

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 26, 2018 10:20 AM
To: Porter, Jorge PREM:EX; Loubert, Danny PREM:EX
Cc: Oreck, Mira PREM:EX
Subject: Print materials for today's roundtable
Attachments: Business in BC roundtable-Participants.pdf; Business in BC roundtable-Agenda.pdf

Hi Danny and Jorge,

Thanks for your help with today's Business in BC roundtable! Here are some details for the meeting set up today, and the itin so you have a sense of where people should go when they arrive.

Logistics for Danny/Jorge's team:

- Would you please print 15 copies of each of these two documents (participants should be 1 page double sided) and put them into packages so each person gets an agenda then a participants list. We should put these packages in the Executive Boardroom at 1:00pm
- Tent cards in the Executive Boardroom for 1:00pm (Danny has the list of names but there are a couple of changes so they are updated below)
- Coffee/Tea/Water/cookies in the boardroom for 1:15

Itinerary

1:00- Coffee/ Tea/ Water/ Cookies is set up in Executive Boardroom – Danny Loubert/Jorge

1:15-1:20 PJH, MBR and Mira Oreck meet in Premier's office

1:20-1:30 PJH, MBR and Mira meet with Denise Taschereau in Premier's Office

1:20 Guests can be admitted to Executive Boardroom; Charlotte Kingston to be there to host guests

1:35 MBR and PJH arrive with Denise Taschereau in Executive Boardroom;

1:35 PJH opens the event with welcome, land acknowledgement, and 3-5 minutes, hands off to Denise

2:45 Roundtable concludes- photos

3:00 PJH and MBR depart

Tent card names:

- Premier John Horgan
- Honourable Bruce Ralston, Minister of Jobs, Trades, and Technology
- Mira Oreck, Director of Stakeholder Relations
- Charlotte Kingston, Manager of Stakeholder Relations
- Denise Taschereau, CEO of Fairware
- Bernie Geiss, President of Cove Continuity Advisors
- Nicolette Richter, Founder of Green Moustache Organic Cafe
- Patrice Mousseau, Founder of Satya Organic Skin Care
- Brad Mills, CEO of Mills Office Productivity
- Sana Kapadia, Chief Impact Officer at Spring Activator
- Ratana Stephens, Founder of Nature's Path
- Brian Smith, CEO of Persephone Brewing Company
- Matt Breech, CEO of TallGrass

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Wednesday, July 25, 2018 4:34 PM
To: Oreck, Mira PREM:EX
Cc: Viaud, Chantille PREM:EX
Subject: Stakeholder Engagement Plan for GM
Attachments: DRAFT Catalyst Announcement.docx; Catalyst Stakeholder Plan.xlsx

Hi Mira,

Attached are drafts for the summary of the plan and workbook with the contacts. We are currently sourcing the best contact info for the people identified in the workbook. This list has not yet been reviewed by Christine Kennedy (as GM mentioned we may wish to do in his email).

Let us know what else you need.

Thanks,
C

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 24, 2018 5:52 PM
To: Oreck, Mira PREM:EX
Subject: Business in BC- participant materials
Attachments: Business in BC roundtable-Participants.doc; Business in BC roundtable-Agenda.doc; Business in BC roundtable- Event Plan.doc

Hi Mira,

Attached are the participant materials I propose for Thursday's roundtable. I didn't .pdf them, in case you wanted to make revisions.

I have also reattached the event plan because two other businesses have RSVP'd- they are TallGrass and Left Coast Naturals (bringing our total to 10 participant businesses). I just need to know whether you confirmed with Animikii if they would be joining as you were going to follow up on their correspondence.

Thanks,
Char

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 19, 2018 4:38 PM
To: Oreck, Mira PREM:EX
Subject: RE: MOU and public engagement on CHM
Attachments: MOU and Engagement Proposal MO.CK.DOCX

Hi Mira,

Had my follow up meeting with James and Jacqueline, no substantive changes to the draft plan for engagement around the CHM MOU signing, so please feel free to send to GM for provisional approval when you see fit.

I am expecting an approval pathway/timeline from TAC that shows the approval process around the MOU because it will require sign off from TAC/MGC/PO and the City of Vancouver, so I will send that your way as soon as TAC has nailed it down. I anticipate it sometime next week.

From: Kingston, Charlotte PREM:EX
Sent: Wednesday, July 18, 2018 1:53 PM
To: Oreck, Mira PREM:EX
Subject: RE: MOU and public engagement on CHM

Hi Mira,

Here it is with your changes accepted, and some additions based on your feedback below^{s.13}
s.13

-C

From: Oreck, Mira PREM:EX
Sent: Tuesday, July 17, 2018 10:05 AM
To: Kingston, Charlotte PREM:EX
Subject: RE: MOU and public engagement on CHM

Hi Charlotte –

Thanks so much for laying all of this out. It's great. I've made changes in track changes, saved in the same file.

s.13

Once complete, I'll send to Geoff for discussion.

Thank you!
Mira

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 12, 2018 4:59 PM

To: Oreck, Mira PREM:EX

Subject: MOU and public engagement on CHM

Hi Mira,

Here's a quick proposal for an MOU signing regarding the Chinese heritage museum.

s.13

-C

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 19, 2018 9:30 AM
To: OOP FOI PREM:EX; Nash, Amber PREM:EX
Subject: RE: OOP Consult - FOI # JTT-2018-82430 | 5 pages | Due Jul 25, 2018

No concerns.

From: OOP FOI PREM:EX
Sent: Thursday, July 19, 2018 9:09 AM
To: Nash, Amber PREM:EX; Kingston, Charlotte PREM:EX
Subject: OOP Consult - FOI # JTT-2018-82430 | 5 pages | Due Jul 25, 2018

Hi Amber and Charlotte,

The Ministry of Jobs, Trade and Technology has received the following FOI request:

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages sent from the Minister/Minister of State, excluding attachments and excluding any correspondence from individuals responding on behalf of the Minister/Minister of State. (Date Range for Record Search: From 02/01/2018 To 02/28/2018)

The attached document(s) has been identified as responsive records. Can you please review the below mentioned pages and let me know if you have any concerns with the disclosure of the emails you authored?

Amber – pages 1-2
Charlotte – 3-5

Thanks so much!

Alison

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 17, 2018 2:49 PM
To: Viaud, Chantille PREM:EX
Subject: FW: Updated for our call
Attachments: Rideshare stakeholders_updated July 16 REV 2018 v3.xlsx

From: Beale, William TRAN:EX
Sent: Tuesday, July 17, 2018 1:59 PM
To: Oreck, Mira PREM:EX; Kingston, Charlotte PREM:EX
Cc: Papadopoulos, James TRAN:EX
Subject: Updated for our call

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 17, 2018 12:56 PM
To: Twynstra, Tanya L GCPE:EX
Cc: Hume, David GCPE:EX; Summers, Katrina GCPE:EX
Subject: RE: Next Steps

Thanks Tanya. Sorry, just a clarification. Below you say "This town hall ran about \$8000 for 150-300 people for an hour and half."; but on the call there seemed to be a sense that the cost for this town hall was for up to 800-900 participants. Could you clarify which is correct?

From: Twynstra, Tanya L GCPE:EX
Sent: Tuesday, July 17, 2018 12:11 PM
To: Kingston, Charlotte PREM:EX
Cc: Hume, David GCPE:EX; Summers, Katrina GCPE:EX
Subject: RE: Next Steps

Sure, I am going to get Katrina to track that information down.

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 17, 2018 10:26 AM
To: Twynstra, Tanya L GCPE:EX <Tanya.Twynstra@gov.bc.ca>
Cc: Hume, David GCPE:EX <David.Hume@gov.bc.ca>
Subject: RE: Next Steps

Thanks Tanya. Could you tell me what the cost escalator looks like? For instance, how much does it cost if there are significantly more participants?

