

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 9:52 AM
To: White, Emily MCF:EX
Subject: RE: VCO - June 6th, Minister Conroy

Looks good – no problems. Thanks!

Maria
604-775-1600

From: White, Emily MCF:EX
Sent: May 31, 2018 4:13 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: VCO - June 6th, Minister Conroy

Hi Maria –

Can I please book a room at VCO for Minister Conroy for June 6th from 11:30am – noon?

There will be four attendees: Minister Chen, Minister Conroy, Paula Gunn, and Niki Sharma.

Thank you,

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

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Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 9:51 AM
To: Hembree, Sara PSSG:EX; Loubert, Danny PREM:EX
Cc: Hunt, Charlotte PSSG:EX
Subject: RE: Room Request

Looks good – should be fine. Thanks!

Maria
604-775-1600

From: Hembree, Sara PSSG:EX
Sent: May 31, 2018 4:15 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Hunt, Charlotte PSSG:EX <Charlotte.Hunt@gov.bc.ca>
Subject: Room Request

Hello again,

Could I book a room at VCO for **June 14th at 12:00pm** for **Minister Farnworth**.

Attendees will be:

Minister Farnworth
DM Mark Sieben
Nimmi Takkar
Jeff Ryan
Stephanie Tan

Please let me know if you require any further information.

Thank you!



Sara Hembree
*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2193*



Sara Hembree

*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2193*

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 11:06 AM
To: Lo, Reamick ENV:EX
Subject: RE: Meeting room booking

Hi Reamick, thanks for that. No problems.

Maria
604-775-1600

From: Lo, Reamick ENV:EX
Sent: June 1, 2018 11:04 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Meeting room booking

Hi Maria,

Here's the last one I'm booking for now. Request is for **June 7th and a meeting room that can seat 8 is perfect:**

Both meetings include Minister Heyman, Deputy Minister Mark Zacharias, Associate Deputy Minister Kevin Jardine and Ministerial Assistant Caelie Frampton.

10:30am to 12noon

Business Council of BC

Greg D'Avignon , President

Paul Cassidy

Let me know if you need anything else. Your confirmation will be greatly appreciated.

Warmly,

Reamick Lo
Executive Assistant to the **Honourable George Heyman**
Minister of Environment and Climate Change Strategy
P: 250-812-8642

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 12:28 PM
To: Flesh, Cindy AEST:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Meeting Room Wednesday June 13th 1:00-3:00 (no more than 10 people)

Hi Cindy – looks good, I've booked it. Thanks!

Maria
604-775-1600

From: Flesh, Cindy AEST:EX
Sent: June 1, 2018 12:27 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Meeting Room Wednesday June 13th 1:00-3:00 (no more than 10 people)

Hello Minister Mark would like to book at meeting room for Wednesday June 13th 1:00-3:00

Attendees so far

Minister Mark – EA Christian Rzepa, Shannon Baskerville , Tony Loughran, Kevin Brewster and Jeff Vasey

Thanks and please let me know if you need anything further.

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 1:00 PM
To: Hagglund, Jarrett GCPE:EX (Jarrett.Hagglund@gov.bc.ca)
Subject: Package in from Linda Vale now, so this must be yours :)

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 2:20 PM
To: Nanninga, Tanera AG:EX
Subject: RE: Room for AG June 5th

That's okay! Don't worry about it – actually takes some of the pressure off us that day with it being so jampacked.

I'll make sure to update the calendar!

Thanks,

Maria
604-775-1600

From: Nanninga, Tanera AG:EX
Sent: June 1, 2018 1:20 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Room for AG June 5th

Thanks Maria....he has now had me cancel his other meetings. He will not be there at all on the 5th. I am so sorry☹

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 9:55 AM
To: Nanninga, Tanera AG:EX
Subject: RE: Room for AG June 5th

Hi Tanera – no worries and thanks for the update. I've kept only the 1:00-1:30 but it has been noted that he's attending the MIRR meetings.

Thanks again!

Maria
604-775-1600

From: Nanninga, Tanera AG:EX
Sent: May 31, 2018 4:07 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Room for AG June 5th

Hi Maria....I am sorry, but I've had to make some changes again. Please note that I have canceled all of the below with the exception of the 1pm-1:30pm. He will be attending the First Nation meetings with Minister Fraser, but I believe those were set up through MIRR.

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

From: Szabo, Maria PREM:EX
Sent: Thursday, May 31, 2018 9:21 AM
To: Nanninga, Tanera AG:EX
Subject: RE: Room for AG June 5th

Looks good! Just so you know, this day is at max capacity for us so I would hesitate booking any other meetings here on the 5th. ☹

Maria
604-775-1600

From: Nanninga, Tanera AG:EX
Sent: May 31, 2018 9:13 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Room for AG June 5th

Good morning Maria,

Can I add another meeting?

8:30-9:00
Staff briefing via CC
Attendees: 2 people – AG, Sam Scott

I've also added the DAG to the 4pm-5pm below (see highlighted)

Thank you,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

From: Nanninga, Tanera AG:EX
Sent: Monday, May 28, 2018 2:55 PM
To: Szabo, Maria PREM:EX
Subject: RE: Room for AG June 5th

Thank you Maria!

From: Szabo, Maria PREM:EX
Sent: Monday, May 28, 2018 2:51 PM
To: Nanninga, Tanera AG:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: Room for AG June 5th

Hi Tanera,

These don't seem to be any problem. Let me know if anything changes, especially considering this day is looking really busy for us!

Thanks,

Maria
604-775-1600

From: Nanninga, Tanera AG:EX
Sent: May 28, 2018 2:23 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Room for AG June 5th

Good afternoon,

Can I book a room for the AG for the following times on June 5th....

9:00am-10:30am

Weekly Briefing with the DAG

Attendees: 3 people – AG, EA Sam Scott, DAG

1:00pm-1:30pm

Meeting with BC Psychological Association

Attendees: 3 people – AG, Sam Scott, Rick Gambrel

4:00pm-5:00pm

Staff Briefings

Attendees: 3 people- AG and Sam Scott, DAG

Cheers,

Tanera Nanninga

Administrative Coordinator to the Honourable David Eby, QC

Attorney General and Minister responsible for Liquor, Gaming, and ICBC

Phone: (250-387-1866)

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 2:28 PM
To: Massy, Michelle E PREM:EX; Loubert, Danny PREM:EX
Cc: Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX
Subject: RE: VCO Next week

Thanks so much, Michelle! Looks great.

Maria
604-775-1600

From: Massy, Michelle E PREM:EX
Sent: June 1, 2018 1:48 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Powell, Charlotte PREM:EX <Charlotte.Powell@gov.bc.ca>; Prisiak, Lisa PREM:EX <Lisa.Prisiak@gov.bc.ca>
Subject: VCO Next week

Hi Danny and Maria,

Please find attached the surveys for who will attend the two Cabinet meetings on Wednesdays and SI on Thursday from VCO. Lazy gourmet will be catering all three events and they will be bringing in coffee and tea as well. For Cabinet on Wednesday, they will bring in breakfast in the morning and snacks for the afternoon (no lunch). SI will be served breakfast.

Lisa Prisiak from CabOps will be at VCO on Wednesday for both Cabinet meetings and Charlotte Powell from CabOps will be there Thursday for SI! A member of PremTech will be there for each meeting as well.

Thanks!
Michelle

Michelle Massy
Manager | Cabinet Operations
Room 049 | [617 Government St.](#) | Victoria, BC
[250.387.0869](tel:250.387.0869) | cell: 250-516-0685

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Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 3:12 PM
To: Flesh, Cindy AEST:EX
Subject: RE: Meeting Room for Minister Mark Thursday June 14th 12:30-1:30

You, too!

Maria
604-775-1600

From: Flesh, Cindy AEST:EX
Sent: June 1, 2018 3:11 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Meeting Room for Minister Mark Thursday June 14th 12:30-1:30

Thanks ever so much – have a great weekend

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 3:10 PM
To: Flesh, Cindy AEST:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Meeting Room for Minister Mark Thursday June 14th 12:30-1:30

No problem, Cindy; I have a room and thanks for the updated list for the meeting on Monday!

Maria
604-775-1600

From: Flesh, Cindy AEST:EX
Sent: June 1, 2018 3:07 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Meeting Room for Minister Mark Thursday June 14th 12:30-1:30

Hello – wondering if you have a room that Minister Mark could use on Thursday June 14th 12:30-1:30 – she needs to do a call – thanks and please let me know if you need anything further.

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 3:22 PM
To: Scott, Samantha AG:EX
Subject: Address for VCO

Hi Sam!

You can mail to us at VCO with the following address:

740-999 Canada Place
Vancouver, BC V6C 3E1

Thanks!

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

Subject: Handover of work
Location: Vanessa's Office

Start: Wed 2018-06-06 4:00 PM
End: Wed 2018-06-06 4:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: VCO Boardrooms, PREM PREM:EX
Required Attendees: Maria Szabo (maria.szabo@gov.bc.ca); Geary, Vanessa PREM:EX; Loubert, Danny PREM:EX

Discuss hand over of Maria's work – ie/ travel claims etc.

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 10:33 AM
To: Carreras, Korleen TAC:EX
Subject: RE: Room Booking

Hey Korleen – was the time of this meeting changed again? Haven't had anyone arrive here yet!

Maria
604-775-1600

From: Szabo, Maria PREM:EX
Sent: June 1, 2018 11:03 AM
To: Carreras, Korleen TAC:EX <Korleen.Carreras@gov.bc.ca>
Subject: RE: Room Booking

Thanks!

Maria
604-775-1600

From: Carreras, Korleen TAC:EX
Sent: June 1, 2018 10:51 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Room Booking

Couple of additions for the Tuesday meeting. Sandra Carroll, TAC DM and Jane Brindley, vice-chair of BCAC.



Korleen Carreras, Executive Assistant
Minister's Office
Ministry of Tourism, Arts & Culture, Responsible for
Sport and Multiculturalism
250-812-5204



On May 31, 2018, at 9:58 AM, Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca> wrote:

Hi Korleen – you will have to use the Ministry number!

Thanks,

Maria
604-775-1600

From: Carreras, Korleen TAC:EX
Sent: May 31, 2018 8:51 AM

To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>

Subject: Re: Room Booking

Maria,

We are going to have a couple of people call into the meeting. Are there call in numbers for VCO or do we just use our ministry call in number?



On May 29, 2018, at 3:00 PM, Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca> wrote:

Hi Korleen,

That shouldn't be a problem... Our morning is much busier so we might ask that you keep that in mind as it could be a little hectic, but we can still accommodate.

Thanks!

Maria
604-775-1600

From: Carreras, Korleen TAC:EX
Sent: May 29, 2018 2:07 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Room Booking

Are we able to move this up to 10:30-12:30? Slight change of plans on our end.

