

From: Van Wensem, Casey SDPR:EX
To: Collins, Alison J SDPR:EX; Van Wensem, Casey SDPR:EX
Subject: Conversation with Alison Collins
Date: Thursday, March 1, 2018 12:27:07 PM

Van Wensem, Casey SDPR:EX [12:12 PM]:

Hi, I got the message about FOI requests.

Should I be running those past Brenda first, or should I log them and send straight to CU?

Alison Collins [12:14 PM]:

It would be better to get them logged and send them straight across to the CU; however, you might just want to check with Brenda as I don't want to be stepping on anyone's toes. As long as we can do a same-day process to get them across to CITZ.

Van Wensem, Casey SDPR:EX [12:14 PM]:

OK thanks I'll check with her to make sure

Alison Collins [12:15 PM]:

:D

From: [Rainaldi, Mario CITZ:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Consignee copy Mable Elmore braille business cards
Date: Thursday, March 1, 2018 8:02:54 AM

Hi Casey,

That invoice should have come to us so we can do the inter-ministry chargeback.
Can you please scan and email it to me?

Thanks,

Mario Rainaldi

Print Agent | Print Brokerage | Queen's Printer

Ph: 250 356-8674 | e: Mario.Rainaldi@gov.bc.ca M: PO Box 9452, Stn Prov Govt, Victoria BC V8W 9V7

From: Van Wensem, Casey SDPR:EX
Sent: Wednesday, February 28, 2018 2:42 PM
To: Rainaldi, Mario CITZ:EX
Subject: RE: Consignee copy Mable Elmore braille business cards

Hi Mario,

Here's the completed form. I also received an invoice with the cards – will I need to pay it directly?
For other business card orders we've just received an inter-ministry chargeback.

Thanks for your help,

-Casey

From: Rainaldi, Mario CITZ:EX
Sent: Wednesday, February 21, 2018 2:21 PM
To: Van Wensem, Casey SDPR:EX
Subject: Consignee copy Mable Elmore braille business cards

Hi Casey,

Attached is the consignee copy for the cards. Please fill it out and send it back to me once you have received them.

Talk to you soon,

Mario Rainaldi

Print Agent | Print Brokerage | Queen's Printer

Ph: 250 356-8674 | e: Mario.Rainaldi@gov.bc.ca M: PO Box 9452, Stn Prov Govt, Victoria BC V8W 9V7

From: MRAINALD [<mailto:Mario.Rainaldi@gov.bc.ca>]
Sent: Wednesday, February 21, 2018 2:01 PM
To: Rainaldi, Mario CITZ:EX
Subject: Scan From <Device Name>

From: Tombs, Brenda SDPR:EX
To: Van Wensem, Casey SDPR:EX
Subject: RE: Important: Incoming FOI Requests
Date: Thursday, March 1, 2018 12:58:49 PM

Leah's got this one. Thanks. ☺

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 1, 2018 12:18 PM
To: Tombs, Brenda SDPR:EX
Subject: FW: Important: Incoming FOI Requests

Hi Brenda,

Information Access Operations is reminding us that they need to have FOI requests processed as quickly as possible. With that in mind I'm wondering if you would like me to send any incoming FOI requests received at the Minister's Office to you for approval first, or if it would be better to send them straight to Correspondence?

Thanks,

-Casey

From: SDPR Executive Correspondence Services SDPR:EX
Sent: Thursday, March 1, 2018 10:15 AM
To: Van Wensem, Casey SDPR:EX
Cc: Di Castri, Adriana SDPR:EX; Rennert-May, Leya SDPR:EX; Visco, Greg ENV:EX; Maw, Laura SDPR:EX
Subject: Important: Incoming FOI Requests

Hi Casey:

We've received a reminder from Information Access Operations (CITZ) that FOI requests need to be processed without delay:

Hi there. Just a heads-up to please send these to us as soon as possible – the clock begins when the Ministry receives it, even if there is a delay in getting it to us at FOI. We have 30 days under the legislation to provide the records, but in this we've lost 5 processing days so this one could go late and show on your stats.

That being said, Leya will mark any FOI requests received in the MO inbox as rushes. I'm wondering if you would be able to log all FOI requests received at the MO (email/fax/letter) as soon as possible after receipt and mark the log Priority:

| | | | | | | | |
|--------------------------|--------|---|----------------------|----------|---|-------|--|
| Log ID: 194685 1 of 34 | | | | | | | |
| 4685 | Office | Q | MO-Minister's Office | Log Type | Q | Email | |
| dential | Batch | Q | | Status | Q | | <input checked="" type="checkbox"/> Priority |

As soon as we receive an FOI request log from you, I will forward the incoming to CITZ for review and consideration.

If you have any questions or concerns, please don't hesitate to give me a call/send me a Lync message.

Cheers!

AI
Correspondence Coordinator
Executive Correspondence Services
P: 778-698-7589

From: Akolawala, Zubin
To: Akolawala, Zubin ADSL:EX; Van Wensem, Casey SDPR:EX
Subject: Conversation with Akolawala, Zubin
Date: Friday, March 2, 2018 2:22:47 PM

zubin.akolawala@dxcas.com [2:10 PM]:

Order #21999680

Order #21999680/MPS4112MXGHATWB

From: Morton, Kaitlin MCF:EX
To: Morton, Kaitlin MCF:EX; Van Wensem, Casey SDPR:EX
Subject: Conversation with Morton, Kaitlin MCF:EX
Date: Friday, March 2, 2018 2:57:04 PM

kaitlin.morton@gov.bc.ca [2:54 PM]:

hey Casey! just saw your note re toner...i8ts funny me and my coworker were just saying we havent received any toner in a while
we actyually only have one replacement and its black

Van Wensem, Casey SDPR:EX [2:55 PM]:

Hmm we have tons so I wonder if we've been getting yours by mistake
You're welcome to take some if you want

Morton, Kaitlin MCF:EX [2:55 PM]:

haha thats so weird k maybe ill come grab a couple. :)
ty!

