.

Sorry

Scott

From: Nazarko, Zach AG:EX <Zach.Nazarko@gov.bc.ca>

Sent: Thursday, September 23, 2021 12:37 PM

To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>

Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>

Subject: FW:s.22

s.22

Hi Scott,

I was wondering if you or someone on your team was familiar with this writer or their case? s.22
s.22

Thanks,

Zach

From: s.22

Sent: Thursday, September 23, 2021 9:41 AM

To: AG CSB Feedback AG:EX <CSBFeedback@gov.bc.ca>

Subject: s.22

s.22

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

s.22

From: [Kinloch, Scott AG:EX](#)
To: [Durigon, Franco AG:EX](#)
Cc: [Tasalloti, Karie AG:EX](#)
Subject: RE:s.22
Date: Friday, September 24, 2021 9:25:18 AM

Thank you Franco.

Let me know and I can stop by.

Scott

From: Durigon, Franco AG:EX <Franco.Durigon@gov.bc.ca>
Sent: Friday, September 24, 2021 9:14 AM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE:s.22
s.22

Hi Scott

s.22

If we can meet to discuss

Thanks

Franco

From: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Sent: Thursday, September 23, 2021 8:40 PM
To: Durigon, Franco AG:EX <Franco.Durigon@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: FW:s.22
s.22

Hi Franco,

I wanted to flag this file, file number s.22

The below correspondence was sent to the AG's office. s.22
s.22

More of an FYI.

Thank you Franco

Scott

From: Nazarko, Zach AG:EX <Zach.Nazarko@gov.bc.ca>
Sent: Thursday, September 23, 2021 12:37 PM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: FW:s.22

s.22

Hi Scott,

I was wondering if you or someone on your team was familiar with this writer or their case? s.22
s.22

Thanks,

Zach

From: s.22
Sent: Thursday, September 23, 2021 9:41 AM
To: AG CSB Feedback AG:EX <CSBFeedback@gov.bc.ca>
Subject:s.22

s.22

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

s.22

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Withheld pursuant to/removed as

s.22

From: [Kinloch, Scott AG:EX](#)
To: [Tasalloti, Karie AG:EX](#)
Subject: RE: Conversation with Kinloch, Scott AG:EX
Date: Friday, September 24, 2021 1:11:41 PM

Is this response ok?

Hi s.22

Yes, I appreciate the suggestion to have an Orange Shirt Week. I am a strong supporter of Truth and Reconciliation. When celebrating Orange Shirt Day, Pink Shirt Day and other things, we will typically have the event reserved for the day off. That being said, we aren't going to do orange all week.

If there is anything that can be staff led that you would like to take the lead on, I encourage you to keep bringing ideas forward and take the lead on them.

Thank you s.22

Scott

From: s.22
Sent: Friday, September 24, 2021 12:47 PM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>
Subject: FW: Conversation with Kinloch, Scott AG:EX

Hi Scott,

Have you considered my suggestion for next week to have an "Orange Shirt Week"?

Thanks,
s.22

From: s.22
Sent: Wednesday, September 22, 2021 9:09 AM
To: Kinloch, Scott AG:EX <Scott.Kinloch@gov.bc.ca>; s.22
Subject: Conversation with Kinloch, Scott AG:EX

s.22

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Withheld pursuant to/removed as

s.22

From: [Tasalloti, Karie AG:EX](#)
To: [Lattie, Kimberly J AG:EX](#)
Subject: RE: Cops For Cancer Tour De Coast Visit -Vancouver Law Courts
Date: Friday, September 24, 2021 8:34:00 AM

If you have a late and are able to come cheer them on.

Karie

From: Lattie, Kimberly J AG:EX <Kimberly.Lattie@gov.bc.ca>
Sent: Friday, September 24, 2021 8:33 AM
To: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Subject: RE: Cops For Cancer Tour De Coast Visit -Vancouver Law Courts

That's cool I saw them at the bay.....cops were there controlling traffic

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Thursday, September 23, 2021 4:26 PM
To: ^{s.17}
Cc: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; XT:Soo, Matthew AG:IN <Matthew.Soo@BCCourts.ca>
Subject: Cops For Cancer Tour De Coast Visit -Vancouver Law Courts

Hi everyone,

The Cops for Cancer Tour De Coast will be making a stop tomorrow morning at the Vancouver Law Courts. The riders will be on the Nelson/Hornby side at approximately 9:00am.

The riders will be here for about 15 minutes. It would be nice to have a group to cheer on the riders as they arrive. If you are interested in attending, we would ask you to check-in with your supervisors first to confirm whether operationally, you're able to attend.

Thanks!

Karie, Scott, and Manj

From: [Gunglay, Manjit AG:EX](#)
To: [Tasalloti, Karie AG:EX](#)
Subject: RE: Cops For Cancer Tour De Coast Visit -Vancouver Law Courts
Date: Thursday, September 23, 2021 4:12:02 PM

Made a minor edit to the last sentence.

M.

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Thursday, September 23, 2021 4:09 PM
To: Gunglay, Manjit AG:EX <Manjit.Gunglay@gov.bc.ca>
Subject: Cops For Cancer Tour De Coast Visit -Vancouver Law Courts

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Thanks!

Karie, Scott, and Manj

From: Ferreira, Sabrina AG:EX
To: Lee, Lydia AG:EX; Wong, Stacy AG:EX; Roberts, Nicole AG:EX; Sihota, Jessie K AG:EX; Lynnes, Alexandra AG:EX; Gunglay, Manjit AG:EX; Gilmour, Chris AG:EX; Salvador, Sandra AG:EX; Khanna, Edward R AG:EX; Tasalloti, Karle AG:EX; Kinloch, Scott AG:EX; Raguz, Danica AG:EX; Day, Kristen AG:EX
Subject: RE: Court Clerks Sick/Away September 23/2021
Date: Thursday, September 23, 2021 9:48:40 AM

Good morning,

-

Sick

s.22

Vacation/LWOP

s.22

Medical Appointments / Other Leave

s.22

Part Time Off

s.22

Already Assigned Task

N/A

Have a good day!

From: [Gungray, Manjit AG:EX](#)
To: [Tasalloti, Karie AG:EX](#)
Cc: [Kinloch, Scott AG:EX](#)
Subject: RE: Employee Engagement Committee
Date: Thursday, September 23, 2021 2:04:03 PM

Hi Karie,

As discussed previously, we would like to revive the Employee Recognition Committee for VLC (we're open to change the name as well).

This would be separate from the Social Committee.

Right now, events are management driven. Our management team has put on the last cinnamon bun days, lunch days, activities, draws, etc. The social committee seems to stick to a select few events.

The Social Committee would continue to focus on main fundraising and holiday events such as the Christmas party, Christmas Decorating, Halloween auction, etc.

This new committee would be:

- Employee driven. We have a lot of new, eager staff with great ideas.
- The mandate/purpose of this committee would be to put on/arrange events with Team Building, Engagement, and Recognition as the main focus.
 - A great example is the event the Court Clerks put together on Friday September 3rd. This created a positive working environment and encouraged individuals from the clerk section and registry to interact and build positive relationships.
- Events would be approximately every 2 months

We would like to put out an expression to the VLC team to see who is interested. We are hoping that we will get a mixture of court clerks, registry staff and supervisors interested in participating.

We think there is potential to keep building on the positive work environment that we (us managers) have created and it'll help strengthen the relationship between the registry and court clerk sections.

We (Scott & Manj) would start as the committee leads with the idea that this will eventually become fully staff led.

Please let us know your thoughts and if we have the greenlight, we will go ahead and draft an email to staff

Scott and Manj

From: [Niven, Michael S AG:EX](#)
To: [Tasalloti, Karie AG:EX](#); [Jervis, Steve AG:EX](#); "Michael Chattaway"
Cc: [Pol, Michael @ COQUITLAM](#); [Hurd, Kelssay CITZ:IN](#); [McKenna, Ross AG:EX](#); [Catton, Richard AG:EX](#)
Subject: RE: FW: Block 71
Date: Thursday, September 23, 2021 10:12:07 AM

Whichever works for me. I'm good with Karie's suggestion.

Michael Niven

Facilities Administrator
Vancouver Law Courts | Robson Square | Court Of Appeal
(604) 660-3221

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Thursday, September 23, 2021 10:09 AM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; 'Michael Chattaway' <michael@pacificcoastfire.ca>
Cc: Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
Subject: RE: FW: Block 71

I think we should go Court of Appeal/Supreme Court of BC.

Karie

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Sent: Thursday, September 23, 2021 9:26 AM
To: 'Michael Chattaway' <michael@pacificcoastfire.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
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Ok thank you

Court of Appeal goes first, then Supreme Court of BC

To be honest I am fine with that or Vancouver Law Courts

Karie/Michael – thoughts?

Steve

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To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
Subject: Re: FW: Block 71

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What would you like it to say on the assembly area map for Block 71 exactly?

"Supreme Court of BC / Court of Appeals "?

Or simply

"Vancouver Law Courts "

Thanks,

Mike

On Thu., Sep. 23, 2021, 7:08 a.m. Jervis, Steve AG:EX, <Steve.Jervis@gov.bc.ca> wrote:

Michael

Very impressive work I must say!

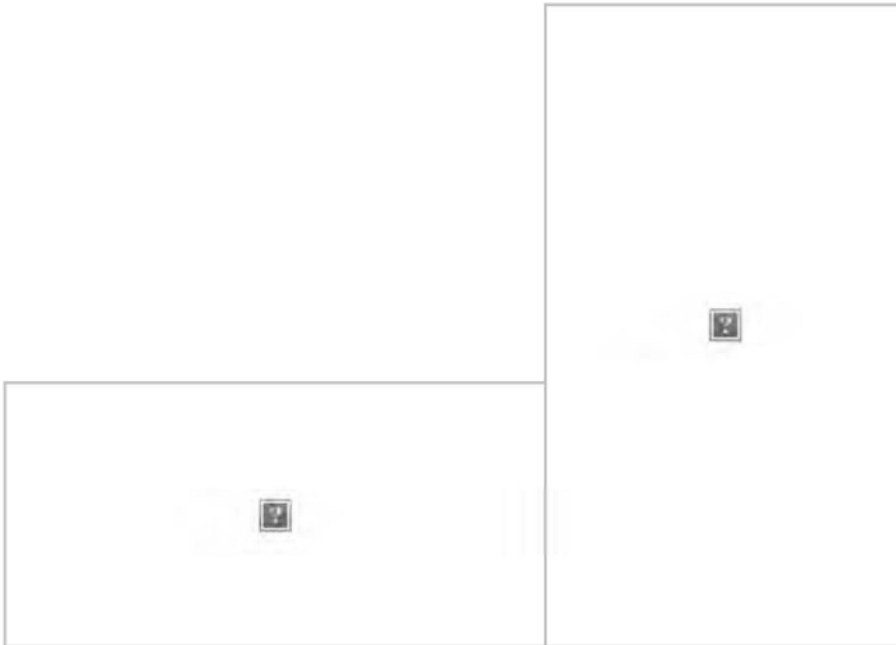
Just one comment:

1. Is it possible to add Court of Appeal into this box?

Block 71

**Court of Appeal
Supreme Court of BC**

800 Smithe Street



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Cc: Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>

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Majority of the placards are in non - public areas.