From: Twynstra, Tanya L GCPE:EX
Sent: Tuesday, July 17, 2018 9:25 AM
To: Kingston, Charlotte PREM:EX
Cc: Hume, David GCPE:EX
Subject: RE: Next Steps

Hi Charlotte, as promised.

Prime is on our standing offer list for citizen engagement, which means they went through a sort of request for proposal process a few years back for some categories of services that we need to support our team to do citizen engagement.

The categories we have our General Advisory and Management of Citizen Engagement, Community Meetings, Questionnaire Design, Representative Processes and Telephone Townhalls.

Prime is the only group that submitted for telephone townhalls. It looks from their proposal that they have developed their own telephone townhall technology and they provide a full service so professional moderators, townhall technician, production manger and question screeners. They can dial out to a targeted list of the general public.

This townhall ran about \$8000 for 150-300 people for an hour and half.

We haven't used this technology very often, in fact only two times, once for Childcare and once for the Budget Consultation in 2017. The way I was told to think about it was it's a lot like a radio show, so people who have questions record their questions and then they are prioritized and the Minister can choose which ones to answer. I know from the Budget Consultation, a lot of over 60 people with landlines participated and they really liked it. I am not sure other demographics would respond as well (or have the time) so that is something to consider if we want to use this tool for other things.

I hope that helps.

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 1:17 PM
To: Twynstra, Tanya L GCPE:EX <Tanya.Twynstra@gov.bc.ca>
Subject: RE: Next Steps

That sounds great. Thanks Tanya. Enjoy your day off!

From: Twynstra, Tanya L GCPE:EX
Sent: Monday, July 16, 2018 1:00 PM
To: Kingston, Charlotte PREM:EX
Subject: Re: Next Steps

Yes I will do it tomorrow as I'm off today and will explain how our standing offer process works to access engagement support. Might be interesting for you in your other work.

Sent from my iPhone

On Jul 16, 2018, at 12:54 PM, Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca> wrote:

Tanya could you send me any details you have about Prime? I am curious about the platform and associated costs.

From: Twynstra, Tanya L GCPE:EX
Sent: Monday, July 16, 2018 11:21 AM
To: Ducker, Jayne SDPR:EX; Summers, Katrina GCPE:EX; Hume, David GCPE:EX; Kingston, Charlotte PREM:EX; Anderson, Maryann GCPE:EX; Tombs, Brenda SDPR:EX
Subject: RE: Next Steps

Here are the outcomes of today's meeting:

- David will send the invitation to Derek to get the last of the details (Derek is with Prime)
- Derek to help David build a roll out plan for what will happen in Thursday
- Please RSVP Email will go out from citizen engagement today (BCC and in groups of 50)
- David to follow up on Accessibility TTY option
- Katrina to set up 30 minute meetings on Tuesday and Wednesday to ensure we are set up for Thursday and everyone is briefed on how things will roll out.

I think that was it, thanks everyone. Please let me know if you have anything else.

From: Ducker, Jayne SDPR:EX

Sent: Monday, July 16, 2018 11:08 AM

To: Twynstra, Tanya L GCPE:EX <Tanya.Twynstra@gov.bc.ca>; Summers, Katrina GCPE:EX <Katrina.Summers@gov.bc.ca>; Hume, David GCPE:EX <David.Hume@gov.bc.ca>

Cc: Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>; Anderson, Maryann GCPE:EX <Maryann.Anderson@gov.bc.ca>; Tombs, Brenda SDPR:EX <Brenda.Tombs@gov.bc.ca>

Subject: Next Steps

Hi all,

As discussed.

Cheers,
Jayne

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

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 17, 2018 12:54 PM
To: Hagglund, Jarrett GCPE:EX; Oreck, Mira PREM:EX
Subject: RE: Invite List

All files (including the invite list) related to this project are here:

<https://fin.gov.bc.ca/cbm/CC/BCPREM/Forms/AllItems.aspx?RootFolder=%2fcbm%2fCC%2fBCPREM%2fCollaboration%2fPJH%20Tour%202018%2fBusiness%20in%20BC%20Roundtable&FolderCTID=0x012000E8203A34E68B46408FB96F8019E5B440>

Fyi- file locations are always shown in the description of the project tasks.

From: Hagglund, Jarrett GCPE:EX
Sent: Tuesday, July 17, 2018 12:39 PM
To: Oreck, Mira PREM:EX; Kingston, Charlotte PREM:EX
Subject: Invite List

Hey,

DO either of you have an invite list I can update with RSVP's I realizes I don't have full names for everyone.

Thanks,

Jarrett

Jarrett Hagglund | Manager, Event Services
Government Communications and Public Engagement
604-817-1458 | Jarrett.Hagglund@gov.bc.ca

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 3:00 PM
To: Louie, Jacqueline JTT:EX; Infante, James TAC:EX
Subject: Prov background material

I hadn't yet dug into all these reports, perhaps your successors may find them helpful-
<https://www2.gov.bc.ca/gov/content/governments/multiculturalism-anti-racism/chinese-legacy-bc/legacy-projects/clan-association-needs-assessment>

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 9:52 AM
To: Louie, Jacqueline JTT:EX; Infante, James TAC:EX
Subject: CoV background material

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 2:43 PM
To: Viaud, Chantille PREM:EX
Subject: FW: covering travel costs for participants

FYI- standard approach to compensating those who may not have the means to pay to attend engagement sessions.

From: Bretschneider, Heather MMHA:EX
Sent: Monday, July 16, 2018 1:33 PM
To: MacDonald, Alex MMHA:EX; Kingston, Charlotte PREM:EX; Lindsay-Baugh, Anna MMHA:EX
Cc: Hansen, Regan MMHA:EX
Subject: RE: covering travel costs for participants

Hi Charlotte,

Our policy for the MHA Engagement Sessions has been that if an individual works for an organization that does not have a travel budget to accommodate our request to participate or if they are an individual volunteering their time we will cover travel costs and associated per diems. Requests for travel are assessed on a case by case basis. Participants will either book their own travel and then submit receipts for reimbursement or if the initial financial output is not feasible we will work with our contractors to book and pay for travel on the participant's behalf.

Does this answer your question? We don't have anything much more formal than this.

Heather

From: MacDonald, Alex MMHA:EX
Sent: Monday, July 16, 2018 1:08 PM
To: Kingston, Charlotte PREM:EX; Lindsay-Baugh, Anna MMHA:EX
Cc: Hansen, Regan MMHA:EX; Bretschneider, Heather MMHA:EX
Subject: RE: covering travel costs for participants

Thanks Charlotte,

I've copied Regan Hansen and Heather Bretschneider who have been overseeing all of the roundtables.

Heather, could you get Charlotte the answer for this question?

I don't know if there is a policy or not but there has definitely been assistance to get people to the meetings.

-Alex

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 1:04 PM
To: MacDonald, Alex MMHA:EX; Lindsay-Baugh, Anna MMHA:EX
Subject: covering travel costs for participants

Hello you two,

Can you let me know if your ministry has a policy for covering the travel costs of people participating in your MHA roundtables? If so, please send over!

s.22

Thanks,
C

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 2:42 PM
To: Bretschneider, Heather MMHA:EX; MacDonald, Alex MMHA:EX; Lindsay-Baugh, Anna MMHA:EX
Cc: Hansen, Regan MMHA:EX
Subject: RE: covering travel costs for participants

That's great, Heather. Thanks for the quick response. We just like to be in alignment with others when conducting our work.

From: Bretschneider, Heather MMHA:EX
Sent: Monday, July 16, 2018 1:33 PM
To: MacDonald, Alex MMHA:EX; Kingston, Charlotte PREM:EX; Lindsay-Baugh, Anna MMHA:EX
Cc: Hansen, Regan MMHA:EX
Subject: RE: covering travel costs for participants

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Heather

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Sent: Monday, July 16, 2018 1:08 PM
To: Kingston, Charlotte PREM:EX; Lindsay-Baugh, Anna MMHA:EX
Cc: Hansen, Regan MMHA:EX; Bretschneider, Heather MMHA:EX
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Thanks Charlotte,

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-Alex

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s.22

Thanks,
C

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 1:58 PM
To: Hume, David GCPE:EX; Ducker, Jayne SDPR:EX
Subject: RE: Next Steps

Act requires that collection be as minimal as possible for the purpose of the activity, so wouldn't be able to get phone numbers for the future.