Korleen

From: Carreras, Korleen TAC:EX
Sent: Monday, May 28, 2018 9:31 AM
To: VCO Boardrooms, PREM PREM:EX
Subject: Room Booking

Can we please book meeting space for Minister Beare on Tuesday, June 5th from 1:00pm-3:00pm? Attendees will be Minister Beare, Korleen Carreras, Susan Jackson (Chair of the BC Arts Council), Claire Avison, and Gillian Wood.

Thank you.

Korleen

<image001.png> **Korleen Carreras**, Executive Assistant
Minister's Office

Ministry of Tourism, Arts & Culture, Responsible for
Sport and Multiculturalism
250-812-5204



Please consider the environment before printing this email.

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 10:41 AM
To: Roberts, Connie A IRR:EX
Subject: RE: Room booking for Minister Fraser - June 5th

Thanks, Connie!

Maria
604-775-1600

From: Roberts, Connie A IRR:EX
Sent: June 5, 2018 10:36 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>; Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Room booking for Minister Fraser - June 5th
Importance: High

Hi Danny/Maria,

I didn't put in the call in participants in final I sent yesterday, as I always thought they dialed in themselves. Here is the full participant details for the remainder of the day and going forward I will include the participants that will be calling in as well! ☺

Time: 11-12:00 pm (1 hr)
Group: Lake Babine Nation
Group attendees: Chief Wilf Adam; Doug White; Dominique Nouvet (Legal Counsel)
MIRR staff: Tom McCarthy; Carina Dillar
FLNR staff in person: MDD; Tim Renneberg/Kenn McLaren
FLNR staff via phone: Eamon O'Donoghue; Aaron Trowbridge
AG staff in person: Richard Fyfe (DAG); Nicole Bresser (MDE no longer attending)
AG staff via phone: Geoff Moyse; Becky Black
Total: 11

Time: 12:00-:130 pm
Attending: MSF/Jonathan Sas
(MSF and Jonathan just need a small room for lunch and prep time)

Time: 1:30-2:00 pm (1/2 hr)
MIRR staff: MSF; Jonathan OR Ann Marie; Trish Balcaen; Francesca Wheler; Doug Konkin
FLNR staff: MDD; Rick Manwaring; Mike Pedersen; Ken Vanderburgh
ENV staff: MGH; Caelie Frampton; Jim Standen; Jeff Leahy; Mark Zacharias (DM)
AG staff: Richard Fyfe (DAG); Paul Yearwood; MA still tbc (MDE no longer attending)
EMPR staff in person: MMM likely not attending, Julie Chace
EMPR staff calling in: James McNish; Melissa Sanderson
PO: Don Bain
Total: 17

Call in details for all the above:

Conference call details:

Dial In: s.15,s.17

s.15,s.17

Moderator: Scott Fraser

Moderator ID: s.15,s.17

Participant ID:

Time: 2:00-4:00 pm (2 hrs)

Group: TNG (Tsilhqot'in National Government)

TNG attendees:

Chief Joe Alphonse (Tl'etinqox and Tribal Chair)

Chief Jimmy Lulua (Xeni Gwet'in)

Councillor Loretta Williams (Xeni Gwet'in)

Chief Francis Laceese (Tl'esqox)

Councillor Percy Guichon (Tsi Deldel)

Chief Roy Stump (?Esdilagh)

Chief Ervin Charleyboy

Chief Russell Myers Ross (Yunesit'in)

TNG staff/guests:

Jay Nelson, Executive Lead, Negotiations and External Affairs

Helen Nemeth, Team Manager, Negotiations and External Affairs

Shawn Atleo and Heather Atleo (TNG appointed Facilitators)

BC

MIRR staff: MSF; Jonathan; Trish Balcaen; Francesca Wheler; Doug Konkin

FLNR staff: MDD; Rick Manwaring; Mike Pedersen; Ken Vanderburgh

ENV staff : MGH; Caeile Frampton; Jim Standen; Jeff Leahy; Mark Zacharias (DM)

EMPR staff: Julie Chace

AG: Richard Fyfe; Paul Yearwood; MA tbc (MDE no longer attending)

PO: Don Bain

Total: no more than 30

(I believe everyone is in person for TNG)

Also, Lisa Silverio in MDD's office booked the room at VCO for the Minister's 4 pm meeting w/ MDD/MGH/MLP, but in case you don't have the call in details for that one, see below:

Conference call details

s.15.s.17

Moderator ID s.15,s.17

Participant ID:

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: Roberts, Connie A IRR:EX
Sent: Monday, June 4, 2018 4:04 PM
To: VCO Boardrooms, PREM PREM:EX; Szabo, Maria PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Room booking for Minister Fraser - June 5th
Importance: High

Hi Maria/Danny,

This should be the final for tomorrow:

Time: 9-10:30 am (1.5 hr)
Attending: MSF; Jonathan Sas; Trish Balcaen
Total: 3

Time: 10:30-11:00 am (1/2 hr)
MIRR staff: MSF; Jonathan; Tom McCarthy; Carina Dillar
FLNR staff: MDD; Tim Renneberg or Kenn McLaren
AG: Richard Fyfe (DAG); Nicole Bresser (MDE no longer attending)
Total: 8

Time: 11-12:00 pm (1 hr)
Group: Lake Babine Nation
Group attendees: Chief Wilf Adam; Doug White; Dominique Nouvet (Legal Counsel)
MIRR staff: MSF; Jonathan; Tom McCarthy; Carina Dillar
FLNR staff: MDD; Tim Renneberg or Kenn McLaren
AG: Richard Fyfe (DAG); Nicole Bresser (MDE no longer attending)
Total: 11

Time: 12:00-1:30 pm
Attending: MSF/Jonathan Sas
(MSF and Jonathan just need a small room for lunch and prep time)

Time: 1:30-2:00 pm (1/2 hr)
MIRR staff: MSF; Jonathan; Trish Balcaen; Francesca Wheler; Doug Konkin
FLNR staff: MDD; Rick Manwaring; Mike Pedersen; Ken Vanderburgh
ENV staff: MGH; Caelie Frampton; Jim Standen; Jeff Leahy; Mark Zacharias (DM)
AG staff: Richard Fyfe (DAG); Paul Yearwood; MA still tbc (MDE no longer attending)
EMPR staff in person: MMM likely not attending, Julie Chace
PO: Don Bain
Total: 17

Time: 2:00-4:00 pm (2 hrs)
Group: TNG (Tsilhqot'in National Government)
TNG attendees:
Chief Joe Alphonse (Tl'etinqox and Tribal Chair)
Chief Jimmy Lulua (Xeni Gwet'in)
Councillor Loretta Williams (Xeni Gwet'in)
Chief Francis Laceese (Tl'esqox)
Councillor Percy Guichon (Tsi Deldel)
Chief Roy Stump (?Esdilagh)

Chief Ervin Charleyboy
Chief Russell Myers Ross (Yunesit'in)

TNG staff/guests:

Jay Nelson, Executive Lead, Negotiations and External Affairs
Helen Nemeth, Team Manager, Negotiations and External Affairs
Shawn Atleo and Heather Atleo (TNG appointed Facilitators)

BC

MIRR staff: MSF; Jonathan; Trish Balcaen; Francesca Wheler; Doug Konkin
FLNR staff: MDD; Rick Manwaring; Mike Pedersen; Ken Vanderburgh
ENV staff : MGH; Caeile Frampton; Jim Standen; Jeff Leahy; Mark Zacharias (DM)
EMPR staff: Julie Chace
AG: Richard Fyfe; Paul Yearwood; MA tbc (MDE no longer attending)
PO: Don Bain
Total: no more than 30

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: Roberts, Connie A IRR:EX
Sent: Friday, May 25, 2018 2:25 PM
To: VCO Boardrooms, PREM PREM:EX; Szabo, Maria PREM:EX
Subject: RE: Room booking for Minister Fraser - June 5th



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: VCO Boardrooms, PREM PREM:EX
Sent: Friday, May 25, 2018 2:21 PM
To: Roberts, Connie A IRR:EX; Szabo, Maria PREM:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: Room booking for Minister Fraser - June 5th

Hi Connie,

I'll make the sure the minister has a room for the added meetings.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier

From: Roberts, Connie A IRR:EX
Sent: Friday, May 25, 2018 1:34 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: RE: Room booking for Minister Fraser - June 5th

Hi Danny,

Further to the below, we will also need rooms for the following, as MSF will now be in Vancouver all day on June 5th:

Time: 9-10:30 am (1.5 hr)
Attending: MSF; Jonathan Sas
Total: 2

Time: 10:30-11:00 am (1/2 hr)
MIRR staff: MSF; Jonathan Sas; Tom McCarthy; Carina Dillar
FLNR staff: MDD; Tim Renneberg/Kenn McLaren
AG staff: MDE; plus 1 or 2
Total: 10/11

Time: 11-12:00 pm (1 hr)
Group: Lake Babine Nation
Group attendees: tbc
MIRR staff: MSF; Jonathan; Tom McCarthy; Carina Dillar
FLNR staff: MDD; Tim Renneberg/Kenn McLaren
AG staff in person: MDE; plus 1 or 2
Total: 11/15

Time: 1:30-2:00 pm (1/2 hr)
MIRR staff: MSF; Jonathan OR Ann Marie; Trish Balcaen; Francesca Wheler; Doug Konkin
FLNR staff: MDD;
ENV staff: MGH;
AG staff: MDE;
EMPR staff: MMM likely not attending, staff will attend
PO: Don Bain
Total: still waiting on other staff attendees so not sure yet of the total

Time: 2:00-4:00 pm (2 hrs)
Group: TNG (Tsilhqot'in National Government)
Group attendees: still tbc
MIRR staff: MSF; Jonathan OR Ann Marie; Trish Balcaen; Francesca Wheler; Doug Konkin
FLNR staff: MDD;
ENV staff: MGH;
AG staff: MDE;
EMPR staff: MMM likely not attending, staff will attend
PO: Don Bain
Total: still not confirmed but would need the largest room you have.

I hope to have all this updated shortly.

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: Szabo, Maria PREM:EX
Sent: Tuesday, April 24, 2018 12:44 PM
To: Roberts, Connie A IRR:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: Room booking for Minister Fraser - June 5th

Hi Connie,

I can book our biggest room for you, but just so you know, that room can only seat about 24 people.

Please let me know once you have the full list of attendees!

Thanks,

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

From: Roberts, Connie A IRR:EX
Sent: Tuesday, April 24, 2018 10:32 AM
To: VCO Boardrooms, PREM PREM:EX
Subject: Room booking for Minister Fraser - June 5th

Hi Maria,

I am arranging a meeting with Tsilhoqot'in National Government (TNG), with Minister's Fraser, Donaldson, Heyman and Mungall, for June 5th, from 2-4 pm. I would like to book a room, please, and we will likely need the largest room you can provide. I'm waiting for the attendee list from staff, however, the last meeting we had was almost 30 attendees. I'm hopeful it will be a smaller group this time. I'm also waiting on confirmation that this meeting is confirmed with TNG, all the Ministers are good to go.

