

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Friday, March 23, 2018 1:38 PM
To: Wolansky, Allegra PREM:EX
Subject: RE: Parliamentary Procedure Workshop Thursday, April 5, 2018

Yes – not a problem ☺

From: Wolansky, Allegra PREM:EX
Sent: Friday, March 23, 2018 1:10 PM
To: Farmer, Susan PREM:EX
Subject: FW: Parliamentary Procedure Workshop Thursday, April 5, 2018

Hi Susan,

An opening has come up for me to take the parliamentary procedure workshop in a few weeks. Are you okay with me being away that day? Please let me know!

Thanks,
Allegra

From: PEO [<mailto:PEO@leg.bc.ca>]
Sent: Friday, March 23, 2018 12:50 PM
Subject: Parliamentary Procedure Workshop Thursday, April 5, 2018

Hello, my apologies for the somewhat short notice but the opportunity has come up to send out more invitations.

Thank you for your interest in our Parliamentary Procedure Workshops.

This message is to advise of the upcoming workshop to be held on **Thursday, April 5, 2018**. The Workshop will run from **8:15 am to 4:15 pm**, and take place at the Parliament Buildings.

Please confirm your attendance at the upcoming workshop as registration is in order of confirmation.

More information regarding the workshop will be sent to you a few days before the date.

Please note, lunch is not provided, but you are welcome to eat in the **Parliamentary Dining Room** (space permitting). **It is recommended to make reservations early, by calling 250-387-3959.** Please identify that you are with the Parliamentary Procedure Workshop.

Thank you once again for your interest in the workshop,

Luba



Luba Lisun
Parliamentary Education Office
Legislative Assembly of British Columbia
250.356.1170 | Cell 250.213.3350
Luba.Lisun@leg.bc.ca | www.leg.bc.ca

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Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Friday, March 23, 2018 8:48 AM
To: LP PO Correspondence Branch
Cc: Holmwood, Jen PREM:EX
Subject: Interview Requests

Hi everyone – just want to be sure everyone remembers what to do with interview requests as we had a follow up email this morning from someone who sent in a request yesterday & hadn't gotten a response.

Jen Holmwood handles interview requests, so they should all go to her.

In the event of her absence ^{s.22} they should be sent to Sheena & Sage with a cc to Jen.

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Thursday, March 22, 2018 10:22 AM
To: Poldrugovac, Saija FIN:EX; Cleaver, Sheila C FIN:EX
Subject: RE: March BMO Reconciliation & Receipts

I think I must be a jinx haha. Eventually, it will all work out ☺

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, March 22, 2018 10:16 AM
To: Cleaver, Sheila C FIN:EX
Cc: Farmer, Susan PREM:EX
Subject: RE: March BMO Reconciliation & Receipts

That's the right email but I can't find it in our folders. Not sure where that went.

THanks Susan for resending!

From: Cleaver, Sheila C FIN:EX
Sent: Thursday, March 22, 2018 10:12 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: March BMO Reconciliation & Receipts

Hi,

I just phoned Susan, she sent in on March 5th to the address below...does she have the right Email address?

She's forwarded to me-attached.

Sheila

From: Farmer, Susan PREM:EX
Sent: Thursday, March 22, 2018 10:10 AM
To: Cleaver, Sheila C FIN:EX
Subject: FW: March BMO Reconciliation & Receipts

From: Farmer, Susan PREM:EX
Sent: Monday, March 5, 2018 11:35 AM
To: FIN FSA MIN OFF FIN:EX
Subject: FW: March BMO Reconciliation & Receipts

From: Cavanagh, Judy PREM:EX
Sent: Monday, March 5, 2018 11:01 AM
To: Farmer, Susan PREM:EX
Subject: RE: March BMO Reconciliation & Receipts

Approved.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: judy.cavanagh@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Tuesday, March 20, 2018 4:14 PM
To: Andruz, Dean FIN:EX
Subject: RE: our pullprint isn't letting us log in

Hi Dean – the access issue appears to have sorted itself out – not sure if you did some behind-the-scenes magic or if it just needed more time after the restart.

But, there is still an issue with the feeder for that machine causing smudges when scanning that I understand Gary or Titas contacted tech about (not sure when...). So, not as big a rush, but there is still an issue to be addressed when you can come back (doesn't have to be today).