Im hoping to send these to the sign company by tomorrow.

Thanks,

Mike

Michael Chattaway
Pacific Coast Fire Equipment Ltd.
Senior Fire Systems Technician and Fire Safety Plan Consultant
CFAA#12-994263 ASTT#FP1435 BCWWA#10397
Phone: 250-386-8321
Email: michael@pacificcoastfire.ca

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I'm just finishing up reviewing the lower floors of Block 71. Ill send those for you to take a look at later today.

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CFAA#12-994263 ASTT#FP1435 BCWWA#10397

Phone: 250-386-8321

Email: michael@pacificcoastfire.ca

On Wed, Sep 22, 2021 at 7:16 AM Michael Chattaway <michael@pacificcoastfire.ca> wrote:

Thanks Steve,

I'll make the revision now so Building ID says "Vancouver Law Courts - Block 71".

I'll send revised file shortly.

Thanks,

Mike

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Good evening

I followed up with Heidi

We are good with Vancouver Law Courts Block 71

Ty

Steve

Get Outlook for iOS< s.15; s.17

--

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From: [Niven, Michael S AG:EX](#)
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Cc: [Jervis, Steve AG:EX](#); [Hurd, Kelssay CITZ:IN](#); [McKenna, Ross AG:EX](#); [Catton, Richard AG:EX](#)
Subject: RE: FW: Block 71
Date: Thursday, September 23, 2021 11:45:25 AM

Nope.

https://www.bccourts.ca/Court_of_Appeal/

Michael Niven

Facilities Administrator

Vancouver Law Courts | Robson Square | Court Of Appeal
(604) 660-3221

From: Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>
Sent: Thursday, September 23, 2021 11:43 AM
To: Michael Chattaway <michael@pacificcoastfire.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Cc: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
Subject: RE: FW: Block 71

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Hello everyone is there an "s" in Court of Appeal ?

Thanks

Michael Pol | Service Delivery Leader
Province of BC, Real Property Division Account
CBRE | Global Workplace Solutions
Suite 700, 865 Hornby Street | Vancouver, BC
C 778 789 4163
michael.pol@cbre.com | www.cbre.ca

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Steve

Get Outlook for iOS [s.15](#); [s.17](#)

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From: [Jervis, Steve AG:EX](#)
To: [Tasalloti, Karie AG:EX](#)
Subject: RE: FW: Block 71
Date: Thursday, September 23, 2021 4:10:52 PM

I put stop to printing

Can u come down to my office

Steve

From: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Sent: Thursday, September 23, 2021 4:10 PM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Subject: RE: FW: Block 71

Ummmm haven't they already been sent for printing? Sighhhhhhhhhhhhh

From: McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>
Sent: Thursday, September 23, 2021 3:24 PM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; 'Michael Chattaway' <michael@pacificcoastfire.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Cc: Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
Subject: RE: FW: Block 71

Steve

There is way too much clutter on these emergency signs – it moves us backwards 20 years

They are suppose to help you find the nearest 2 fire stairwells, extinguishers and pull stations so you can find your way out in a hurry

They should only have what someone needs to call 911 – and that is the physical address as the existing ones have.

If people have to look a these - it is because they are panicking - they do not know where the closest exit, pull station or extinguisher is – so it needs to be large scale and simple, with no 'clutter'.

Lets discuss.

Ross

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>

Sent: Thursday, September 23, 2021 12:27 PM

To: 'Michael Chattaway' <michael@pacificcoastfire.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>

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Court of Appeal/ Supreme Court of BC

Steve

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To: 'Michael Chattaway' <michael@pacificcoastfire.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
Subject: RE: FW: Block 71

Ok thank you

Court of Appeal goes first, then Supreme Court of BC

To be honest I am fine with that or Vancouver Law Courts

Karie/Michael – thoughts?

Steve

From: Michael Chattaway <michael@pacificcoastfire.ca>
Sent: Thursday, September 23, 2021 9:16 AM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
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Just one comment:

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Block 71

**Court of Appeal
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Phone: 250-386-8321
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Good evening

I followed up with Heidi

We are good with Vancouver Law Courts Block 71

Ty

Steve

Get Outlook for iOS^{s.15; s.17} >

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From: [Jervis, Steve AG:EX](#)
To: [McKenna, Ross AG:EX](#); ["Michael Chattaway"](#); [Tasalloti, Karie AG:EX](#)
Cc: [Pol, Michael @ COQUITLAM](#); [Niven, Michael S AG:EX](#); [Hurd, Kelssay CITZ:IN](#); [Catton, Richard AG:EX](#)
Subject: RE: FW: Block 71
Date: Thursday, September 23, 2021 4:27:28 PM

All

Follow up

Michael Chattaway will do draft of level 5 for us to review.

We can then review and proceed accordingly.

Steve

From: McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>
Sent: Thursday, September 23, 2021 3:24 PM
To: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; 'Michael Chattaway' <michael@pacificcoastfire.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Cc: Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
Subject: RE: FW: Block 71

Steve

There is way too much clutter on these emergency signs – it moves us backwards 20 years

They are suppose to help you find the nearest 2 fire stairwells, extinguishers and pull stations so you can find your way out in a hurry

They should only have what someone needs to call 911 – and that is the physical address as the existing ones have.

If people have to look a these - it is because they are panicking - they do not know where the closest exit, pull station or extinguisher is – so it needs to be large scale and simple, with no 'clutter'.

Lets discuss.

Ross

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Sent: Thursday, September 23, 2021 12:27 PM

To: 'Michael Chattaway' <michael@pacificcoastfire.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Cc: Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
Subject: RE: FW: Block 71

Court of Appeal/ Supreme Court of BC

Steve

From: Michael Chattaway <michael@pacificcoastfire.ca>
Sent: Thursday, September 23, 2021 11:47 AM
To: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Cc: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Pol, Michael @ COQUITLAM <Michael.Pol@cbre.com>; Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>; Hurd, Kelssay CITZ:IN <Kelssay.Hurd@cbre.com>; McKenna, Ross AG:EX <Ross.McKenna@gov.bc.ca>; Catton, Richard AG:EX <Richard.Catton@gov.bc.ca>
Subject: Re: FW: Block 71

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I just spoke with sign company and luckily they did not start printing Block 71 yet as they had issues with the file. Now I can make these changes to all the evac plans.

I will change Block 71 building outline in Assembly Area drawing to say "Court of Appeals / Supreme Court of BC"

I'll send revised files shortly as well as off to sign company.

Thanks,

Mike

On Thu., Sep. 23, 2021, 10:09 a.m. Tasalloti, Karie AG:EX, <Karie.Tasalloti@gov.bc.ca> wrote:

I think we should go Court of Appeal/Supreme Court of BC.

Karie

From: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>
Sent: Thursday, September 23, 2021 9:26 AM
To: 'Michael Chattaway' <michael@pacificcoastfire.ca>
Cc: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Pol, Michael @ COQUITLAM

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Karie/Michael – thoughts?

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Thanks,

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Ty

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Cc: [Pol, Michael @ COQUITLAM](#); [Niven, Michael S AG:EX](#); [Hurd, Kelssay CITZ:IN](#); [McKenna, Ross AG:EX](#); [Catton, Richard AG:EX](#)
Subject: RE: FW: Block 71
Date: Thursday, September 23, 2021 10:09:00 AM

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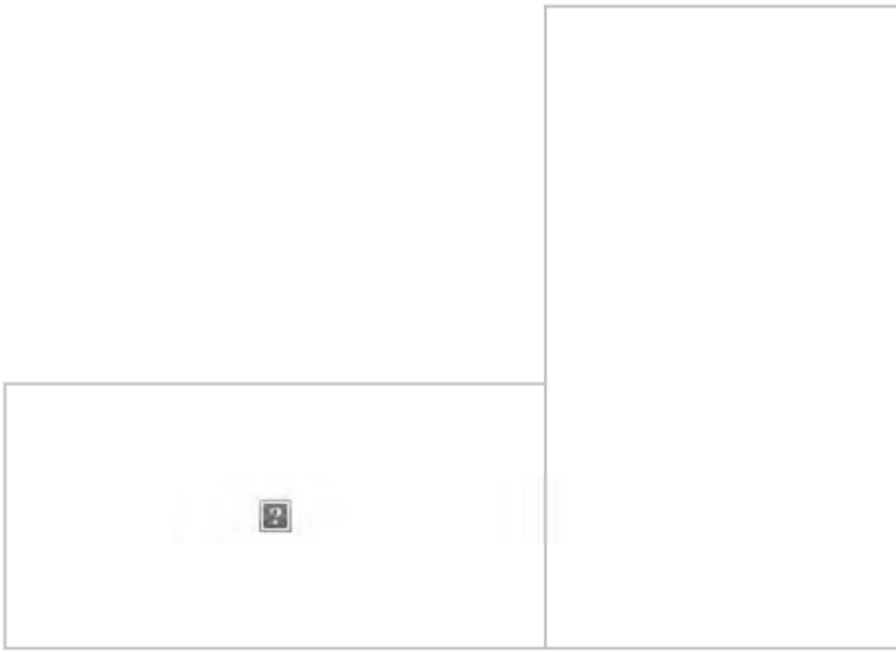
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From: Tasalloti, Karie AG:EX
To: Kinloch, Scott AG:EX; Gunclay, Manjit AG:EX; Tolusso, Sonia I AG:EX; Jervis, Steve AG:EX; XT:Soo, Matthew AG:IN
Subject: Canceled: COA Fire Procedures
Importance: High

Cancelling and will look at re-scheduling next week.

