

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, September 7, 2018 10:55 AM
To: CFFSHELP, FIN FIN:EX
Subject: Donnie Wing Invoice - Sept 9 2018
Attachments: Donne Wing - Invoice Sept 9 2018.pdf

Hello,

Please pay the attached invoice.

Thanks so much and please let me know if you need anything else!

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: Wensink, Alison PREM:EX
Sent: Wednesday, September 5, 2018 11:08 AM
To: Banister, Lori FIN:EX
Subject: RE: Signature please FW: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017
Attachments: Watson, Lucy INVOICE with receipts Aug 29 2018 SIGNED.PDF

Hi Lori,

I'm just putting this into iPro for payment but I'm wanting to clarify the total amounts. I see on the top of page 1 there is a total invoice amount for **\$19,442.51**, but the column totals on page 4 are:

Fees:

Total = \$13,000

Expenses:

Travel - \$2,494.24

Accommodation - \$3,162.27

Per Diem - \$686

Total = \$6,342.51

Fees + Expenses = **\$19,342.51**

So the column totals and the total invoice amount is off by \$100. I'm not sure if I'm missing an amount somewhere?

Also I tried to calculate all the subtotals in each column to see if there was just a miscalculation, but when I add them all up they are all way off from the column totals, which makes it more confusing to know what the correct amount should be.

When I add up the subtotals these are the amounts I'm getting:

Travel - \$3,104.95

Accommodation - \$4,724.65

Per Diem - \$931

Fees - \$17,400

Thanks so much for your help!

Alison

From: Banister, Lori FIN:EX
Sent: Tuesday, September 4, 2018 2:43 PM
To: Wensink, Alison PREM:EX
Cc: Hendry, Jackie PREM:EX; Canitz, Shelley L PREM:EX
Subject: FW: Signature please FW: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017

Hi Alison,

We have signature to Lucy Watson's invoice for work under her Transition Team contract which ran July 4-21 of last year, 2017.

Please find copy attached for PREM approvals and payment. Don't hesitate to let me know of any concerns, thanks.

Best, Lori

Lori Banister | Procurement Specialist | Corporate Services Division | Ministry of Finance
Ph: 778-698-3049 | e: Lori.Banister@gov.bc.ca | m: 3rd Floor – 617 Government St., Victoria BC V8W 9V1

From: Banister, Lori FIN:EX
Sent: September 4, 2018 2:38 PM
To: 'Mackenzie.Doll@parl.gc.ca' <Mackenzie.Doll@parl.gc.ca>
Subject: RE: Signature please FW: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017

Great, thanks Mackenzie.

I'll now pass Lucy Watson's signed invoice with receipts over to the Premier's Office for approval and payment.

Kind regards, Lori

Lori Banister | Procurement Specialist | Corporate Services Division | Ministry of Finance
Ph: 778-698-3049 | e: Lori.Banister@gov.bc.ca | m: 3rd Floor – 617 Government St., Victoria BC V8W 9V1

From: Mackenzie.Doll@parl.gc.ca [<mailto:Mackenzie.Doll@parl.gc.ca>]
Sent: August 31, 2018 10:35 AM
To: Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>
Subject: RE: Signature please FW: rescan please RE: signature please: Watson, Lucy GSA July 14-21 2017

Hi Lori,

As requested please find attached the final invoice dated and signed.
Please confirm the receipt of this email.

Many thanks,

Mackenzie

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, September 7, 2018 2:30 PM
To: CFFSHELP, FIN FIN:EX
Subject: Legislative Dining Room Invoice August 31, 2018
Attachments: Legislative Dining Room - Invoice August 31, 2018.pdf

Hello,

Please pay the attached invoice.

Thank you so much!

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: Wensink, Alison PREM:EX
Sent: Friday, September 7, 2018 3:03 PM
To: Sigurdson, Judi FIN:EX
Subject: Excluded Managemnet In-Range Letter
Attachments: Excluded Management In-Range Letter - Judi Sigurdson.pdf

Hi Judi,

Please find attached a letter from Deputy Minister Okenge Yuma Morisho.

Kind regards,

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: Wensink, Alison PREM:EX
Sent: Friday, September 7, 2018 3:04 PM
To: Mercier, Veronique IGRS:EX
Subject: RE: Request: Salary review letter
Attachments: Excluded Management In-Range Letter - Judi Sigurdson.pdf

Hi Veronique,

Here is a copy of the signed letter. I have sent this to Judi.

Thanks,

Alison

From: Mercier, Veronique IGRS:EX
Sent: Friday, September 7, 2018 2:32 PM
To: Wensink, Alison PREM:EX
Cc: Maranda, Pierrette IGRS:EX
Subject: Request: Salary review letter

Hi Alison,

See attached a letter for Okenge's signature.

Okenge signed similar letters a couple months ago. This is just one that got missed.

Will you send to Judi once it's signed? I will also need a copy to send to PSA.

Thanks!

Véronique

From: Westfall, Sandra FIN:EX
Sent: Friday, September 7, 2018 1:12 PM
To: Mercier, Veronique IGRS:EX
Cc: McIntyre, Shelagh FIN:EX
Subject: RE: Request: Salary review letter

Hi Veronique, as requested, draft letter for Judi Sigurdson.

Have a great weekend!

Sandra

From: Mercier, Veronique IGRS:EX
Sent: September 6, 2018 4:57 PM
To: Westfall, Sandra FIN:EX <Sandra.Westfall@gov.bc.ca>

Cc: McIntyre, Shelagh FIN:EX <Shelagh.McIntyre@gov.bc.ca>

Subject: Request: Salary review letter

Hi Sandra,

Would it be possible for you to draft a letter for Judi Sigurdson s.22
s.22

Thank you,

Véronique Mercier

Director, HR, Corporate Initiatives and Francophone Affairs Program

Directrice, RH, initiatives organisationnelles et Programme des affaires francophones

Tel : (250) 387 – 4791 Cell: 250-216-5416

Intergovernmental Relations Secretariat | Secrétariat aux Affaires intergouvernementales

From: Westfall, Sandra FIN:EX

Sent: Monday, July 16, 2018 2:34 PM

To: Mercier, Veronique IGRS:EX

Cc: McIntyre, Shelagh FIN:EX

Subject: RE: Salary review letters

Hi Veronique, no, I do not require copies.