From: Andruz, Dean FIN:EX
Sent: Tuesday, March 20, 2018 3:04 PM
To: Farmer, Susan PREM:EX; PREM Tech
Subject: RE: our pullprint isn't letting us log in

Calling you now.

Regards,

Dean Andruz
Premier's Offices and Ministry of Finance Technology Support
s.17
@: FIN.tech@gov.bc.ca
Tel: 250-953-5151

From: Farmer, Susan PREM:EX
Sent: Tuesday, March 20, 2018 3:02 PM
To: PREM Tech
Subject: our pullprint isn't letting us log in
Importance: High

Hi – are you aware of some problems with the pullprint? Two of us have tried to sign in (I need to access an item sent to the printer rather urgently...) & it's not letting us into the system...

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Tuesday, March 20, 2018 3:14 PM
To: LP PO Correspondence Branch
Subject: Pullprint in Mailroom is offline (or something)...

...Dean (tech) will be over in a bit to look at it.

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, March 19, 2018 5:39 PM
To: 'WTP'; Mike Gau
Subject: RE: Fwd: BOB Chairman Letter

They were sent via regular mail – not couriered – so, there is no tracking number to relay.

From: WTP [<mailto:wtp@ccgcapital.ca>]
Sent: Monday, March 19, 2018 4:49 PM
To: Mike Gau; Farmer, Susan PREM:EX
Subject: Re: Fwd: BOB Chairman Letter

Thank-you Susan.

Can we have a courier tracking number from the Minister's staff please?

On 3/19/18 11:46 AM, Mike Gau wrote:

Hi Michael – I am not sure who you seem to continue to ask for confirmation as to whether the letters were sent as it has been confirmed in prior emails that they were mailed on February 6, 2018, to both organizations. This has not changed – they were mailed on Feb 6.

Upon receiving the follow-up email from WTP stating that CMEC had not received their letter, I contacted Minister Ralston's office & asked if they could email the letter to CMEC. This happened on March 13, 2018 (last Tuesday).

We have not heard that there have been any issues with the other letter, so we are under the assumption that it has been received.

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, March 19, 2018 11:36 AM
To: 'Michael Gau'
Subject: RE: BOB Chairman Letter

Hi Michael – I am not sure who you seem to continue to ask for confirmation as to whether the letters were sent as it has been confirmed in prior emails that they were mailed on February 6, 2018, to both organizations. This has not changed – they were mailed on Feb 6.

Upon receiving the follow-up email from WTP stating that CMEC had not received their letter, I contacted Minister Ralston's office & asked if they could email the letter to CMEC. This happened on March 13, 2018 (last Tuesday).

We have not heard that there have been any issues with the other letter, so we are under the assumption that it has been received.

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Monday, March 19, 2018 10:05 AM
To: Farmer, Susan PREM:EX
Subject: RE: BOB Chairman Letter

Good day Susan,

I received another call last night from my colleague in Beijing requesting I follow up and attempt to confirm/determine that the acknowledgment letters has been sent to our two Chinese clients listed below.

I really hate to trouble you with this matter however relationship management in China is very different to what we're accustomed to here and thus they're need to have received the letters.

Thank you,

Michael

From: Farmer, Susan PREM:EX [<mailto:Susan.Farmer@gov.bc.ca>]
Sent: March-12-18 1:29 PM
To: 'WTP'; Michael Gau; Nash, Amber PREM:EX
Cc: 'William Patryluk'
Subject: RE: BOB Chairman Letter

Thank you for alerting us to this.

I will follow up with Minister Ralston's office about it & see if they can send it electronically.

From: WTP [<mailto:wtp@ccgcapital.ca>]
Sent: Monday, March 12, 2018 12:12 PM
To: Michael Gau; Farmer, Susan PREM:EX; Nash, Amber PREM:EX
Cc: 'William Patryluk'
Subject: Re: BOB Chairman Letter

Good day.

We have been advised the CMEC's Chairman has not received the formal reply letter.

Is there a tracking number for the courier?

On 2/28/18 3:33 PM, Michael Gau wrote:

Good day Ms. Farmer and thank you Amber for the introduction,

I am reaching out to you as per Amber's email below to determine if you can confirm that letters of acknowledgement were sent to our Chinese clients CMEC and The Bank of Beijing? Please find attached copies of both of the original letters. We do know that they were received by the Premiers office but unfortunately we neglected to request a copy be sent to our firm Global Bridge Consulting Group.

Thank you for your attention to this matter.