Van Wensem, Casey SDPR:EX [2:56 PM]:

Sounds good!

From: [Tombs, Brenda SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Correspondence approvals
Date: Friday, March 2, 2018 12:01:09 PM

Hi Casey. I agree with your assessments of these. With the s.22 letter, can you check with Leah please if it should go to the AG? I think so but I'm not entirely sure. And with the Chalke letter, the Ombudsperson, could you make sure Leah sees the complaint files he mentions, just as an FYI for her? Thanks.

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 1, 2018 11:09 AM
To: Tombs, Brenda SDPR:EX
Subject: Correspondence approvals

Hi Brenda,

Some correspondence for you to review. Looks like mostly FYI and Redirects.

194648 s.22 (1 and 2) – FYI
194717 s.22 – Redirect – AG?
194718 Chalke – FYI
194730 s.22 – FYI
194732 s.22 – FYI

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Squance, Leah SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: Re: Correspondence redirect
Date: Friday, March 2, 2018 4:06:11 PM

Can you flip it to Karen to ask where it should go? I am really not sure!

Sent from my iPhone

On Mar 2, 2018, at 4:01 PM, Van Wensem, Casey SDPR:EX
<Casey.VanWensem@gov.bc.ca> wrote:

Hi Leah,

Brenda wanted me to confirm with you that we should direct this letter to the AG's office, or if not, where to redirect it to. It's about a ^{s.14}

s.14 We've had others like this too but they were cc'd to all Ministers.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

s.22 Incoming 194717.pdf>

From: [MacMillan, Karen SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Cc: [Di Castri, Adriana SDPR:EX](#)
Subject: RE: Correspondence redirect
Date: Friday, March 2, 2018 4:16:13 PM

Not 100% sure but that is where I would assume it goes.
Karen

From: Van Wensem, Casey SDPR:EX
Sent: Friday, March 2, 2018 4:14 PM
To: MacMillan, Karen SDPR:EX
Cc: Di Castri, Adriana SDPR:EX
Subject: Correspondence redirect

Hi Karen,

I'm hoping you might be able to provide some direction on where to redirect this fax. Brenda and Leah thought maybe it should go to the AG, but aren't sure. It's about a ^{s.14}
s.14,s.22

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: Janke, Debra FIN:EX
To: Van Wensem, Casey SDPR:EX
Subject: RE: Invoice 51286
Date: Friday, March 2, 2018 10:41:17 AM

Hi Casey,

s.17

Thanks.

Debra

From: Van Wensem, Casey SDPR:EX
Sent: Friday, March 2, 2018 9:52 AM
To: Janke, Debra FIN:EX
Subject: RE: Invoice 51286

Hi Debra,

Thanks for the info. How do I code the invoice? Valerie submitted the last one so I'm not sure how we did it before.

Thanks,

-Casey

From: Janke, Debra FIN:EX
Sent: Friday, March 2, 2018 9:32 AM
To: Van Wensem, Casey SDPR:EX
Cc: Laird, Patricia FIN:EX
Subject: RE: Invoice 51286

Hi Casey,

It appears that this invoice has not been received. Please have the invoice coded and signed by a Qualified Receiver and an Expense Authority (cannot be the same person, signing). Yes, the BEA is a pre-approval only, and needs to be signed by a Qualified Receiver and Expense Authority, as well.

Thanks.

Debra

From: Van Wensem, Casey SDPR:EX
Sent: Friday, March 2, 2018 9:01 AM
To: Janke, Debra FIN:EX
Cc: Laird, Patricia FIN:EX
Subject: Invoice 51286

Hi Debra,

I'm wondering if you can help me with this as it looks like s.22 today. I've attached a receipt from the parliamentary gift shop that I've been told hasn't been paid yet. I'm wondering if your office has received this receipt already? It would have come from Valerie McKnight. If not, I can send a BEA to request payment.

Thank you,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [SDPR Executive Correspondence Services SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Cc: [Tombs, Brenda SDPR:EX](#)
Subject: RE: Non-photo services card letter
Date: Monday, March 5, 2018 3:34:54 PM

Hi Casey!

I think a batch might be a good idea. I believe the issues falls under HLTH who have been addressed in the incomings so we can log them as an FYI batch.

I have copied Brenda so that she is in the loop ☺

Thanks!

Adriana

From: Van Wensem, Casey SDPR:EX
Sent: Monday, March 5, 2018 2:01 PM
To: SDPR Executive Correspondence Services SDPR:EX
Subject: Non-photo services card letter

Hi, I'm wondering how you'd like me to log the incoming letters from s.22
s.22 . Should I add them to the log for the original incoming (194785) or create
a new batch? Or just log them individually?

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Van Wensem, Casey SDPR:EX](#)
To: [Vavrik, Anne LASS:EX](#)
Subject: ASTTBC invitation
Date: Thursday, March 8, 2018 9:50:27 AM
Attachments: [s.22 Incoming 194860.pdf](#)

Hi Anne,

We received this invitation for a meeting in Surrey on May 25 but Val thought it would be better handled on your end as it doesn't appear to be Ministry related.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Tombs, Brenda SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Correspondence approvals
Date: Thursday, March 8, 2018 3:48:34 PM

Hi Casey. Adriana suggests we FYI s.22 ; email as we have replied to him many times before and there's no new information to share. Sound good?

Brenda

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 8, 2018 3:03 PM
To: Tombs, Brenda SDPR:EX
Subject: Correspondence approvals

Hi Brenda,

Here are two more letters for you to take a look at. Both s.22 194865 and s.22 194864) I would enter as Reply Direct.

Thanks!

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Janke, Debra FIN:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Invoice 51286
Date: Friday, March 9, 2018 7:55:22 AM

Hi Pat,

Sending to you.