Thank you for checking!

Sandra

From: Mercier, Veronique IGRS:EX

Sent: July 16, 2018 2:31 PM

To: Westfall, Sandra FIN:EX <Sandra.Westfall@gov.bc.ca>

Cc: McIntyre, Shelagh FIN:EX <Shelagh.McIntyre@gov.bc.ca>

Subject: Salary review letters

Hi Sandra,

I sent all the letters to PSA for processing last Friday. Do you need copies of the signed letters?

Thanks!

Véronique Mercier

Director, HR, Corporate Initiatives and Francophone Affairs Program

Directrice, RH, initiatives organisationnelles et Programme des affaires francophones

Tel : (250) 387 – 4791 Cell: 250-216-5416

Intergovernmental Relations Secretariat | Secrétariat aux Affaires intergouvernementales



Where ideas work

2018
TOP
WORK UNIT
AWARD

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Tuesday, September 11, 2018 9:50 AM
To: CFFSHELP, FIN FIN:EX
Subject: Howard Carter Lease - Sep 1, 2018 Invoice
Attachments: Howard Carter Lease - September 1, 2018 Invoice.pdf

Hello,

Please pay the attached invoice.

Thank you so much!

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: Wensink, Alison PREM:EX
Sent: Tuesday, September 11, 2018 10:46 AM
To: Gorman, Frances A IGRS:EX
Subject: LSA Ceremony

Hi Frances,

Okenge has just let me know that he will now have to attend the Cascadia Innovation Corridor Conference in Vancouver on Oct 9-10, therefore he will no longer be able to attend the LSA Ceremony.

I apologize for this!

Thanks,

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: Wensink, Alison PREM:EX
Sent: Wednesday, September 12, 2018 3:08 PM
To: 'segreteria.vancouver@esteri.it'
Subject: RE: INVITATION: September 28, 2018: Conference with Brigadier Parrulli at MOV
Attachments: Invitation_Morisho_Sept 28.pdf; INVITO VANCOUVER_FINAL.PDF

Hello,

On behalf of Deputy Minister Okenge Yuma Morisho, I would like to thank you for your invitation to this event on September 28th in Vancouver. Unfortunately Okenge's schedule does not allow him to attend. He would like to pass on his sincere regrets and best wishes for a successful event.

Kind regards,

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

From: Office of the Consul General of Italy - Vancouver [<mailto:segreteria.vancouver@esteri.it>]
Sent: Wednesday, September 5, 2018 4:49 PM
To: Protocol IGRS:EX; okenge.morisho@gov.bc.ca
Cc: Lobmeier, Lucy S IGRS:EX
Subject: INVITATION: September 28, 2018: Conference with Brigadier Parrulli at MOV

To the kind attention of the Honourable Okenge Yuma Morisho:

Please find attached an invitation to a Conference with Brigadier Parrulli at MOV.

Kind regards,

Francesca Bormolini
Executive Assistant to the Consul General

Office of the Consul General



Consolato Generale d'Italia a Vancouver
Consulate General of Italy in Vancouver
Suite 1100 – 510 West Hastings Street
Vancouver BC V6B 1L8 – CANADA
Tel. +1 604.684.7288 (ext. 228)
Fax +1 604.685.4263
E-mail: segreteria.vancouver@esteri.it
Web-Site: www.cons Vancouver.esteri.it

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, September 13, 2018 10:57 AM
To: Maranda, Pierrette IGRS:EX
Cc: Brubacher, Kelly IGRS:EX
Subject: FW: Thank you for choosing to take off with Helijet!
Attachments: Thank you for choosing to take off with Helijet!

Hi Pierrette,

Here is your flight info. Below is your way there (1:45pm flight), and attached is your way back (5:45pm flight).

Please let me know if you need anything else!

Thank you,

Alison

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Thursday, September 13, 2018 10:51 AM
To: Wensink, Alison PREM:EX
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #

s.22

Name

Pierrette Maranda

Booking # s.22

Thursday, September 13, 2018

Invoice #321187

718

13:45 Victoria Harbour (Downtown)

14:20 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Off-Peak

• Pierrette Maranda, Female

[Add to Calendar](#)

FARE-YWH-Full_Summer - 2018	\$219.05
+ GST	\$10.95

Billing	\$219.05
Taxes	\$10.95
Grand Total	\$230.00

Fully Changeable / Refundable up to 5pm the day prior to departure.

After 5pm all next-day travel is non-refundable and only changeable for same-day travel. Any cancellations will result in a non-refundable cancellation fee equal to the value of the one-way travel.

Failure to change 1 hour prior or check-in 20 minutes prior to departure will also result in the cancellation of any onward and/or return reservations (additional cancellation fees may apply)

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

GST#:
R102320165

Passenger Travel Information:
For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Payment:
Credit Card is required at time of booking to hold reservations, and will be charged in-full at time of check-in, or if change/cancellation or no-show fee applies.

Passenger Check-in:
Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time. When flight boarding commences, seats will be forfeited & any onward/return flights may be cancelled.

Changes/Cancellations & No Show Penalty:
Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.
After 5pm, all next-day travel is non-refundable and only changeable for same-day travel; a fare upgrade may be required. On the day of travel, changes must be made at least 1 hour prior to departure or the cancellation fee, equal to the value of the one-way travel, will apply. Failure to check in prior to departure will also result in any onward and/or return reservations being cancelled, with any applicable cancellation fees applied.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC (*note: pedestrian access via Waterfront Station requires Compass Card or Fare Payment)

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking (7 days maximum) is included with tickets purchased on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas. Note: some locations are secured after-hours, ask at check-in for information.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers appearing 18 years or over.

Children and Youth travelling unaccompanied must present Government issued ID; birth certificate, passport, driver's license or provincial ID card.

Proof of age must be presented for children who appear to be over 12 years of age and is recommended for youth (13-17 years) travelling with an adult.

Baggage Allowance:

Baggage is limited to 2 pieces per person (including hand baggage) weighing no more than 50lbs total.

Excess baggage will be accepted on a space available basis. No carry-on cabin baggage is allowed.