Best regards,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]
Sent: February-27-18 4:15 PM
To: 'Michael Gau'
Cc: Farmer, Susan PREM:EX
Subject: RE: BOB Chairman Letter

Hi Michael,

You can connect with Susan Farmer in our correspondence department regarding this query (copied here). She would be the best person to follow up with.

Thanks,
Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Tuesday, February 27, 2018 8:49 AM
To: Nash, Amber PREM:EX
Subject: RE: BOB Chairman Letter

Hello Amber,

I attended a meeting last week with my colleagues from Global Bridge consulting Group wherein they requested I follow up with the respective Ministry to confirm an acknowledgement letter was prepared and sent to both the Bank of Beijing and CMEC and to identify an appropriate contact person for follow up. Global Bridge arranged the original invitations from both Chinese entities and frankly has a little egg

on their face given they are not aware of what transpired since receipt of the letters at the Premiers office. Both of the giant Chinese companies are clients of Global Bridge thus the need to be in the loop.

Hoping you can help?

Many thanks and best wishes,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]

Sent: January-24-18 11:36 AM

To: 'Michael Gau'

Subject: RE: BOB Chairman Letter

Hi Michael,

My apologies for the delay. I am advised the response is coming from the Minister of Jobs, Tourism & Trade, Bruce Ralston and should be received shortly.

Amber

From: Michael Gau [<mailto:mgau@cagadvisors.com>]

Sent: Sunday, January 21, 2018 9:43 AM

To: Nash, Amber PREM:EX

Cc: 'William Patryluk'

Subject: RE: BOB Chairman Letter

Hello Amber,

Thank you for getting back to me and responding to my request, much appreciated! Two of my Global Bridge colleagues are in Beijing next week and will be meeting with both the Chairman of Bank of Beijing as well as the Chairmen of CMEC. That said I'm simply reaching out to determine if you can confirm when we might expect to see a response letter to these two organizations from the Premier's office?

Best regards,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]

Sent: January-09-18 9:35 AM

To: 'Michael Gau'

Subject: RE: BOB Chairman Letter

Absolutely. Will ensure this is done Michael.

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Tuesday, January 9, 2018 8:55 AM
To: Nash, Amber PREM:EX
Cc: 'William Patryluk'
Subject: RE: BOB Chairman Letter

Good morning and thank you for your reply Amber,

Given the very short time line and significance of the Premiers visit we're not surprised the agenda is set and the team will be busy. That said I would like to respectfully request that a formal letter of receipt and acknowledgment be sent from the Premier's office to Chairman Dongning as well as to the Chairman of CMEC, China Machinery Engineering Corporation attention Mr. Zhang Chun, please see the original invitation attached.

We would be grateful if that a response might include an offer to arrange a meeting in Vancouver at some future date or on the Premier's next trip to China? Our Chinese clients sincerely appreciate process and protocol.

Thanks again and best wishes,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]
Sent: January-08-18 12:14 PM
To: 'Michael Gau'
Subject: RE: BOB Chairman Letter

Hi Michael,

Thank you for sending the English version. I am informed that the program for the Premier's mission is set and that at this time there is not an opportunity to include this invitation. Please convey our sincere thanks for the kind offer by Chairman Dongning.

Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Thursday, January 4, 2018 5:58 PM
To: Nash, Amber PREM:EX
Cc: 'William Patryluk'
Subject: FW: BOB Chairman Letter

Thank you once again for getting back to me today Amber, I sincerely appreciate it!

Please find the attached English version of the letter as per our discussion this afternoon. The letter is self explanatory however should Mr. Meggs or Premier Horgan have any questions or require additional information please feel free to have them call me directly.

Happy New Year and best regards,

Michael

s.22

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, March 19, 2018 10:00 AM
To: Dhanota, Surjit LASS:EX
Cc: Ahlers, Sonja PREM:EX
Subject: New desk for Premier's correspondence branch

Hi Surjit – we've had a new desk arrive for one of the staff in the correspondence branch.

Can you please advise as to when you would have someone / some people available to remove the desk that's currently in use? The new desk also requires some assembly, which I'm hoping your folks can take care of. The box for it is currently sitting in the mail room as it's apparently estimated to be 80-100 lbs.

I want to be sure we have the current/old desk emptied out & ready to go for when you can have someone ready to come remove it.

(FYI – we're on the 2nd floor, 421 Menzies.)

Thanks!