FYI, once this meeting is confirmed, we will also be inviting PJH to attend whatever portion of the meeting that he is able.

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*

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 10:43 AM
To: Hansen, Lucy HLTH:EX
Cc: Loubert, Danny PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: RE: June 11 Boardroom

Hi Lucy,

That shouldn't be a problem! I've booked these.

Thanks,

Maria
604-775-1600

From: Hansen, Lucy HLTH:EX
Sent: June 5, 2018 10:41 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: June 11 Boardroom

Good Morning,

Can I please book a boardroom for Minister Dix for June 11

2-3pm- Mayor Robertson, Minister Dix, Steven Brown – staff will be calling on Teleconference

3-4 pm- Kip Woodward, Minister Dix, Steven Brown-staff will be calling on Teleconference

Thanks

Lucy



Lucy Hansen

Administrative Coordinator to the
Honourable Adrian Dix
Minister of Health &
Minister Responsible for Francophone Affairs
Direct: 250-953-3643
Office: 250-953-3547
E-mail: Lucy.Hansen@gov.bc.ca

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 10:58 AM
To: Campbell, Sue LBR:EX
Subject: RE: June 12, 1:30pm

Thanks, Sue, I've removed this from our calendar. Let us know if we can be of further assistance.

Maria
604-775-1600

From: Campbell, Sue LBR:EX
Sent: June 5, 2018 10:57 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: June 12, 1:30pm

Hi

Please cancel the room for this date and time. I'll be rearranging this meeting and will let you know if we need a room at VCO.

Thanks

Sue Campbell
Administrative Coordinator
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0912 | Email: sue.campbell@gov.bc.ca

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From: Campbell, Sue LBR:EX
Sent: Thursday, May 31, 2018 12:36 PM
To: Szabo, Maria PREM:EX
Subject: RE: June 12, 1:30pm

Hi

I'm reviewing the meeting and the date may change. I'll let you know soon.

Sue

From: Szabo, Maria PREM:EX
Sent: Thursday, May 31, 2018 12:35 PM
To: Campbell, Sue LBR:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: June 12, 1:30pm

Hi Sue,

No problems here. Let me know if you think it will be more than 8, but do send me the names once you get them. The room will have a conference phone –but if they are looking to use a conference line, they will have to use the Ministry's.

Thanks!!

Maria
604-775-1600

From: Campbell, Sue LBR:EX
Sent: May 30, 2018 4:27 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: June 12, 1:30pm

Hi

I'd like to book a room for 30-45 minutes.

Minister Bains, Minister of Labour
June 12, 2018
1:30pm
Number of attendees: to be confirmed
- Minister
- Michael Cheevers, MA
- Trevor Hughes, DM

I'd like to have a room for about 7 or 8. I'll let you know the names closer to the date.

We might not need it, but if we could ask for a room that would include an option for a conference call.

Thank you

Sue Campbell
Administrative Coordinator
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0912 | Email: sue.campbell@gov.bc.ca

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Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 10:58 AM
To: Tsang, Robin FIN:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Testing - Cabinet Boardroom

I can check in with you around 12:30 to let you know if it's possible to do the testing today, but I can't guarantee. Thanks for that – Thursday would be better.

Maria
604-775-1600

From: Tsang, Robin FIN:EX
Sent: June 5, 2018 10:55 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Testing - Cabinet Boardroom

Hi Maria:

It's not urgent. I was just hoping to give CABOPS a quick update re. using the Trio in Chambers before tomorrow's meeting. But if there is no chance for today testing like 1 PM? I can test with David on Thursday when he is at VCO.

Thanks,
Robin

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 10:21 AM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Testing - Cabinet Boardroom

Sorry, Robin, at second look, I fear that the meetings ending at 12:00 will go over and there will be staff that want to stay in there. How urgent is the testing?

Maria
604-775-1600

From: Tsang, Robin FIN:EX
Sent: June 5, 2018 10:19 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Testing - Cabinet Boardroom

That works Maria. I will go to Chambers to do some setup around Noon. Then, I will let you know when I am there.

Thanks,
Robin

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 10:17 AM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Testing - Cabinet Boardroom

Hi Robin – unfortunately, we have meetings booked in the Cabinet Boardroom between 10:30am and 4:00pm. I might be able to do some testing between 12:00pm and 1:30pm if it will only take about 10 minutes.

Maria
604-775-1600

From: Tsang, Robin FIN:EX
Sent: June 5, 2018 10:11 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Testing - Cabinet Boardroom

Morning Maria:

I would like to do some testing between Chambers and VCO. I am wondering if you have about 10 mins to help between 11:30 AM – Noon? If the time doesn't work, how about early afternoon?

Thanks!
Robin

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 11:24 AM
To: Tsang, Robin FIN:EX; Massy, Michelle E PREM:EX
Cc: Henry, David A FIN:EX; PREM Tech; Loubert, Danny PREM:EX
Subject: RE: Chambers and VCO booking

Hi Robin – I've blocked Thursday, noon to 1:00.

Maria
604-775-1600

From: Tsang, Robin FIN:EX
Sent: June 5, 2018 11:23 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>; Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>
Cc: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Chambers and VCO booking

Hi Maria, Michelle:

Can you help blocking the Chambers and VCO Cabinet Boardroom calendars for David and I doing testing this Thursday between Noon – 1:00 PM?

Thanks!
Robin

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 12:05 PM
To: Massy, Michelle E PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: updated surveys for tomorrow

Great, thank you so much!

Maria
604-775-1600

From: Massy, Michelle E PREM:EX
Sent: June 5, 2018 11:36 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: updated surveys for tomorrow

Hi there,

A few more individuals will be at VCO now (including in the morning Minister Bains, Anne Kang and in the afternoon Minister Bains and Tom McCarthy.

Thanks!
Michelle

Michelle Massy
Manager | Cabinet Operations
Room 049 | 617 Government St. | Victoria, BC
250.387.0869 | cell: 250-516-0685

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Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 12:45 PM
To: Giesbrecht, Mandy FIN:EX
Subject: RE: Catering - June 7 TB Meeting

How many people are you expecting? We have coffee/tea up front for guests walking in, but if there's a larger group of guests attending for TB and you'd like to have coffee/tea set aside for them specifically, you may want to consider ordering it from the caterer as well.

Thanks!

Maria
604-775-1600

From: Giesbrecht, Mandy FIN:EX
Sent: June 5, 2018 12:12 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Catering - June 7 TB Meeting

Thanks Maria,
The only other questions is should we order coffee from the caterer also or is there the ability to do coffee on-site?

Thank you,

Mandy Giesbrecht
Director – Strategic Planning & Operations
Treasury Board Staff

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 12:09 PM
To: Giesbrecht, Mandy FIN:EX
Subject: RE: Catering - June 7 TB Meeting

Hi Mandy,

We usually order from Lazy Gourmet or Potluck. You can deliver it to Suite 740, 999 Canada Place, Vancouver, BC V6C 3E1.

s.22 let me know if you have any other questions!

Maria
604-775-1600

From: Giesbrecht, Mandy FIN:EX
Sent: June 5, 2018 12:06 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>

Subject: Catering - June 7 TB Meeting

Importance: High

Hi Maria,

I understand we will have attendees over in Vancouver this week so I will need to order catering ASAP.

I'm new to the role here, can you please suggest an acceptable place I could contact for catering and let me know where it should be delivered?

Thanks very much in advance,

Mandy



Mandy Giesbrecht

Director – Strategic Planning & Operations

Treasury Board Staff, Ministry of Finance

778.698.3799 | Mandy.Giesbrecht@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 2:40 PM
To: Hembree, Sara PSSG:EX
Cc: Loubert, Danny PREM:EX; Duncan, Nikki PSSG:EX
Subject: RE: Meeting room request - June 7th

Hi Sara,

I don't think that's a problem. I've booked it. Thanks!

Best,

Maria
604-775-1600

From: Hembree, Sara PSSG:EX
Sent: June 5, 2018 2:36 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Duncan, Nikki PSSG:EX <Nikki.Duncan@gov.bc.ca>
Subject: Meeting room request - June 7th

Good afternoon,

Could I book a room for **Minister Farnworth** on **June 7th** at **8:15am** for **30 minutes**. Is there any way we can get a room on the 7th floor?

Attendees are as follows....

Minister Farnworth
Minister David Eby
Nimmi Takkar
Mark Sieben
Clayton Pecknold
Richard Fyfe
Michelle Carr
Mary Shaw

There could possibly be more attendees and can update you as I have the final list.

Thank you!



Sara Hembree
*Administrative Assistant to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2193*

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 2:48 PM
To: Wensink, Alison PREM:EX
Subject: RE: Call for Records OOP-2018-83813 Due June 8, 2018

I have no records. Thanks!

Maria
604-775-1600

From: Wensink, Alison PREM:EX
Sent: June 1, 2018 12:02 PM
To: LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Christensen, Suzanne PREM:EX <Suzanne.Christensen@gov.bc.ca>
Cc: Mulloy, Eleanor PREM:EX <Eleanor.Mulloy@gov.bc.ca>
Subject: Call for Records OOP-2018-83813 Due June 8, 2018

Hello,

Please see the below request and please let me know by June 8th whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff, Don Wright, Suzanne Christensen, Christine Kennedy

All records including Office of the Premier e-mails, Ministry of Finance e-mails, e-mails, briefing materials and consultant's advice, reports and notes of discussions regarding methodology for the determination of the land values for the Fibreco Export Inc. properties for the purposes of the Port Land Valuation Regulation (Area 08, Jurisdiction 316, Roll: 500-2812-3610-0; 010-1750-5010-4; 010-1750-5030-9)

Date Range: July 18, 2017 – May 15, 2018

UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 2:48 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83903 Records Due June 12, 2018

I have no records. Thanks!

Maria
604-775-1600

From: OOP FOI PREM:EX
Sent: June 1, 2018 12:11 PM
To: LP Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>; LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>
Subject: Call for Records OOP-2018-83903 Records Due June 12, 2018

Hello,

Please see the below request and please let me know by June 12th whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff

*All emails sent to and received - at the Premier's Office level - from any email addresses ending with
@compositепublicaffairs.com.*

*(Date Range for Record Search: From **04/07/2018 To 05/22/2018**) Date Format is MM/DD/YYYY*

UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 9:07 AM
To: Geary, Vanessa PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: FW: Staples Business Advantage: Print view copy of order EW74947000

Hi Vanessa,

Please find the shopping cart at Staples below for your approval. Charlotte requested a footrest and whiteboard markers and we had a need for pens and paper.