Please visit <http://www.catsa-acsta.gc.ca/> for information on how to "Pack Smart" and avoid delays

Baggage Liability:

The liability for the loss of and/or the damage to any personal property, including baggage or goods is limited to an amount equal to the value of such baggage or goods, which shall not exceed \$250.00 (CAD) per passenger, unless greater value declared.

Transportation upon arrival:

Helijet is pleased to offer courtesy shuttle van drop off service within the downtown core in Victoria, Vancouver Harbour, and Nanaimo, ask the driver for drop off locations. Taxis & rental cars may also be available, please ask an agent.

Accessibility:

To ensure your travel is possible, passengers with limited mobility and/or special needs must advise Helijet Reservations at 1.800.665.4354

Pets on Helijet:

If you have a Special Assistance Animal please advise Helijet Reservations. Other small pets and animals are not accepted for carriage, please visit our website for restrictions.

Weather Conditions:

If due to weather conditions the flight is unable to operate Helijet will make every attempt to contact passengers as early as possible via phone numbers and/or email addresses provided.

Reservations:

Reservations are required for all flights and may be booked online at www.helijet.com or by calling 1.800.665.4354 (within North America).

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Monday, September 17, 2018 11:50 AM
To: Potheary, Meagan JTT:EX
Subject: FW: Confirm info in letter to John McCallum

Hi Meagan,

Please see the below response from IGRS.

Kind regards,

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

From: Brubacher, Kelly IGRS:EX
Sent: Monday, September 17, 2018 11:41 AM
To: Wensink, Alison PREM:EX
Subject: FW: Confirm info in letter to John McCallum

Hi Alison,

We suggest that Meagan check with JTT's trade and investment representative in Beijing to determine if the information is accurate.

Thank you,

Kelly

From: Wensink, Alison PREM:EX
Sent: Friday, September 14, 2018 3:53 PM
To: Brubacher, Kelly IGRS:EX
Subject: FW: Confirm info in letter to John McCallum

Hi Kelly,

Do you know who the correct person would be to forward this question on to?

Thanks so much,

Alison

From: Potheary, Meagan JTT:EX
Sent: Friday, September 14, 2018 3:52 PM
To: Wensink, Alison PREM:EX

Cc: Kwan, Shirley JTT:EX; Jang, Monica JTT:EX; Hourston, Sveah JTT:EX; Potheary, Meagan JTT:EX

Subject: Confirm info in letter to John McCallum

Hi Alison,

MBR is writing to John McCallum, Ambassador of Canada to China and my Deputy Minister wanted to confirm if this statement is correct:

s.22

Thanks,

Meagan

Meagan Potheary

Documents Coordinator

Deputy Minister's Office

Ministry of Jobs, Trade and Technology

Meagan.potheary@gov.bc.ca



Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Monday, September 17, 2018 2:38 PM
To: Yuma Morisho, Okenge PREM:EX
Subject: FW: Issues scan for Premier

Hi Okenge – please see the below note, and please let me know if this should be passed on to someone else in IGRS.

Thank you!

Alison

From: Machell, Aileen GCPE:EX
Sent: Monday, September 17, 2018 2:11 PM
To: Wensink, Alison PREM:EX
Subject: Issues scan for Premier

Hello,

As discussed, I'm working on an issues scan for the Premier for tomorrow's media availability. We've been informed that a petition started by MP Jenny Kwan, which calls for a "Nanjing Massacre Commemoration Day" is likely to come up. Can you please ensure the DM or someone in the Ministry reviews these lines?

Thank you!

s.13

Aileen Machell
Issues Manager
778.584.0257

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Monday, September 17, 2018 3:17 PM
To: 'vansec@mofa.go.kr'
Subject: Phone call with DM Okenge Yuma Morisho

Hello,

I would like to confirm a phone call between Consul General Gunn Kim and Deputy Minister Okenge Yuma Morisho on Thursday September 20th at 2pm. Okenge can be reached at s.22

Thank you so much!

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: Wensink, Alison PREM:EX
Sent: Tuesday, September 18, 2018 11:45 AM
To: Hendry, Jackie PREM:EX; Canitz, Shelley L PREM:EX
Subject: FW: Request for approval of the new TSMA Rate Plan Implementation - Office of the Premier
Attachments: OFFICE OF THE PREMIER - Rate Plan Mapping_Sep 7_V1.xlsx
Importance: High

Hi Jackie and Shelley,

I believe this would go over to one of you to approve the new Telus rates?

Please let me know if this should be directed elsewhere.

Thanks!

Alison

From: Henry, David A FIN:EX
Sent: Tuesday, September 18, 2018 11:25 AM
To: Wensink, Alison PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: Tsang, Robin FIN:EX; 'Mustajab.Khan@telus.com'
Subject: !!: Request for approval of the new TSMA Rate Plan Implementation - Office of the Premier
Importance: High

Hi Elizabeth and Alison,
Please see below and attached for new TELUS rates and info.
TELUS - our contact Mustajab Khan is asking as below – for approval to update to these with some new features and higher data included etc..
In case you had not seen these already?
For any questions on details, rates, #s etc. Mustajab should be able to answer.

Thanks,
David

From: Mustajab Khan <Mustajab.Khan@telus.com>
Sent: September 14, 2018 9:23 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: XT:Fowler, Hazen CITZ:IN <Hazen.Fowler@Telus.com>; Amir Fatemi Nassab <Amir.Fatemi@telus.com>; Marc Pellow <Marc.Pellow@telus.com>
Subject: Request for approval of the new TSMA Rate Plan Implementation - Office of the Premier

Hi Dave,

The new TSMA rates were presented on July 26, 2018 which I think your team missed hearing about. I know we were targeting September to present these to your team. So let me know when is a good time to present the information deck to your team. Please find attached the new TSMA Rate implementation sheet for the Office of the Premier. A brief summary of the changes is as follows (the new rate plans are in columns AN to AQ in the attached sheet):

Action Required from your end

Can you please approve these changes so that I can get the TELUS Care Department dedicated to the Government of BC to implement these changes. Can I please have your approval by **Wednesday, September 19, 2018**. Please note that all of the Ministries are being provided with this information and the implementation will be completed on first come basis, therefore I will appreciate a quick approval.