Susan Farmer

Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Thursday, March 15, 2018 12:40 PM
To: Henry, David A FIN:EX
Subject: RE: Correspondence Branch - Office Items

Thank you – & it would be great to take you up on the install offer 😊

From: Henry, David A FIN:EX
Sent: Thursday, March 15, 2018 12:39 PM
To: Farmer, Susan PREM:EX
Cc: Holmwood, Jen PREM:EX; Cavanagh, Judy PREM:EX
Subject: RE: Correspondence Branch - Office Items

Hi Susan,
I checked out these scanners, look to be totally fine for what sounds like you need.
We can be there for install if you like.

Cheers,
David

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, March 14, 2018 4:09 PM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>; Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>
Subject: FW: Correspondence Branch - Office Items

Hi David,

Our Correspondence Unit needs new scanners to function at workstations. Can you please recommend ones of good quality that will address their needs. It's a very high volume environment. Susan Farmer has suggested the one noted below, if you concur, please let us know. If you need further details about the nature of the work, volume etc. please contact Susan at 1-250-387-3570.

1. Scanners
 - a. Desired Quantity = 2
 - b. Epson Perfection V19 Colour Photo & Document Scanner
 - c. \$89.96 each (Staples)
 - d. Rationale: The two scanners we currently have are VERY old (close to 15 years) & are quite slow. Having machines that will scan faster & produce clearer documents would be great as all letter mail has to be scanned.

Thank you.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Thursday, March 15, 2018 11:55 AM
To: Devereux, Rick GCPE:EX
Subject: RE: More Above & Beyond... PLS REPLY

Hi – just following up...

From: Farmer, Susan PREM:EX
Sent: Monday, March 12, 2018 12:49 PM
To: Devereux, Rick GCPE:EX
Subject: FW: More Above & Beyond... PLS REPLY
Importance: High

Hi – can you pls give me an update on where things are at for the corrections?

The woman who sent the letter attached has called to follow up as she sent in her request for a reprint with her name spelled properly in November.

Thanks,

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

From: Farmer, Susan PREM:EX
Sent: Thursday, November 30, 2017 11:48 AM
To: Devereux, Rick GCPE:EX
Subject: More Above & Beyond...

Hi Rick – a scan is attached from a woman who, along with her husband, received the award; however, her name was misspelled. So, she's asking if things can be resent as they'd like to frame the certificate. If this can be corrected & resent, that would be great.

Also, we've had another return:

s.22

MARKED AS "ADDRESS INCOMPLETE"

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Thursday, March 15, 2018 11:33 AM
To: Cavanagh, Judy PREM:EX
Cc: Holmwood, Jen PREM:EX; Loubert, Danny PREM:EX
Subject: RE: ergonomic keyboard

Hi Judy – I spoke w/Danny & he advised that as keyboards (& mice) are considered office equipment, an assessment isn't required.

He suggested, though, that the staff member see a doctor– just in case there needs to be any sort of accommodation down the road, WCB, etc, as it could be beneficial for her to have some documentation should things progress. So, I will relay that suggestion.

From: Cavanagh, Judy PREM:EX
Sent: Thursday, March 15, 2018 10:14 AM
To: Farmer, Susan PREM:EX
Cc: Holmwood, Jen PREM:EX
Subject: Re: ergonomic keyboard

Susan do you know if an assessment for medical reasons has to be done? I know we have to have one done if a flex desk is requested. Talk to Danny Loubert as he is handling 2 requests now for desks

Thanks

Judy

Sent from my iPhone

On Mar 15, 2018, at 8:53 AM, Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca> wrote:

Hi Judy – I guess we have one final request re: spending.

In Caucus, we were able to get ergonomic keyboards through our computer services folks, but apparently the prem tech guys don't have any, so one would have to be purchased, as noted below.

From: Henry, David A FIN:EX
Sent: Thursday, March 15, 2018 8:37 AM
To: Farmer, Susan PREM:EX
Cc: PREM Tech
Subject: RE: ergonomic keyboard

Hi Susan,

We don't have any ergo keyboards unfortunately.
DCV has them:
https://www.dcv.gov.bc.ca/Product/Details/7045041042_S
\$57.99

Cheers,
David

From: Farmer, Susan PREM:EX
Sent: Wednesday, March 14, 2018 11:05 AM
To: FIN Technology Support <fin.tech@gov.bc.ca>
Subject: ergonomic keyboard

Hi – one of the staff here is wondering if an ergonomic keyboard would be better for her to use than the traditional keyboard setup – she’s never used one before. Would you have an extra one on hand that could be swapped out?