From: Hume, David GCPE:EX
Sent: Monday, July 16, 2018 1:55 PM
To: Ducker, Jayne SDPR:EX; Kingston, Charlotte PREM:EX
Subject: RE: Next Steps

Given the way our privacy act works, I'm skinning this down to name, organization and email. I think that should do the job.

Give me a call if you'd like the background on the rules.

Best,

David

David Hume
Acting Assistant Deputy Minister – Government Digital Experience Division (GDX)
Government Communications and Public Engagement
Province of British Columbia
+1 250 589 9043 | david.hume@gov.bc.ca | @dbhume

From: Ducker, Jayne SDPR:EX
Sent: Monday, July 16, 2018 1:52 PM
To: Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>
Cc: Hume, David GCPE:EX <David.Hume@gov.bc.ca>
Subject: Re: Next Steps

Hi - thanks for looping me in.

I would appreciate knowing the emails that bounce back as well as any updates people offer and collecting phone numbers if possible.

Apologies. This is a big ask, but we won't need the info right away. It will help us going forward with the legislation and strategy outreach.

Cheers,
Jayne

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

On Jul 16, 2018, at 1:42 PM, Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca> wrote:

What I am thinking is that the email addresses in the list may be incorrect, and this would be a great way to get accurate email contacts. I feel less strongly about the phone numbers as that may be unconnected with the purpose of this outreach activity, but I am looping in Jayne as it is ultimately her call.

From: Hume, David GCPE:EX
Sent: Monday, July 16, 2018 1:39 PM
To: Kingston, Charlotte PREM:EX
Subject: RE: Next Steps

No, just assumed we had no need as we have emails to start.

Am wavering on phone number, as we don't actually need it.

David Hume
Acting Assistant Deputy Minister – Government Digital Experience Division (GDX)
Government Communications and Public Engagement
Province of British Columbia
+1 250 589 9043 | david.hume@gov.bc.ca | @dbhume

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 1:18 PM
To: Hume, David GCPE:EX <David.Hume@gov.bc.ca>
Subject: RE: Next Steps

Hi David, no email address? Or is that auto collected?

From: Hume, David GCPE:EX
Sent: Monday, July 16, 2018 11:46 AM
To: Summers, Katrina GCPE:EX; Twynstra, Tanya L GCPE:EX; Ducker, Jayne SDPR:EX; Kingston, Charlotte PREM:EX; Anderson, Maryann GCPE:EX; Tombs, Brenda SDPR:EX
Subject: RE: Next Steps

I'll take this one.

Names, phone numbers and organization please.

David Hume
Acting Assistant Deputy Minister – Government Digital Experience Division (GDX)
Government Communications and Public Engagement
Province of British Columbia
+1 250 589 9043 | david.hume@gov.bc.ca | @dbhume

From: Summers, Katrina GCPE:EX
Sent: Monday, July 16, 2018 11:43 AM
To: Twynstra, Tanya L GCPE:EX <Tanya.Twynstra@gov.bc.ca>; Ducker, Jayne SDPR:EX <Jayne.Ducker@gov.bc.ca>; Hume, David GCPE:EX <David.Hume@gov.bc.ca>; Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>; Anderson, Maryann GCPE:EX <Maryann.Anderson@gov.bc.ca>; Tombs, Brenda SDPR:EX <Brenda.Tombs@gov.bc.ca>
Subject: RE: Next Steps
Importance: High

Sorry I joined late, my outlook has been acting up this morning and didn't give me the notification to join.

I just wanted to confirm one piece of information with regards to the RSVP sign up, are we collecting names and phone numbers to sign up or just names? Do you want any other information collected? (Organization they are affiliated with, region?)

Thanks!

Katrina

From: Twynstra, Tanya L GCPE:EX
Sent: Monday, July 16, 2018 11:21 AM
To: Ducker, Jayne SDPR:EX; Summers, Katrina GCPE:EX; Hume, David GCPE:EX; Kingston, Charlotte PREM:EX; Anderson, Maryann GCPE:EX; Tombs, Brenda SDPR:EX
Subject: RE: Next Steps

Here are the outcomes of today's meeting:

- David will send the invitation to Derek to get the last of the details (Derek is with Prime)
- Derek to help David build a roll out plan for what will happen in Thursday
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- David to follow up on Accessibility TTY option
- Katrina to set up 30 minute meetings on Tuesday and Wednesday to ensure we are set up for Thursday and everyone is briefed on how things will roll out.

I think that was it, thanks everyone. Please let me know if you have anything else.

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Sent: Monday, July 16, 2018 11:08 AM
To: Twynstra, Tanya L GCPE:EX <Tanya.Twynstra@gov.bc.ca>; Summers, Katrina GCPE:EX <Katrina.Summers@gov.bc.ca>; Hume, David GCPE:EX <David.Hume@gov.bc.ca>
Cc: Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>; Anderson, Maryann GCPE:EX <Maryann.Anderson@gov.bc.ca>; Tombs, Brenda SDPR:EX <Brenda.Tombs@gov.bc.ca>
Subject: Next Steps

Hi all,

As discussed.

Cheers,
Jayne

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

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 16, 2018 9:52 AM
To: Louie, Jacqueline JTT:EX; Infante, James TAC:EX
Subject: CoV background material
Attachments: CoV Background Material- Chinatown Revitalization Program.pdf

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Friday, July 13, 2018 4:29 PM
To: 'Naveen Girn'
Subject: Emails for City Staff

Hi Naveen,

Could I trouble you to send me the email address for City staff present at yesterday's meeting (Wendy/Tom/Baldwin/Helen/Sandra/Sadhu/Kevin)? I was just hoping to pass along my thanks for all that work that went into coordinating the day, and pass along my contact info.

Thanks as always to you for your work yesterday! Looking forward to organizing something fun with the community for the Sept 17 signing. My proposal is with Mira and I should hear back early next week.

-C

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Friday, July 13, 2018 4:21 PM
To: Jonker, Brian TAC:EX
Subject: RE: Follow-up

Hi Brian,

Great to meet you too! Glad TAC is all staffed up for this project now. I have followed up with my Director Mira Oreck on this question, but my recommendation was that s.13

s.13

Let me know if you think differently. I should have confirmation from my director on Monday about whether or not there is agreement with my recommendation.

Have a great weekend,
C

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

From: Jonker, Brian TAC:EX
Sent: Friday, July 13, 2018 8:52 AM
To: Kingston, Charlotte PREM:EX
Subject: Follow-up

Hi Kingston,

Great to meet you yesterday. There is one item from yesterday I'm not entirely clear on and would appreciate your assistance. We had discussed an advisory group for the work and I believe that you were going to follow-up as to whether there was interest from PO in this advisory group being a sub-committee of the Premiers CCCAC. Is my understanding correct?

Brian Jonker
Executive Director
Strategic Policy and Corporate Initiatives
Ministry of Tourism, Arts and Culture
250 217-3991

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Friday, July 13, 2018 1:54 PM
To: Oreck, Mira PREM:EX
Subject: Update on CHM project based on July 12 meetings

Hi Mira,

Here are some notes on yesterday's meetings. There is one active question to be resolved by PO and I have included my short recommendation below.

Meeting with COV staff yesterday

- TAC has brought on Brian Jonker as an ED to lead the project. He is previously from AEST.
- COV established a Chinatown Transformation Team to lead work; 7 member team now preparing for UNESCO bid process: s.13
- Working towards a mid-September MOU announcement:
 - MOU signing event/announcement with the Mayor of Vancouver and Premier s.13
s.13
 - MOU will be a high level and articulate shared values and collaboration on both the development of a Chinese Heritage Museum and application for UNESCO designation for Chinatown.
 - Announcement on collaboration on a feasibility study as a first step in both establishing a Chinese History Museum in Chinatown and to support the UNESCO application.