Once these new rate plans have been implemented you can tweak these just like you have done in the past.

Call to discuss the Changes

If you require further information or want to discuss the recommendations prior to sending your Approval to make the changes, please contact me as soon as possible.

With best regards

Mustajab Khan

Senior Mobility Specialist – Shared Services BC – TELUS Business Solutions West, British Columbia

TELUS Business

6-510 West Georgia Street
Vancouver, British Columbia
V6B 0M3

Mobile 604.837.2214

[TELUS.com/business](https://www.telus.com/business) [Facebook](#) [Twitter](#) [YouTube](#) [Linkedin](#)
the future is friendly®

This email, including any attachments, is for the sole use of the intended recipient and may contain confidential information. If you are not the intended recipient, please notify us immediately and destroy this email and any copies.

Thank you.

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Tuesday, September 18, 2018 2:37 PM
To: Hendry, Jackie PREM:EX
Subject: September 3, 2018 PCard - AWENSINK
Attachments: Sept 3, 2018 PCard Receipts.pdf; WENSINKA s.17 03SEP18.xlsx

Hi Jackie,

Please find attached my September 3, 2018 PCard reconciliation and receipts for your approval.

Thank you,

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

Page 32 to/à Page 33

Withheld pursuant to/removed as

s.14

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, September 20, 2018 9:37 AM
To: Tsang, Robin FIN:EX
Cc: Hendry, Jackie PREM:EX; PREM Tech; Parkinson, Elizabeth PREM:EX
Subject: RE: Office Move

Hi Robin,

I've checked with Jackie and this would need to go through the Executive Office's budget and be approved by Vanessa Geary. Elizabeth, are you the one who puts in these orders for your office?

Thank you!

Alison

From: Tsang, Robin FIN:EX
Sent: Thursday, September 20, 2018 9:02 AM
To: Wensink, Alison PREM:EX
Cc: Hendry, Jackie PREM:EX; PREM Tech
Subject: FW: Office Move

Morning Alison:

Please see below highlighted in RED. Erin would like to have 2 extra monitors. Is your office responsible ordering for them? Please let me know.

Thanks!
Robin

From: Richards, Erin PREM:EX
Sent: September 19, 2018 3:55 PM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>; Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>; Dhanota, Surjit LASS:EX <Surjit.Dhanota@leg.bc.ca>
Subject: Re: Office Move

Hi Robin,

Please see my responses below.

Thanks!

Erin Richards, Communications Assistant
Office of the Premier | Government of BC
[501 Belleville St, Victoria, BC V8V 2L8](#) | [250-896-6322](tel:250-896-6322)

On Sep 18, 2018, at 12:29 PM, Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca> wrote:

Hi Erin:

Are you two in the basement of West Annex? A few questions about your move:

- Are there any furniture involved? I cc Surjit, the facilities manager here.

No, only chairs. We can move those though.

-
- In room 061, will you be using current network connections?

Yes, but we will need help with set up.

-
- Will you require the desk phones to be moved? Telus requires a few days' time to move the phone numbers.

No, neither of us use a landline.

-
- Extra monitors will need to be ordered.

Okay, we just need 2.

-
- When is the moving date/time?

Ideally Monday.

Other items:

- the air vent in the room is still blowing out cold air.
- the door to the next offices (061A) is locked. Can we please open it? We work with those in the office.

Thanks,
Robin

From: Richards, Erin PREM:EX
Sent: September 18, 2018 12:06 PM
To: PREM Tech <PREM.Tech@gov.bc.ca>
Cc: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: Office Move

Hi there,

Chantille Viaud and I are moving into room 061 and are wondering if someone/s could help us disconnect/reconnect our computers, monitors, etc. Also, Chantille needs 2 monitors. Can you give us a hand?

Thanks!

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

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, September 20, 2018 10:31 AM
To: Burnes, Jane I JTT:EX
Subject: RE: COMPLIMENTARY Pass - Cascadia Conference

Hi Jane,

s.22 but Okenge has informed me he is now registered.

Please let me know if you need anything else!

Thank you so much!

*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*

From: Burnes, Jane I JTT:EX
Sent: Wednesday, September 19, 2018 10:37 AM
To: Wensink, Alison PREM:EX
Cc: Yuma Morisho, Okenge PREM:EX
Subject: COMPLIMENTARY Pass - Cascadia Conference
Importance: High

Hi, Alison. I understand that Okenge will be attending the Cascadia Innovation Corridor Conference, being held on October 10 in Vancouver. (information below)
I've negotiated a very few complimentary registrations for the Cascadia conference and we would like to offer one to Okenge.

We would appreciate if you could register Okenge as quickly as possible. And, if my information is incorrect and he is not able to attend, please let me know so we are able to use the pass for someone else.

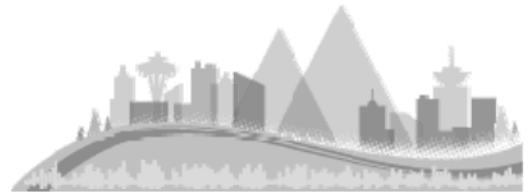
Register at: cascadiaconference2018.eventcore.com
And use the Code: **ATSPDEQKB**

If you need any additional information, please let me know. Thank you!

Jane Burnes
Executive Director
250-889-1054

Mark Your Calendar - October 9-10
Cascadia Innovation Corridor Conference in Vancouver

CASCADIA INNOVATION
CORRIDOR CONFERENCE
A CROSS-BORDER CONFERENCE



Third Annual Cascadia Innovation Corridor Conference

October 9-10, 2018
Hyatt Regency Vancouver
655 Burrard Street, Vancouver

Vancouver and Seattle enjoy a long history of shared culture, shared geography and a shared love of the outdoors. We are leveraging our strengths in life sciences, clean tech and international connections and our world leading technologies in mixed reality, digital and cloud computing. Together, we can be the next global innovation ecosystem and a leader in solving some of the world's toughest challenges. **Together, we are the Cascadia Innovation Corridor.**

Fireside Chat with Elected Leadership

Governor Jay Inslee,
Washington



Premier John Horgan,
British Columbia



Discussion of a Cross-Border Partnership Centuries in the Making

Katherine Dhanani
Consul General of the U.S.
in Vancouver

Brandon Lee
Consul General of Canada
in Seattle



Participate in collaborative workshops to strategize next steps to grow the Cascadia Corridor in 6 key areas:

- Life Sciences
- Financial and Retail Innovation
- Transportation, Housing and Connectivity
- Sustainable Agriculture
- Transformative Technologies (AI, VR/MR, Cloud)
- Post-Secondary Education and Research (October 9th, 3:30pm)

You won't want to miss these important discussions and the opportunity to shape the future of the Cascadia Region as a global center for innovation.