Thanks.

Debra

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 8, 2018 4:05 PM
To: Janke, Debra FIN:EX
Subject: RE: Invoice 51286

Hi Debra,

The people at the parliamentary gift shop would like to confirm whether they will receive payment for this invoice by fiscal year end. Are you able to let me know if they will?

Thank you,

-Casey

From: Janke, Debra FIN:EX
Sent: Friday, March 2, 2018 10:41 AM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Invoice 51286

Hi Casey,

s.17

Thanks.

Debra

From: Van Wensem, Casey SDPR:EX
Sent: Friday, March 2, 2018 9:52 AM
To: Janke, Debra FIN:EX
Subject: RE: Invoice 51286

Hi Debra,

Thanks for the info. How do I code the invoice? Valerie submitted the last one so I'm not sure how we did it before.

Thanks,

-Casey

From: Janke, Debra FIN:EX
Sent: Friday, March 2, 2018 9:32 AM
To: Van Wensem, Casey SDPR:EX
Cc: Laird, Patricia FIN:EX
Subject: RE: Invoice 51286

Hi Casey,

It appears that this invoice has not been received. Please have the invoice coded and signed by a Qualified Receiver and an Expense Authority (cannot be the same person, signing). Yes, the BEA is a pre-approval only, and needs to be signed by a Qualified Receiver and Expense Authority, as well.

Thanks.

Debra

From: Van Wensem, Casey SDPR:EX
Sent: Friday, March 2, 2018 9:01 AM
To: Janke, Debra FIN:EX
Cc: Laird, Patricia FIN:EX
Subject: Invoice 51286

Hi Debra,

I'm wondering if you can help me with this as it looks like^{s.22} today. I've attached a receipt from the parliamentary gift shop that I've been told hasn't been paid yet. I'm wondering if your office has received this receipt already? It would have come from Valerie McKnight. If not, I can send a BEA to request payment.

Thank you,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: Van Wensem, Casey SDPR:EX
To: Vavrik, Anne LASS:EX
Subject: VSB letter
Date: Monday, March 12, 2018 2:38:40 PM
Attachments: Fraser Incoming 03-12-2018.pdf

Hi Anne,

We received this letter from the Vancouver School Board at the MO. It's addressed to MSS as a Vancouver MLA so I'm sending it your way.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: Van Wensem, Casey SDPR:EX
To: Vavrik, Anne LASS:EX
Subject: BC Military Gala invitation
Date: Tuesday, March 13, 2018 1:19:46 PM
Attachments: s.22 ncoming 03-13-18.pdf

Hi Anne,

Val has asked me to send this invitation your way. The event is in Vancouver on May 12.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Van Wensem, Casey SDPR:EX](#)
To: [Vavrik, Anne LASS:EX](#)
Subject: BCBT Invitation
Date: Tuesday, March 13, 2018 1:38:14 PM
Attachments: [Sigurdson Incoming 03-13-18 \(1\).pdf](#)
[Sigurdson Incoming 03-13-18 \(2\).pdf](#)

Hi Anne,

Another invitation for you – this one is the BC Building Trades Charity Golf Tournament in Surrey on July 18.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: Tombs, Brenda SDPR:EX
To: Van Wensem, Casey SDPR:EX; Squance, Leah SDPR:EX
Subject: RE: Caller - s.22
Date: Wednesday, March 14, 2018 1:32:34 PM

I agree that we don't need to follow up. Leah?

From: Van Wensem, Casey SDPR:EX
Sent: Wednesday, March 14, 2018 1:05 PM
To: Squance, Leah SDPR:EX; Tombs, Brenda SDPR:EX
Subject: FW: Caller - MacPherson

FYI – This caller asked someone to follow up but he's already been in touch with MAH so I don't know that any additional follow-up would be required.

From: Di Castri, Adriana SDPR:EX
Sent: Wednesday, March 14, 2018 12:52 PM
To: Van Wensem, Casey SDPR:EX
Cc: MacMillan, Karen SDPR:EX
Subject: RE: Caller - MacPherson

Hi Casey,

This is not something ministry staff could comment on. It seems s.22 has been referred to the correct places (MAH and MSS's constit office).

Sorry we couldn't be of more help. You may want to run it by Leah or Brenda.

Thanks,
Adriana

From: Van Wensem, Casey SDPR:EX
Sent: Wednesday, March 14, 2018 12:44 PM
To: Di Castri, Adriana SDPR:EX
Cc: MacMillan, Karen SDPR:EX
Subject: Caller - MacPherson

Hi Adriana,

s.22

s.22 is not a client – he called seeking information on a bill that Minister Simpson introduced into the legislature as an opposition member around 2010. The bill dealt with compensation for homeowners who are evicted due to zoning changes. s.22

s.22

s.22 wanted to know if there were any plans to introduce a similar bill in the future. He said that he has already spoken to someone at MAH who said they would get back to him with more info, and he called MSS's constituency office as well, and they referred him here. Not sure if there would be anything to add but I'm passing along his info anyway.

Thank you,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Squance, Leah SDPR:EX](#)
To: [Tombs, Brenda SDPR:EX](#); [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Caller - s.22
Date: Wednesday, March 14, 2018 6:03:44 PM

That's fine.

From: Tombs, Brenda SDPR:EX
Sent: Wednesday, March 14, 2018 1:33 PM
To: Van Wensem, Casey SDPR:EX; Squance, Leah SDPR:EX
Subject: RE: Caller - s.22

I agree that we don't need to follow up. Leah?

From: Van Wensem, Casey SDPR:EX
Sent: Wednesday, March 14, 2018 1:05 PM
To: Squance, Leah SDPR:EX; Tombs, Brenda SDPR:EX
Subject: FW: Caller - s.22

FYI – This caller asked someone to follow up but he's already been in touch with MAH so I don't know that any additional follow-up would be required.