Karie

From: [Tasalloti, Karie AG:EX](#)
To: [Gunlay, Manjit AG:EX](#)
Subject: Cops For Cancer Tour De Coast Visit -Vancouver Law Courts
Date: Thursday, September 23, 2021 4:09:00 PM

Hi everyone,

The Cops for Cancer Tour De Coast will be making a stop tomorrow morning at the Vancouver Law Courts. The riders will be on the Nelson/Hornby side at approximately 9:00am.

The riders will be here for about 15 minutes. It would be nice to have a group to cheer on the riders as they arrive. If you are interested in attending, we would ask you to confirm your attendance with your supervisor first.

Thanks!

Karie, Scott, and Manj

From: [Tasalloti, Karie AG:EX](#)
To: [AG VLC Registry All](#)
Subject: Equity, Diversity and Inclusion (EDI) Advisory group
Date: Thursday, September 23, 2021 9:13:10 AM
Attachments: [image002.png](#)

Good morning everyone,

A reminder below about an opportunity to participate in the Equity, Diversity and Inclusion advisory group. The deadline to submit your interest is tomorrow. Please see the link below for further information on this opportunity.

Thanks,

Karie

From: Smith, Travis AG:EX <Travis.Smith@gov.bc.ca>
Sent: Wednesday, September 22, 2021 3:56 PM
Subject: Equity, Diversity and Inclusion (EDI) Advisory group

Good afternoon,

I am hoping you can share out this reminder with your branch about the opportunity to submit an expression of interest for the inaugural Equity, Diversity and Inclusion (EDI) Advisory group by this Friday, Sept 24, 2021.

For those that have any questions about the advisory group here is the [LINK to EDI Intranet Page](#) containing additional information, Expression of Interest and info session presentation.

Thank you for highlighting this opportunity to all your staff.

Travis Smith
Director Workforce Planning
Strategic Human Resources Team

Corporate Management Services Branch, Justice and Public Safety Sector
Victoria, British Columbia
Phone: 250-882-0438



From: [Nazarko, Zach AG:EX](#)
To: [Kinloch, Scott AG:EX](#)
Cc: [Tasalloti, Karie AG:EX](#)
Subject: FW:s.22
Date: Thursday, September 23, 2021 12:37:00 PM
Attachments: s.22 .pdf

Hi Scott,

I was wondering if you or someone on your team was familiar with this writer or their case? s.22
s.22

Thanks,

Zach

From: s.22
Sent: Thursday, September 23, 2021 9:41 AM
To: AG CSB Feedback AG:EX <CSBFeedback@gov.bc.ca>
Subject: s.22
s.22

EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

s.22

s.22

Page 122 of 171 to/à Page 123 of 171

Withheld pursuant to/removed as

s.22

From: Perez, Carmen AG:EX
To: Khanna, Edward R AG:EX; Cheung, Tracy AG:EX; Eby, Elaine D AG:EX; Nevin, Sheila AG:EX
Cc: Bennett, Michelle AG:EX; Tasalloti, Karie AG:EX; Tulusso, Sonia I AG:EX; Statton, Joel AG:EX; Lumsden, Tamara AG:EX
Subject: FW: Action Required - 2021 Payment Card Security Awareness Training (Court Services)
Date: Friday, September 24, 2021 3:34:49 PM

Hi Everyone,

As per the below the PCI training must be completed by October 8th 2021. Could you please share this reminder to any applicable staff as indicated below.

Once all staff in your locations complete the training, could you please send me an email confirmation of the completion by October 8th?

If you have any questions, please let me know. Cristian is also offering his assistance and directly to the^{s.17}

Thank you,
Carmen Perez
778-991-0765

From: Anghel, Cristian AG:EX <Cristian.Anghel@gov.bc.ca>
Sent: Friday, September 24, 2021 3:20 PM
To: Taylor, Linda AG:EX <Linda.Taylor@gov.bc.ca>; Perez, Carmen AG:EX <Carmen.Perez@gov.bc.ca>; Boyer, Peggy AG:EX <Peggy.Boyer@gov.bc.ca>; Miyashita, Charles AG:EX <Charles.Miyashita@gov.bc.ca>; Kelner, Rayna L AG:EX <Rayna.L.Kelner@gov.bc.ca>
Cc: Steinbach, Christopher G AG:EX <Christopher.G.Steinbach@gov.bc.ca>
Subject: FW: Action Required - 2021 Payment Card Security Awareness Training (Court Services)

Hello Everyone,

-

Please see the email below and ensure it is distributed to all appropriate staff members.

PCI Training -must be completed by staff with responsibility for, or direct involvement with credit card payments. **Completion deadline is October 8, 2021.**

At this point for our branch, we are only asking the staff at the Fax Filing locations to take the training.

For non-fax filing locations that accept credit cards over the phone we will advise soon.

If you have any questions, or wish to provide contact updates, please email^{s.17}

I am also available should you need my assistance.

Regards

Cristian Anghel
Manager, Revenue, Trust and Collections
Court Services Branch
6th Floor, 850 Burdett Ave, Victoria BC V8W 9J2
Tel: 236-478-0610 Cell: s.17

From: s.17

Sent: Tuesday, September 21, 2021 12:06 PM

To: Anghel, Cristian AG:EX <Cristian.Anghel@gov.bc.ca>

Subject: Action Required - 2021 Payment Card Security Awareness Training (Court Services)

Hello,

This email is for staff with direct involvement in a ministry program that accepts credit cards for payment. This includes all staff that process payments using a point-of-sale terminal, over the phone, or through mailed or faxed-in forms. Please forward this note to others for action as required.

In accordance with the Core Policy and Procedures Manual ([Chapter 13: Financial Systems and Controls - 13.3#9](#)), and to ensure ongoing compliance with PCI Data Security Standards, payment card security awareness training must be completed annually by all staff handling payment card transactions. New staff must complete training upon hire, prior to using POS terminals or processing payments.

Please complete this training as outlined below by **Friday October 8th, 2021**. Completion of the training module is monitored, and staff knowledge may be audited as part of the annual PCI Compliance assessment.

The training has been updated this year and can now be directly accessed through logging into the PSA hosted Enterprise Learning Management (ELM) system:

s.15; s.17

If you are unfamiliar with the ELM system these video guides will assist you:

- Searching for Courses - <https://youtu.be/mxllfibVpos>
- Launching an eLearning Course - <https://youtu.be/5oDCPhx43os>

PLEASE ENSURE YOU ARE RUNNING A SUPPORTED BROWSER, SUCH AS CHROME, FIREFOX, OR EDGE – THE TRAINING WILL NOT WORK WITH INTERNET EXPLORER

If you need assistance with changing your default browser please call 7-7000 or go to the following link:

Please note the training will take about 20- 30 minutes to complete.

In addition to the training, please review the [BC Government Merchant Operating Guide](#) – this outlines all payment card policies and procedures for government staff handling payment card transactions. Version 7.0 was recently published, and supersedes all previous versions. Please review the document to ensure an accurate understanding of current policy – it includes guidance around acceptable technologies for collecting payments over the phone, processes for mail and fax payments, POS troubleshooting instructions, among other topics.

If you have any questions, or wish to provide contact updates, please email PCISupport@gov.bc.ca.

Thank you, your support with the BC Government's PCI compliance efforts is appreciated.

Tami Lawes

PCI Team | Banking Security & Compliance | Banking & Cash Management
Provincial Treasury | Ministry of Finance
Mobile:s.17

From: [Tasalloti, Karie AG:EX](#)
To: [Kinloch, Scott AG:EX](#)
Subject: FW: Action: Telework Agreements and SHR Spreadsheets
Date: Friday, September 24, 2021 12:43:00 PM
Attachments: [Telework Guide CSB August2021 final draft.docx](#)
[telework agreement.docx](#)

Hey Scott...here are the agreements. Anything 3 or more days needs ADM approval although they can defer to Snr manager. Doesn't have any caveats around medical issues.

Karie

From: Statton, Joel AG:EX <Joel.Statton@gov.bc.ca>
Sent: Wednesday, August 18, 2021 10:44 AM
To: Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>
Cc: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>
Subject: FW: Action: Telework Agreements and SHR Spreadsheets

Hi Karie,

As discussed, see below for the timelines and the attached CSB guide for new telework agreements. We must review the agreements in April each year moving forward.

The material doesn't speak to the mandatory fraud prevention course, but I expect completion of that course is also required to telework.

Also attached is a copy of the new telework agreement form to be completed for staff working from home by August 31.

Please reach out with any questions.

Joel

From: Rak, Tanya AG:EX <Tanya.Rak@gov.bc.ca>
Sent: Monday, August 16, 2021 2:29 PM
To: Neal, Melanie AG:EX <Melanie.Neal@gov.bc.ca>; Stanton, Laura M AG:EX <Laura.Stanton@gov.bc.ca>; Clark, Curtis C AG:EX <Curtis.Clark@gov.bc.ca>; Thomson, Michelle AG:EX <Michelle.A.Thomson@gov.bc.ca>; Delacretaz, Stephanie AG:EX <Stephanie.Delacretaz@gov.bc.ca>; Phillips, Roger G AG:EX <Roger.Phillips@gov.bc.ca>; Hunt, Adrienne AG:EX <Adrienne.Hunt@gov.bc.ca>; Turner, Erin M AG:EX <Erin.Turner@gov.bc.ca>; Manton, Jenny D AG:EX <Jenny.Manton@gov.bc.ca>
Cc: McCloy, Robert I AG:EX <Robert.McCloy@gov.bc.ca>; Earl, Jennifer AG:EX <Jen.Earl@gov.bc.ca>
Subject: Action: Telework Agreements and SHR Spreadsheets

Good afternoon,

Telework Guide:

At branch executive on August 10, the plan for telework agreements and return to work options was discussed. I was assigned with drafting a guide to telework agreements and return to work considerations for the branch. Attached is a **telework guide** to assist you; it has been reviewed by Jen Earl (telework lead for HQ) and Stephanie Delacretaz (A/Executive Director, Corporate Support). Please provide me with your **edits before August 23** as this document will be finalized at the August 24 branch executive meeting.