Next Steps

- Establishment of TAC/COV staff working group to develop MOU
- Consideration of a feasibility study
- Propose establishing an advisory group and working groups to develop both work and community engagement plans to support the MOU.
 - TAC is seeking direction on whether this advisory group should be a sub-committee of the Premiers CCCAC or a stand-alone committee
 - Recommendation: s.13
s.13
- James Infante/Jacqueline Louie/Charlotte meeting on Monday, July 16 to debrief and discuss next steps
- Briefing for MGC and MLB to provide update in August; let me know if/when you think PJH may want to be briefed on how things are moving forward

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Friday, July 13, 2018 12:13 PM
To: Oreck, Mira PREM:EX
Subject: Business in BC Roundtable Invite
Attachments: RE: Business Roundtable ; Business in BC_ Invitation List July 13.xlsx; Premier's Invitation - Draft 7.13.18 (2).doc; Premier's Invitation - Draft 7.13.18 (2).pdf

Hi Mira,

Made a few changes to the invite.
s.13

From: Oreck, Mira PREM:EX
Sent: Friday, July 13, 2018 10:27 AM
To: Kingston, Charlotte PREM:EX
Subject: invite

Any comments before this goes out?

Mira Oreck, Director of Stakeholder Relations
Office of the Premier
#740 – 999 Canada Place
Vancouver, BC
604 839 1967

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 12, 2018 2:56 PM
To: Summers, Katrina GCPE:EX
Subject: Webform questions

Hey Katrina,

This is great! I will let Jayne follow up on what they may actually need for this specific engagement activity.

Would you be able to explain the back end of these webforms for me? I am interested in knowing if they might fit a different use case that I have (namely, many smaller events and announcements).

- Do you hand code these each time, or do you just duplicate a form and swap out the fields?
- Where does the data get stored? Is it attached to a database or does it just export as a .csv?
- Where do you post the form? Are there options for just throwing up a sign up page whenever to an existing website, or where do you house the forms within the overall website structure?

Thanks!
Charlotte

From: Summers, Katrina GCPE:EX
Sent: Thursday, July 12, 2018 9:27 AM
To: Twynstra, Tanya L GCPE:EX; Hume, David GCPE:EX; Kingston, Charlotte PREM:EX; Ducker, Jayne SDPR:EX
Cc: Hurrell, Lara GCPE:EX; Anderson, Maryann GCPE:EX
Subject: RE: List

Here's a snip of the form we used for the Childcare Townhall – unfortunately I can't send you a link because it is closed, but this is what it looked like, if this works, I can build something similar for this one:

Date, time and region

Choose one of the following answers

☐ Tuesday, June 5, 2018: 6:00 pm to 7:30 pm (PST) – Interior, North and Central and North Coast Regions with Minister Katrine Conroy



The window to sign up to participate in the Telephone Town Hall being held May 28th, 29th and 30th has passed. Please sign-up to participate in the remainder of the Townhall on June 5.

Phone Number (###-###-####)



[Click here to access live captioning of each session](#)

Privacy Policy

Personal information collected through this feedback form will opt you in to receive an invitation to participate in a telephone townhall related to the Childcare BC initiative by the Ministry of Children and Family Development, under the authority of sections 26(c) and 26(e) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, disclosure of your personal information, please contact: Executive Director, Digital Communications Government Communications and Public Engagement Ministry of Finance PO Box 9409, STN PROV GOVT Victoria BC, V8W9V1 (250) 387-1337 Karl.Hardin@gov.bc.ca

I consent to the privacy policy above.

☐ I consent

From: Twynstra, Tanya L GCPE:EX
Sent: Thursday, July 12, 2018 9:17 AM
To: Hume, David GCPE:EX; Kingston, Charlotte PREM:EX; Ducker, Jayne SDPR:EX
Cc: Hurrell, Lara GCPE:EX; Anderson, Maryann GCPE:EX; Summers, Katrina GCPE:EX
Subject: RE: List

I am going to pull the registration form we did for the Childcare townhall and see if that will work, and then you can let me know what else you need to ask for people to register.

From: Hume, David GCPE:EX
Sent: Thursday, July 12, 2018 9:09 AM
To: Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>; Ducker, Jayne SDPR:EX <Jayne.Ducker@gov.bc.ca>
Cc: Twynstra, Tanya L GCPE:EX <Tanya.Twynstra@gov.bc.ca>; Hurrell, Lara GCPE:EX <Lara.Hurrell@gov.bc.ca>
Subject: Re: List

Yep, we are all good on that front.

Copying in Tanya who can get that moving.

David Hume
250-589-9043

----- Original message -----

From: "Kingston, Charlotte PREM:EX" <Charlotte.Kingston@gov.bc.ca>
Date: 2018-07-12 8:46 AM (GMT-08:00)
To: "Ducker, Jayne SDPR:EX" <Jayne.Ducker@gov.bc.ca>
Cc: "Hume, David GCPE:EX" <David.Hume@gov.bc.ca>
Subject: RE: List

Hi Jayne,

This list is amazing. Congratulations to your AC for bringing this together. It must have been a TON of work. I've made a handful of updates based on people I know have moved on, and added a few others working in the poverty reduction space that I didn't see on the list. Of course there is no way for a list like this to be perfect, but it really looks like a fulsome effort.

David Hume said he would speak with his team about a webform for RSVPs, so just cc'ing him here in case he has any updates since yesterday.

From: Ducker, Jayne SDPR:EX
Sent: Wednesday, July 11, 2018 8:06 AM
To: Kingston, Charlotte PREM:EX
Subject: List

Hi Charlotte,

Sorry for not getting back to you yesterday. Are you around to chat about the attached list this morning? Once the Minister is out of Cabinet, I am in back to back meetings all afternoon.

Cheers,
Jayne

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

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 12, 2018 8:52 AM
To: OOP FOI PREM:EX
Subject: RE: PLEASE RESPOND ASAP: OVERDUE: Reminder: Call for Records OOP-2018-84129 Due June 25, 2018

Hi Alison- done!

From: OOP FOI PREM:EX
Sent: Tuesday, July 10, 2018 4:51 PM
To: Kingston, Charlotte PREM:EX
Subject: PLEASE RESPOND ASAP: OVERDUE: Reminder: Call for Records OOP-2018-84129 Due June 25, 2018
Importance: High

Hi Charlotte,

Another reminder for this request. The Legislated Due Date is fast approaching. Please drag all responsive records here:
Z:\Government\FOI\OOP_2018-84129 - Charlotte Kingston - MARCH

Thank you,

Alison

From: OOP FOI PREM:EX
Sent: Wednesday, July 4, 2018 12:15 PM
To: Kingston, Charlotte PREM:EX
Subject: OVERDUE: Reminder: Call for Records OOP-2018-84129 Due June 25, 2018
Importance: High

Hi Charlotte,

Another reminder for this request. Please see instructions below.

Thank you,

Alison

From: OOP FOI PREM:EX
Sent: Friday, June 29, 2018 9:29 AM
To: Kingston, Charlotte PREM:EX
Subject: Reminder: Call for Records OOP-2018-84129 Due June 25, 2018

Hi Charlotte,

Reminder for this request. Please drag all responsive records onto the LAN: Z:\Government\FOI\OOP_2018-84129 - Charlotte Kingston - MARCH

Please ensure that the correct number of emails that you are dragging over matches what ends up in the LAN. We have noticed that sometimes some of the emails don't copy over onto the LAN.

Thanks so much!

Alison

From: OOP FOI PREM:EX
Sent: Tuesday, June 12, 2018 2:40 PM
To: Kingston, Charlotte PREM:EX
Subject: Call for Records OOP-2018-84129 Due June 25, 2018

Hello Charlotte,

Please see the below request and please let me know by June 25TH whether or not you have any records:

Canvassed: Charlotte Kingston

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 sent from Charlotte Kingston.