From: Di Castri, Adriana SDPR:EX
Sent: Wednesday, March 14, 2018 12:52 PM
To: Van Wensem, Casey SDPR:EX
Cc: MacMillan, Karen SDPR:EX
Subject: RE: Caller - s.22

Hi Casey,
This is not something ministry staff could comment on. It seems s.22 has been referred to the correct places (MAH and MSS's constit office).

Sorry we couldn't be of more help. You may want to run it by Leah or Brenda.

Thanks,
Adriana

From: Van Wensem, Casey SDPR:EX
Sent: Wednesday, March 14, 2018 12:44 PM
To: Di Castri, Adriana SDPR:EX
Cc: MacMillan, Karen SDPR:EX
Subject: Caller - s.22

Hi Adriana,

s.22

s.22 is not a client – he called seeking information on a bill that Minister Simpson introduced into the legislature as an opposition member around 2010. The bill dealt with

compensation for homeowners who are evicted due to zoning changes.^{s.22}

s.22

s.22 wanted to know if there were any plans to introduce a similar bill in the future. He said that he has already spoken to someone at MAH who said they would get back to him with more info, and he called MSS's constituency office as well, and they referred him here. Not sure if there would be anything to add but I'm passing along his info anyway.

Thank you,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Di Castri, Adriana SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Cc: [MacMillan, Karen SDPR:EX](#)
Subject: RE: Caller - s.22
Date: Wednesday, March 14, 2018 12:51:34 PM

Hi Casey,

This is not something ministry staff could comment on. It seems s.22 has been referred to the correct places (MAH and MSS's constit office).

Sorry we couldn't be of more help. You may want to run it by Leah or Brenda.

Thanks,
Adriana

From: Van Wensem, Casey SDPR:EX
Sent: Wednesday, March 14, 2018 12:44 PM
To: Di Castri, Adriana SDPR:EX
Cc: MacMillan, Karen SDPR:EX
Subject: Caller - s.22

Hi Adriana,

s.22

s.22 is not a client – he called seeking information on a bill that Minister Simpson introduced into the legislature as an opposition member around 2010. The bill dealt with compensation for homeowners who are evicted due to zoning changes. s.22

s.22

s.22 wanted to know if there were any plans to introduce a similar bill in the future. He said that he has already spoken to someone at MAH who said they would get back to him with more info, and he called MSS's constituency office as well, and they referred him here. Not sure if there would be anything to add but I'm passing along his info anyway.

Thank you,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Di Castri, Adriana SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Cc: [MacMillan, Karen SDPR:EX](#)
Subject: RE: Client call - s.22
Date: Wednesday, March 14, 2018 10:39:18 AM

I have sent this on to staff to do a wellness check asap.

Adriana

for

Karen MacMillan
Manager, Executive Operations
Deputy Minister's Office
Ministry of Social Development and
Poverty Reduction
778-698-7601

From: Van Wensem, Casey SDPR:EX
Sent: Wednesday, March 14, 2018 10:25 AM
To: Di Castri, Adriana SDPR:EX
Cc: MacMillan, Karen SDPR:EX
Subject: Client call - s.22

Hi Adriana,

I had another call from s.22 . She went through the same
issues with me again, and she said she hasn't spoken to anyone else from the Ministry. Also this
time s.22
s.22

Thank you,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Van Wensem, Casey SDPR:EX](#)
To: [Vavrik, Anne LASS:EX](#)
Subject: CMAW Invitation
Date: Friday, March 16, 2018 3:22:15 PM
Attachments: [Noster Incoming 03-16-18.pdf](#)

Hi Anne,

I'm sending this invitation your way as it does not appear to be ministry-related. The event is in Richmond in September.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Tombs, Brenda SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: Re: Correspondence approvals - RUSH
Date: Friday, March 16, 2018 3:41:39 PM

Hi Casey. I agree with your suggestions. Thanks.

Brenda

On Mar 16, 2018, at 2:41 PM, Van Wensem, Casey SDPR:EX
<Casey.VanWensem@gov.bc.ca> wrote:

Hi Brenda,

I'm sending another batch of correspondence over as a rush response since we just received a letter from MLA Furstenau regarding CLBC home share providers. With your approval, I'll send it over to Adriana as a minister draft.

The other letter is regarding a building development s.22 I'm thinking that might be a redirect to MAH – I'll await your direction on that.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

<Furstenau Incoming 194929.pdf>

s.22 Incoming 194930.pdf>

From: [Laird, Patricia FIN:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: End of year invoice
Date: Friday, March 16, 2018 10:27:26 AM

Hi Casey,

We have 10 days to process a claim on our end. It will be done by fiscal year end. It still will take them 5 to 10 business days to receive the cheque.

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: Van Wensem, Casey SDPR:EX
Sent: Friday, March 16, 2018 10:05 AM
To: Laird, Patricia FIN:EX
Subject: End of year invoice

Hi Pat,

Our staff want to purchase more protocol gifts from the parliamentary gift shop, and they're wondering what the chances are of having an invoice paid by fiscal year end if we submit a BEA and coding sheet today. Do you know if this would be possible?

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Tombs, Brenda SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Correspondence approvals
Date: Monday, March 19, 2018 2:43:00 PM

Hi Casey,

I agree with your suggestions here. Thanks.

Brenda

From: Van Wensem, Casey SDPR:EX
Sent: Friday, March 16, 2018 9:48 AM
To: Tombs, Brenda SDPR:EX
Subject: Correspondence approvals

Hi Brenda,

A few letters for you:

194900 s.22 – FYI

194901 s.22 – FYI

194916 s.22 – Reply Direct (writer phoned last week so staff may have already been in touch)

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [McKnight, Valerie SDPR:EX](#)
To: [FIN FSA MIN OFF FIN:EX](#)
Cc: [Van Wensem, Casey SDPR:EX](#)
Subject: FW: s.17
Date: Wednesday, March 21, 2018 9:31:20 AM
Attachments: [s.17](#)
[PCard Receipts March 2018.pdf](#)

This is approved.