Telework Agreements:

Please note that the request is to have all **telework agreements completed by August 31** with **those requiring ADM approval returned to me by September 2** (those where employees have been approved to work from home 3 days per week or more).

SHR Spreadsheets:

Further to the email from SHR via Curtis Clark on August 12 (attached), please complete your **region-specific data** (the **blue** columns only) **and return to me by August 31**.

The dates that have been suggested are in consideration of time for ADM approval and my centralized coordination for the SHR submission deadline of September 15.

Summary:

Date	Item	Action
August 10	Branch executive discussion about telework agreements	Tanya to draft guide
August 12	SHR requirements emailed via Curtis Clark	Regions to complete region-specific data for coordination by Tanya by August 31
August 23	Review telework guide	Submit edits to Tanya
August 24	Review edited telework guide at branch executive	Tanya to send final guide to branch executive to distribute within regions
August 31	Telework discussions and final, signed agreements complete	All telework agreements are to be finalized and approved (see Sept 2 for requests to work from home more than 3 days per week)
	Regional spreadsheets to be completed	Send regional data to Tanya for SHR coordination
September 2	Telework agreements requesting 3 days or more work-from-home sent to ADM for approval (by Jen via Tanya)	Jen to coordinate telework agreements for ADM approval
September 15	CSB telework spreadsheet due	Tanya to send coordinated CSB

to SHR

telework spreadsheet to SHR

Please let me know if you have any questions.

Tanya Rak
Manager, Workforce Planning
Court Services Branch



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2020
TOP
WORK UNIT
AWARD

Telework Guide for Supervisors and Managers\$ Court Services Branch

The most common form of flexible work is working remotely from home, or “teleworking”. There are several key principles related to an employee engaging in telework that must be observed:



- Telework Agreements must be completed and signed off by September 7, 2021: completion of a signed telework agreement is mandatory, and it must be reviewed by April 30 each year
- If employees do not have an approved telework agreement in place by September 7, they will be expected to return to the workplace until they have an approved telework agreement in place
- The arrangement must be operationally feasible and provide benefit to the employee and employer
- Service standards are expected to be maintained or improved
- Participation only if employee is satisfactorily performing their job accountabilities
- When considering whether to approve a request for telework, you and your employee must observe all mandatory requirements and the flexible work guiding principles.
- Employees must attest that their home office facilities are adequate and meet safety, security and confidentiality requirements.
 - Working alone call-in procedures e.g., IM or email – record keeping by supervisor/manager for potential WorkSafe BC reporting
- Remote work should not increase overall operating costs for the employer
- Telework results only in a change to the work location of an employee. Other aspects of the employment relationship – including employee benefits, entitlements, responsibilities, salary and the application of terms and conditions of employment, collective agreements and workplace policies – remain unchanged
- Employees must have completed the following mandatory training: IM117 and Annual Review of Standards of Conduct and Oath of Employment
- Employees must have a signed Appropriate Use Policy in place
- Current emergency contact information in CHIPS and emergency contact form provided to supervisor

Please review the information on telework (“working from home”) on MyHR prior to completing this agreement, including information about options for mobile work, information security, safety and health, and learning resources.

All telework agreements must adhere to the following criteria:

- Telework is a voluntary privilege not an entitlement nor a term of employment.
- The employee is regular full-time or part-time.
- The employee’s work performance history is fully satisfactory.
- The arrangement is operationally feasible and provides benefit to the employee and employer.
- Service standards and employee performance are expected to be maintained or improved.
- Home office facilities are adequate and meet safety/security/confidentiality requirements.
- Remote work should not generate any additional net costs for the employer and upfront costs can be recouped over a reasonable period.
- Completion of a signed telework agreement is mandatory, and it must be reviewed annually.
- The telework agreement may be terminated by either the employer or employee provided written notice is given within 30 days. The 30-day notice period may be influenced by employee performance, existing space in the office, hazards to the employee, etc.
- Telework results only in a change to the work location of an employee. Other aspects of the employment relationship – including employee benefits, entitlements, responsibilities, salary administration, and the application of terms and conditions of employment, collective agreements and workplace policies – remain unchanged.

In addition to the above longstanding criteria, effective July 2021 the following requirements must also be met:

- Current employees must have completed all mandatory corporate training prescribed by the Public Service Agency before a telework agreement can be approved. This includes IM 117 and the annual review of the Standards of Conduct/Oath of Employment. New employees, especially those hired as teleworkers, must complete the Oath and IM 117 as soon as possible after they begin working. The Public Service Agency may prescribe additional training in the future.
- Requests for remote work three days or more a per week also require approval by the employee’s Assistant Deputy Minister or Executive Lead, in addition to supervisor approval. Ministries have discretion to delegate this approval decision as deemed appropriate to a senior excluded manager or another member of executive.
- If the employee will work three or more days per week remotely, they must acknowledge their ministry will require them to forego a dedicated desk/workspace in their regular workplace. The employee will always have access to workspace in their regular workplace, but it may be a shared or mobile workspace as determined by their ministry’s workspace planning requirements. Ministries may, at their discretion, extend this requirement to telework agreements that involve one or two days of remote work per week to address their workspace planning needs.

TELEWORK AGREEMENT



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Employee Acknowledgement

I have reviewed, acknowledge and understand the above criteria as they apply to this telework agreement.

Employee Signature*

(Print Name)

Position/Title

Date

All personal information is collected in accordance with section 26(c) and (e) of the *Freedom of Information and Protection of Privacy Act* for the purposes identified above. Any questions or concerns regarding the collection of your information may be directed by submitting a request to AskMyHR at www.gov.bc.ca/myhr/contact or calling 1.877.277.0772.

TELEWORK AGREEMENT



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SECTION 1: SUMMARY INFORMATION

Agreement between: (Branch/Division) and

Employee:

Manager/Employer:

Date:

SECTION 2: THE EMPLOYER AND THE EMPLOYEE AGREE TO THE FOLLOWING:

1. Work Duties and Responsibilities	The employee's work duties and responsibilities while teleworking will include:
2. Telework Location	Address: City, Postal Code: Personal Phone: Business Phone: Fax: E-mail:
3. Official Office Work Location	Address: City, Postal Code: Personal Phone: Business Phone: Fax: E-mail:
4. Date/Duration of Agreement	The employee's telework schedule will be implemented starting on (mm/dd/yy) : The arrangement may be terminated by either the employee or the employer provided written notice is given within 30 or fewer days. Reasonable notice of the change may be influenced by employee performance, existing space in the office, or hazards to the employee.
5. Schedule	The employee's telework schedule and hours will be as follows: The employee will make necessary adjustments or changes to their telework schedule for meetings etc. as required.

	<p>The employee will make necessary adjustments or changes to their telework schedule if required to attend the worksite based on operational requirements as determined by the supervisor.</p> <p>The regular schedule set out in this agreement is subject to change with mutual agreement of employee and supervisor.</p>
6. Employee Status, Benefits and Entitlements	Employee status, benefits and leave entitlements, eligibility for authorized overtime and employee salary are not altered by this agreement and will be arranged/dealt with through existing practices/directives.
7. Conditions of Employment, Legislation, Policy and Guidelines, Collective Agreements etc.	The provisions of all relevant workplace policies and guidelines, legislation, Terms and Conditions of Employment and/or relevant Collective Agreement provisions will continue to apply.
8. Occupational Safety and Health	<p>The employee agrees to maintain a designated and dedicated workspace that meets occupational safety standards for the home office and office ergonomics. <u>The employee has read and implemented the precautions outlined on the Safety Inspection for Telework page</u>, and understands the additional responsibilities in each of the following areas that are assumed when working from a home office:</p> <p>Ergonomic Considerations; Working Alone Call-In Procedures; and Emergency Preparedness.</p> <p>WCB liability for work related accidents will continue to apply during the telecommuting work schedule as defined in this agreement.</p> <p>The Employer will not be responsible for any non-work related injuries that may occur at home. Compensation will be limited to the approved telework times only and will be limited to designated telework workspace.</p> <p>The employee agrees to follow safe work practices and to promptly report any work-related accident that occurs at the telework (home) office to their supervisor and/or appropriate employer representative.</p>
9. On-Site Visits	The employee agrees that joint on-site safety and suitability visits by the employer and OSH Committee Representatives may be performed prior to the commencement of telework and then on a regular basis, with advance notice. These visits will be to ensure that the home office meets basic safety standards and the designated

	<p>home office is suitable for the tasks to be performed by the employee.</p> <p>Other on-site visits may also be made for the purpose of retrieving equipment and other Employer property in the event of the employee's illness, termination, or any other extraordinary circumstances.</p>
10. Technology, Equipment, Materials and Supports	<p>The employee and Employer have consulted the information about <u>mobile work options</u> on MyHR, including the technology useful for supporting each work style, and have agreed on what equipment will be used to support the telework arrangement.</p> <p>All software used by the employee on Employer computers must be legally acquired and licensed by the Employer, and installed by appropriate Employer personnel.</p> <p>All the equipment provided for teleworking shall remain the property of the employer and must be returned should employment or the telework agreement terminate.</p> <p>Equipment and supplies provided by the Employer are to be used only for the purpose of carrying out the Employer's work - employer owned equipment shall not be employed for personal use.</p> <p>The employee will be responsible for all assets belonging to the Employer and will be responsible for the replacement value of those assets that cannot be accounted for.</p>
11. Costs	<p>Flexible work arrangements should not generate additional net costs for the employer. Flexible work arrangements are voluntary, and most expenses related to setting up and maintaining an employee's home office are the responsibility of the employee.</p> <p>The employer will typically provide a laptop computer and basic office supplies including pens, paper, notebooks, etc.</p> <p>The employee will typically be responsible for costs related to: office furniture (desk, chair, etc.), home renovations, home internet service, and other utility costs such as heat/hydro. The employee is also expected to maintain the teleworkplace and ensure appropriate homeowner or tenant insurance is in place.</p> <p>Note the BC Public Service is responsible for providing appropriate tools and equipment for employees to use when they are in their</p>

	regular workplace on a “one device per person” basis. The public service is not expected to provide a second set of comparable tools for the employee’s mobile work location, such as a second computer, additional monitors, furniture, etc. Employees are responsible for the maintenance of their own equipment.
12. Insurance	The Employee will ensure that teleworking (i.e. operating a home office) does not breach the terms of their household insurance policies.
13. Confidentiality/Security Standards	<p>Employee will be responsible to secure and protect the property, documents and information belonging to the Employer. The employee has read and implemented the precautions outlined on the Flexible Workplaces & Information Security page, including those in the Appropriate Use Policy and the Tip Guide: How to Protect Your Home Computer.</p> <p>Information must be managed and disposed of in accordance with BC government guidelines.</p> <p>Employee will promptly report to their supervisor, any circumstances or incidents which may compromise the confidentiality of any property, documents or information in connection with their employment.</p>
14. Childcare/Family care	The Employee must ensure that dependant care arrangements are in place and that personal responsibilities are managed in a way which allows them to successfully meet their job responsibilities. Telework is not a substitute for dependant care.
15. Tax implications	Working from home, and/or having a home office may have tax implications for the Employee. The Employee is responsible for working with the Canada Revenue Agency to get the information they need.
16. Municipal/Regional/District Requirements	<p>The employee must ensure that the telework arrangement is consistent with all municipal or regional district bylaws and regulations. The onus is on the employee to determine.</p> <p>The employee must ensure that the telework arrangement does not contravene any rental or lease agreements. The onus is on the employee to determine.</p>