Date & Time: The conference opens with a reception at 5:30pm on October 9th; the conference concludes at 4:00pm on October 10th. Optional programming, including B2B Reverse-Pitch Event, begins at 12:30pm on October 9th.

Location: Hyatt Regency Vancouver, [655 Burrard Street, Vancouver](#)

Cost: \$400 CAD

Register at: cascadiaconference2018.eventcore.com

Hotel Room Reservation: A block of rooms has been reserved at a special conference rate at the Hyatt Regency Vancouver. You will have the opportunity to reserve a room once you have completed the registration process. Rooms are subject to availability, so please book early to guarantee your room.

For additional information, questions, or to opt-out of this invite please contact info@cascadiaconference.com. For more information on the Cascadia Innovation Corridor, please visit <http://cascadiaconference.com/>.

Register now!

Cascadia Conference Partners



Business Council of
British Columbia
Est. 1966



BC TECH
association



Microsoft

Learn more about the Cascadia Innovation Corridor



Launched in September 2016 the Cascadia Innovation Corridor is built upon a shared spirit of creativity, innovation and entrepreneurship in the region encompassing, and between, Greater Vancouver and Greater Seattle. [Click here](#) to check out videos and read more about the partnerships and investments happening across Cascadia.

Keep up to date with BCBC News



Business Council of British Columbia, 810 -
1050 West Pender Street, Vancouver, British Columbia V6E 3S7 Canada

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Sent by info@bccbc.com in collaboration with



Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, September 20, 2018 11:04 AM
To: CFFSHELP, FIN FIN:EX
Subject: Lucy Watson - Invoice - C18PREM1509
Attachments: Watson, Lucy - Invoice.pdf

Hello,

Please pay the attached invoice.

Thank you so much!

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: Wensink, Alison PREM:EX
Sent: Friday, September 21, 2018 10:55 AM
To: 'andrew.booth@stemcell.com'
Subject: RE: STEMCELL Meeting Request October 15

Hi Andrew,

Okenge would be happy to meet with you on October 15th. Would you be available at 2pm to meet at Okenge's office in the Parliament Buildings?

Thanks so much for letting me know,

*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*

From: Andrew Booth <andrew.booth@stemcell.com>
Sent: Thursday, September 20, 2018 8:25 PM
To: Yuma Morisho, Okenge PREM:EX
Subject: STEMCELL Meeting Request October 15

Hi Okenge,

I hope you enjoyed your summer. I am reaching out as I'll be in Victoria on October 15 and it would be great to catch up.

Since our last meeting, you may know that STEMCELL received \$45 million in joint funding from the Governments of Canada and British Columbia to build a new advanced biotech manufacturing facility in Burnaby. We already have shovels in the ground and are well on our way to creating and repatriating thousands of new jobs in Burnaby. Exciting times!

Let me know if you might have time to get together on October 15.

Best,

Andrew

ANDREW BOOTH
CHIEF COMMERCIAL OFFICER



VANCOUVER, BC CANADA

T. 604 675 7819 • 1 800 667 0322

s.22

F. 604 675 7830

E. ANDREW.BOOTH@STEMCELL.COM

W. WWW.STEMCELL.COM

Disclaimer: The content of this e-mail is intended solely for the use of the Individual or entity to whom it is addressed. If you have received this communication in error, be aware that forwarding it, copying it, or in any way disclosing its content to any other person, is strictly prohibited. If you have received this communication in error, please notify the author by replying to this e-mail immediately.

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, September 21, 2018 3:39 PM
To: Sanderson, Kristen CITZ:EX
Subject: RE: OOP-2018-85103 - are there any harms in the attached pages

Hi Kristen,

There are no personal charges on the credit card and I don't believe there are any other harms, but I've wanted to confirm with Jackie ^{s.22} I will check with her on Monday morning.

Thanks,

Alison

From: Sanderson, Kristen CITZ:EX
Sent: Friday, September 21, 2018 3:36 PM
To: Wensink, Alison PREM:EX
Cc: OOP FOI PREM:EX
Subject: FW: OOP-2018-85103 - are there any harms in the attached pages
Importance: High

Hi Alison,

Just following up on the question I sent through on Tuesday. Any idea on when I will be able to receive a response?

Thanks,

Kristen Sanderson | FOI Analyst | Information Access Operations | Shared Services BC
t: 250.387.5423 | **e:** kristen.sanderson@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

From: Sanderson, Kristen CITZ:EX
Sent: Tuesday, September 18, 2018 9:29 AM
To: Wensink, Alison PREM:EX
Cc: OOP FOI PREM:EX
Subject: OOP-2018-85103 - are there any harms in the attached pages
Importance: High

Hi Alison,

Can you please confirm if there are any harms, additional to what I have severed, on the attached pages.

For example, does the credit card with your name on it have any personal charges that would result in me severing the total owed on the credit card?

Please let me know as soon as you are able.

Thanks,

Kristen Sanderson | FOI Analyst | Information Access Operations | Shared Services BC
t: 250.387.5423 | **e:** kristen.sanderson@gov.bc.ca | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2

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Withheld pursuant to/removed as

s.22

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Monday, September 24, 2018 9:36 AM
To: 'Graham Fox (Alt)'
Subject: RE: IRPP -- Meeting Request

Hello Graham,

Okenge is available anytime between 1 and 4pm on the afternoon of the 17th. Is there a time that would work best for you to meet Okenge at his office in the Parliament Buildings?

Thank you so much for letting me know.