Thanks,

Maria
604-775-1600

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

From: DoNotReply@staplesadvantage.ca [mailto:DoNotReply@staplesadvantage.ca]
Sent: June 6, 2018 9:05 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Staples Business Advantage: Print view copy of order EW74947000

Order # : EW74947000
Order Information

Account : \$17

Customer Address
OFFICE OF THE PREMIER
VANCOUVER CABINET OPERATIONS
740 -999 CANADA PLACE
VANCOUVER BC
V6C3E1

Product	Description	Unit	Qty	Your Price	Total
KMW56152	Kensington® SoleSaver Footrest, Black, 16 1/2"W x 12 1/2"D x 3"- 4 1/2"HEA		1	\$17.54	

Line Note :

Availability: In Stock

PAP1951346	Paper Mate® InkJoy® 700 Retractable Ballpoint Pen, Medium Point, 1.0mm, Blue InkEA
24	\$1.65 \$39.60

Line Note :

Availability: In Stock

STP18896 Staples[®] FSC Certified Multi-Use Paper, Letter Size, 8 1/2" x 11", 96 Bright, 20 lbs., 5000
Sheets/CartronCT 4 \$49.90 \$199.60
Line Note :
Availability: In Stock

PAP1951378 Paper Mate® InkJoyTM 300 Pen, Medium Point, 1.0mm, Black Ink, 36 Commercial
BoxBX 2 \$16.99 \$33.98
Line Note :
Availability: Backordered Product expected on 2018/06/13

STP10429 Staples® Remarx™ Dry Erase Whiteboard Markers, Chisel Tip, Assorted Colours, 4/SetST
2 \$0.37 \$0.74
Line Note :
Availability: In Stock

SAN81505 EXPO® Marker Board Eraser, 2" x 5"EA 2 \$0.27 \$0.54
Line Note :
Availability: In Stock

Product Total: \$292.00
GST: \$14.60
PST/HST: \$20.44
Total: \$327.04

<https://www.eway.ca/Eway/>

Staples Business Advantage Customer Care: 1-877-272-2121

Wensink, Alison PREM:EX

Subject: Sheena & Vanessa
Location: Vanessa to call Sheena

Start: Wed 2018-06-06 2:45 PM
End: Wed 2018-06-06 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX
Required Attendees: McConnell, Sheena PREM:EX (Sheena.McConnell@gov.bc.ca)

Checking in before Tuesday; if this slot doesn't work, please suggest another that does. Thanks!

Wensink, Alison PREM:EX

Subject: Mira & Vanessa
Location: Vanessa's Office

Start: Wed 2018-06-06 1:45 PM
End: Wed 2018-06-06 2:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX
Required Attendees: Oreck, Mira PREM:EX (Mira.Oreck@gov.bc.ca)

Checking in before Tuesday; if this slot doesn't work, please suggest another that does. Thanks!

Wensink, Alison PREM:EX

Subject: Bob & Vanessa
Location: Vanessa to call Bob

Start: Thu 2018-06-07 1:00 PM
End: Thu 2018-06-07 1:45 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX
Required Attendees: Dewar, Bob PREM:EX

Checking in before Tuesday; if this slot doesn't work, please suggest another that does. Thanks!

Wensink, Alison PREM:EX

Subject: Kate & Vanessa
Location: Vanessa to call Kate

Start: Fri 2018-06-08 11:45 AM
End: Fri 2018-06-08 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX
Required Attendees: Van Meer-Mass, Kate PREM:EX (Kate.VanMeer-Mass@gov.bc.ca)

Checking in before Tuesday; if this slot doesn't work, please suggest another that does. Thanks!

Wensink, Alison PREM:EX

Subject: Sage & Vanessa
Location: Vanessa to call Sage

Start: Mon 2018-06-11 10:00 AM
End: Mon 2018-06-11 10:45 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX
Required Attendees: Sage Aaron (Sage.Aaron@gov.bc.ca)

Checking in before Tuesday; if this slot doesn't work, please suggest another that does. Thanks!

Wensink, Alison PREM:EX

Subject: Amber & Vanessa
Location: Vanessa to call Amber

Start: Thu 2018-06-07 11:45 AM
End: Thu 2018-06-07 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX
Required Attendees: Nash, Amber PREM:EX (Amber.Nash@gov.bc.ca)

Checking in before Tuesday; if this slot doesn't work, please suggest another that does. Thanks!

**Sorry – Vanessa has a call that should end at 11:30 but just want to give her some buffer room.

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 9:38 AM
To: Viaud, Chantille PREM:EX
Subject: RE: Philippine Independence Day Events

I sent it to Danny and asked him to put it in there, so let me know if you can't see it. ☺

Maria
604-775-1600

From: Viaud, Chantille PREM:EX
Sent: June 5, 2018 2:36 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Philippine Independence Day Events

Can you ask Danny to help you access it?

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 2:34 PM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: RE: Philippine Independence Day Events

No problem! I don't have access to the SR folder (can't see the Community one?) so can't save it there, but I can copy it to the Government folder if you want to move it over. Sorry!

Maria
604-775-1600

From: Viaud, Chantille PREM:EX
Sent: June 5, 2018 2:29 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Philippine Independence Day Events

Awesome! Thanks Maria!! Can you save in the shared drive and send me the link? Should be in the Stakeholder relations folder and maybe in Community folder (?).

From: Szabo, Maria PREM:EX
Sent: Tuesday, June 5, 2018 2:04 PM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: RE: Philippine Independence Day Events

Hi Chantille,

Sorry for the delay on this! Here's a list of Filipino-Canadian organizations in BC, which I based off of this list on the Multicultural Helping House website. I can't be sure that all of this information is up to date and I'm certain I don't have *all* of the organizations listed. But here's a preliminary list, anyway!

Best,

Maria
604-775-1600

From: Viaud, Chantille PREM:EX
Sent: May 29, 2018 4:28 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Philippine Independence Day Events

From: Vasilev, Susan [<mailto:Susan.Vasilev@leg.bc.ca>]
Sent: Tuesday, May 29, 2018 2:56 PM
To: Santiago, Maita LASS:EX <Maita.Santiago@leg.bc.ca>
Subject: FW: Philippine Independence Day Events

Thanks Maita!

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: 250.952-7637
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

From: Santiago, Maita
Sent: Tuesday, May 29, 2018 1:25 PM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: RE: Philippine Independence Day Events

Hi Susan,

Here's a list of the Philippine Independence Day events in the Lower Mainland.

Still confirming who can attend from our office.

Thanks!
Maita

Maita Santiago | Constituency Assistant | Mable Elmore, MLA Vancouver-Kensington
P: 604-775-1033 | F: 604-775-1330 | 6106 Fraser Street, Vancouver, BC V5W 3A1



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From: Vasilev, Susan
Sent: Tuesday, May 29, 2018 11:46 AM
To: Santiago, Maita <Maita.Santiago@leg.bc.ca>
Subject: RE: Philippine Independence Day Events

Yes - thank you very much for sending me the events and do you know how will attend on behalf of Mable?

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: 250.952-7637
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

From: Santiago, Maita
Sent: Tuesday, May 29, 2018 11:36 AM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: RE: Philippine Independence Day Events

Hi Susan,

Mable will be ^{s.22} during the events in the Lower Mainland.

So for some of them, we're arranging for someone else to attend on her behalf.

Also – do you have a list of the different events? I can send you one we compiled here if needed.

Thanks!
Maita

Maita Santiago | Constituency Assistant | Mable Elmore, MLA Vancouver-Kensington
P: 604-775-1033 | F: 604-775-1330 | 6106 Fraser Street, Vancouver, BC V5W 3A1



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From: Vasilev, Susan
Sent: Monday, May 28, 2018 4:41 PM
Subject: Philippine Independence Day Events

Hi CAs – is your MLA attending any Philippine Festivals this June or July? I know there's a few big ones in the lower mainland and Victoria, around the Independence day on the 12th of June, but many of the celebrations are held on the summer weekends.

Let me know...😊

Thanks,
Susan

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 10:17 AM
To: Giesbrecht, Mandy FIN:EX
Subject: RE: Catering Request - short notice

Thanks, Mandy!

Maria
604-775-1600

From: Giesbrecht, Mandy FIN:EX
Sent: June 6, 2018 10:17 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Catering Request - short notice

Hi Maria,
Just keeping you in the loop that the catering order will arrive tomorrow just before 2:30 and they will come back the next day for the dishes.
Thanks so much for your help.

Mandy Giesbrecht
Director – Strategic Planning & Operations
Treasury Board Staff

From: Shayla Gabriel [<mailto:shayla@lazygourmet.ca>]
Sent: Wednesday, June 6, 2018 10:05 AM
To: Giesbrecht, Mandy FIN:EX
Cc: Rempel, Lindsay FIN:EX; FIN TBS Operations FIN:EX
Subject: Re: Catering Request - short notice

Hi Mandy,

It's my pleasure! Attached is your catering invoice for delivery to 740 - 999 Canada Place tomorrow between 2pm-2:30pm. To be set up before 2:30pm.

Note that the delivery fee noted includes us returning the following day during business hours to retrieve our dishes.

A reminder that all food orders include complimentary compostable plates, cutlery, & napkins. Let me know if these are not required.

I look forward to hearing from Lindsay!

Warm regards,
Shayla

Shayla Gabriel, *Events Manager, Corporate and Special Event Sales*

Director of Programs, International Live Events Association (ILEA) Vancouver Chapter 2017-2018

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Winner - GOLD 2015 - WestEnder

Winner - Readers Choice 2015 - Georgia Straight

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 10:35 AM
To: Windrim, Craig IGRS:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: VCO room request - June 25, 4:30pm

Hi Craig,

That doesn't appear to be a problem – I'll set the Cabinet Boardroom aside.

Thanks,

Maria
604-775-1600

From: Windrim, Craig IGRS:EX
Sent: June 6, 2018 9:57 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: VCO room request - June 25, 4:30pm

Hi Danny and Maria,

Can I request a meeting room for MBR to meet with a delegation of U.S. State Representatives and Senators at 4:30pm on Monday, June 25?

The group is 6 delegates plus likely 4 support staff (including myself and another IGRS colleague), plus whoever MBR brings... Perhaps Cabinet boardroom is appropriate if available.

Please book for 60 minutes, however we'll hopefully only be 30-45.

Sincerely,

Craig Windrim
Protocol Manager
Intergovernmental Relations Secretariat | Government of British Columbia
+1 (250) 508-3264
www.gov.bc.ca/officeofprotocol
www.gov.bc.ca/bureauduprotocole
Intergovernmental Relations Secretariat
620 Superior Street, Victoria, BC, V8V 1V2



Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 11:23 AM
To: Parkinson, Elizabeth PREM:EX (Elizabeth.Parkinson@gov.bc.ca)
Cc: Geary, Vanessa PREM:EX
Subject: FW: Scan From <Device Name>
Attachments: Scan_20180606.pdf

Hi Elizabeth,

Vanessa asked me to scan and send a signed BEA back to you, so here it is!