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Wednesday, March 14, 2018 4:04 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Correspondence Branch - Office Items

Thank you! They will be VERY happy about this.

The desk would also be a nice improvement for functionality.

And, as for the chairs, in particular, I wasn't really expecting to get all 8 right away – I figured that option was too good to be true. But, if we can, great! (obviously). If we can't, we'll prioritize based on who's in the most dire situation for seating & hope to get more in future years. 😊

Thanks!

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, March 14, 2018 3:56 PM
To: Farmer, Susan PREM:EX
Subject: RE: Correspondence Branch - Office Items

That's really good information. Shelley doesn't have to see the work area.
I'm approving the purchase for the 2, let's just wait to see about the desk and chairs whether it's from this budget or elsewhere.

Thanks.

Judy

Judy Cavanagh | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** judy.cavanagh@gov.bc.ca

From: Farmer, Susan PREM:EX
Sent: Wednesday, March 14, 2018 2:38 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Correspondence Branch - Office Items

Hi Judy – further to our discussion, I went & spoke further with Titas & Sonja as they're the two who deal with scanning & logging the letter mail. Titas had the most feedback as he's been doing this for the past 3+ years.

Technically, yes, the big machine could be used; however, it is viewed as being more time consuming & awkward for this purpose. It is rare that items can actually go through the feeder tray – almost everything that gets scanned has to be done directly on the glass (which is why the requested scanner was a cheaper option with no feeder tray). There are lots of newspaper clippings, cards, crumpled papers, reports, etc. So, any speed benefits of the feeder tray are nullified. Having the smaller machines set up at desks allows for the management of all of the papers to be dealt with in a much

more functional way (there is no table space by the big printer) & the scanned doc can be added to the log without having to leave the workstation.

When the letter mail gets tackled for logging, it's worked on for at least an hour straight (usually quite a bit longer), which also isn't ideal for the rest of the office's printing needs if the big machine is tied up for this purpose.

I hope this clarifies things a bit more – maybe Shelly could pop over & see things first-hand, if that would help?

Let me know if there's any more info that would be helpful.

From: Farmer, Susan PREM:EX
Sent: Wednesday, March 14, 2018 10:45 AM
To: Cavanagh, Judy PREM:EX
Subject: Correspondence Branch - Office Items
Importance: High

Hi Judy – please see the ranked list below for items that would be beneficial in the correspondence branch & I've attached a scan of each of the items in the order they appear here:

1. Scanners

- a. Desired Quantity = 2
- b. Epson Perfection V19 Colour Photo & Document Scanner
- c. \$89.96 each (Staples)
- d. Rationale: The two scanners we currently have are VERY old (close to 15 years) & are quite slow. Having machines that will scan faster & produce clearer documents would be great as all letter mail has to be scanned.

2. Desk

- a. Desired Quantity = 1
- b. Bestar Modula L-Shaped Workstation
- c. \$299.99 each (Staples)
- d. Rationale: The desk that we currently have for the greetings writer position is crazy old & the modification that was done to put in a keyboard tray results in the left hand incessantly bumping into the sideboard portion of the desk.

3. Chairs

- a. Desired Quantity = 8
- b. Granada Deluxe MB Multi-Tilter
- c. \$419.99 each (Staples)
- d. Rationale: I'm doubtful we will get eight approved, but all the chairs here are very well-used & I don't think any are able to be adjusted for better back support, etc & some never had that option – however many we can get, we'd prioritize based on who needs them most & then hope to get more next year.

4. Cutlery (Forks)

- a. Desired Quantity = 1 set (6 pieces)
- b. Corelle Irmir Mirror Dinner Fork
- c. \$8.99 each (London Drugs)
- d. Rationale: I probably just go pick up a set myself at some point when I think about it, but for whatever reason, forks are in short supply in our office. I've already brought in some, but not enough.

Susan Farmer

Managing Director | Correspondence Branch | Office of the Premier

P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Wednesday, March 14, 2018 2:38 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Coupon for chair

Will do – waiting to hear back on things ☺

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, March 14, 2018 2:35 PM
To: Farmer, Susan PREM:EX
Subject: Coupon for chair

Hi Susan,

We have a coupon you may be able to use for one of your chair purchases. Let me or Don know next time you're over here.