TELEWORK AGREEMENT



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SECTION 3: COMMENTS
EMPLOYEE'S COMMENTS
MANAGER'S COMMENTS
SECTION 4: SIGNATURES* (See note at bottom of page)

Agreed to by Employee:

I have read and agree with the above telework Agreement. I fully understand the duties, responsibilities, obligations and conditions for telework expressed in this document. I also understand that these are in addition to my normal duties, responsibilities and obligations as a BC Public Service employee.

Employee Signature*

(Print Name)

Position/Title

Date

Agreed to by Manager:

Manager's Signature*

(Print Name)

Position Title

Date

Agreed to by Executive/Decision Authority (Effective July 2021, agreements require ADM or Executive Lead approval in addition to supervisor approval if the employee will work remotely three or more days per week.)

Manager/Decision Authority Signature*

(Print Name)

Position Title

Date

*Note: Agreements on/after March 19, 2020 do not require a physical signature. Digital recognition of this agreement is sufficient until further notice.

From: [Tasalloti, Karie AG:EX](#)
To: [Kinloch, Scott AG:EX](#)
Subject: FW: Commemoration Event prior to National Day for Truth and Reconciliation - September 29, 2021
Date: Thursday, September 23, 2021 10:40:00 AM

Doesn't really say we are celebrating it on the 29th but that's what I induced from the email and posters....

From: Shepherd, Lisa AG:EX <Lisa.Shepherd@gov.bc.ca> **On Behalf Of** Manton, Jenny D AG:EX
Sent: Wednesday, September 15, 2021 8:49 AM
To: s.17
Subject: Commemoration Event prior to National Day for Truth and Reconciliation - September 29, 2021

Hello everyone -- September 30, National Day for Truth and Reconciliation will commemorate the history and ongoing trauma caused by residential schools and honour those lost and the survivors, families and communities who continue to grieve.

Justice and public safety staff across the province are invited to a talk by Steve Sxwithul'twx, a residential school survivor and member of the Penelakut Tribe, Wednesday, September 29, from 12:30–1:30 pm PST. During the presentation, Steve will talk about his experience in the residential school on Kuper Island.

Steve and his five siblings were raised by his mother in the Cowichan Valley. In 2018, he directed and produced his own series *Tribal Police Files* Season 2 on APTN. He also directed the short film *Leave it on the Water*, which debuted across North America on the film festival circuit. In 2014, Steve produced the documentary series *Warrior Games*, featured on APTN, and has won four Leo Awards.

Steve is the lead for development of the "Indigenous Walk of Fame" that will honour excellence in the genres of TV, film, arts, music and sports and will be located in Victoria.

[Click here to join the meeting](#)

Or call in (audio only)

s.15; s.17

Canada, Victoria

Phone Conference ID: s.15; s.17

Learn about your local Indigenous community – get an Orange Shirt

To encourage learning about the local Indigenous communities across our province and honour Orange Shirt Day, CSB has 28 orange shirts available to give away. To qualify for a chance to receive one of these beautiful shirts, please provide the following information about your local Indigenous community.

- the current/English name for the community or area
- the Indigenous name for the community or area
- if available, a link to the Indigenous community website
- two or three things that you have learned about that Indigenous community

Send your responses and preferred t-shirt size to s.17
17, 2021. Those selected will be notified shortly after.

by noon, Sept.

Thank you from the Organizing Circle members:

Elizabeth Thors – Court Services Branch
Kristyn Kaitila – BC Prosecution Service
Leah Fontaine – BC Prosecution Service
Catherine Bianco – Court Services Branch
Melissa Strain - Court Services Branch
John Grof – Legal Services Branch
Lisa Greenwood – Court Services Branch
Sheila Simpson – BC Prosecution Service
Joel Gold – BC Prosecution Service
Erna Mazer – Justice Services Branch
Scott Merrett– Court Services Branch
Christine Speers – Victim Services and Crime Prevention

A 24-hour Indian Residential School Crisis Line to support former residential school students, and those affected, can be reached any time at 1.866.925.4419. BC Government employees may also access the Employee and Family Assistance Program (1.800.665.5004) for free, confidential, and solution-focused professional counselling services offered in several formats (telephone, video, and face-to-face).

From: [Tasalloti, Karie AG:EX](#)
To: [Kinloch, Scott AG:EX](#); [Gunlay, Manjit AG:EX](#)
Subject: FW: Courts Closed Sept 30th
Date: Friday, September 24, 2021 12:04:00 PM
Attachments: [FW ACTION REQUIRED NP 25 Adjournment and Rescheduling of Matters Presently Set for September 30 2021.msg](#)
[FW URGENT ACTION REQUIRED Sept 30th National Day of Truth Reconciliation.msg](#)
Importance: High

I am thinking scheduling would have advised of any matters still scheduled. Perhaps we can have the crim sup check JUSTIN and Civil Sup check CEIS?

Thanks,

Karie

From: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>
Sent: Friday, September 24, 2021 11:58 AM
To: Lumsden, Tamara AG:EX <Tamara.Lumsden@gov.bc.ca>; Nevin, Sheila AG:EX <Sheila.Nevin@gov.bc.ca>; Statton, Joel AG:EX <Joel.Statton@gov.bc.ca>; Asin, Farrahnaz AG:EX <Farrahnaz.Asin@gov.bc.ca>; Tulusso, Sonia I AG:EX <Sonia.Tulusso@gov.bc.ca>; Lai, Barry AG:EX <Barry.Lai@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; XT:Soo, Matthew AG:IN <Matthew.Soo@BCCourts.ca>; Soo, Matthew AG:EX <Matthew.Soo@gov.bc.ca>
Cc: Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Subject: FW: Courts Closed Sept 30th
Importance: High

Hi everyone,

Please see the email from Kevin Conn: *That HQ has become aware that there are still some matters scheduled for September 30th. It may be prudent to have locations view September 30th court lists for both JUSTIN and CEIS to identify if there are any items that need addressing.*

Thanks,
m

From: Conn, Kevin AG:EX <Kevin.Conn@gov.bc.ca>
Sent: Friday, September 24, 2021 11:21 AM
To: Neal, Melanie AG:EX <Melanie.Neal@gov.bc.ca>; Clark, Curtis C AG:EX <Curtis.Clark@gov.bc.ca>; Kornaga, Charlene A AG:EX <Charlene.Kornaga@gov.bc.ca>; Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>; Kolp, Stephaney AG:EX <Stephaney.Kolp@gov.bc.ca>; Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>; Waldie, Marlo AG:EX <Marlo.Waldie@gov.bc.ca>; Thomson, Michelle AG:EX <Michelle.A.Thomson@gov.bc.ca>
Cc: Manton, Jenny D AG:EX <Jenny.Manton@gov.bc.ca>
Subject: FW: Courts Closed Sept 30th
Importance: High

Good afternoon,

On August 19th, 2021, the Provincial Court issued **NP 25 Adjournment and Rescheduling of Matters Presently Set for September 30, 2021** which directs the adjournment of, and outlines the process for rescheduling provincial court matters presently scheduled for September 30, 2021. Additional information is included in the emails attached.

We have become aware that there are still some matters scheduled for September 30th. It may be prudent to have locations view September 30th court lists for both JUSTIN and CEIS to identify if there are any items that need addressing.

Thank you,

Kevin Conn
Executive Director, PSRU
Court Services, HQ
236 468 3682

From: [Gin, Shelley AG:EX](#)
To: [Turner, Erin M AG:EX](#)
Subject: FW: ACTION REQUIRED: NP 25 Adjournment and Rescheduling of Matters Presently Set for September 30, 2021
Date: September 24, 2021 9:01:03 AM
Attachments: [Notices Sep 30.asd.docx](#)
[Notice of Cancellation - Family Small Claims \(Sept 30\).docx](#)
[Notice of Cancellation - Payment Hearing \(Sept 30\).docx](#)
[Notice to Registries regarding NP25.docx](#)

From: Gin, Shelley AG:EX <Shelley.Gin@gov.bc.ca>
Sent: Friday, August 20, 2021 8:19 AM
To: s.17
Subject: ACTION REQUIRED: NP 25 Adjournment and Rescheduling of Matters Presently Set for September 30, 2021

This message is sent on behalf of Senior Policy Analysts, Darla Zollen and Shelley Gin

Good morning,

In recognition of the National Day for Truth and Reconciliation, all court locations will be closed on September 30, 2021 and all matters scheduled for Provincial Court that day are adjourned.

On August 19th, 2021, the Provincial Court issued **NP 25 Adjournment and Rescheduling of Matters Presently Set for September 30, 2021** which directs the adjournment of, and outlines the process for rescheduling provincial court matters presently scheduled for September 30, 2021.

Directions on how court staff are to manage these files are outlined in the attached “**Notice to Registries Regarding NP25**” document.