Kind regards,

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

From: Yuma Morisho, Okenge PREM:EX
Sent: Friday, September 21, 2018 4:39 PM
To: 'Graham Fox (Alt)'
Cc: Wensink, Alison PREM:EX
Subject: RE: IRPP -- Meeting Request

Thanks for reaching out. Alison Wensink will help us find a mutually convenient time to meet. oym

Okenge Yuma Morisho
Deputy Minister
Intergovernmental Relations Secretariat
Office of the Premier



From: Graham Fox (Alt) [mailto:graham.fox@irpp.org]
Sent: Friday, September 21, 2018 9:21 AM
To: Yuma Morisho, Okenge PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: IRPP -- Meeting Request

Deputy Minister Yuma Morisho,

My name is Graham Fox. I am the president of the Institute for Research on Public Policy (IRPP) – a national, independent, non-partisan think tank headquartered in Montreal. I write to you today regarding a new IRPP research initiative to create a Centre of Excellence on the Canadian Federation.

As you may have noted, the Government of Canada announced in the 2018 budget a contribution of \$10 million to the IRPP to support the creation of this Centre. A permanent research body housed at the Institute, its mission will be to reinforce research capacity on issues related to federalism. Specifically, the Centre will:

- Conduct new research on public attitudes toward federalism and the federation;
- Examine the state of the institutions of federalism and democracy and how they might evolve in future;
- Contribute to reconciliation with Canada's Indigenous peoples through research and public debate on Indigenous governance and on the relations between Indigenous and non-Indigenous communities;
- Conduct economic analyses of issues that affect Canada's federal arrangements, including shifts in Canada's economic foundations, wealth redistribution and equalization;
- Study the impact of emerging economic and social trends on federal arrangements;
- Find and support new and more diverse research voices in these fields; and,
- Convene decision-makers and leaders from other sectors regularly to discuss research findings and their implications for public policy and the country's cohesion.

Over the next several months, the IRPP will be consulting broadly on how best to structure the Centre and develop its research agenda. Our firm intention is that the Centre's activities will reflect a pan-Canadian perspective. To that end, I would welcome the opportunity to meet with you to tell you more about our plans and seek your advice on how we should proceed with the Centre, as well as your views on issues and activities that could be of benefit to your government.

I could travel to Victoria on Wednesday, October 17 and would be available to meet with you at your convenience anytime that afternoon.

I will follow up with you offices in the next few days to see if an appointment can be confirmed. In the meantime, if you have any questions at all please do not hesitate to contact me at 514.787.0741 or by return email.

Thank you in advance for considering this meeting request.

Very best wishes,
Graham



Graham Fox
Président et chef de la direction |
President and CEO
t: 514 787-0741 c: 514 518-0775
1470, rue Peel, bureau 200
Montréal (Québec) H3A 1T1



Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Wednesday, September 26, 2018 11:18 AM
To: LP Administrative Coordinators; LP Ministerial Assistants; LP Senior Ministerial Assistants; LP Support Staff
Subject: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

Hello Everyone,

In advance of the integrated UC/Workstation Refresh, a member of the Integrated Refresh Project Team will be onsite to give a demonstration and overview of the available UC hardware and workstations. Please take advantage of this opportunity. There will also be a sign-up sheet where you can indicate which devices you would like.

Where: Birch Meeting Room (Room 339)

When:

- September 26 to September 27
 - Sept 26: Presentation at 1pm
 - September 27: Staff available all day for demonstrations
- October 2 to October 4
 - Oct 2 and Oct 3: Presentations at 10am and 1pm
 - October 4: Staff available all day for demonstrations

Please note that the UC hardware and workstations will remain available for viewing outside of the presentation times.

Please let me know if you have any questions.

Thank you,

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: Wensink, Alison PREM:EX
Sent: Wednesday, September 26, 2018 3:58 PM
To: Newhook, Kelly TAC:EX
Subject: RE: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

Hi Kelly,

Apologies for the delay in getting back to you, but yes, you can just go to the Birch room at any time and staff will be there to show you the devices and answer any questions. ☺

Thank you,

Alison

From: Newhook, Kelly TAC:EX
Sent: Wednesday, September 26, 2018 12:53 PM
To: Wensink, Alison PREM:EX
Subject: RE: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

Hi Alison,

Tomorrow at 9am would work well for me.....do I just go to the Birch room at that time?

Kelly

From: Wensink, Alison PREM:EX
Sent: Wednesday, September 26, 2018 11:18 AM
To: LP Administrative Coordinators; LP Ministerial Assistants; LP Senior Ministerial Assistants; LP Support Staff
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Please note that the UC hardware and workstations will remain available for viewing outside of the presentation times.

Please let me know if you have any questions.

Thank you,

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: Wensink, Alison PREM:EX
Sent: Wednesday, September 26, 2018 4:07 PM
To: LP Administrative Coordinators; LP Ministerial Assistants; LP Senior Ministerial Assistants; LP Support Staff
Cc: Hendry, Jackie PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: FW: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

Hi everyone,

Please note that tomorrow, September 27th, staff will also be doing presentations at 10am and 1pm. If you are unable to come to the presentations, the hardware and workstations will still be available for viewing all day, and staff will be present to assist and answer questions.

Thank you,

Alison

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Subject: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

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Please let me know if you have any questions.

Thank you,

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

Page 65 to/à Page 68

Withheld pursuant to/removed as

s.3

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, September 27, 2018 11:39 AM
To: LP Administrative Coordinators; LP Support Staff
Cc: Hendry, Jackie PREM:EX
Subject: UC/ Workstation Refresh: Information
Attachments: 2018-09-24 UC Workstation Refresh Presentation.pptx; Minister Office Workstation and UC Choices.xlsx; Minister Offices Inventory and Software List.xlsx; Adapters and Peripherals for WS Refresh.xlsx

Good Morning,

Apologies for the delay in providing information to all of you regarding the upcoming UC/ Workstation Refresh.