Elizabeth Parkinson

Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

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Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, March 12, 2018 11:17 AM
To: Devereux, Rick GCPE:EX
Subject: Above & Beyond

Hi – I'm starting to feel like these will never end...

Here are the latest:

s.22

MOVED/NOT AT THIS ADDRESS

(FYI - New West was also misspelled in the mailing address)

s.22

MOVED/NOT AT THIS ADDRESS

Susan Farmer

Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, March 12, 2018 10:08 AM
To: Parte, Maura PSA:EX
Cc: Holmwood, Jen PREM:EX
Subject: RE: HR Question

Hi Maura – just following up^{s.22}
submitted appropriately.

but we want to be sure it's

Thanks,

Susan

From: Farmer, Susan PREM:EX
Sent: Thursday, March 8, 2018 12:22 PM
To: Parte, Maura PSA:EX
Cc: Holmwood, Jen PREM:EX
Subject: HR Question

Hi Maura – I'm hoping you can provide some guidance on this...

s.22

Can you pls advise?

Thanks,

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, March 12, 2018 8:44 AM
To: FIN Technology Support
Subject: BitLocker Drive Encryption is suspended

Hi – when I came in this morning, my computer screens were all black with a msg about Bitlocker. I turned my machine off & on as it wasn't letting me do anything.

I was able to log on (obviously), but I had a msg box pop up to say that my C: BitLocker Drive Encryption is suspended & to click on the msg to activate it. That msg appears to have faded away, so I'm not exactly sure how to get back to it if I should be doing something.

So, I'm checking in to see if I should be doing something ☺

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Friday, March 9, 2018 9:19 AM
To: Cavanagh, Judy PREM:EX
Subject: Thanks

Hi Judy – I just wanted to send a quick note of thanks for all of your help since the transition. s.22
s.22

You've been wonderful to work with and I wish you all the best for the future ☺

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Tuesday, March 6, 2018 4:38 PM
To: Elliott, Genevieve IGRS:EX
Cc: Holmwood, Jen PREM:EX
Subject: RE: Contact information

Hi Genevieve – here's the list – Jen was able to get the info very quickly ☺

Shirley Chan s.22
Christina Chang
Debbie Chen
Queenie Choo
June Chow
Alex Fan
Ding Guo
Sunny Ho
Theresa Ho
Carol Lee
Imogene Lim
David Lin
Fred Mah
Harris Niu
Zili
(Frank) Wu
Bill Yee
Jeffrey Yu

From: Farmer, Susan PREM:EX
Sent: Tuesday, March 6, 2018 4:32 PM
To: Elliott, Genevieve IGRS:EX
Cc: Holmwood, Jen PREM:EX
Subject: RE: Contact information

Hi Genevieve – I've added Jen to this email – she was the contact for the release & I think she'd be in the best position to share contact info (or know who would have a comprehensive list).

There's a name or two that I'm pretty sure we've done greetings messages for (Queenie definitely), but I think Jen would be the better source.

From: Elliott, Genevieve IGRS:EX
Sent: Tuesday, March 6, 2018 4:27 PM
To: Farmer, Susan PREM:EX
Subject: Contact information

Hi Susan,

The Premier did a news release for the new Chinese-Canadian Community Advisory Committee in February, do you happen to have any contact information for the following members?

- Shirley Chan, Vancouver Chinatown activist
- Christina Chang, president, Taiwan Chambers of Commerce in Canada
- Debbie Chen, journalist
- Queenie Choo, CEO, S.U.C.C.E.S.S.
- June Chow, co-founder, Youth Collaborative for Chinatown
- Alex Fan, CIBC regional vice-president, and former president, Taiwan Chamber of Commerce in BC
- Ding Guo, journalist and TV commentator
- Sunny Ho, Richmond Business Association
- Theresa W. Y. Ho, human rights and Chinese-Canadian history activist
- Carol Lee, chair, Vancouver Chinatown Foundation
- Imogene Lim, professor of anthropology, Vancouver Island University
- David Lin, radio host
- Fred Mah, chair, Chinatown Society Heritage Buildings Association
- Harris Niu, president, Canadian Community Services Association, organizer of the Chinese Cultural Festival
- Zili (Frank) Wu, founder, Canada China Sports Foundation
- Bill Yee, retired provincial lawyer and judge
- Jeffrey Yu, member, New Vista Society and Tien Jin Temple