Thanks,

Maria
604-775-1600

From: MSZABO [mailto:Maria.Szabo@gov.bc.ca]
Sent: June 6, 2018 11:02 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Scan From <Device Name>

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 11:41 AM
To: Banfield, Elena GCPE:EX
Subject: RE: Call for office supplies

These have been added!

Maria
604-775-1600

From: Banfield, Elena GCPE:EX
Sent: June 6, 2018 11:40 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Re: Call for office supplies

Can I request a dry erase eraser? And some dry erase markers would be good to have around for when mine dies.

Thanks!
Elena

Elena Banfield | Event Coordinator
Government Communications and Public Engagement
604-842-0984 | elena.banfield@gov.bc.ca
Sent from my iPhone

On Jun 5, 2018, at 4:38 PM, Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca> wrote:

Hi all,

I'll be putting an order for office supplies in tomorrow. On the list will be paper and pens. Have any of you noticed anything else that needs to be replenished?

Thanks!

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 12:12 PM
To: Khaira, Manjit IGRS:EX
Cc: Gorman, Frances A IGRS:EX; Lobmeier, Lucy S IGRS:EX
Subject: RE: The Premier's events & protocol

This looks super helpful – thank you so much! I may have a couple more questions once I have time to review below, but at first glance, it looks really great. Appreciate it.

Maria
604-775-1600

From: Khaira, Manjit IGRS:EX
Sent: June 6, 2018 11:19 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Gorman, Frances A IGRS:EX <Frances.Gorman@gov.bc.ca>; Lobmeier, Lucy S IGRS:EX <Lucy.Lobmeier@gov.bc.ca>
Subject: RE: The Premier's events & protocol

Hi Maria,

I have provided my answers below in your original email. Hope this helps.

Manjit

From: Szabo, Maria PREM:EX
Sent: May 30, 2018 1:00 PM
To: Khaira, Manjit IGRS:EX <Manjit.Khaira@gov.bc.ca>
Cc: Gorman, Frances A IGRS:EX <Frances.Gorman@gov.bc.ca>; Lobmeier, Lucy S IGRS:EX <Lucy.Lobmeier@gov.bc.ca>
Subject: RE: The Premier's events & protocol

Awesome! Thanks! Here's what we'd like to know:

1. I've gotten the styles of address from [this website](#) as according to the PowerPoint presentation you gave to us last November. However, I just want some clarity on how we might address a **Parliamentary Secretary**, as I'm not sure if they'd fall under the category of Cabinet member or MLA – or if they have their own distinct address. Can you advise?
A. Parliamentary Secretary is addressed the same as an MLA (Mr./Ms./Mrs. , etc.)
2. Is there a specific way/order that dignitaries should be introduced? Does that change if they're being introduced to a group vs. an individual? I have a basic understanding of the tables of precedence and I'm guessing the same might apply here, as well to speaking and seating order.
A. Correct, the table of precedence is the generally accepted standard in regards to speaking/seating order. One exception might be if you are leading up to something like a ribbon-cutting event, in which case you may want to have the most senior person speak last.
3. What should their nametags/tent cards say? Would they follow the above styles of address as well? For example, "The Honourable John Horgan, MLA, Premier of British Columbia" vs. "Premier John Horgan".
A. There may be some flexibility depending on the event and how much room you have on your nametags/tentcards, but in general for the Premier, Ministers and MLAS we use the following:

- Hon. John Horgan, Premier
- Hon. Carole James, Minister of Finance
- Mitzi Dean, Parliamentary Secretary for Gender Equity
- Bowinn Ma, MLA for North Vancouver-Lonsdale

4. I think this might be a question for the Correspondence Unit, but when it comes to receiving gifts, is there a policy by which community groups should abide?

A. We are not aware of any policy in regards to receiving gifts other than what is outlined in the Members' Conflict of Interest Act (http://www.bclaws.ca/civix/document/id/complete/statreg/96287_01#section7). It would be advisable to be in touch with community groups in advance and ask if they will be presenting a gift and the nature of the gift.

5. Should community groups be following any sort of dress code when in the presence of our elected officials?

A. This can be tricky. If the elected official is being hosted by a community group then the group gets to set the dress code. It would be advisable to ask the community group in advance. However if the elected official is hosting a meeting you could always indicate the dress code in the meeting\event invite (e.g. Dress: Business attire, Business Casual, cultural dress, etc.). There are no guarantees that the community group will oblige. For some of our events where we have indicated business attire, representatives from some of the indigenous groups have chosen a different dress. From a protocol perspective we have to be flexible and accepting of different dress standards.

Some of these might be quite obvious to you, but they'd be very helpful for us as we seek some more clarification on this topic. I'm also happy to chat by phone, so let me know if you'd like to answer these that way and set up a time to do so.

Thank you again!

Maria
604-775-1600

From: Khaira, Manjit IGRS:EX

Sent: May 30, 2018 11:54 AM

To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>

Cc: Gorman, Frances A IGRS:EX <Frances.Gorman@gov.bc.ca>; Lobmeier, Lucy S IGRS:EX <Lucy.Lobmeier@gov.bc.ca>

Subject: RE: The Premier's events & protocol

Good morning Maria,

Feel free to send the questions this way and we will try our best to help you with answers based upon our past experience.

Regards,

Manjit Khaira
Office of Protocol | Intergovernmental Relations Secretariat | Office of the Premier
Government of British Columbia
Email: Manjit.Khaira@gov.bc.ca
Phone: 250.356.9459 Mobile: 250.883.4421 Fax: 356.2814
Internet: <http://gov.bc.ca/officeofprotocol>

From: Szabo, Maria PREM:EX
Sent: Tuesday, May 29, 2018 2:21 PM
To: Khaira, Manjit IGRS:EX
Subject: The Premier's events & protocol

Hi Manjit,

I'm not sure if you can help me with this, but I have some rather specific questions about protocol at events between the Premier/Ministers/Parliamentary Secretaries/MLAs and stakeholders and I'm hoping you can point me toward the right direction – whether that's with an answer or another resource! To be clear, these are not questions about intergovernmental relations, but relations between stakeholder groups and the Premier/Cabinet, etc. Would you mind if I sent you the 4 or 5 questions I have or would you recommend I try somewhere else?

Thanks,

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 12:16 PM
To: Hahn, Andra EDUC:EX; Loubert, Danny PREM:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: Request to book room - June 18 @ 4:30 for Minister Fleming

Hi Andra,

This looks fine to me but I'm just going to ask Danny to review it. ^{s.22}
be lead on all the booking into the future.

and he will

Thanks!

Maria
604-775-1600

From: Hahn, Andra EDUC:EX
Sent: June 6, 2018 11:59 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>
Subject: Request to book room - June 18 @ 4:30 for Minister Fleming

Hello VCO,

1. The **Minister** requesting: Minister Fleming
2. The **Date:** June 18
3. The **Time:** 4:30 to 5:45 (arriving on 4:25 helijet, so might be a few minutes late
4. The **number of attendees** and a **list of their names** (& the name of the organization if possible)
 - a. Minister Fleming
 - b. Will Maartman, Ministerial Assistant
 - c. Glyn Lewis
 - d. Dianne Tijman

Thank you,
Andra Hahn
Office of the Hon. Rob Fleming
Minister of Education
Room 124, Parliament Buildings
Victoria, B.C. / 250-387-8838

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 12:24 PM
To: Grant, Lisa MAH:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: Request for a room June 13 2:30 - 3:30

Hi Lisa,

That shouldn't be a problem – I've booked these. I'll let you know if anything comes up!

Thanks,

Maria
604-775-1600

From: Grant, Lisa MAH:EX
Sent: June 6, 2018 12:02 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: Request for a room June 13 2:30 - 3:30

Hello,

I am hoping to book a small room/office for Minister Robinson to use from 2:30 – 3:30 on June 13.

2:30 – 3:00 will be a teleconference, I do not believe anyone will be attending in person besides the Minister.
3:00 – 3:30 she will be meeting with Charley Beresford and will likely have two staff calling in.

She would need a polycom for both meetings.

Please let me know if you have space available.

Cheers,

Lisa Grant
Administrative Assistant to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310, Parliament Buildings
Office: 250-387-2283

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 1:30 PM
To: Hourston, Sveah JTT:EX; Massy, Michelle E PREM:EX
Subject: RE: Cabinet / SSP June 13th

Thanks so much, both of you!

Maria
604-775-1600

From: Hourston, Sveah JTT:EX
Sent: June 6, 2018 1:30 PM
To: Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>; Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Cabinet / SSP June 13th

Thanks Michelle. Maria, at this point we will not have staff attending for SSP. If that changes I will let you know.

Thanks!
Sveah

From: Massy, Michelle E PREM:EX
Sent: Wednesday, June 6, 2018 12:21 PM
To: Szabo, Maria PREM:EX
Cc: Hourston, Sveah JTT:EX
Subject: Re: Cabinet / SSP June 13th

Hi Maria - I do not believe any cabops staff will attend from VCO for cabinet.

I've copied Sveah as her office runs SSP meetings and she will be able to tell you if any staff will be present

On Jun 6, 2018, at 12:18 PM, Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca> wrote:

Hi Michelle,

Are you able to tell me, at this point, if there will be someone from Cab Ops coming over to oversee the Cabinet and SSP meetings in Vancouver on June 13th? I'm just trying to figure out what our boardroom capacity will be as Cab Ops usually requires a room if they are stationed here for the day.

Thanks!

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 2:09 PM
To: Viaud, Chantille PREM:EX
Subject: RE: Non profits meeting

Booked! And here are the details:

Moderator Conference ID: s.15,s.17
Participant Conference ID:

Dial-in Phone Numbers:
s.15,s.17

Maria
604-775-1600

From: Viaud, Chantille PREM:EX
Sent: June 6, 2018 2:07 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: FW: Non profits meeting

Can you please book the conference line for me from 1:15-2:00 tomorrow and send me the info? It's all government staff calling in.

Thank you!
C.

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 3:14 PM
To: Bain, Don PREM:EX; Banfield, Elena GCPE:EX; Behrens, Marlene GCPE:EX; Geary, Vanessa PREM:EX; Hagglund, Jarrett GCPE:EX; Joshi, Shruti GCPE:EX; Kingston, Charlotte PREM:EX; Loubert, Danny PREM:EX; Oreck, Mira PREM:EX; Truong, Lele GCPE:EX; Viaud, Chantille PREM:EX
Subject: RE: Heads up - 3:30 - media coming through to the back

Sorry – Boardroom 4 and they're in there now. Waiting on AG.

Maria
604-775-1600

From: Szabo, Maria PREM:EX
Sent: June 6, 2018 3:08 PM
To: Bain, Don PREM:EX <Don.Bain@gov.bc.ca>; Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>; Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Hagglund, Jarrett GCPE:EX <Jarrett.Hagglund@gov.bc.ca>; Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca>; Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>; Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca>; Truong, Lele GCPE:EX <Lele.Truong@gov.bc.ca>; Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: Heads up - 3:30 - media coming through to the back
Importance: High

Organized just recently but FYI - Global News will be meeting with the AG in the Executive Boardroom at 3:30.