*(Date Range for Record Search: From **03/01/2018 To 03/31/2018**) 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
Victoria BC V8W 9E1

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 12, 2018 8:46 AM
To: Ducker, Jayne SDPR:EX
Cc: Hume, David GCPE:EX
Subject: RE: List
Attachments: PRS Stakeholders Master List.xlsx

Hi Jayne,

This list is amazing. Congratulations to your AC for bringing this together. It must have been a TON of work. I've made a handful of updates based on people I know have moved on, and added a few others working in the poverty reduction space that I didn't see on the list. Of course there is no way for a list like this to be perfect, but it really looks like a fulsome effort.

David Hume said he would speak with his team about a webform for RSVPs, so just cc'ing him here in case he has any updates since yesterday.

From: Ducker, Jayne SDPR:EX
Sent: Wednesday, July 11, 2018 8:06 AM
To: Kingston, Charlotte PREM:EX
Subject: List

Hi Charlotte,

Sorry for not getting back to you yesterday. Are you around to chat about the attached list this morning? Once the Minister is out of Cabinet, I am in back to back meetings all afternoon.

Cheers,
Jayne

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

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 12, 2018 7:48 AM
To: Oreck, Mira PREM:EX
Subject: Fwd: July 12 meeting between City and Provincial staff & Chinatown tour

Hey Mira,

Here is the itin for the tour of CHM sites in Chinatown today. I won't stay for lunch but will be out all morning.

Sent from my iPhone

Begin forwarded message:

From: "Infante, James TAC:EX" <James.Infante@gov.bc.ca>
Date: July 11, 2018 at 11:04:36 AM PDT
To: "Kingston, Charlotte PREM:EX" <Charlotte.Kingston@gov.bc.ca>
Subject: FW: July 12 meeting between City and Provincial staff & Chinatown tour

Hi Charlotte,

Below is the message from Wendy Au shared with my DMO. They have offered to meet us at the CCC and the have us join for the remainder of the tour. Please let me know if you'd like to join in on all or only part of the day. We can meet at VCO and head over together!

Warm Regards,
James

Begin forwarded message:

From: Wendy Au <Wendy.Au@s.22>
Date: July 9, 2018 at 9:02:42 PM PDT
To: "Claire TAC:EX Avison" <Claire.Avison@gov.bc.ca>, "Jonker, Brian TAC:EX" <Brian.Jonker@gov.bc.ca>
Cc: "Johnston, Sadhu" <Sadhu.Johnston@vancouver.ca>, Sandra Singh <sandra.singh@vancouver.ca>, kevin.mcnaney@vancouver.ca, "Wanklin, Tom" <Tom.Wanklin@vancouver.ca>, Helen Ma <helen.ma@vancouver.ca>, "Wong, Baldwin" <baldwin.wong@vancouver.ca>, "Jong, Teresa" <Teresa.Jong@vancouver.ca>, Fred Mah FS Jg b <Fred.Mah@vancouver.ca>
Subject: July 12 meeting between City and Provincial staff & Chinatown tour

Hello Claire and Brian, as promised I have talked to city staff about possible agenda items for the meeting on Thursday and the Chinatown tour. City staff will present a summary of background

and work that the City had engaged in Chinatown over the past five to ten years. As well we are proposing to visit 5 facilities in Chinatown. We can add onto the agenda any items the Province want to discuss.

Sandra Singh will join the staff meeting and Sadhu Johnston will join us at around 11:15 am for the tour. After the tour we will have dim sum lunch together to debrief. Fred Mah will meet us after our staff meeting to lead the tour in Chinatown.

We also proposed to have the meeting in Chinatown at Chinese Cultural Center, this way it will be more convenient for all of us to do the tour in Chinatown without having to travel from City Hall to Chinatown. I hope this will work for both of you.

I have booked the upper floor board room at the Chinese Cultural Centre for the meeting, the address is 50 East Pender Street, Vancouver

Proposed itinerary for the meeting and tour is as follow :

10:00 -11:15	City & Provincial staff meeting
11:15-11:45	Tour of CCC Museum
11:45-12:10	Tour of Lim's building
12:10- 12:30	Tour of CBA building
12:30-12:45	Tour of Free Mason building
12:45-1:00	Tour of Chen's building
1:10-2:00	Dim sum lunch at Jade Dynasty restaurant

Please let me know if the Province has any particular agenda item or if you want any changes to the proposed itinerary.

Look forward to see you on Thursday.

Wendy

604-351-5843

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Wednesday, July 11, 2018 3:04 PM
To: Richards, Erin PREM:EX
Cc: McLean, Gordon FIN:EX
Subject: Sharepoint

Happily! Let me also introduce you to Gordon McLean, Prem Tech Sharepoint guru, and the man who taught me (and set me up with) everything I know!

From: Richards, Erin PREM:EX
Sent: Wednesday, July 11, 2018 3:03 PM
To: Kingston, Charlotte PREM:EX
Subject: Sharepoint

Hi Charlotte,

Sage mentioned that you are the keeper of the Sharepoint knowledge. We have a couple of projects that we're interested in using Sharepoint for. Would you be available to have a quick phone chat sometime next week?

Thanks,

Erin Richards, Communications Assistant
Office of the Premier | Government of BC
501 Belleville St, Victoria, BC V8V 2L8 | 250-896-6322

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Wednesday, July 11, 2018 12:46 PM
To: Devereux, Rick GCPE:EX
Cc: Badger, Joleen GCPE:EX; Hagglund, Jarrett GCPE:EX
Subject: Event registration software

Hey Rick- I was looking at RSVP software for SDPR's telephone town hall (they are looking at 800ish attendees so manual tracking seems horrible), and I learned that JTT already uses an event registration system (approved for use in gov). Just passing along the name in case your team might ever find it useful. <https://www.cvent.com/en/event-management-software>

David Hume's team is also getting back to me about a simple web form for RSVPs. If that looks promising I'll pass that info along too 😊

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 10, 2018 4:45 PM
To: Oreck, Mira PREM:EX
Subject: Business in BC Roundtable
Attachments: Business in BC Roundtable- Possible Guests.docx; Premier's Invitation - July 26, 2018.doc

Hi Mira,

Attached is:

- Possible guests
- Draft invitation

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 10, 2018 12:51 PM
To: Ducker, Jayne SDPR:EX
Subject: RE: Letter
Attachments: 2018-07-10 - WWHR - Stakeholder Email - v2.docx

Hi Jayne,

Happy to go along with the stylistic edits JJ added. I have just adjusted the capitalization/grammar inconsistencies that are always the fall out of so many editors ☺

Attached. Feel free to make any further changes you see fit without returning to me.

From: Ducker, Jayne SDPR:EX
Sent: Tuesday, July 10, 2018 12:23 PM
To: Kingston, Charlotte PREM:EX
Subject: RE: Letter

Hi Charlotte,

Here is the Stakeholder letter with the combined suggestions from your Team and JJ's shop. If you could please take a look and make sure you are happy with it, that would be awesome.

I am trying to get some report feedback done and over to graphics ASAP so I will be in touch with you again this afternoon to talk about all the promises Chantille had made. ;)

Talk soon!
Jayne

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

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 10, 2018 9:57 AM
To: Ducker, Jayne SDPR:EX
Cc: Viaud, Chantille PREM:EX; Jones, JJ GCPE:EX
Subject: RE: Letter

Thanks Jayne! As I am pitch-hitting for Chantille s.22 just let me know if there is anything else you were hoping for help with as I may not be aware of everything Chantille had committed to.

From: Ducker, Jayne SDPR:EX
Sent: Monday, July 9, 2018 5:17 PM
To: Oreck, Mira PREM:EX
Cc: Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; Jones, JJ GCPE:EX
Subject: Re: Letter

Thanks all. Closing the loop and adding JJ (who was also working on edits) to this thread. Once I get a chance to sit down with everything tomorrow, I'll share the doc first with Team Outreach and then pass along to for JJ for the tough love.

Thanks to you all for the quick turnout today. I really appreciate it.