Sincerely,

Genevieve Elliott

Manager, Finance & Administration

Phone: 250.356.5004 **Fax:** 250.356-2814

(Gov't internal callers: 10 digit dialing in effect)

email: genevieve.elliott@gov.bc.ca

Internet: www.gov.bc.ca/officeofprotocol ; www.gov.bc.ca/intergovernmentalrelations

Mailing address:

Office of Protocol

Intergovernmental Relations Secretariat

PO Box 9422 Stn Prov Govt

Victoria, BC V8W 9V1

Physical Address:

Office of Protocol

Intergovernmental Relations Secretariat

2nd Floor, 620 Superior Street

Victoria, BC V8V 1V2

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, March 5, 2018 3:34 PM
To: 'William Patryluk'
Subject: RE: BOB Chairman Letter

Hi William – Michael also wrote back to me on Friday posing a similar question. I'm not sure if he shared my response, but I'll reiterate it.

Unfortunately, we are not able to send you a copy of the letters. There are two reasons for this: neither letter originated from our office (they came from the office of the Minister of Jobs, Trade and Technology). And, even if they had been sent from the Premier, for privacy reasons we cannot send out any letters to people to whom they're not addressed.

I would think that both of your clients' offices should have received their letters by now (I'm not entirely certain how long it typically takes mail to reach China) – perhaps they could share the responses they received with you.

Thank you for your understanding.

From: William Patryluk [mailto:wtp@globalbridge.ca]
Sent: Friday, March 2, 2018 4:44 PM
To: Farmer, Susan PREM:EX; 'Michael Gau'; Nash, Amber PREM:EX
Subject: Re: BOB Chairman Letter

Susan,

as our company, Global Bridge Consulting Corporation, facilitated both letters from China to BC , and were copied at the bottom of each by the respective China companies, is it possible to receive a copy of the counter correspondence from BC to China?

Thank-you in advance.

WTP

On 3/2/18 2:40 PM, Farmer, Susan PREM:EX wrote:

Hi Michael – I have spoken with Minister Ralston's office, and I can confirm that letters were mailed out on February 6, 2018, to both organizations.

Thanks,

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Wednesday, February 28, 2018 3:33 PM
To: Farmer, Susan PREM:EX; Nash, Amber PREM:EX
Cc: 'William Patryluk'
Subject: RE: BOB Chairman Letter

Good day Ms. Farmer and thank you Amber for the introduction,

I am reaching out to you as per Amber's email below to determine if you can confirm that letters of acknowledgement were sent to our Chinese clients CMEC and The Bank of Beijing? Please find attached copies of both of the original letters. We do know that they were received by the Premiers office but unfortunately we neglected to request a copy be sent to our firm Global Bridge Consulting Group.

Thank you for your attention to this matter.

Best regards,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]
Sent: February-27-18 4:15 PM
To: 'Michael Gau'
Cc: Farmer, Susan PREM:EX
Subject: RE: BOB Chairman Letter

Hi Michael,

You can connect with Susan Farmer in our correspondence department regarding this query (copied here). She would be the best person to follow up with.

Thanks,
Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Tuesday, February 27, 2018 8:49 AM
To: Nash, Amber PREM:EX
Subject: RE: BOB Chairman Letter

Hello Amber,

I attended a meeting last week with my colleagues from Global Bridge consulting Group wherein they requested I follow up with the respective Ministry to confirm an acknowledgement letter was prepared and sent to both the Bank of Beijing and CMEC and to identify an appropriate contact person for follow up. Global Bridge arranged the original invitations from both Chinese entities and frankly has a little egg on their face given they are not aware of what transpired since receipt of the letters at the Premiers office. Both of the giant Chinese companies are clients of Global Bridge thus the need to be in the loop.

Hoping you can help?

Many thanks and best wishes,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]
Sent: January-24-18 11:36 AM
To: 'Michael Gau'
Subject: RE: BOB Chairman Letter

Hi Michael,

My apologies for the delay. I am advised the response is coming from the Minister of Jobs, Tourism & Trade, Bruce Ralston and should be received shortly.

Amber

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Sunday, January 21, 2018 9:43 AM
To: Nash, Amber PREM:EX
Cc: 'William Patryluk'
Subject: RE: BOB Chairman Letter

Hello Amber,

Thank you for getting back to me and responding to my request, much appreciated! Two of my Global Bridge colleagues are in Beijing next week and will be meeting with both the Chairman of Bank of Beijing as well as the Chairmen of CMEC. That said I'm simply reaching out to determine if you can confirm when we might expect to see a response letter to these two organizations from the Premier's office?