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

Subject: Canceled: Don & Vanessa
Location: Vanessa's Office

Start: Fri 2018-06-08 2:30 PM
End: Fri 2018-06-08 3:15 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX
Required Attendees: Bain, Don PREM:EX (Don.Bain@gov.bc.ca)

Importance: High

Checking in before Tuesday; if this slot doesn't work, please suggest another that does. Thanks!

Wensink, Alison PREM:EX

Subject: Mira & Vanessa
Location: Vanessa's Office

Start: Mon 2018-06-11 2:15 PM
End: Mon 2018-06-11 3:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Geary, Vanessa PREM:EX
Required Attendees: Oreck, Mira PREM:EX (Mira.Oreck@gov.bc.ca)

Checking in before Tuesday

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 4:28 PM
To: Truong, Lele GCPE:EX
Subject: RE: Chinese newspaper pick up

Sounds good, thanks!

Maria
604-775-1600

From: Truong, Lele GCPE:EX
Sent: June 6, 2018 3:55 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Chinese newspaper pick up

Security desk, on the right hand side. The Ming Pao paper has a label on it. Sing Tao does not.

Thanks so much!
Lele

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 3:54 PM
To: Truong, Lele GCPE:EX
Subject: RE: Chinese newspaper pick up

Yes, I can do that tomorrow! Whereabouts do they leave them?

Maria
604-775-1600

From: Truong, Lele GCPE:EX
Sent: June 6, 2018 3:52 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Chinese newspaper pick up

Hi Maria,

Do you mind picking up the newspapers on your way in tomorrow? (if you are coming). I've asked Shruti to pick up the newspapers while I'm away, but she is away for events tomorrow. Let me know.

Thanks,
Lele

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 4:29 PM
To: Robb, Amanda JTT:EX
Subject: RE: Staffing Changes at VCO

s.22

Maria
604-775-1600

From: Robb, Amanda JTT:EX
Sent: June 6, 2018 3:35 PM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Cc: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Staffing Changes at VCO

s.22

Amanda Robb

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

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

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

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From: VCO Boardrooms, PREM PREM:EX
Sent: Wednesday, June 6, 2018 2:34 PM
To: LP Administrative Coordinators
Cc: Szabo, Maria PREM:EX; VCO Boardrooms, PREM PREM:EX
Subject: Staffing Changes at VCO

Hello fellow Admin Coordinators,

s.22

s.22

As always, we will try to respond to all requests in a timely

manner. Please continue to use the VCO Boardroom email(vco.boardrooms@gov.bc.ca) and if you have any questions or concerns please feel free to reach out.

I hope you all have a very pleasant evening.

Warmest Regards,

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

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 4:34 PM
To: Geary, Vanessa PREM:EX
Subject: FW: New ** FW: Staples Business Advantage: Print view copy of order EW74947000

The most recent one for your approval.

Maria
604-775-1600

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

From: Szabo, Maria PREM:EX
Sent: June 6, 2018 10:16 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: New ** FW: Staples Business Advantage: Print view copy of order EW74947000

Hi again Vanessa,

Sorry - ignore that last order approval. We had a couple more requests come in for easel pads, flip chart markers, and staplers. Other than that, the order is the same - for your approval.

Thanks!

Maria
604-775-1600

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

From: DoNotReply@staplesadvantage.ca [mailto:DoNotReply@staplesadvantage.ca]
Sent: June 6, 2018 10:14 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Staples Business Advantage: Print view copy of order EW74947000

Order # : EW74947000
Order Information

Account #^{s.17}

Customer Address
OFFICE OF THE PREMIER
VANCOUVER CABINET OPERATIONS
740 -999 CANADA PLACE
VANCOUVER BC

V6C3E1

Product	Description	Unit	Qty	Your Price	Total
KMW56152	Kensington® SoleSaver Footrest, Black, 16 1/2"W x 12 1/2"D x 3"- 4 1/2"HEA		1	\$17.54	
Line Note :					
Availability: In Stock					

PAP1951346	Paper Mate® InkJoy® 700 Retractable Ballpoint Pen, Medium Point, 1.0mm, Blue InkEA				
24	\$1.65	\$39.60			
Line Note :					
Availability: In Stock					

STP18896	Staples® FSC Certified Multi-Use Paper, Letter Size, 8 1/2" x 11", 96 Bright, 20 lbs., 5000 Sheets/CT	4	\$49.90	\$199.60	
Line Note :					
Availability: In Stock					

PAP1951378	Paper Mate® InkJoy™ 300 Pen, Medium Point, 1.0mm, Black Ink, 36 Commercial BoxBX	2	\$16.99	\$33.98	
Line Note :					
Availability: Backordered Product expected on 2018/06/13					

STP10429	Staples® Remarx® Dry Erase Whiteboard Markers, Chisel Tip, Assorted Colours, 4/SetST	2	\$0.37	\$0.74	
Line Note :					
Availability: In Stock					

SAN81505	EXPO® Marker Board Eraser, 2" x 5"EA	2	\$0.27	\$0.54	
Line Note :					
Availability: In Stock					

BOSB515BLACK	Bostitch® Full Strip Stapler, Metal Design, Capacity 210 standard staples, BlackEA	2	\$12.00	\$24.00	
Line Note :					
Availability: In Stock					

SAN22474	Sharpie® Flip Chart Markers, Bullet Tip, Assorted Colours, 4/SetST	2	\$4.56	\$9.12	
Line Note :					
Availability: In Stock					

MMM563RC	Post-it Super Sticky Tabletop Easel Pad, 563RC, White, 20" x 23", 20 Sheets/PadEA	3	\$3.49	\$10.47	
Line Note :					
Availability: In Stock					

Product Total: \$335.59
 GST: \$16.78
 PST/HST: \$23.49
 Total: \$375.86

<https://www.eway.ca/Eway/>

Staples Business Advantage Customer Care: 1-877-272-2121

Wensink, Alison PREM:EX

Subject: Canceled: Staff Meeting
Location: Boardroom 1

Start: Thu 2018-06-07 11:00 AM
End: Thu 2018-06-07 12:00 PM
Show Time As: Free

Recurrence: Weekly
Recurrence Pattern: every Thursday from 11:00 AM to 12:00 PM

Meeting Status: Not yet responded

Organizer: VCO Boardrooms, PREM PREM:EX
Required Attendees: Geary, Vanessa PREM:EX; Loubert, Danny PREM:EX; Szabo, Maria PREM:EX; Parkinson, Elizabeth PREM:EX

Importance: High

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 9:49 AM
To: FIN FSA MIN OFF FIN:EX
Subject: E128885 - GEARY, VANESSA
Attachments: E128885 - GEARY, VANESSA.pdf

Hi there,

Please find Vanessa's most recent travel claim E128885 attached.

Thanks,

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 9:50 AM
To: FIN FSA MIN OFF FIN:EX
Subject: E128887 - BAIN, DON
Attachments: E128887 - BAIN, DON.pdf

Hi there,

Please find Don's most recent travel claim E128887 attached.

Thanks!

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 10:23 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83960 Records Due June 15, 2018

Hi there,

I've fulfilled this request and placed the documents in the folder at this link: <Z:\Government\FOI\Maria Szabo>.

Thanks!

Maria
604-775-1600

From: OOP FOI PREM:EX
Sent: June 4, 2018 4:03 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Call for Records OOP-2018-83960 Records Due June 15, 2018
Importance: High

Hello Maria,

Please see the below request and please let me know by June 15 whether or not you have any records:

Canvassed: Maria Szabo

Please note we have now found the easiest way for you to send us records is to highlight the emails, drag and drop them directly onto the LAN. Please call Alison when you are ready to proceed and she will assist you.

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from Maria Szabo.

*(Date Range for Record Search: From **04/01/2018 To 04/30/2018**) Date Format is MM/DD/YYYY*

UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Amanda Shortt, Administrative Assistant
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 10:27 AM
To: FIN FSA MIN OFF FIN:EX
Subject: FW: June 3rd Purchasing Card Reconciliation
Attachments: SZABOMs.17 03JUN18 Receipts.pdf; SZABOM^{s.17} 03JUN18.xlsx; FY1819 VCO Refreshment BEA.pdf

Hi there,

Please find the reconciliation for my Juen 3rd Purchasing Card statement and the associated documents attached.

Thanks,

Maria
604-775-1600

From: Geary, Vanessa PREM:EX
Sent: June 7, 2018 10:15 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: June 3rd Purchasing Card Reconciliation

approved

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 10:00 AM
To: Geary, Vanessa PREM:EX
Subject: June 3rd Purchasing Card Reconciliation

Hi Vanessa,

Please find attached my Purchasing Card reconciliation for June 3rd, the associated receipt, and the associated blanket BEA. Once you have approved this, I will send it to Finance.

Thanks!

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 11:02 AM
To: McKnight, Valerie SDPR:EX
Cc: VCO Boardrooms, PREM PREM:EX
Subject: RE: ROOM BOOKING - Minister Simpson, June 11th

Hi Valerie,

This should be okay! Thanks,

Maria
604-775-1600

From: McKnight, Valerie SDPR:EX
Sent: June 7, 2018 9:37 AM
To: VCO Boardrooms, PREM PREM:EX <vco.boardrooms@gov.bc.ca>
Subject: ROOM BOOKING - Minister Simpson, June 11th

Hello,

Can I please book a room for Minister Simpson for Monday June 11th?

11:30am-12:00pm – Place to call into conference Call

1:00pm-1:45pm – Advocate for Service Quality

Attendees: 3

Leanne Dospital, SDPR Advocate

MSS

Leah

2:00pm-2:45pm – Disability Foundation

Attendees: 3

Ruby Ng, Executive Director

MSS

Leah

3:00pm-3:40pm – Place to make phone call

Thanks!

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

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 11:15 AM
To: Giesbrecht, Mandy FIN:EX
Subject: RE: Treasury Board Meeting this week

Hi Mandy,

Thanks for checking. I understand – it's just too bad that the all this food will go to waste!

Maria
604-775-1600

From: Giesbrecht, Mandy FIN:EX
Sent: June 7, 2018 11:06 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Treasury Board Meeting this week

Hi Maria, They said it's too late, they need 24 hours notice. This week was challenging to plan properly because logistics were such short notice. Hopefully it will be smoother next week.

Thank you,

Mandy Giesbrecht
Director – Strategic Planning & Operations
Treasury Board Staff

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 10:57 AM
To: Giesbrecht, Mandy FIN:EX
Subject: RE: Treasury Board Meeting this week

Hi Mandy,

Any possibility we can have this cancelled? There will be leftovers from the morning and there are only three people attending Treasury Board.

Thanks,

Maria
604-775-1600

From: Giesbrecht, Mandy FIN:EX
Sent: June 7, 2018 10:36 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Treasury Board Meeting this week

FYI we've likely ordered too much food. I hope staff will help themselves to leftovers.