Important dates and information:

- The Refresh Demo and Samples are on site in the Birch Room today, and will be again next Tuesday, Wednesday and Thursday (October 2, 3, and 4)
 - There was a presentation this morning as mentioned to you yesterday, as well there will be one this afternoon at 1:00. Next week again at 10:00 and 1:00 on the 2nd and 3rd. A copy of the presentation is attached.
- UC/Workstation refresh choices must be made by **October 3**.
 - I have attached the spreadsheet indicating who is eligible for the workstation refresh. Please either complete the chart in the Birch room to indicate your refresh and UC choices, or complete the attached spreadsheet and return to me, with a cc to Alison Wensink.
 - Please also indicate if you require any special software, or licenced software installed on your workstations.
- The UC/ Workstation Refresh deployment is scheduled between **December 3 to December 14**.
- You will be informed of on-site training opportunities prior to the deployment.
- There are on- line training options as well:

Drop-In Learning Sessions:

Skype / Office 2016 - Online Training Sessions

- Every Monday, Wednesday, and Friday from 10 a.m. to 11 a.m. starting September 4th

Windows 10 / Office 2016

- Wednesdays at 3-4pm

UC and Workstation Refresh Information and Learning Resources

[Workplace Technology Refresh Webpage](#)

[Unified Communications SharePoint](#)

[Learn to use UC](#)

[Skype Meeting Broadcast - User Training](#)

- We recommend each office designate a main point of contact per office as well to be the “go-to/ trainer” person to answer any questions that may come up from staff before, during and after deployment. **Please let me know who that will be.**

Please contact me directly if you have any questions.

Thank you,

Jackie Hendry
Director, Executive Operations
Office of the Deputy Minister to the Premier
Desk: 250.387.5894
Cell: 250.893.7467

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, September 27, 2018 12:35 PM
To: Hendry, Jackie PREM:EX
Subject: FW: UC/ Workstation Refresh: Information

Hi Jackie – forwarding this question over to you

From: Hunt, Charlotte PSSG:EX
Sent: Thursday, September 27, 2018 12:33 PM
To: Wensink, Alison PREM:EX
Subject: RE: UC/ Workstation Refresh: Information

Do we provide our Minister's personal choice as well?



Charlotte Hunt
Acting Administrative Coordinator to the
Honourable Mike Farnworth
Minister of Public Safety and Solicitor General
and Government House Leader
Direct Line: 250 356-2178

From: Wensink, Alison PREM:EX
Sent: Thursday, September 27, 2018 11:39 AM
To: LP Administrative Coordinators; LP Support Staff
Cc: Hendry, Jackie PREM:EX
Subject: UC/ Workstation Refresh: Information

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Thank you,

Jackie Hendry

Director, Executive Operations

Office of the Deputy Minister to the Premier

Desk: 250.387.5894

Cell: 250.893.7467

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Thursday, September 27, 2018 12:41 PM
To: Fleurant, Kathleen CITZ:EX
Cc: Gervais, Dominique CITZ:EX
Subject: RE: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

Hi Kathleen,

No problem at all. All sessions are open for anyone to attend, otherwise you can pop by outside of the presentation times on the below mentioned days and staff will still be in the room available for demonstrations.

Thanks!

Alison

From: Fleurant, Kathleen CITZ:EX
Sent: Thursday, September 27, 2018 12:38 PM
To: Wensink, Alison PREM:EX
Cc: Gervais, Dominique CITZ:EX
Subject: RE: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

Hi Alison,

Unfortunately I am no longer able to attend this session. I will try to make one of the later dates.

Thank you,
Kathleen

From: Gervais, Dominique CITZ:EX
Sent: Thursday, September 27, 2018 9:13 AM
To: Wensink, Alison PREM:EX
Cc: Fleurant, Kathleen CITZ:EX
Subject: RE: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

Hi Alison,

I will be attending the 10am presentation and Kathleen will be attending the 1pm presentation.

Thank you,

Dominique

Dominique Gervais | Administrative Assistant
Honourable Jinny Sims' Office | Minister of Citizens' Services
Parliament Buildings
Ph: 250-387-9699
e: Dominique.Gervais@gov.bc.ca

From: Wensink, Alison PREM:EX
Sent: Wednesday, September 26, 2018 4:07 PM
To: LP Administrative Coordinators; LP Ministerial Assistants; LP Senior Ministerial Assistants; LP Support Staff
Cc: Hendry, Jackie PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: FW: Integrated UC/Workstation Refresh: Integrated Refresh Demo and Samples Onsite

Hi everyone,

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Thank you,

Alison

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Thank you,

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: Wensink, Alison PREM:EX
Sent: Thursday, September 27, 2018 2:38 PM
To: Hendry, Jackie PREM:EX
Subject: FW: UC/ Workstation Refresh: Information

Are we the ones that make changes to the spreadsheet or is Jason and Charlene?

From: Campbell, Sue LBR:EX
Sent: Thursday, September 27, 2018 2:02 PM
To: Wensink, Alison PREM:EX
Subject: RE: UC/ Workstation Refresh: Information

The spreadsheet "Minister Offices Inventory and Software List" has an error and an omission.

Ministry of Labour

Karen Cooling is the Senior Ministerial Assistant, **not** the Sr. Administrative Coordinator
Jack Garnier is the Administrative Assistant.

Please make the change.

Thank you

Sue Campbell
Administrative Coordinator
The Honourable Harry Bains
Minister of Labour

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Thank you,

Jackie Hendry
 Director, Executive Operations
 Office of the Deputy Minister to the Premier
 Desk: 250.387.5894
 Cell: 250.893.7467

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, September 28, 2018 9:56 AM
To: Khaira, Manjit IGRS:EX
Subject: FW: BN-Meeting Note CLIFF ID 142980
Attachments: delegation(Canada) with photo.docx

Hi Manjit,

I'm not sure if this should go over to you, or whether it's possible for Protocol/IGRS to draft a statement?

Thanks for letting me know!

Alison

From: Potheary, Meagan JTT:EX
Sent: Friday, September 28, 2018 9:52 AM
To: Wensink, Alison PREM:EX
Cc: Kwan, Shirley JTT:EX; Jang, Monica JTT:EX; Hourston, Sveah JTT:EX
Subject: FW: BN-Meeting Note CLIFF ID 142980

Good morning Alison,

Would this be something that you and your team can assist with?

MBR would also like to introduce this delegation (he would like to name each member of the delegation-see attached) in Question Period on Wednesday October 3 at 1:30-2:30pm. I had originally requested staff to draft a statement but they are hesitant as they are uncertain of the how these introductions are usually done, wording, protocols, etc

Please note : Manjit Khaira, is staffing the meeting with the Seoul Metropolitan Council prior to QP on Oct 3.