Cheers,
Jayne

On Jul 9, 2018, at 5:01 PM, Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca> wrote:

My thoughts attached. Feel free to call me about them.

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 9, 2018 4:25 PM
To: Oreck, Mira PREM:EX
Cc: Ducker, Jayne SDPR:EX; Viaud, Chantille PREM:EX
Subject: RE: Letter

Mira, my changes attached (minor).

From: Viaud, Chantille PREM:EX
Sent: Monday, July 9, 2018 12:40 PM
To: Oreck, Mira PREM:EX; Kingston, Charlotte PREM:EX
Cc: Ducker, Jayne SDPR:EX
Subject: Fwd: Letter

Fyi- I forgot to put my out of office on. I'll do it tonight.

@jayne-^{s.22} forwarding to Mira and Charlotte.

Sent from my iPhone

Begin forwarded message:

From: "Ducker, Jayne SDPR:EX" <Jayne.Ducker@gov.bc.ca>
Date: July 9, 2018 at 8:12:21 AM PDT
To: "Jones, JJ GCPE:EX" <JJ.Jones@gov.bc.ca>, "Gibbs, Robb GCPE:EX" <Robb.Gibbs@gov.bc.ca>
Cc: "Viaud, Chantille PREM:EX" <Chantille.Viaud@gov.bc.ca>
Subject: Letter

Morning JJ and Robb,

Hope you both had a lovely and restful weekend. Please see a first draft of our stakeholder letter for the What We Heard Report. I believe Leah spoke to you, Robb, about helping us out with some of the content in this?

We are hoping to send this letter out on Jul 12 with an invitation to attend a Telephone Town Hall on Jul 19. I am working from ^{s.15} today, but am available to chat by phone and will be on my email throughout the day. Many thanks!

Cheers,
Jayne

Jayne Ducker, Ministerial Assistant
Honourable Shane Simpson - Minister of Social Development & Poverty Reduction

m. 250-886-4585 w. 250-387-1499 e. jayne.ducker@gov.bc.ca

<WWHReport- Stakeholder Email MO edits II.docx>

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 10, 2018 11:12 AM
To: Trimble, Brett FIN:EX
Subject: file
Attachments: Premcal.txt

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 10, 2018 10:04 AM
To: McLean, Gordon FIN:EX
Subject: RE: Collaborative editing?

Thanks Gordon! I may in fact need a bit of help. I only have OneNote 2010 currently, but I am eligible for the update to 2016. BUT when I try to sign in to get Onenote 2016 using my IDIR credentials, I just keep going through a loop that takes me back to the login screen...Like this loop below:

Pick an account to
with



Personal Microsoft



Work or school acc



Sign in

charlotte.kingston@gov.bc.ca

Next

©2018 Microsoft [Privacy statement](#)



Sign in with your c

charlotte.kingston@

Password

Sign in

Pick an account to
with



Personal Microsoft



Work or school acc

From: McLean, Gordon FIN:EX
Sent: Tuesday, July 3, 2018 12:36 PM
To: Kingston, Charlotte PREM:EX
Subject: RE: Collaborative editing?

Hello Charlotte!

Lovely to hear from you. s.22
s.22

You've hit the nail on the head with Word/Excel sharing, always a pain.

Have you tried OneNote? <https://support.office.com/en-us/article/share-a-notebook-on-a-sharepoint-site-2f5f2721-08e4-49a3-ba4e-6e63f92da529>

This is an 'available right now' option. Anyone with SharePoint and Office has the ability to work on the document.

For anything else there would be some investigation. OneNote should allow you to have multiple users update at the same time.

Happy to try it out with you if you would like.

Regards,

Gordon

From: Kingston, Charlotte PREM:EX
Sent: July 3, 2018 12:15 PM
To: McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>
Subject: Collaborative editing?

Hi Gordon!

I hope you're well and that you've had a great Canada Day long weekend. Have you come across anyone using good collaborative editing (like Google Sheets/Docs) platforms in government?

We often find ourselves adding info to a shared document across ministries. Right now we are using Sharepoint and it works ok. We have fewer versioning problems, but because people have to check out the item (or risk over writing it if it is being editing simultaneously), it can be quite cumbersome to fit into people's schedules (then they start saving local copies, and the versioning starts again).

Thanks!
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Monday, July 9, 2018 4:29 PM
To: Oreck, Mira PREM:EX; Viaud, Chantille PREM:EX
Subject: RE: GCPE July 9th 2018 Nanaimo

I have downloaded the audio file and [saved it here](#).

From: Banfield, Elena GCPE:EX
Sent: Monday, July 9, 2018 2:42 PM
To: Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX; Sherlock, Stephanie GCPE:EX; Mukasa, Kate GCPE:EX
Cc: Kingston, Charlotte PREM:EX; GCPE Digital Services; Anderson, Kristy GCPE:EX
Subject: Fwd: GCPE July 9th 2018 Nanaimo

Hello,

Below is the audio recording from today. The housing announcement and community conversation on seniors issues are in separate files.

Thanks!
Elena

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

Begin forwarded message:

From: "Martin Schoeps (Marty)" <mschoeps@sw-online.com>
Date: July 9, 2018 at 12:48:25 PM PDT
To: Elena.Banfield@gov.bc.ca, "Devereux, Rick GCPE:EX" <rick.devereux@gov.bc.ca>, Nick Woolhouse <nwoolhouse@sw-online.com>
Subject: GCPE July 9th 2018 Nanaimo

Here is today's GCPE recording separated in to 2 parts.

Part1

<https://www.dropbox.com/s/jw1lg2m7pykylv4/GCPE%20-%20July%209th%202018%20Part1.mp3?dl=0>

Part2

<https://www.dropbox.com/s/b026adc8mfhy4bg/GCPE%20-%20July%209th%202018%20Part%202.mp3?dl=0>

Let me know if there is any issues.

Cheers

Marty

Martin Schoeps

Lead Technician

SW EVENT TECHNOLOGY

VICTORIA BC

Direct: **250-532-9690**

1-800-909-7928



www.sw-online.com

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Friday, July 6, 2018 3:51 PM
To: Nash, Amber PREM:EX
Cc: Banfield, Elena GCPE:EX
Subject: For July 9- Correspondence for PJH
Attachments: July 9, 2018_Seniors event_Correspondence.docx

Hi Amber,

PJH asked for copies of the original correspondence that was sent to him from three individuals who have been invited to Monday's announcement/event on seniors housing.

I consolidated them all into the attached file.

Let me know if you need anything else.

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Friday, July 6, 2018 9:52 AM
To: XT:Lee, Winnie AG:IN
Subject: Agenda for our meeting
Attachments: Meeting-agenda_July 06-CCCAC.docx; Editorial board meeting.pdf

Hi Winnie!

Attached is a simple agenda for this morning's meeting, and a communications tour plan for discussion (I'll explain in the meeting!).

Talk soon,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 5, 2018 4:20 PM
To: 'Diana Dilworth'
Subject: RE: Invitation: Join Premier Horgan on Monday, July 9

Happy to help! One small follow up- the Ministry has advised that you have to subscribe to press releases using this link <https://news.gov.bc.ca/subscribe>

It's also lovely to make your e-acquaintance, Diana. As one of the Premier's stakeholder relations team members, let me know if I can ever be of assistance.

Cheers,
Charlotte

From: Diana Dilworth [mailto:diana@bcnpha.ca]
Sent: Thursday, July 5, 2018 1:22 PM
To: Kingston, Charlotte PREM:EX
Subject: RE: Invitation: Join Premier Horgan on Monday, July 9

This is perfect Charlotte!

Your timely response and suggested actions are very much appreciated.

Sincerely,

~ Diana

From: Kingston, Charlotte PREM:EX [mailto:Charlotte.Kingston@gov.bc.ca]
Sent: Thursday, July 05, 2018 1:04 PM
To: Diana Dilworth <diana@bcnpha.ca>
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: RE: Invitation: Join Premier Horgan on Monday, July 9

Hi Diana,

The contact lists are individually generated for each event and announcement, so that explains why you have received some but not others. That said, there are probably a few things I could do to assist you in getting the info you're looking for!