Thank you,

Mandy Giesbrecht
Director – Strategic Planning & Operations
Treasury Board Staff

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 10:34 AM
To: Chandler, Alex FIN:EX
Cc: Giesbrecht, Mandy FIN:EX; John, Rebecca FIN:EX
Subject: RE: Treasury Board Meeting this week

Thanks!

Maria
604-775-1600

From: Chandler, Alex FIN:EX
Sent: June 7, 2018 10:33 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Giesbrecht, Mandy FIN:EX <Mandy.Giesbrecht@gov.bc.ca>; John, Rebecca FIN:EX <Rebecca.John@gov.bc.ca>
Subject: RE: Treasury Board Meeting this week

Attendees expected at VCO are as follows:

TB Members:
Minister Heyman
Minister Dix

Treasury Board Staff:
Rebecca John

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 9:09 AM
To: Chandler, Alex FIN:EX
Cc: Giesbrecht, Mandy FIN:EX; Loubert, Danny PREM:EX
Subject: RE: Treasury Board Meeting this week

Alex, are you able to send me a list of the VCO attendees for Treasury Board today?

Thanks,

Maria
604-775-1600

From: Szabo, Maria PREM:EX
Sent: June 5, 2018 12:56 PM
To: Chandler, Alex FIN:EX <Alex.Chandler@gov.bc.ca>

Cc: Giesbrecht, Mandy FIN:EX <Mandy.Giesbrecht@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: RE: Treasury Board Meeting this week

Sounds good, Alex. Thanks!

Maria
604-775-1600

From: Chandler, Alex FIN:EX

Sent: June 5, 2018 12:13 PM

To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>

Cc: Giesbrecht, Mandy FIN:EX <Mandy.Giesbrecht@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: Treasury Board Meeting this week

Importance: High

Maria (and Danny),

Just wanted to ensure you were aware that there will presenters /Treasury Board members attending this week's meeting at VCO -I'll send you a list of attendees tomorrow.

We will have a Treasury Board Staff person there to manage the meeting on that side (she may need a hand to get the video conference started)

Regards,

Alex Chandler

Executive Director

Treasury Board Staff

Ministry of Finance

Tel: 778-698-1542 | Fax: 250-356-7624

E-mail: alex.chandler@gov.bc.ca

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From: Chandler, Alex FIN:EX

Sent: Monday, June 4, 2018 2:54 PM

To: Bain, Don PREM:EX; Brown, Dawn A PREM:EX; Connor, Tamara LASS:EX; Duncan, Kate EMPR:EX; Gibbs, Robb GCPE:EX; Giesbrecht, Mandy FIN:EX; Gill, Goneet LASS:EX; Giuliano, Angela LASS:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Higgins, Keira PREM:EX; Kang, Gurbrinder LASS:EX; Kinnear, Lindsay PREM:EX; Madevon, Solenn LASS:EX; Massy, Michelle E PREM:EX; Mulloy, Eleanor PREM:EX; Neilson, Kirsten ENV:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX; Scambler, Teresa LASS:EX; Spilker, Robyn FIN:EX; Taylor, Kathy J LASS:EX; White, Christine MAH:EX

Cc: Szabo, Maria PREM:EX; Loubert, Danny PREM:EX

Subject: June 7 & 14 - Treasury Board Meeting Time Changes

Importance: High

Good Afternoon,

Change #1

Please note the following change to the timing of the June 7 Treasury Board meeting made at the request of the Premier's Office.

Treasury Board

Thursday June 7, 2018

Now - 2:30 pm to 5:00 pm (was 1:00 pm to 4:00 pm)

Chambers / VCO

Change #2

Additionally, the June 14 meeting has been extended.

Treasury Board

Thursday June 14, 2018

Now - 8:30 am to 1:00 pm (was 9:00 am to 12:00 pm)

Chambers / VCO

Breakfast items and a light lunch will be provided.

Please update your Minister / Officials calendar accordingly.

Thank you,

Alex Chandler

Executive Director

Treasury Board Staff

Ministry of Finance

Tel: 778-698-1542 | Fax: 250-356-7624

E-mail: alex.chandler@gov.bc.ca

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Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 12:22 PM
To: Geary, Vanessa PREM:EX
Subject: Fwd: Paper towel and toilet paper

It's coming!

Sent from my iPhone

Begin forwarded message:

From: Danilo Paunovski <danp@opwtc.ca>
Date: June 7, 2018 at 12:02:26 PM PDT
To: "Szabo, Maria PREM:EX" <Maria.Szabo@gov.bc.ca>
Subject: RE: Paper towel and toilet paper

No problem, Maria.
Will ask Matilde to bring some over.

Thanks,

Dan Paunovski

Ocean Pacific Management Ltd.
World Trade Centre, 515-999 Canada Place, Vancouver, BC V6C 3E1
Ph: 604.682.7391 | Fax: 604.682-5359 | Direct: 604.844.2888

From: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Sent: June-07-18 11:08 AM
To: Danilo Paunovski <danp@opwtc.ca>
Subject: Paper towel and toilet paper

Hi Dan,

Sorry about this, but do you think you can have some paper towel and toilet paper brought to us in 740? Hasn't been replenished in a while!

Thanks,

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 3:33 PM
To: Geary, Vanessa PREM:EX
Subject: Tomorrow's event

How's it going there? Got a podium pic!

Wanted to see if it's still okay for me to attend the event tomorrow morning. It sounds like it would be wrapped up by 10:45. I am going to reassess my to do list and make sure I have enough time to go to the event, but let me know what works best for you all!

Thanks,

Maria

Sent from my iPhone

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 9:46 AM
To: Geary, Vanessa PREM:EX
Subject: Fwd: check ins with PO staff

Hi Vanessa - can't see your calendar on my phone but just in case Kate's 1:1 is coming up, wanted to let you know about this. Will that be ok?

Sent from my iPhone

Begin forwarded message:

From: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>
Date: June 8, 2018 at 8:23:46 AM PDT
To: "Szabo, Maria PREM:EX" <Maria.Szabo@gov.bc.ca>
Subject: Re: check ins with PO staff

Hi Maria,

I'm in a last minute crunch to get next week for the premier put together. Do you think we can reschedule my check in for Monday? I'm available 1-2 or 3pm onwards.

Sent from my iPhone

On Jun 5, 2018, at 5:20 PM, Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca> wrote:

Hi everyone,

I've been tasked with setting up some meetings between each of you and Vanessa. I'll be sending out invites tomorrow morning based on the availability I can see in scheduling view, but please let me know if there's a time that works best for you and I'll see what works on Vanessa's end.

Thanks,

Maria
604-775-1600

From: Geary, Vanessa PREM:EX
Sent: June 5, 2018 4:59 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: check ins with PO staff

Hi – as I mentioned, would you please slot 45 minute phone or in person chats with the following people ideally by Friday or Monday at the latest. Thanks!

Sage
Kate

Sheena
Amber
Mira
Don
Bob Dewar

Vanessa Geary | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1662 | M: 604-619-0513
E: vanessa.geary@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 12:26 PM
To: Geary, Vanessa PREM:EX
Subject: RE: JUne 14th meeting room 1

I've blocked off Boardroom 1. We may have a couple Cabinet committees here that day FYI!

Maria
604-775-1600

From: Geary, Vanessa PREM:EX
Sent: June 7, 2018 1:10 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: JUne 14th meeting room 1

Hi – tomorrow, would you please block off meeting room all day on June 14th for Geoff and me. I am not sure how to book a board room!
Thanks Vanessa

Vanessa Geary | Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1662 | **M:** 604-619-0513
E: vanessa.geary@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 12:28 PM
To: Hahn, Andra EDUC:EX
Subject: RE: Briefing on CMEC (Council of Ministers of Education Canada)

Hi Andra – I received an email from Cindy in AEST to cancel this meeting in the Telepresence room at Government St. Is that correct? If so, I will go ahead and delete it.

Thanks!

Maria
604-775-1600

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

From: Hahn, Andra EDUC:EX
Sent: May 31, 2018 4:18 PM
To: Hahn, Andra EDUC:EX
Subject: Briefing on CMEC (Council of Ministers of Education Canada)
When: June 20, 2018 2:00 PM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Suite 400 - 617 Government St.

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 12:52 PM
To: Flesh, Cindy AEST:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Telepresence Room

Hi Cindy,

s.22

I have cancelled these for you.

Thanks very much,

Maria
604-775-1600

From: Flesh, Cindy AEST:EX
Sent: June 7, 2018 11:48 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Telepresence Room

Hello Maria – s.22 wondering if you can please cancel the
Government Street and VCO telepresence rooms for Wednesday June 20th 2:00-3:00 – thanks and please let me know if
you have any questions

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the
Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.***

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error, please notify sender by return email and delete all copies.***

From: Flesh, Cindy AEST:EX
Sent: Friday, June 1, 2018 9:51 AM
To: Szabo, Maria PREM:EX
Subject: RE: Telepresence Room

Yes it is – to many cooks – sorry about that and thanks so very much for doing this for me

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: Szabo, Maria PREM:EX
Sent: Friday, June 1, 2018 9:50 AM
To: Flesh, Cindy AEST:EX
Subject: RE: Telepresence Room

Hi Cindy – the Government Street location appears to have been booked already by EDUC so long as I'm right and this is the briefing on CMEC. I've booked the Canada Place room for the Minister and her two guests. They'll still come to Suite 740 at 999 Canada Place and we'll show them to the Telepresence room when time.

Thanks!

Maria
604-775-1600

From: Flesh, Cindy AEST:EX
Sent: May 31, 2018 5:13 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Telepresence Room

More attendees

- Deputy Minister Scott MacDonald – Vic
- Minister Fleming – Vic
- Veronica Harrison, Sr. MA, Education – Vic
- Will Maartman, MA, Education – Vic

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

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From: Flesh, Cindy AEST:EX
Sent: Thursday, May 31, 2018 3:34 PM
To: Szabo, Maria PREM:EX
Subject: RE: Telepresence Room

VCO and Government Street (Victoria) Wednesday June 20th 2:00-3:00

Minister Mark - Vancouver
AEST Executive Lead Tony Loughran - Vancouver
Chantal Beaulieu Executive Director – Council Minister of Education Canada - Vancouver
Minister Fleming – Victoria
Other tbc

That work for now?

Cindy Flesh
Administrative Coordinator to the
Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Telephone: 250-356-0179

*** In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.***

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From: Szabo, Maria PREM:EX
Sent: Thursday, May 31, 2018 3:30 PM
To: Flesh, Cindy AEST:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Telepresence Room

Hi Cindy,

You can book it through me, no worries. I just need to know who's attending, what day/time, the duration, and which other Telepresence room they'll be connecting with.

Thanks!