If not, please let me know so I can let them know.

Thanks in advance,

Meagan Potheary
Documents Coordinator
Deputy Minister's Office
Ministry of Jobs, Trade and Technology
Meagan.potheary@gov.bc.ca



Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, September 28, 2018 10:02 AM
To: Hendry, Jackie PREM:EX
Subject: FW: UC/ Workstation Refresh: Information

Hi Jackie – forwarding this question over to you

Thanks,

Alison

From: White, Christine MAH:EX
Sent: Friday, September 28, 2018 10:00 AM
To: Wensink, Alison PREM:EX
Subject: RE: UC/ Workstation Refresh: Information

Hi Alison,

Our EA, Matt Djonlic who has a very old used Laptop is not on this list. I think he would be eligible to upgrade? Is there a way we can get this looked at asap?

Thanks!

Christine White

Administrative Coordinator to the
Honourable Selina Robinson
Minister of Municipal Affairs and Housing

From: Wensink, Alison PREM:EX
Sent: September 27, 2018 11:39 AM
To: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>; LP Support Staff <LPSUPPORT@Victoria1.gov.bc.ca>
Cc: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: UC/ Workstation Refresh: Information

Good Morning,

Apologies for the delay in providing information to all of you regarding the upcoming UC/ Workstation Refresh.

Important dates and information:

- The Refresh Demo and Samples are on site in the Birch Room today, and will be again next Tuesday, Wednesday and Thursday (October 2, 3, and 4)
 - There was a presentation this morning as mentioned to you yesterday, as well there will be one this afternoon at 1:00. Next week again at 10:00 and 1:00 on the 2nd and 3rd. A copy of the presentation is attached.
- UC/Workstation refresh choices must be made by **October 3**.
 - I have attached the spreadsheet indicating who is eligible for the workstation refresh. Please either complete the chart in the Birch room to indicate your refresh and UC choices, or complete the attached spreadsheet and return to me, with a cc to Alison Wensink.

- Please also indicate if you require any special software, or licenced software installed on your workstations.
- The UC/ Workstation Refresh deployment is scheduled between **December 3 to December 14**.
- You will be informed of on-site training opportunities prior to the deployment.
- There are on- line training options as well:

Drop-In Learning Sessions:

Skype / Office 2016 - Online Training Sessions

- Every Monday, Wednesday, and Friday from 10 a.m. to 11 a.m. starting September 4th

Windows 10 / Office 2016

- Wednesdays at 3-4pm

UC and Workstation Refresh Information and Learning Resources

[Workplace Technology Refresh Webpage](#)

[Unified Communications SharePoint](#)

[Learn to use UC](#)

[Skype Meeting Broadcast - User Training](#)

- We recommend each office designate a main point of contact per office as well to be the “go-to/ trainer” person to answer any questions that may come up from staff before, during and after deployment. **Please let me know who that will be.**

Please contact me directly if you have any questions.

Thank you,

Jackie Hendry
 Director, Executive Operations
 Office of the Deputy Minister to the Premier
 Desk: 250.387.5894
 Cell: 250.893.7467

Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, September 28, 2018 10:03 AM
To: White, Christine MAH:EX
Subject: RE: UC/ Workstation Refresh: Information

Hi Christine – thanks for letting us know. I'll get staff to look into this and get back to you ☺

Thanks,

Alison

From: White, Christine MAH:EX
Sent: Friday, September 28, 2018 10:00 AM
To: Wensink, Alison PREM:EX
Subject: RE: UC/ Workstation Refresh: Information

Hi Alison,

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 Desk: 250.387.5894
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Wensink, Alison PREM:EX

From: Wensink, Alison PREM:EX
Sent: Friday, September 28, 2018 10:37 AM
To: Potheary, Meagan JTT:EX
Cc: Kwan, Shirley JTT:EX; Jang, Monica JTT:EX; Hourston, Sveah JTT:EX
Subject: FW: BN-Meeting Note CLIFF ID 142980

Hi Meagan,

Please see the below response from Protocol.

Thank you,

Alison

From: Khaira, Manjit IGRS:EX
Sent: Friday, September 28, 2018 10:31 AM
To: Wensink, Alison PREM:EX
Cc: Lobmeier, Lucy S IGRS:EX
Subject: RE: BN-Meeting Note CLIFF ID 142980

Hi Alison - below is some suggested wording. JTT staff would be in a better position to provide the pronunciation for each name. No need to introduce the 4 staff.

Manjit

SPEAKING NOTES:

Introduction in the House

Wednesday, October 3, 2018 at approximately 1:30 p.m.

(Please ensure the delegation is present in the front row seats in the Members' Gallery before introduction)

Mister Speaker, joining us in the Members' Gallery this afternoon are some very special guests from the Seoul Metropolitan Council in Korea

I would like to recognize:

- SEO YOUN GI, Chair of the Council Steering Committee
- YU YONG, Chair, Planning & Economy Committee
- KIM IN JE, Chair, Planning and Management Committee
- KIM KYUNGWOO, Chair, Administration Committee
- LEE DONGHYUN, Member, Administration Committee
- KIM JERRY, Member, Environment and Water Resources Committee
- KIM HO JIN, Member, Culture, Sports and Tourism Committee
- HONG SEONGRYONG, Member, Urban Safety and Construction Committee

- SONG ARYANG, Member, Transportation Committee
- CHAE YU MI, Member, Education Committee

I had the pleasure of just meeting with the delegation and discussing the strong relationship between our two jurisdictions.

Would this House please extend a warm welcome to our visitors from Seoul, Korea.

Pronunciation:

[PLEASE INDICATE PRONOUNCIATIONS HERE FOR EACH NAME]

From: Potheary, Meagan JTT:EX
Sent: Friday, September 28, 2018 9:52 AM
To: Wensink, Alison PREM:EX
Cc: Kwan, Shirley JTT:EX; Jang, Monica JTT:EX; Hourston, Sveah JTT:EX
Subject: FW: BN-Meeting Note CLIFF ID 142980

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Meagan Potheary

Documents Coordinator
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