Thank you,

Valerie McKnight

*Administrative Coordinator to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 387-1423 Fax: (250) 356-7292*

From: Van Wensem, Casey SDPR:EX
Sent: Tuesday, March 20, 2018 3:10 PM
To: McKnight, Valerie SDPR:EX
Subject: s.17

The attached register package is complete, with register (all descriptions, account coding and taxes entered), receipts and forms attached.

Please forward your approval, along with the transaction package to accounts payable for Oracle entry.

From: [Tombs, Brenda SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: Re: CA Question
Date: Wednesday, March 21, 2018 11:38:28 AM

Hi Casey. Sure I'll have someone at the DMO follow up. Thanks.

On Mar 21, 2018, at 11:37 AM, Van Wensem, Casey SDPR:EX
<Casey.VanWensem@gov.bc.ca> wrote:

Hi Brenda,

Sarah from Doug Routley's Nanaimo office called with a constituent question regarding the bus pass program. The constituent is over 65 and has applied for a bus pass, but was rejected because their income is slightly above the limit. The constituent wants to know if there's any way to appeal the decision. Would you be able to follow up with Sarah about this? She's at 250-716-5221.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [SDPR Executive Correspondence Services SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: CLBC Logs
Date: Wednesday, March 21, 2018 3:41:22 PM

Hi Casey:

Please could you send them across to the CU inbox with a note, "Add to CLBC Log".

Cheers!

AI

Correspondence Coordinator
Executive Correspondence Services
P: 778-698-7589

From: Van Wensem, Casey SDPR:EX
Sent: 21-March-18 3:26 PM
To: SDPR Executive Correspondence Services SDPR:EX
Subject: CLBC Logs

Hi,

Just wondering about CLBC logs: As I understand, I don't have access to CLBC correspondence logs, unless they originated at the MO. So for emails that are marked as "add to log" for a log I can't access (for example 194964) – will CU be uploading these instead?

Thanks,

Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292

From: [Van Wensem, Casey SDPR:EX](#)
To: [Rainaldi, Mario CITZ:EX](#)
Subject: RE: Chargeback
Date: Thursday, March 22, 2018 9:54:18 AM

OK that sounds good. Thanks for looking into this.

-Casey

From: Rainaldi, Mario CITZ:EX
Sent: Thursday, March 22, 2018 9:48 AM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Chargeback

Hi Casey,

Very strange.

It looks like you weren't charged enough on order 565483 back in Sept (should have been 148.80 plus applicable tax) and the last one overcharged by quite a bit.

I will get our accounting department to reverse the last order and rebill at 148.80

Let me know if you have any more questions.

Thanks,

Mario Rainaldi

Print Agent | Print Brokerage | Queen's Printer

Ph: 250 356-8674 | e: Mario.Rainaldi@gov.bc.ca M: PO Box 9452, Stn Prov Govt, Victoria BC V8W 9V7

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 22, 2018 9:20 AM
To: Rainaldi, Mario CITZ:EX
Subject: Chargeback

Hi Mario,

We just received the chargeback form for the latest round of business cards we ordered. I noticed the charge is much higher than previous cards we've ordered. Just wondering why that might be? I've attached the most recent chargeback (569366) and a previous one (565483) for comparison.

Thanks,

Casey van Wensem
Administrative Assistant to the

*Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [MacMillan, Karen SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Client call - s.22
Date: Thursday, March 22, 2018 10:23:13 AM

Yes we have received many calls from him this morning. s.22

s.22

I will pass on that he has called yet again.

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 22, 2018 10:22 AM
To: MacMillan, Karen SDPR:EX
Subject: Client call - s.22

Hi Karen,

s.22

s.22 receives PWD assistance and says he didn't get his deposit yesterday. s.22

s.22

Thank you,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Tombs, Brenda SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Correspondence approvals
Date: Friday, March 23, 2018 11:47:37 AM

Hi Casey. Yes, let's redirect the ^{s.22} letter and for the ^{s.2} letter, let's ask Adriana for her opinion. I'm inclined to think it wouldn't be a minister's response, that a reply from staff would be best, but I'd like her thoughts too. Does that sound ok?

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 22, 2018 2:02 PM
To: Tombs, Brenda SDPR:EX
Subject: Correspondence approvals

Hi Brenda,

Couple of letters for you:

194939 ^{s.22} – Redirect (Environment)

194978 – This is a funding request from a service provider. Would this be a Minister response or Reply Direct?

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [MacMillan, Karen SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Client call - s.22
Date: Monday, March 26, 2018 9:01:05 AM

We will have staff call back. Thanks

From: Van Wensem, Casey SDPR:EX
Sent: Monday, March 26, 2018 8:55 AM
To: MacMillan, Karen SDPR:EX
Subject: Client call - s.22

Hi Karen,

s.22

s.22 called over the weekend and left a message. He said that he is on PWD assistance and is having some sort of issue around money, but didn't give any more details. Would you like me to follow up and get more details or is this something staff can look into?

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: Tombs, Brenda SDPR:EX
To: SDPR Executive Correspondence Services SDPR:EX; Van Wensem, Casey SDPR:EX
Cc: Di Castri, Adriana SDPR:EX
Subject: RE: Correspondence approvals
Date: Monday, March 26, 2018 10:14:25 AM

Thanks Leya!

Brenda

From: SDPR Executive Correspondence Services SDPR:EX
Sent: Monday, March 26, 2018 9:21 AM
To: Van Wensem, Casey SDPR:EX; Tombs, Brenda SDPR:EX
Cc: Di Castri, Adriana SDPR:EX; SDPR Executive Correspondence Services SDPR:EX
Subject: RE: Correspondence approvals

Hi Brenda and Casey,

I think a Reply Direct seems appropriate.