Maria
604-775-1600

From: Flesh, Cindy AEST:EX
Sent: May 31, 2018 3:13 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>

Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>

Subject: Telepresence Room

Hello do I book the government telepresence room through you or through the PO office here in Vic - thanks

Cindy Flesh

Administrative Coordinator to the

Honourable Melanie Mark

Minister of Advanced Education, Skills and Training

Telephone: 250-356-0179

*** In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>.***

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Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 12:59 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: cancelling your BMO purchase card

s.22

Maria
604-775-1600

From: Poldrugovac, Saija FIN:EX
Sent: June 7, 2018 10:52 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: cancelling your BMO purchase card

s.22

~S

From: Szabo, Maria PREM:EX
Sent: Thursday, June 7, 2018 10:38 AM
To: Cleaver, Sheila C FIN:EX
Cc: Loubert, Danny PREM:EX; Poldrugovac, Saija FIN:EX
Subject: RE: cancelling your BMO purchase card

Hi Sheila,

Thanks for this. I've checked in with Vanessa and we'd like **to cancel the card effective immediately**. I will shred the card here. I've submitted my last reconciliation and there will be no outstanding charges for July's.

Thank you so much!

Best,

Maria
604-775-1600

From: Cleaver, Sheila C FIN:EX
Sent: June 4, 2018 12:19 PM

To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>

Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>

Subject: cancelling your BMO purchase card

Hi Maria,

s.22 Pease Email me with a date of when you would like me to
cancel your BMO purchase card.

Card - Please cut up and destroy your card there, I do not need it returned to me.

Last Statement – Please be sure your last statement is reconciled or all of the information left with someone in your office to do your final reconciliation.

Automatic Debits - If any “automatic” debits were set up on your card, pls be sure you call the vendor directly to cancel these. These will continue even after a card is cancelled if you do not notify the vendor directly.

Thank You.

Sheila Cleaver

Corporate CardCoordinator-Purchase Card/Travel Card/BTA
Min of Finance, Minister's Offices and the Office of the Premier
3rd Fl. 617 Government St. Victoria, BC V8W 9V1
Phone# (250) 208-8490

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 1:18 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-83886 Due June 13, 2018

I have no records – thanks!

Maria
604-775-1600

From: OOP FOI PREM:EX
Sent: June 6, 2018 5:01 PM
To: LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>; Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>; Kennedy, Christine PREM:EX <Christine.Kennedy@gov.bc.ca>; Christensen, Suzanne PREM:EX <Suzanne.Christensen@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: Call for Records OOP-2018-83886 Due June 13, 2018

Hello,

Please see the below request and please let me know by June 13 whether or not you have any records:

Canvassed: All Exec staff, all Vancouver staff, Don Wright, Christine Kennedy, Suzanne Christensen, Shelley Canitz

All records relating to the Speculation Tax, including all records the Ministry of Finance used to determine why West Kelowna was included in the speculation tax geographic area.

(Date Range for Record Search: From 05/08/2017 To 05/24/2018) Date Format is MM/DD/YYYY

Please note: Public correspondence and media monitoring materials (TNO/daily summaries/etc.) can be excluded, as long as they have not been forwarded with additional commentary

UPDATE: It is no longer necessary to send records as a PDF. Please send records in whatever way is most convenient.

If you think that the search for records will take you over 1 hour and/or the total volume of records will exceed 100 pages, please let me know as soon as possible.

Thank you all for your assistance with this request! If you have any questions please don't hesitate to contact me.

Alison Wensink, Executive Administrative Coordinator
Deputy Minister's Office | Office of the Premier
Room 272 - West Annex, Parliament Buildings
Victoria BC V8W 9E1
Phone: (250) 387-2987

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 1:54 PM
To: Campbell, Sue LBR:EX
Subject: RE: map or directions

Oh, good. And thank you!

Maria
604-775-1600

From: Campbell, Sue LBR:EX
Sent: June 8, 2018 1:35 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: map or directions

No problem. I found some details from a previous email you had sent a few months ago.

s.22

Sue

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 1:15 PM
To: Campbell, Sue LBR:EX
Subject: RE: map or directions

Hi Sue,

So sorry I couldn't get to this yesterday. I don't have a map or directions on hand. I would suggest that the guests try to use Google Maps for specific directions, but if it helps, Howe St. turns into Canada Place at Cordova St. and the World Trade Centre complex is located just as Canada Place starts to curve. It's to the right of the Vancouver Convention Centre East.

Let me know if you had something else in mind!

Thanks,

Maria
604-775-1600

From: Campbell, Sue LBR:EX
Sent: June 7, 2018 10:15 AM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: map or directions

Hi

Do you have a map and/or directions you can send me for people attending meetings there? I have directions to access your floor but have nothing about getting to Canada Place.

Thank you

Sue Campbell
Administrative Coordinator
The Honourable Harry Bains
Minister of Labour

Room 342 | Legislative Assembly | Victoria | British Columbia | V8V 1X4
Phone: 250-953-0912 | Email: sue.campbell@gov.bc.ca

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From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 3:07 PM
To: Kingston, Charlotte PREM:EX (Charlotte.Kingston@gov.bc.ca)
Subject: Ministry stakeholder lists

Hi Charlotte,

s.22 unfortunately I haven't had much time to go over the Ministry stakeholder lists and do the work you asked. I just tried to take a look at them but even though you moved the folder, I still can't get in to it!

s.22 I hope this is something Danny
can help you with!!

Thanks,

Maria Szabo | Support Staff, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** maria.szabo@gov.bc.ca

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 3:09 PM
To: Jordan, Annette IGRS:EX; Loubert, Danny PREM:EX
Subject: RE: Cabinet Boardroom - June 19th

They still have a hold on the room! I'm guessing it will be going ahead.

Maria
604-775-1600

From: Jordan, Annette IGRS:EX
Sent: June 8, 2018 3:07 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Cabinet Boardroom - June 19th

Hello Danny and Maria,

Any word on the Cabinet Boardroom for June 19th?

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

From: Loubert, Danny PREM:EX
Sent: May 25, 2018 3:13 PM
To: Jordan, Annette IGRS:EX <Annette.Jordan@gov.bc.ca>; Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Cabinet Boardroom - June 19th

Hi Annette and Happy Friday!

We have not yet received confirmation on the meeting its quite possible we won't have confirmation until the week prior. I will keep my ear open and let you know if anything does change.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

From: Jordan, Annette IGRS:EX
Sent: Friday, May 25, 2018 3:08 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Cabinet Boardroom - June 19th

Hi Danny,

Just sending this to you in Maria's absence. Do you know if the Cab Opps meeting has been confirmed yet for June 19th in the Cabinet Boardroom?

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

From: Szabo, Maria PREM:EX
Sent: May 16, 2018 1:45 PM
To: Jordan, Annette IGRS:EX <Annette.Jordan@gov.bc.ca>
Subject: RE: Cabinet Boardroom - June 19th

Hi Annette,

I currently have a hold on the Cabinet Boardroom for a Cabinet Committee meeting that would probably have to take precedence. It runs from 1:30-3:30. It hasn't yet been confirmed but the Cab Ops team is pretty good about letting me know as soon as it has been confirmed with the members.

The boardroom sits 22 people comfortably and I think there are 3 or 4 chairs around the room – so a total of about 26 chairs in there.

Hope that helps!

Thanks,

Maria
604-775-1600

From: Jordan, Annette IGRS:EX
Sent: May 16, 2018 1:42 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Cabinet Boardroom - June 19th

Hello Maria,

I was wondering if your cabinet boardroom would be available on June 19th from 1-2 pm for a meeting with Minister Ralston. He is meeting with a large delegation from Germany. How many does the room hold...not everyone needs to be seated at the table. We are also trying to arrange for a meeting with the Attorney General on the same day either before or after the meeting with Ralston. Thanks.

Sincerely yours,

Annette Jordan
Protocol Manager
Office of Protocol
Intergovernmental Relations Secretariat
Tel: +1-604-660-6816 Fax: +1-604-660-2520
Mobile: +1-604-561-4431
3rd Floor – 865 Hornby Street
Vancouver, British Columbia, V6Z 2G3

Or

2nd floor, 620 Superior Street
Victoria, BC V8V 1V2

Wensink, Alison PREM:EX

From: Szabo, Maria PREM:EX
Sent: Friday, June 8, 2018 4:06 PM
To: Viaud, Chantille PREM:EX
Subject: RE: Protocol for Community Groups
Attachments: Protocol on events.docx

Hi again Chantille,

Totally understand. I tried a second shot at this and I've attached it here. Tried to simplify a little more.

Let me know what you think!

Maria
604-775-1600

From: Viaud, Chantille PREM:EX
Sent: June 6, 2018 2:50 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: RE: Protocol for Community Groups

Thanks Maria!

This is a great resource and first draft- thank you for pulling it all together!

s.22 but if you have time (you might not and that's totally ok), I want to take a run at something that feels really informal/accessible to folks – do you know what I mean? So taking this info and simplifying a bit, maybe using more informal language and giving concrete examples “Premier John Horgan” (even I am a bit confused by the “first Premier, then Mr. Horgan” bit... does that mean you say Premier, Mr. Horgan? Or use Premier first, then every time after Mr. Horgan?)

Making protocol sound accessible is a very daunting task. 😊

From: Szabo, Maria PREM:EX
Sent: Wednesday, June 6, 2018 2:27 PM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: RE: Protocol for Community Groups

Here's a draft with info from Protocol! Take a look and let me know what you think.

Maria
604-775-1600

From: Szabo, Maria PREM:EX
Sent: June 6, 2018 10:50 AM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: RE: Protocol for Community Groups

An update on this, too: I've been working on it – asked Protocol a bunch of questions last week to help me out with some of the info but they hadn't gotten back to me. I just followed up and should hear from them by tomorrow, so I should have something for Friday.

Thanks!

Maria
604-775-1600

From: Viaud, Chantille PREM:EX
Sent: May 29, 2018 1:50 PM
To: Szabo, Maria PREM:EX <Maria.Szabo@gov.bc.ca>
Subject: Protocol for Community Groups

Hi Maria-
Here's some notes on what I was thinking about...

Some things to include and think about: (these are questions that we've heard from community groups already that have hosted the Premier). Answers can be vague (I gave an example below):
And please feel free to add in questions that you think are relevant too!

How do I address the Premier/Minister/PS/MLA?
How do I introduce elected officials? (in what order?) to a group? To another person?
Where should they sit?
What should their nametags/tent cards say?
How do I find the indigenous land acknowledgment? (you can link to that cool new map that's available now, with some examples for groups)
Can/should I give gifts?
Can I take photos?
Can I use social media to talk about the Premier's visit?
**Please check in with the government staff member you're working with about timing of the social media announcements. You can always use social media after an event, and sometimes before.*
What should we wear? Is there a dress code?

Chantille Viaud | Manager, Stakeholder Relations
Office of the Premier
P: 604-838-3025 | **E:** chantille.viaud@gov.bc.ca