Template documents for notices of cancellation and notices to the public and to counsel are also attached to this email.

If you have any questions, please contact AskPolicy@gov.bc.ca.

Thank-you,

Shelley Gin and Darla Zollen
Senior Policy Analysts
Policy, Legislation and Planning | Court Services Branch
Ministry of Attorney General

PUBLIC NOTICE

In recognition of the
National Day for Truth and Reconciliation
the Court Registry will be closed on
September 30, 2021.

If you have a matter scheduled for
September 30, 2021
please review the attached
Practice Directions issued by
the Provincial Court and Supreme Court
which provides information on when or how
your matter will be rescheduled.

NOTICE TO COUNSEL

In recognition of the
National Day for Truth and Reconciliation
the Court Registry will be closed on
September 30, 2021.

If you have a matter scheduled for
September 30, 2021
please review the attached
Practice Directions issued by
the Provincial Court and Supreme Court.

Court lists for Provincial Criminal, Youth and Family
Courts have been printed to assist you
in determining whether you have a matter scheduled for
September 30th.

**Please do not remove these lists from the barrister's
lounge or distribute or share with clients.**

If you have any questions, please do not hesitate to
contact the Judicial Case Manager or Court Registry.



Notice

All Provincial Court registries throughout the province will be closed on September 30, 2021 in recognition of the National Day for Truth and Reconciliation.

Pursuant to the Notice to the Profession and Public **NP 25 Adjournment and Rescheduling of Matters Presently Set for September 30, 2021** issued by the Provincial Court, the _____ which was scheduled to be heard on September 30, 2021 has been cancelled.

Your matter has been adjourned to _____.

If you have any questions, please contact:

COURT REGISTRY:

Phone:

Fax:

EMAIL:

The Provincial Court's Notices to the Profession and the Public can be found at:

<https://www.provincialcourt.bc.ca/about-the-court/practice-directions/NoticestotheProfession>



Notice

All Provincial Court registries throughout the province will be closed on September 30, 2021 in recognition of the National Day for Truth and Reconciliation.

Pursuant to the Notice to the Profession and Public **NP 25 Adjournment and Rescheduling of Matters Presently Set for September 30, 2021** issued by the Provincial Court, the payment hearing which was scheduled to be heard on **September 30, 2021 has been cancelled.**

- If the Summons to a Payment Hearing [Form 12] has not been served, contact the registry to get a new date and make arrangements to have documents amended to reflect the new payment hearing date before serving.
- If you have served the Summons to a Payment Hearing [Form 12], contact the registry to obtain the next available date to re-issue and re-serve the Summons to a Payment Hearing.

Please contact:

COURT REGISTRY:

Phone:

Fax:

EMAIL:

The Provincial Court's Notices to the Profession and the Public can be found at:
<https://www.provincialcourt.bc.ca/about-the-court/practice-directions/NoticestotheProfession>

Notice to Registries Regarding NP25

On August 19th, 2021, the Provincial Court issued NP 25 Adjournment and Rescheduling of Matters Presently Set for September 30, 2021 which directs the adjournment of, and outlines the process for rescheduling provincial court matters presently scheduled for September 30, 2021.

Directions on how court staff are to manage these files are outlined below.

PROVINCIAL FAMILY AND SMALL CLAIMS

Family and Small Claims - Trials & Continuations

Depending on the circumstances as outlined in the NP25, JCMs will contact the parties or their lawyers to reschedule a new trial date. For multi-day trials, the presiding trial judge will address rescheduling September 30, 2021 with the parties or their lawyers at a court appearance either before or after September 30, 2021. Registry can refer parties or their counsel to NP25 or to contact the JCM.

Family and Small Claims - Conferences or lengthy applications set by the JCM

If the original date of the conference (FCC / FSC / FMC for ERP locations / SET / TC / PTC) or lengthy application in family or small claims was set by your JCM, please advise your JCM to reschedule the appearance.

Family and Small Claims – Conferences (set by registry)

Where conferences are set by the registry (FMC–non-ERP locations / FCC / FSC / SET / TC), reschedule the matter to the next available conference date and send the *Notice of Cancellation – Family Small Claims* to the parties or their counsel.

Family - Applications List (“Remand” list)

Where the matter involves director’s counsel (CFCSA or FMEP), registries should connect with director’s counsel and the JCM. Director’s counsel may call the matters ahead to speak to a new returnable date. It is important to connect with your local JCM, as in some circumstances, the JCM may provide an alternate date for the director’s list to be rescheduled to.

If director’s counsel indicates they will not calling the matter ahead to address a new returnable date, or the matter does not involve director’s counsel, the registry will reschedule the court date to the next available applications list and send the *Notice of Cancellation – Family Small Claims* to director’s counsel (if CFCSA/FMEP matter) and parties or their counsel as applicable.

Small Claims – Applications to a Judge (set by registry)

The registry will reschedule the matter to the next available applications list date and send the *Notice of Cancellation – Family Small Claims* to the parties or their counsel as applicable.

Small Claims - Payment Hearings

As payment hearings may result in a warrant for the arrest of a debtor, creditors must serve the rescheduled date [Summon to a Payment Hearing (SPH)] on the debtor. The registry will send the *Notice of Cancellation – Payment Hearing* to the creditor or their lawyer advising that the court date has been cancelled, and

- If SPH has not been served, contact the registry to get a new date and make arrangement to have the document amended to reflect the new date before serving, OR
- If SPH has been served, contact the registry to obtain the next available date. Re-issue & re-serve the SPH.

Payment hearings that were previously heard and adjourned for Review on September 30, 2021 will be rescheduled by the registry to the next available payment hearing date. Send the *Notice of Cancellation – Family Small Claims* to the parties or their counsel.

HIGH-LEVEL PROCESS FOR CIVIL MATTERS

- Print attendance list or court list to identify all proceedings scheduled for September 30, 2021.
- Update the electronic file following regular CEIS data entry procedures for an adjournment prior to the appearance date. Select **ADCC** (Adjourned – Court is Cancelled) for the **Document Result** and add the date of adjournment in the “**Adjourned Prior To Date Field**”
- For matters to be rescheduled by the JCM, provide the court list to the JCM.
- For conferences / applications / payment review dates scheduled by the registry:
 - Reschedule the conference / application / payment review date in CEIS
 - Prepare the *Notice of Cancellation – Family Small Claims* (attached) for the applicable appearance
 - Prepare new IRA
 - Send parties or their lawyers the *Notice of Cancellation – Family Small Claims* and the new IRA
 - Place a copy of the *Notice of Cancellation – Family Small Claims* in the court file
- For payment hearings, notify creditor or their lawyer of cancellation:
 - Prepare the *Notice of Cancellation – Payment Hearing* (attached)
 - Send **creditor or their lawyer** the *Notice of Cancellation – Payment Hearing* to advise the date has been cancelled and the steps that the creditor must take to reschedule the matter
 - Place a copy of the *Notice of Cancellation – Payment Hearings* in the court file

PROVINCIAL ADULT AND YOUTH

New arrests

All new in-custodies requiring a bail hearing on September 30th, 2021 will be referred to Justice Centre and will follow the weekend bail procedures

In-custodies

- JCM will contact counsel to reschedule
- If not rescheduled, matter will be call dated to September 28th, 2021 at 9:30 am for FXD with the accused appearing by way of videoconference.
- Matter will be heard at court location where matter scheduled to proceed unless JCM directs otherwise

High level business procedures for in-custodies

For any matters which are adjourned before September 30th, 2021

- In JUSTIN, schedule the new appearance date and unconfirm the September 30th appearance
- In Participant Documents, following current business procedures
 - create a new remand for the new appearance date and distribute; and
 - cancel the previous remand for September 30th, 2021 and distribute.

On September 24, 2021:

- print Court lists for September 30, 2021 to determine which files have not been rescheduled
- provide a copy of this updated list to the JCM and your local sheriff's office
- In JUSTIN, schedule an appearance for September 28th, 2021 for 9:30 am for FXD for an appearance by video conference* and unconfirm the September 30th appearance date
- In Participant Documents, following current business procedures
 - create a new video remand** for the new FXD appearance and distribute
 - cancel the previous remand returnable for September 30th, 2021 and distribute

*Before scheduling, please connect with your local JCM to confirm which courtroom and court location the matter will be scheduled to



** If the accused is not on remand and has been brought to court by way of an order for attendance, the registry must produce a new order for attendance and have it signed by a provincial court judge. A clerk of the court cannot sign as the order was not made on the bench.

Initial appearances

- Counsel or accused may contact JCM before September 30th to schedule a new date; and
- If a new date is not arranged, a bench warrant will be issued and held, and the matter will be adjourned to October 7, 2021 at 9:30 am.

High level business procedures for initial appearances

For any matters which are adjourned before September 30th, 2021

- In JUSTIN, schedule the new appearance date and unconfirm the September 30th appearance

On October 1, 2021:

- print Court lists for September 30, 2021 to determine which files were not rescheduled
- In JUSTIN, update the appearance results for September 30th, 2021 noting the Non-appearance of the accused, defence and crown and adjourn to October 7th, 2021 at 9:30 following the JUSTIN BPs for Warrants Issued and Held with the noted exception:
 - warrant **recital must read** "Warrant issued at direction of Provincial Court as set out in Notice to Profession and Public - NP 25 - dated August 20, 2021 in response to court closures in recognition of a National Day for Truth and Reconciliation."

Pre-trial conferences and matters scheduled for Disposition

JCM will contact parties and counsel to reschedule

High level business procedures for PTCs and matters scheduled for disposition

When JCM advises registry a new date has been arranged

- In JUSTIN, schedule the new appearance date and unconfirm the September 30th appearance.

Trials

If September 30th is the first and only trial date

- Counsel or accused may contact JCM before September 30th to schedule a new date; and
- If a new date is not arranged, a bench warrant will be issued and held, and the matter will be adjourned to October 7, 2021 at 9:30 am.

If September 30th is first trial date and there **is** a subsequent continuation date

- Counsel or accused may contact JCM before September 30th to schedule a new date;
- If a new date is not arranged, a bench warrant will be issued and held until the next scheduled continuation date.