Thanks!

Leya

From: Van Wensem, Casey SDPR:EX
Sent: Monday, March 26, 2018 9:14 AM
To: Tombs, Brenda SDPR:EX
Cc: Di Castri, Adriana SDPR:EX; SDPR Executive Correspondence Services SDPR:EX
Subject: RE: Correspondence approvals

Sounds good. I'm cc'ing Adriana here, although it looks like she's out of the office this week so I'll add the correspondence team in as well in case anyone else is able to provide input. I'll enter log 194978 as a Reply Direct for now so CU can access it.

-Casey

From: Tombs, Brenda SDPR:EX
Sent: Friday, March 23, 2018 11:48 AM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Correspondence approvals

Hi Casey. Yes, let's redirect the s.22 letter and for the s.22 letter, let's ask Adriana for her opinion. I'm inclined to think it wouldn't be a minister's response, that a reply from staff would be best, but I'd like her thoughts too. Does that sound ok?

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 22, 2018 2:02 PM
To: Tombs, Brenda SDPR:EX
Subject: Correspondence approvals

Hi Brenda,

Couple of letters for you:

194939 s.22 – Redirect (Environment)

194978 s.2 – This is a funding request from a service provider. Would this be a Minister response or Reply Direct?

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: SDPR Executive Correspondence Services SDPR:EX
To: Van Wensem, Casey SDPR:EX; Tombs, Brenda SDPR:EX
Cc: Di Castri, Adriana SDPR:EX; SDPR Executive Correspondence Services SDPR:EX
Subject: RE: Correspondence approvals
Date: Monday, March 26, 2018 9:21:22 AM

Hi Brenda and Casey,

I think a Reply Direct seems appropriate.

Thanks!

Leya

From: Van Wensem, Casey SDPR:EX
Sent: Monday, March 26, 2018 9:14 AM
To: Tombs, Brenda SDPR:EX
Cc: Di Castri, Adriana SDPR:EX; SDPR Executive Correspondence Services SDPR:EX
Subject: RE: Correspondence approvals

Sounds good. I'm cc'ing Adriana here, although it looks like she's out of the office this week so I'll add the correspondence team in as well in case anyone else is able to provide input. I'll enter log 194978 as a Reply Direct for now so CU can access it.

-Casey

From: Tombs, Brenda SDPR:EX
Sent: Friday, March 23, 2018 11:48 AM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Correspondence approvals

Hi Casey. Yes, let's redirect the ^{s.22} let's ask Adriana for her opinion.
I'm inclined to think it wouldn't be a minister's response, that a reply from staff would be best, but I'd like her thoughts too. Does that sound ok?

From: Van Wensem, Casey SDPR:EX
Sent: Thursday, March 22, 2018 2:02 PM
To: Tombs, Brenda SDPR:EX
Subject: Correspondence approvals

Hi Brenda,

Couple of letters for you:

194939 ^{s.22} – Redirect (Environment)
194978 ^{s.2} – This is a funding request from a service provider. Would this be a Minister response or Reply Direct?

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Tombs, Brenda SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: Incoming FOI request
Date: Monday, March 26, 2018 4:40:41 PM

Hi Casey. That sounds good. Thanks!

From: Van Wensem, Casey SDPR:EX
Sent: Monday, March 26, 2018 4:24 PM
To: Tombs, Brenda SDPR:EX
Cc: SDPR Executive Correspondence Services SDPR:EX
Subject: Incoming FOI request

Hi Brenda,

The attached fax is an FOI request for a client's file. With your approval I'll pass it along to Correspondence for further action. I've logged it as 195011.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: [Laird, Patricia FIN:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: RE: End of year invoice
Date: Tuesday, March 27, 2018 11:28:51 AM

Hi Casey,

It was processed and the cheque was done on Mar 21-2018 Chq#17048000 . Because it's a cheque it could take 5 to 10 business days because of mail. So hopefully it will be there this week. They may want to check with the office that receives the cheques.

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: Van Wensem, Casey SDPR:EX
Sent: Tuesday, March 27, 2018 11:12 AM
To: Laird, Patricia FIN:EX
Cc: Ducker, Jayne SDPR:EX
Subject: RE: End of year invoice

Hi Pat,

We just received a call from Paula at the parliamentary gift shop asking about the status of this payment. I know you said it would be processed before the end of year cut off, but I'm wondering if you would be able to provide an update on the timeline for Paula.

Thank you!

-Casey

From: Laird, Patricia FIN:EX
Sent: Friday, March 16, 2018 10:27 AM
To: Van Wensem, Casey SDPR:EX
Subject: RE: End of year invoice

Hi Casey,

We have 10 days to process a claim on our end. It will be done by fiscal year end. It still will take them 5 to 10 business days to receive the cheque.

Pat

Pat Laird

Ministry of Finance

Corporate Services Division

Executive Financial Clerk

Phone: 778 698-8590

Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

From: Van Wensem, Casey SDPR:EX

Sent: Friday, March 16, 2018 10:05 AM

To: Laird, Patricia FIN:EX

Subject: End of year invoice

Hi Pat,

Our staff want to purchase more protocol gifts from the parliamentary gift shop, and they're wondering what the chances are of having an invoice paid by fiscal year end if we submit a BEA and coding sheet today. Do you know if this would be possible?

Thanks,

Casey van Wensem

Administrative Assistant to the

Honourable Shane Simpson,

Minister of Social Development and Poverty Reduction

Phone: (250) 356-7750 Fax: (250) 356-7292

From: Van Wensem, Casey SDPR:EX
To: Smith, Denise Clair SDPR:EX; Van Wensem, Casey SDPR:EX
Subject: Conversation with Smith, Denise Clair SDSI:EX
Date: Thursday, March 29, 2018 1:40:54 PM

Van Wensem, Casey SDPR:EX [1:38 PM]:

Hi Denise, do you mind if we send our phones your way for a bit? s.22
s.22

Smith, Denise Clair SDSI:EX [1:40 PM]:

sure

Van Wensem, Casey SDPR:EX [1:40 PM]:

Awesome, thanks!