Best regards,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]
Sent: January-09-18 9:35 AM
To: 'Michael Gau'
Subject: RE: BOB Chairman Letter

Absolutely. Will ensure this is done Michael.

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Tuesday, January 9, 2018 8:55 AM
To: Nash, Amber PREM:EX

Cc: 'William Patryluk'
Subject: RE: BOB Chairman Letter

Good morning and thank you for your reply Amber,

Given the very short time line and significance of the Premiers visit we're not surprised the agenda is set and the team will be busy. That said I would like to respectfully request that a formal letter of receipt and acknowledgment be sent from the Premier's office to Chairman Dongning as well as to the Chairman of CMEC, China Machinery Engineering Corporation attention Mr. Zhang Chun, please see the original invitation attached.

We would be grateful if that a response might include an offer to arrange a meeting in Vancouver at some future date or on the Premier's next trip to China? Our Chinese clients sincerely appreciate process and protocol.

Thanks again and best wishes,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]
Sent: January-08-18 12:14 PM
To: 'Michael Gau'
Subject: RE: BOB Chairman Letter

Hi Michael,

Thank you for sending the English version. I am informed that the program for the Premier's mission is set and that at this time there is not an opportunity to include this invitation. Please convey our sincere thanks for the kind offer by Chairman Dongning.

Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

From: Michael Gau [<mailto:mgau@cagadvisors.com>]
Sent: Thursday, January 4, 2018 5:58 PM
To: Nash, Amber PREM:EX
Cc: 'William Patryluk'
Subject: FW: BOB Chairman Letter

Thank you once again for getting back to me today Amber, I sincerely appreciate it!

Please find the attached English version of the letter as per our discussion this afternoon. The letter is self explanatory however should Mr. Meggs or Premier Horgan have any questions or require additional information please feel free to have them call me directly.

Happy New Year and best regards,

Michael

s.22

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, March 5, 2018 10:06 AM
To: Cavanagh, Judy PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: March BMO Reconciliation & Receipts
Attachments: 2018-03 BMO Receipts.pdf; 2018-03 BMO Susan Farmer FIN_122A.xltn

Hi Judy – I think you're still looking after reviewing these, but I've cc'd Kate just in case...

Attached, please find the March reconciliation statement & receipts.

Thanks,

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Friday, March 2, 2018 4:38 PM
To: 'Mike Gau'
Subject: RE: BOB Chairman Letter

Hi Michael – unfortunately, we are not able to send you a copy of the letters. There are two reasons for this: neither letter originated from our office (they came from the office of the Minister of Jobs, Trade and Technology). And, even if they had been sent from the Premier, for privacy reasons we cannot send out any letters to people to whom they're not addressed.

I would think that both of your clients' offices should have received their letters by now (I'm not entirely certain how long it typically takes mail to reach China) – perhaps they could share the responses they received with you.

Thank you for your understanding.

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

From: Mike Gau [<mailto:mgau@cagadvisors.com>]
Sent: Friday, March 2, 2018 3:41 PM
To: Farmer, Susan PREM:EX
Subject: Re: BOB Chairman Letter

Thank you Susan-would it be possible to send me a copy? Have. Great weekend, Michael

Sent from my iPhone

On Mar 2, 2018, at 2:40 PM, Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca> wrote:

Hi Michael – I have spoken with Minister Ralston's office, and I can confirm that letters were mailed out on February 6, 2018, to both organizations.

Thanks,

Susan Farmer
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Thank you for your attention to this matter.

Best regards,

Michael

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Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

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Many thanks and best wishes,

Michael

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Subject: RE: BOB Chairman Letter

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To: 'Michael Gau'
Subject: RE: BOB Chairman Letter

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Cc: 'William Patryluk'
Subject: RE: BOB Chairman Letter

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Thanks again and best wishes,

Michael

From: Nash, Amber PREM:EX [<mailto:Amber.Nash@gov.bc.ca>]
Sent: January-08-18 12:14 PM
To: 'Michael Gau'
Subject: RE: BOB Chairman Letter

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Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

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Happy New Year and best regards,

Michael

s.22

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Withheld pursuant to/removed as

s.22