If before September 30th there **is** another trial or continuation date

- Counsel will be asked to address the rescheduling of September 30th date, if it is necessary

If before September 30th there is **not** another trial or continuation date

- Counsel or accused may contact JCM before September 30th to schedule a new date; and
- If a new date is not arranged, a bench warrant will be issued and held, and the matter will be adjourned to October 7, 2021 at 9:30 am, unless there is a next scheduled appearance date before October 7th and then the warrant will be held until that date

High level business procedures for trials and continuations (including PI)

For any matters which are adjourned before September 30th, 2021

- In JUSTIN, schedule the new appearance date and unconfirm the September 30th appearance

On October 1st, 2021

- print Court lists for September 30, 2021 to determine which files were not rescheduled
- If September 30th was the first and only trial date:
 - In JUSTIN, update the appearance results for September 30th, 2021 noting the Non-appearance of the accused, defence and crown and adjourn to October 7th, 2021 at 9:30 following the JUSTIN BPs for Warrants Issued and Held with the noted exception:
 - warrant **recital must read** "Warrant issued at direction of Provincial Court as set out in Notice to Profession and Public - NP 25 - dated August 20, 2021 in response to court closures in recognition of a National Day for Truth and Reconciliation."

- If September 30th was first trial date and there is a subsequent continuation date
 - In JUSTIN, update the appearance results for September 30th, 2021 noting the Non-appearance of the accused, defence and crown and adjourn to the next scheduled continuation date following the JUSTIN BPs for Warrants Issued and Held with the noted exception:
 - warrant **recital must read** *“Warrant issued at direction of Provincial Court as set out in Notice to Profession and Public - NP 25 - dated August 20, 2021 in response to court closures in recognition of a National Day for Truth and Reconciliation.”*
- If before September 30th there is **not** another trial or continuation date
 - In JUSTIN, update the appearance results for September 30th, 2021 noting the Non-appearance of the accused, defence and crown and adjourn to:
 - the next scheduled continuation date if that date is before October 7th, 2021 **or**
 - October 7th, 2021 at 9:30 if the next scheduled continuation date is after October 7th, 2021 following the JUSTIN BPs for Warrants Issued and Held with the noted exception:
 - warrant **recital must read** *“Warrant issued at direction of Provincial Court as set out in Notice to Profession and Public - NP 25 - dated August 20, 2021 in response to court closures in recognition of a National Day for Truth and Reconciliation.”*

REQUIRED ACTIONS - ALL COURT LOCATIONS

Registries should work closely with their local JCMs to ensure all matters are adjourned, rescheduled, and where required all impacted parties are properly notified.

By no later than August 23, 2021:

- **Post on front entrance(s) to courthouse**
 - the Notice to Public (attached) and a copy of NP25
- **Print two copies of all September 30, 2021 court lists for Provincial Court - family, small claims, youth and adult**
 - Provide one copy of each court lists to the JCM
 - Post a copy of the Notice to Counsel (attached), a copy of NP25, and one copy of each court lists, in the barrister's lounge at your courthouse.
- **Interpreters**
 - review bookings to determine if interpreters need to be cancelled and reschedule following existing business procedures
- **Payment hearings**
 - Registry staff should review the instructions to the creditor on the *Notice of Cancellation – Payment Hearing* to familiarize themselves to the creditor's options when rescheduling the payment hearing.

If your court location has a distribution list which is routinely used to communicate information to local counsel, you may wish to share NP25 with them as this will greatly facilitate the rescheduling of matters before September 30th, 2021.

If you have any questions, please contact AskPolicy@gov.bc.ca.

From: [Gin, Shelley AG:EX](#)
To: [Turner, Erin M AG:EX](#)
Subject: FW: URGENT ACTION REQUIRED: Sept 30th National Day of Truth & Reconciliation
Date: September 24, 2021 9:01:06 AM
Attachments: [image003.png](#)
[image004.jpg](#)

From: Zollen, Darla A AG:EX <Darla.Zollen@gov.bc.ca>
Sent: Thursday, August 12, 2021 11:17 AM
To: s.17
Subject: URGENT ACTION REQUIRED: Sept 30th National Day of Truth & Reconciliation

Good morning

As you are aware all Court registries throughout the province will be closed on September 30, 2021 in recognition of the National Day for Truth and Reconciliation.

We are in discussions with the Court, Crown, and Legal Aid to finalize the processes relating to adjourning any file which have been scheduled for September 30th, 2021 – family, small claims, criminal and youth.

Can you please ensure that all police and other enforcement agencies in your jurisdiction are aware that the court registry will be closed, and that they should not be releasing any individuals for that day and if they have an in-custody that the weekend bail procedures will be in effect. Also, any judicial authorizations will follow the after-hours/weekend processes.

Darla Zollen
Senior Policy Analyst
Policy, Legislation and Planning | Court Service Branch
Ministry of Attorney General
Phone: 250-419-8854 Cell: s.17



From: [Jervis, Steve AG:EX](#)
To: [Tasalloti, Karie AG:EX](#)
Subject: FW: Dispatch of Work Order C702443 - Priority: P21-21 Business Days, Bldg B0046581.
Date: Thursday, September 23, 2021 9:38:22 AM

\$1000 for pot lights.....

I have to plead for floor mats.....

Steve

From: Sochowski, Robert AG:EX <Robert.Sochowski@gov.bc.ca>
Sent: Thursday, September 23, 2021 9:24 AM
To: Niven, Michael S AG:EX <Michael.Niven@gov.bc.ca>
Cc: Jervis, Steve AG:EX <Steve.Jervis@gov.bc.ca>; Perez, Carmen AG:EX <Carmen.Perez@gov.bc.ca>
Subject: FW: Dispatch of Work Order C702443 - Priority: P21-21 Business Days, Bldg B0046581.

Hi Michael,

Please review the following request for under \$1000 CSB financial approval and advise.

Thank you.

Regards,

Robert

Robert (Bob) Sochowski, ASCT, LEED AP, EdD, MA, BA
Senior Facilities Program Manager, Facilities Services Division
Corporate Management Services Branch,
Ministries of Attorney General and Public Safety and Solicitor General

From: DONOTREPLY_GWSFM@cbre.com <DONOTREPLY_GWSFM@cbre.com>
Sent: Wednesday, September 22, 2021 9:47 AM
To: Sochowski, Robert AG:EX <Robert.Sochowski@gov.bc.ca>
Subject: Dispatch of Work Order C702443 - Priority: P21-21 Business Days, Bldg B0046581.

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

The CBRE Operations Centre has assigned a work order for service to FMU Robert Sochowski.

The referenced work order number is C702443

Please contact the Facilities Manager, **CBRE FM - KelssayHurd**, at kelssay.hurd@cbre.com or **(778) 222-3539**

if additional work is required.

Below are the details:

Date Entered: Sep 14 2021 2:18PM UTC-08

Priority: P21 - 21 Business Days

Target Response/On-Site Arrival: Sep 20 2021 8:32AM UTC-08

Target Completion: Dec 2 2021 11:32AM UTC-08

Order Status: D - Dispatched

Service Location & Contact:

Address: 800 Smithe St, VANCOUVER, BC, V6Z 2E1, CA

St, City: CA, BC, Vancouver

Building: 800 Smithe St-Blk 71 Courts

Floor:s.15

Area:

Location within Area: .

Requestor Name and Phone: Andrea Mueller, 604-660-2800

Contact Name and Phone: Andrea Mueller,

Building Number: B0046581

Agreement Number: C101085B

Service Request Description:

Problem Description: OTSR Under \$1,000:>***PLEASE SEE THE ESTIMATE IN THE TECH NOTES*** FMU approval is needed to proceed with this OTSR request. If APPROVED to proceed, please add log note "approved to proceed". Reassign back to POBCOTSR@CBRE.COM If DECLINED, please add log note with declined reason and cancel

s.15 work order. ----- Hello!The judge in this chambers (s.15
s.15 has advised that it is very dark in her chambers. It appears that there isnt sufficient
overhead light. We had a similar complaint from the judge next door in s.15 and she
had pot lights installed earlier this year. This was WO C408177.Can we please get a quote
to have pot lights installed similar to s.15 ?Thank you!

Additional Work Information: Per the OTSR process and Procurement rules we do not
provide quote only WO's if you would like to proceed per the estimate of \$895.00 please
send your approval. The vendor will provide a quote for approval before proceeding if the
cost will be over \$1000.00.

Thank you

From: [Bennett, Michelle AG:EX](#)
To: [Lumsden, Tamara AG:EX](#); [Nevin, Sheila AG:EX](#); [Statton, Joel AG:EX](#); [Asin, Farahnaz AG:EX](#); [XT:Soo, Matthew AG:IN](#); [Soo, Matthew AG:EX](#); [Tasalloti, Karie AG:EX](#); [Tolusso, Sonia I AG:EX](#); [Lai, Barry AG:EX](#); [Perez, Carmen AG:EX](#)
Cc: [Villella, Angela AG:EX](#)
Subject: FW: Equity, Diversity and Inclusion (EDI) Advisory group
Date: Thursday, September 23, 2021 8:33:14 AM
Attachments: [image003.png](#)

Hi everyone,

Sharing a : **reminder about the opportunity to submit an expression of interest for the inaugural Equity, Diversity and Inclusion (EDI) Advisory group by this Friday, Sept 24, 2021.**

Thanks,
m

From: Rak, Tanya AG:EX <Tanya.Rak@gov.bc.ca>
Sent: Wednesday, September 22, 2021 4:02 PM
To: Kornaga, Charlene A AG:EX <Charlene.Kornaga@gov.bc.ca>; Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>; Clark, Curtis C AG:EX <Curtis.Clark@gov.bc.ca>; Waldie, Marlo AG:EX <Marlo.Waldie@gov.bc.ca>; Chiddell, Dan J AG:EX <Dan.Chiddell@gov.bc.ca>; Conn, Kevin AG:EX <Kevin.Conn@gov.bc.ca>; Corrado, Paul AG:EX <Paul.Corrado@gov.bc.ca>
Cc: Earl, Jennifer AG:EX <Jen.Earl@gov.bc.ca>; Phillips, Roger G AG:EX <Roger.Phillips@gov.bc.ca>; McCloy, Robert I AG:EX <Robert.McCloy@gov.bc.ca>; Kolp, Stephaney AG:EX <Stephaney.Kolp@gov.bc.ca>; Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>
Subject: FW: Equity, Diversity and Inclusion (EDI) Advisory group

Please share, as appropriate. Please note this is the *sector's* Equity, Diversity and Inclusion Advisors group *not* the CSB Diversity and Inclusion committee.