I will:

- Let the Ministry of Municipal Affairs and Housing know to include you when they send event invites to Jill Atkey
- Ask that you be added to the circulation list for press releases coming out of the Municipal Affairs and Housing

Other than housing related event invites and press releases, is there other info you wanted to regularly be receiving?

Thanks,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

From: Diana Dilworth [<mailto:diana@bcnpha.ca>]
Sent: Thursday, July 5, 2018 12:29 PM
To: Banfield, Elena GCPE:EX; Kingston, Charlotte PREM:EX
Subject: FW: Invitation: Join Premier Horgan on Monday, July 9

Good afternoon Elena and Charlotte,

I'm respectfully asking that I be added to the same invite lists that Jill Atkey is on? Not for the purpose of attending, but as her Government Relations Manager it helps me keep track of all the announcements and initiatives being made by the BC Government. I have been on lists previously, but appear to be getting information hit-and-miss.

Thank you for consideration of this request. Sincerely,

~ Diana

Diana Dilworth
Manager, Government Relations

BC Non-Profit Housing Association
220-1651 Commercial Drive, Vancouver, BC V5L 3Y3
DIRECT 778.945.2170
FAX 604.291.2636
TOLL-FREE (BC) 1.800.494.8859

About BCNPHA:

BCNPHA is the industry association for the social housing sector in BC. It represents, educates and provides service to approximately 600 non-profit housing providers that operate more than 60,000 units of long and short-term affordable housing across the province. www.bcnpha.ca

From: Jill Atkey
Sent: Thursday, July 05, 2018 12:19 PM
To: Lynda Dragan <admin@bcnpha.ca>
Cc: Diana Dilworth <diana@bcnpha.ca>
Subject: FW: Invitation: Join Premier Horgan on Monday, July 9

Hi Lynda,
I'd like to attend this event. Can you arrange a flight over in the morning (I can go early) and then back in the early afternoon? Diana, we can extend this invite to our members in the area – can you get in touch with members who provide seniors housing and extend the invite? Thanks! Jill

Jill Atkey

From: Kingston, Charlotte PREM:EX [<mailto:Charlotte.Kingston@gov.bc.ca>]
Sent: Thursday, July 5, 2018 10:24 AM
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: Invitation: Join Premier Horgan on Monday, July 9

Good morning,

On behalf of Premier John Horgan I'd like to invite you to join us for an upcoming announcement and community conversation on the topic of seniors affordability issues in Nanaimo.

On Monday, July 9 Premier John Horgan will be in Nanaimo with Minister of Municipal Affairs and Housing Selina Robinson and Members of the Legislative Assembly to make an announcement on the subject of affordable housing for seniors. Following the announcement, Premier Horgan and Minister Robinson would very much like to hear from seniors and the organizations that represent them about the healthcare, housing and affordability issues that are important to seniors in the Nanaimo area. Attached is the official invitation.

Details

- **Where:** Dining Hall, General George R. Pearkes Senior Housing, #10 Buttertubs Drive, Nanaimo, BC*
- **When:** 10:30 – approximately 11:45 am

As a member of an organization working on these issues, I'd like to invite you to attend or to send a representative to the event. In addition, you are welcome to extend the invitation to members you have in the area who would like to discuss seniors affordability issues in Nanaimo.

Please RSVP to event coordinator Elena Banfield at Elena.Banfield@gov.bc.ca (cc'd here)

If you have any questions, feel free to reach out to me by replying to this email.

Warmly,
Charlotte

*Directions: street parking is available near the George R. Pearkes housing complex. Please note parking within the complex is restricted to residents only.

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 5, 2018 3:21 PM
Subject: Invitation: Join Premier Horgan on Monday, July 9
Attachments: Provincial Government Invitation - Jul 9, 2018.pdf

Good morning,

On behalf of Premier John Horgan I'd like to invite you to join us for an upcoming announcement and community conversation on the topic of seniors affordability issues in Nanaimo.

On Monday, July 9 Premier John Horgan will be in Nanaimo with Members of the Legislative Assembly to make an announcement on the subject of affordable housing for seniors. Following the announcement, Premier Horgan would very much like to hear from seniors and the organizations that represent them about the healthcare, housing and affordability issues that are important to seniors in the Nanaimo area. Attached is the official invitation.

Details

- **Where:** Dining Hall, Nanaimo Affordable Housing Society, #10 Buttertubs Drive, Nanaimo, BC*
- **When:** 10:30 – approximately 11:45 am

As a member of an organization working on these issues, I'd like to invite you to attend or to send a representative to the event. In addition, you are welcome to extend the invitation to members you have in the area who would like to discuss seniors affordability issues in Nanaimo.

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Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 5, 2018 2:30 PM
To: Hobbs, Sasha TAC:EX; Yung, Philip TAC:EX
Cc: Louie, Jacqueline JTT:EX; Li, Joseph GCPE:EX
Subject: Tomorrow's co-chair meeting
Attachments: Meeting with CCCAC Co-Chairs.docx; Meeting-agenda_July 06-CCCAC.docx

Hi everyone,

Attached is a draft of what I thought we could accomplish at tomorrow's meeting with the co-chairs. Sasha and Philip, take a look and let me know if you want to discuss. I have time this afternoon.

To my mind, they will need copies of the proposed JTT media tour for the comms discussion, and if Charley Beresford is able to get it in time we can also take a look at the annual reports/service plans that other advisory committees have produced.

The second attachment is just the clean agenda that the co-chairs will receive so Winnie and Bill can more easily follow along.

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 5, 2018 1:06 PM
To: 'Margaret Pfoh'
Cc: Banfield, Elena GCPE:EX; Emma Owen; Carol Endrizzi
Subject: RE: Invitation: Join Premier Horgan on Monday, July 9

s.22

Hope to see you

at a similar event in the future.

Warmly,
Charlotte

From: Margaret Pfoh [mailto:mpfoh@ahma-bc.org]
Sent: Thursday, July 5, 2018 12:13 PM
To: Kingston, Charlotte PREM:EX
Cc: Banfield, Elena GCPE:EX; Emma Owen; Carol Endrizzi
Subject: Re: Invitation: Join Premier Horgan on Monday, July 9

Thank you very much, I personally can not be there s.22

s.22

We will, however, ensure an AHMA rep will be there!

T'oyaxsut nüün, Thank you!!

Margaret Pfoh
CEO, AHMA
C: 16047685400

From: Kingston, Charlotte PREM:EX <Charlotte.Kingston@gov.bc.ca>
Sent: Thursday, July 5, 2018 10:23:54 AM
Cc: Banfield, Elena GCPE:EX
Subject: Invitation: Join Premier Horgan on Monday, July 9

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Please RSVP to event coordinator Elena Banfield at Elena.Banfield@gov.bc.ca (cc'd here)

If you have any questions, feel free to reach out to me by replying to this email.

Warmly,
Charlotte

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Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 5, 2018 1:04 PM
To: 'Diana Dilworth'
Cc: Banfield, Elena GCPE:EX
Subject: RE: Invitation: Join Premier Horgan on Monday, July 9

Hi Diana,

The contact lists are individually generated for each event and announcement, so that explains why you have received some but not others. That said, there are probably a few things I could do to assist you in getting the info you're looking for!

I will:

- Let the Ministry of Municipal Affairs and Housing know to include you when they send event invites to Jill Atkey
- Ask that you be added to the circulation list for press releases coming out of the Municipal Affairs and Housing

Other than housing related event invites and press releases, is there other info you wanted to regularly be receiving?