From: White, Christine MAH:EX
To: White, Christine MAH:EX; Van Wensem, Casey SDPR:EX
Subject: Conversation with White, Christine MAH:EX
Date: Thursday, March 29, 2018 1:18:45 PM

christine.white@gov.bc.ca [1:10 PM]:

hey! any news on those briefing materials?
did they give you an ETA?

Van Wensem, Casey SDPR:EX [1:10 PM]:

Val said she would be sending them your way
No ETA
I can check with her again

White, Christine MAH:EX [1:16 PM]:

thanks
i texted her too!

From: [McKnight, Valerie SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: Re: Joint Visit to meet with Grand Chief Ed John
Date: Thursday, March 29, 2018 12:35:25 PM

Can you please let Anne in the Constit know that a conflict has come up? It's not confirmed but give her the heads up in case they can move it.

thanks!!!!

From: Van Wensem, Casey SDPR:EX
Sent: March-29-18 12:33 PM
To: McKnight, Valerie SDPR:EX
Subject: RE: Joint Visit to meet with Grand Chief Ed John

The only other thing in the calendar for those dates is a hold for a Riding Exec meeting on May 22 at 7pm.

-Casey

From: McKnight, Valerie SDPR:EX
Sent: Thursday, March 29, 2018 12:27 PM
To: Van Wensem, Casey SDPR:EX
Subject: Fw: Joint Visit to meet with Grand Chief Ed John

hey,

Can you please hold these dates in the Calendar? Do they conflict with anything?

thanks,
Val

From: Sam, Anne-Marie IRR:EX
Sent: March-29-18 12:25 PM
To: McKnight, Valerie SDPR:EX
Cc: Roberts, Connie A IRR:EX
Subject: FW: Joint Visit to meet with Grand Chief Ed John

Hello Valerie,

Wanted to let you know we have MSF travelling to Ed John's community during the May break week, we have a hold on May 22 and 23

Anne Marie Sam
Senior Ministerial Assistant

Ministry of Indigenous Relations and
Reconciliation
778-584-5506

From: Roberts, Connie A IRR:EX
Sent: Wednesday, February 21, 2018 4:40 PM
To: Sas, Jonathan IRR:EX <Jonathan.Sas@gov.bc.ca>
Cc: Dick, Jolleen IRR:EX <Jolleen.Dick@gov.bc.ca>; Sam, Anne-Marie IRR:EX
<AnneMarie.Sam@gov.bc.ca>
Subject: FW: Joint Visit to meet with Grand Chief Ed John

Hi Jonathan,

Please see the below and advise?

Thanks,
Connie Roberts
*Administrative Coordinator to the
Honourable Scott Fraser
Minister of Indigenous Relations and Reconciliation
Room #323, Parliament Buildings
Victoria, BC
Phone: 250-387-0680*

From: McKnight, Valerie SDPR:EX
Sent: Tuesday, February 20, 2018 3:03 PM
To: Roberts, Connie A IRR:EX
Subject: Joint Visit to meet with Grand Chief Ed John

Hi Connie,

Grand Chief Ed John invited Minister Simpson to come visit him up north. Minister Simpson and Minister Fraser spoke about it and decided that they should plan to do the visit together. Minister Simpson likely won't be available until April for a trip if not later with Session but I thought I'd email anyway to put it on your radar. Minister Simpson could potentially go that first week of April break week. Is you Minister available that week or should we look at later?

Thank you,

Valerie McKnight
*Administrative Coordinator to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 387-1423 Fax: (250) 356-7292*

From: [Van Wensem, Casey SDPR:EX](#)
To: [Connor, Tamara LASS:EX](#)
Subject: RE: Meeting with PS Elmore
Date: Thursday, March 29, 2018 1:07:41 PM

Great, thank you! We'll still need to confirm with Dawn Hemingway so I'll put it in as a hold for now and follow-up once we hear back from Dawn.

Thanks,

-Casey

From: Connor, Tamara [<mailto:Tamara.Connor@leg.bc.ca>]
Sent: Thursday, March 29, 2018 1:06 PM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Meeting with PS Elmore

Sure – 4:30.

From: Van Wensem, Casey SDPR:EX [<mailto:Casey.VanWensem@gov.bc.ca>]
Sent: Thursday, March 29, 2018 1:02 PM
To: Connor, Tamara <Tamara.Connor@leg.bc.ca>
Subject: RE: Meeting with PS Elmore

OK thanks. Any chance you could do 4:30 actually?

-Casey

From: Connor, Tamara [<mailto:Tamara.Connor@leg.bc.ca>]
Sent: Thursday, March 29, 2018 12:52 PM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Meeting with PS Elmore

Hi Casey,

Wednesday the 11th at 4pm works for us!

Thanks,
Tamara

From: Van Wensem, Casey SDPR:EX [<mailto:Casey.VanWensem@gov.bc.ca>]
Sent: Thursday, March 29, 2018 12:28 PM
To: Connor, Tamara <Tamara.Connor@leg.bc.ca>
Subject: Meeting with PS Elmore

Hi Tamara,

MSS would like to meet with PS Elmore when the house is back in session for a briefing on the Poverty Reduction Forum. We're looking for something later in the first week back. Would PSME be available for a 1-hour meeting at the MO after 4pm on Wednesday the 11th or after 4:15 on Thursday the 12th? It will be a 15-minute pre-brief followed by a 45-minute meeting with Dawn Hemingway.