Thank you,
Tanya

From: Smith, Travis AG:EX <Travis.Smith@gov.bc.ca>
Sent: Wednesday, September 22, 2021 3:56 PM
Subject: Equity, Diversity and Inclusion (EDI) Advisory group

Good afternoon,

I am hoping you can share out this reminder with your branch about the opportunity to submit an expression of interest for the inaugural Equity, Diversity and Inclusion (EDI) Advisory group by this Friday, Sept 24, 2021.

For those that have any questions about the advisory group here is the [LINK to EDI Intranet Page](#) containing additional information, Expression of Interest and info session presentation.

Thank you for highlighting this opportunity to all your staff.

Travis Smith

Director Workforce Planning

Strategic Human Resources Team

Corporate Management Services Branch, Justice and Public Safety Sector
Victoria, British Columbia

Phone: 250-882-0438



Page 159 of 171 to/à Page 161 of 171

Withheld pursuant to/removed as

s.22

From: [Tasalloti, Karie AG:EX](#)
To: [Kinloch, Scott AG:EX](#); [Gunclay, Manjit AG:EX](#); [Niven, Michael S AG:EX](#)
Subject: FW: Leadership/Promotional LOE
Date: Friday, September 24, 2021 1:34:00 PM
Attachments: [Leadership and or Promotional LOE CSB Crt Admin .docx](#)
Importance: High

Hello,

Please find attached the leadership/Promotional LOE that CSB is now asking managers/supervisor to complete. Angela has explained the implementation process below so there is no need for me to repeat it. Please reach out to me though if you have any questions. The suggestion is that we provide the LOE's along with the MyPerformance Planning discussions with our supervisors. It would probably be a good idea to send out (or have a meeting) some sort of information to your supervisors around the LOE's so they are not surprised by them at your meetings.

Thanks!

Karie

From: Villella, Angela AG:EX <Angela.Villella@gov.bc.ca>
Sent: Friday, September 24, 2021 9:48 AM
To: Asin, Farrahnaz AG:EX <Farrahnaz.Asin@gov.bc.ca>; Tasalloti, Karie AG:EX <Karie.Tasalloti@gov.bc.ca>; Soo, Matthew AG:EX <Matthew.Soo@gov.bc.ca>; Tolusso, Sonia I AG:EX <Sonia.Tolusso@gov.bc.ca>; Statton, Joel AG:EX <Joel.Statton@gov.bc.ca>; Lai, Barry AG:EX <Barry.Lai@gov.bc.ca>; Nevin, Sheila AG:EX <Sheila.Nevin@gov.bc.ca>; Lumsden, Tamara AG:EX <Tamara.Lumsden@gov.bc.ca>; Parent, Camille E AG:EX <Camille.Parent@gov.bc.ca>; Christensen, Shannon AG:EX <Shannon.Christensen@gov.bc.ca>; Sewell, Jacqueline AG:EX <Jacqueline.Sewell@gov.bc.ca>; Stanton, Laura M AG:EX <Laura.Stanton@gov.bc.ca>; Bell, Kathleen AG:EX <Kathleen.M.Bell@gov.bc.ca>; Morrison, Julie AG:EX <Julie.Morrison@gov.bc.ca>
Cc: Bennett, Michelle AG:EX <Michelle.Bennett@gov.bc.ca>; Kolp, Stephaney AG:EX <Stephaney.Kolp@gov.bc.ca>
Subject: Leadership/Promotional LOE

Hi everyone, as part of our ongoing commitment to Leadership and Development, our Senior Leadership team has created a **Leadership/Promotion Letter of Expectation** to support supervisors and managers in their roles by clearly defining expectations etc. Please see attached our Leadership Letter of Expectation for all supervisors/managers. Thank you to the Sheriffs Division for sharing their leadership resource document for our Court Admin team to modify and implement. The team has agreed to the following implementation process:

The Leadership LOE is to be provided to all leaders.

- For existing Managers and Supervisors:
 - Managers are responsible for scheduling a discussion around the Leadership LOE with

- each Manager and/or Supervisor that is a direct report
 - The discussion can be customized based on the years of service and experience of the Manager or Supervisor receiving the letter
 - A copy of the letter is to be retained on the personnel file and a copy forwarded to PSA
- For new Managers and Supervisors:
 - During the initial orientation to the position or your first Probationary meeting, the Leadership LOE upon Promotion should be presented and reviewed
 - Ask if there are any questions regarding the content of the letter and if the expectations are understood
 - Discuss and commit to provide support, tools and resources i.e. courses, learning opportunities etc., to assist in meeting expectations
 - A copy of the letter is to be retained on the personnel file and a copy forwarded to PSA

As we discussed, please have the above completed by the end of October.

Please note after the implementation, the Leadership /Promotional LOE is to be used whenever an employee/supervisor/manager is a successful candidate in a leadership position. The Leadership LOE upon Promotion will show the new reporting structure and the personnel file will show the progression/promotion of the employee.

A big thank you to Julie, Sonia and Michelle for all their work on this. Appreciate all your time and efforts.

Have a great weekend everyone!

Angela



DATE

Hand Delivered

NAME

ADDRESS

Dear NAME:

Re: Leadership Letter of Expectation upon Promotion

I would like to take this opportunity to welcome you to your new position as "position title", within the "your location". I hope you will enjoy being a part of our leadership team, find fulfillment in your role and have a successful career within Court Services Branch.

OR

I would like to take this opportunity to thank you for your continued commitment to your leadership role as "position title" within the "your location". You have been an integral part of our leadership team and I hope you continue to find fulfillment and enjoy further success in your career with Court Services Branch.

The purpose of this letter is to communicate to you the Ministry's expectations with respect to your duties and responsibilities associated with your position as a TITLE. It is my belief that if we share a common understanding of key aspects of your role, it will greatly assist both our working relationship and our ability to deliver quality service to our clients, our team and each other.

The values and competencies associated with leading staff in the workplace are vitally important and takes skill, knowledge, and professionalism. As a leader, you are expected to be proactive and demonstrate accountability, courage and establish positive, long lasting, and meaningful relationships with your staff, peers, and leadership team. You are encouraged and will be supported in your continuous personal and professional development throughout your career with Court Services.

Your ability to develop the necessary skills and aptitude to ensure you have productive conversations with staff through the MyPerformance cycle will be invaluable in your role. Leading by example, demonstrating a strong commitment of supporting people by showing curiosity and empowering employee's by having open and honest communication is vital to your success. MyPerformance conversations assist staff in understanding the ministries strategic priorities and values, setting attainable goals can ensure you maximize results and increase employee engagement and retention.

Demonstrate effective leadership skills by:

- Demonstrating workplace behaviour which meets the expectations outlined for all public service employees and detailed in the Standard of Conduct

- Creating a culture of empowerment, appreciation, and recognition
- Responding to concerns in a timely, courteous, diplomatic, and tactful manner
- Use sound judgement when responding to inquiries, correspondence, or email communication
- Hosting regular staff meetings that promotes participation and employee engagement
- Identifying operational opportunities to create staffing and workflow efficiencies through cross training
- Learning, understanding, and working towards the goals of our team, work unit, and organization
- Building team morale and productivity
- Responding to and working collaborative with your team to achieve the intended outcomes, adapting your approach as required
- Demonstrating teamwork and hold people accountable

Promote respectful communication and effectively manage conflict in the workplace by:

- Promote and create a respectful work environment
- Ensuring open communication and respectful feedback between employees and supervisors, with the goal of forming an engaged, productive, and satisfied workforce
- Behaving in a manner that is objective, calm and, respectful when faced with a difficult situation
- Encouraging co-operation and providing opportunities for collaborative work among staff
- Genuinely valuing others' input and expertise
- Maintaining appropriate boundaries with staff that acknowledge your relationship as their supervisor
- Addressing conflict openly, constructively, proactively, and respectfully
- Seeing the value in and embracing change and supporting staff with change in the workplace
- Understanding and appreciating different and opposing perspectives

Leading court programs efficiently and effectively by ensuring work duties are completed according to policy and procedure is a key component of your leadership responsibilities. Dealing with and resolving personnel issues, managing leave, and maximizing available resources is a requirement for success. Effective participation in all aspects of hiring competitions and the completion of annual checklists are a requirement of this position.

As your supervisor, I commit to providing you with regular feedback and support on the above expectations and your work performance. However, the onus is on you to meet the established expectations outlined above and achieve and maintain a satisfactory level of performance in your position as a TITLE.

Congratulations on your promotion and I wish you success in fostering a healthy, engaged, and motivated workforce while in your leadership role.

OR

Thank you for your leadership and commitment and I wish you continued success in fostering a healthy, engaged, and motivated workforce while in your leadership role.

If you have any questions or concerns regarding these expectations, I would be happy to discuss them at any time.

Yours truly,

Manager Name



Title

Pc: Personnel File, BC Public Service Agency

DRAFT

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Withheld pursuant to/removed as

s.22

From: [Cohen, Bruce](#)
To: [Jervis, Steve AG:EX](#); [Lau, Alvin AG:EX](#); [Tasalloti, Karie AG:EX](#); [Smith, Jackie G AG:EX](#); [Phillips, Roger G AG:EX](#)
Subject: Fwd: seat in court
Date: Friday, September 24, 2021 1:10:47 PM

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Sent from my iPhone

Begin forwarded message:

From: "Cohen, Bruce" <Bruce.Cohen@bcccourts.ca>
Date: September 24, 2021 at 12:59:12 PM PDT
To: felicity don s.22
Subject: Re: seat in court

I will let the Sheriffs know of your attendance. I am not in a position to give you any assurance but suggest you arrive as soon as possible to notify the Sheriffs of your request.

Sent from my iPhone

On Sep 24, 2021, at 12:57 PM, felicity don s.22 wrote:

[EXTERNAL EMAIL]

Good afternoon Bruce,
I will be in this afternoon for ct 55, 2pm, Meng Wanzhou. Could you please assure me of a seat with a good view, the usual.
Much appreciated,
Thank you,
Felicity
felicity don
s.22
ph.s.22
cell s.22