Thanks,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

From: Diana Dilworth [mailto:diana@bcnpha.ca]
Sent: Thursday, July 5, 2018 12:29 PM
To: Banfield, Elena GCPE:EX; Kingston, Charlotte PREM:EX
Subject: FW: Invitation: Join Premier Horgan on Monday, July 9

Good afternoon Elena and Charlotte,

I'm respectfully asking that I be added to the same invite lists that Jill Atkey is on? Not for the purpose of attending, but as her Government Relations Manager it helps me keep track of all the announcements and initiatives being made by the BC Government. I have been on lists previously, but appear to be getting information hit-and-miss.

Thank you for consideration of this request. Sincerely,

~ Diana

Diana Dilworth
Manager, Government Relations

BC Non-Profit Housing Association
220-1651 Commercial Drive, Vancouver, BC V5L 3Y3

DIRECT 778.945.2170
FAX 604.291.2636
TOLL-FREE (BC) 1.800.494.8859

About BCNPHA:

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Jill Atkey
778-945-2155

From: Kingston, Charlotte PREM:EX [<mailto:Charlotte.Kingston@gov.bc.ca>]
Sent: Thursday, July 5, 2018 10:24 AM
Cc: Banfield, Elena GCPE:EX <Elena.Banfield@gov.bc.ca>
Subject: Invitation: Join Premier Horgan on Monday, July 9

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Warmly,
Charlotte

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Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Thursday, July 5, 2018 11:24 AM
To: Beresford, Charley FIN:EX
Subject: Provincial committees

Hi Charley,

Do you happen to have any time today to have a brief discussion with me about provincial advisory committees and how they tend to:

- Be appointed
- Make decisions
- Report out to government
- Report out to the public

I am wondering because of my role as the staff liaison from the Premier's Office to the Chinese Canadian Community Advisory Committee. I've attached their TOR for your information.

I apologize for a same-day request! I ask because our co-chairs will be coming in for a bigger discussion tomorrow and there are some questions that I anticipate they may have. Of course, if today is not possible I would still very much value having this discussion with you whenever works for you.

Thanks,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Wednesday, July 4, 2018 3:37 PM
To: Banfield, Elena GCPE:EX
Subject: FOR REVIEW -- Guest list for Nanaimo seniors housing event - July 9

Alright, here is the list for you to invite.

For your information, here is the list of people for me to invite in its current stage. I haven't had time to clean it up since you just sent me the additions but will do that after my meeting with Mira.

From: Banfield, Elena GCPE:EX
Sent: Wednesday, July 4, 2018 2:56 PM
To: Kingston, Charlotte PREM:EX
Subject: FW: FOR REVIEW -- Guest list for Nanaimo seniors housing event - July 9

Additions below. I've added the ones that have emails to the attached list, at the bottom. Not sure we have time to dig into those websites from Krog's office..

Elena Banfield | Event Coordinator
Government Communications and Public Engagement
Mobile: 604-842-0984 | elena.banfield@gov.bc.ca

From: Harbord, Darren GCPE:EX
Sent: Wednesday, July 4, 2018 2:27 PM
To: Banfield, Elena GCPE:EX
Cc: Samantha Cacnio
Subject: FW: FOR REVIEW -- Guest list for Nanaimo seniors housing event - July 9

Hi Elena, here are some additions from the MO – unfortunately, there are a few without email addresses.

s.13

MLA Krog's office suggested these as possible guests – perhaps the PO should make the call on those, and again, no contact info provided.

Seems like a large guest list already.

Thanks
Darren

s.13

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 3, 2018 3:27 PM
To: 'Zahra Jimale'
Subject: FW: Pay Equity - Meeting with Minster Bains and/or Trevor Hughes

Hi Zahra,

I understand that the Ministry of Labour has now scheduled a meeting with LEAF on the question of pay equity. That was everything I had on my list to get you info on, so let me know if I've forgotten any requests that you had sent me.

Thanks,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 3, 2018 12:51 PM
To: Oreck, Mira PREM:EX; Viaud, Chantille PREM:EX
Subject: RE: Congratulations Notice
Attachments: 2018 AIDS Vancouver 35th Anniversary.doc

Hi Mira,

Here is a copy of one of the letters. I worked with Jake and Susan customizing the pieces for each org, and they hand delivered to PS Dean who hand signed and emailed them all. Letters went to the following groups:

- <2018 Rainbow Refugee 20th Anniversary.doc>
- <2018 AIDS Vancouver 35th Anniversary.doc>
- <2018 Little Sisters 40th Anniversary.doc>
- <2018 Vancouver Pride Society 40th Anniversary.doc>
- <2018 Out on Screen 30th Anniversary.doc>
- <2018 Pride in Art Society 20th Anniversary.doc>
- <2018 Health Initiatives for Men 10th Anniversary.doc>

From: Oreck, Mira PREM:EX
Sent: Tuesday, July 3, 2018 12:44 PM
To: Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX
Subject: RE: Congratulations Notice

So great! Amazing outreach and response.

Charlotte, will you send me an email of who you reached out to so I can share with the group?

Thank you for taking this initiative!

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 3, 2018 12:24 PM
To: Oreck, Mira PREM:EX; Viaud, Chantille PREM:EX
Subject: FW: Congratulations Notice

Just an FYI from the correspondence Kim and I sent to the Year of the Queer orgs celebrating anniversaries ☺ PSMD will be going over on the 10th to take a photo with the AIDS Vancouver folks.

From: Brian Chittock [<mailto:brianc@aidsvancouver.org>]
Sent: Friday, June 29, 2018 1:36 PM
To: Manton, Kim FIN:EX
Subject: Congratulations Notice

Hi Kim,

I just received the Congratulations notice from Parliamentary Secretary Dean and Premier Horgan and was surprised and delighted to receive this.

It would be our pleasure if the Parliamentary Secretary was able to stop in one day and we could take a photo of her presenting the Congratulations to us. We would be pleased to send it to the media and also post it on our website.

Thank you.

Sincerely,

Brian

Dr. Brian W. Chittock, DBA
Executive Director, AIDS Vancouver
1101 Seymour Street, Suite 235, 2nd Floor
Vancouver, BC V6B 0R1

Direct Line: 604-696-4655
Cell: 778-237-5986
Confidential Fax: 604-893-8774
Email: brianc@aidsvancouver.org

<image001.jpg>

We acknowledge that our work is occurring on unceded Indigenous land belonging to the Coast Salish peoples, including the territories of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations.

Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 3, 2018 12:46 PM
To: Rochon, Jake PREM:EX; Farmer, Susan PREM:EX
Subject: FW: Congratulations Notice

Hi Jake and Susan!

Just wanted to say thank you so much for your work to bring together the correspondence pieces for all the Year of the Queer organizations celebrating anniversaries this year. Just wanted to share with you the response from AIDS Vancouver (below). PS Dean will be going over on July 10 to take a picture with the group for their membership.

From: Brian Chittock [<mailto:brianc@aidsvancouver.org>]
Sent: Friday, June 29, 2018 1:36 PM
To: Manton, Kim FIN:EX
Subject: Congratulations Notice

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Sincerely,

Brian

Dr. Brian W. Chittock, DBA
Executive Director, AIDS Vancouver
1101 Seymour Street, Suite 235, 2nd Floor
Vancouver, BC V6B 0R1

Direct Line: 604-696-4655
Cell: 778-237-5986
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Email: brianc@aidsvancouver.org

<image001.jpg>

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Kingston, Charlotte PREM:EX

From: Kingston, Charlotte PREM:EX
Sent: Tuesday, July 3, 2018 12:42 PM
To: Krog.MLA, Leonard LASS:EX; Routley.MLA, Douglas G LASS:EX
Subject: Venues in Nanaimo

Hi Sarah and Pam,

So nice to speak with you both this morning and thanks for your work to invite some community members to next Monday's conversation with the Premier on Seniors' housing and healthcare issues.

Our events team is wondering if you could recommend any venues that would be a good central place to host the event. Our numbers can be guided by the space, so we're thinking anywhere from 30-100 in terms of capacity. They are currently thinking s.13 but we thought we'd check in with you folks for your on the ground knowledge. If nothing pops to mind, no problem, but if you have suggestions please do let me know.

Thanks so much,
Charlotte

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207