Thanks,

*Casey van Wensem
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 356-7750 Fax: (250) 356-7292*

From: Cliff Harrington
To: [Van Wensem, Casey SDPR:EX](#)
Cc: [Ryan Johnston](#)
Subject: RE: Order/Delivery follow-up (Extranet - client: 103-174798 contact: Casey Van Wensem)
Date: Thursday, March 29, 2018 3:21:34 PM

Hi Casey,

I will ask Ryan to pick it up from your office the next time he is in the buildings if that is OK.

Cliff

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

From: Van Wensem, Casey SDPR:EX [<mailto:Casey.VanWensem@gov.bc.ca>]
Sent: March-29-18 3:13 PM
To: Cliff Harrington
Subject: RE: Order/Delivery follow-up (Extranet - client: 103-174798 contact: Casey Van Wensem)

Hi Cliff,

We've received the package. I sent the other box down to the mail room to return to you guys, but they said they need a shipping label to send it back. Are you able to provide a label? Or could you get it picked up next time you have a delivery in our building? We don't have a UPS account for our office.

Thanks,

-Casey

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

From: Cliff Harrington [<mailto:clharrington@vanhoutte.com>]
Sent: Thursday, March 29, 2018 11:26 AM
To: Van Wensem, Casey SDPR:EX
Subject: RE: Order/Delivery follow-up (Extranet - client: 103-174798 contact: Casey Van Wensem)

Hi

UPS Delivers it to Receiving at the Leg. And they deliver it to your office.
Usually UPS delivers around lunch time, but not sure when they get it to your office.

Cliff

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

From: Van Wensem, Casey SDPR:EX [<mailto:Casey.VanWensem@gov.bc.ca>]
Sent: March-29-18 10:58 AM
To: Cliff Harrington
Cc: Ryan Johnston
Subject: RE: Order/Delivery follow-up (Extranet - client: 103-174798 contact: Casey Van Wensem)

Hi Cliff,

Do you know what time the package might arrive today? Just want to make sure someone is in the office to receive it.

Thanks,

-Casey

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

From: Ryan Johnston [<mailto:RJohnston@vanhoutte.com>]

Sent: Tuesday, March 27, 2018 11:50 AM

To: Cliff Harrington

Cc: Van Wensem, Casey SDPR:EX

Subject: FW: Order/Delivery follow-up (Extranet - client: 103-174798 contact: Casey Van Wensem)

Good Morning Cliff

See shipment error below from an online order from client **s.17,s.** Can you please have Rob rectify the error and re ship

Thanks

RYAN JOHNSTON

ACCOUNT MANAGER

Van Houtte Coffee Services

rjohnston@vanhoutte.com

T: (250) 410-1014 C: (250) 686-4867

511 David St | Victoria BC | V8T 2C7

VHCoffeeServices.com

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

From: extranet@vanhoutte.com [<mailto:extranet@vanhoutte.com>]

Sent: March-26-18 9:37 AM

To: Ryan Johnston

Subject: Order/Delivery follow-up (Extranet - client: 103-174798 contact: Casey Van Wensem)

Message sent by Casey Van Wensem (casey.vanWensem@gov.bc.ca)

Hi, I received an order and it looks like I've received the wrong product. I ordered a box of Reunion Island Decaf pods (Product #50 05853) but I got a box of Donut Shop Vanilla Hazelnut Cream Decaf. Customer number is **s.17,s.2**

Thanks,

-Casey

From: [McKnight, Valerie SDPR:EX](#)
To: [Van Wensem, Casey SDPR:EX](#)
Subject: Re: Request
Date: Thursday, March 29, 2018 11:47:23 AM

Hey,

I'm ok to set these up next week. But I was thinking, did you want to set some of them up? Leah had brought up giving you more AC type stuff so you get more experience as it in case an AC position opens up that you want. It's also useful for when I'm away lol.

I'll look after the last 2 for sure but out of the other 4, if you wanted to set them up that's cool. Anything you don't get to, I'll set up Tuesday.

I've listed who you should contact to set up next to the meeting below.

thanks,
Val

From: Van Wensem, Casey SDPR:EX
Sent: March-29-18 11:17 AM
To: McKnight, Valerie SDPR:EX
Subject: RE: Request

Do you want me to look into setting any of these up today, or are you ok to wait until next week?

From: Ducker, Jayne SDPR:EX
Sent: Thursday, March 29, 2018 10:52 AM
To: Van Wensem, Casey SDPR:EX; McKnight, Valerie SDPR:EX
Cc: Squance, Leah SDPR:EX
Subject: Request

Hi Val and Casey,

I wonder if you could please set up the following for when the House is back in session. Val – I have emailed you some of these already, but I thought I would put everything in one spot for simplicity:

- Chris Brown & Maryann Anderson - Call Shanna and Maryann
Monday morning; 30 min
Briefing on RFQ messaging
- Parliamentary Secretary Mitzi Dean -Call Her LA, their number is on the list pinned behind my monitor on the left
Any time the first week back; 30 min
PS Dean has requested a meeting

- Molly Harrington - Call Shanna
Any time the first week back (before meeting with PSME); 30 min
PRAF briefing
- Parliamentary Secretary Mable Elmore - Call Tamara, her number is on the list pinned behind my monitor on the left
Later in the first week back; 15 min
Pre-brief on the Poverty Reduction Forum
- PS Elmore & Dawn Hemmingway
Immediately following the meeting with PS Elmore; 45 min
Brief on the next Poverty Reduction Forum
- Bob Dewar, Donna Sanford, Molly Harrington & David Galbraith
First week back; 30 min
Basic Income Update

I think that's probably all for now. Thanks to you both!

Cheers,
Jayne

Jayne Ducker, Ministerial Assistant
Honourable Shane Simpson - Minister of Social Development & Poverty Reduction
m. 250-886-4585 w. 250-387-1499 e. jayne.ducker@gov.bc.ca