

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 4:28 PM
To: Garland, Karen CITZ:EX
Cc: Farmer, Susan PREM:EX
Subject: RE: envelopes / Christmas card proofs

Hi Karen,

Please go ahead and print. They look amazing!

Elizabeth

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 3:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes / Christmas card proofs

Hi Elizabeth
Revised proofs attached.

Thank you!

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 3:00 PM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: RE: envelopes / Christmas card proofs

Not to worry Karen. Thanks very much!

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 2:59 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes / Christmas card proofs

Hi Elizabeth
Glad to hear the remaining envelopes arrived.
I'm so sorry about the errors – I should have double-checked the proofs!
I'll send revised proofs shortly.

Thanks,
Karen

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 2:22 PM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: RE: envelopes / Christmas card proofs

Hi Karen,

We have received the second box of envelopes. Thanks again! We would like the name of the school inside the cards this year. There are a couple of mistakes on 2 cards.

Snoopy_ s.22 (Season's Greetings) is fine.

Snowman s.22 (Merry Christmas) is fine. s.22

Tree s.22 (Merry Christmas) does not have her artwork on it – it's a repeat of s.22 . This one should be of an indoor Christmas tree with Happy Holidays written below it.

Trees s.22 (Season's Greetings) does not have the right message inside – should say Season's Greetings.

If I could see revised proofs, that'd be great.

Thanks,

Elizabeth

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 1:08 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes / Christmas card proofs
Importance: High

Hi Elizabeth
Attached are pdf proofs of this year's Christmas cards.

We've added the child's first name and grade (but not the school as per last year's final version) but I can add that if you'd like.

The snowman image is missing the student's grade. The information on the back of the artwork is: s.22
s.22 Would it be possible to find out what grade s.22 is?

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 9:49 AM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: RE: envelopes

You're the best Karen! Thank you!

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 9:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes

Good morning Elizabeth

It appears the boxes got separated in transit and the remaining 1,000 envelopes will be delivered today. Can you let me know once you've received them?

As well I will have pdf proofs later today for you of the Christmas cards.

Thanks!
Karen

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Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 3:45 PM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: envelopes

Hi Karen,

Thank you for arranging for the envelopes to come early. Just so you know it looks like we've only received 1500. Are the other 1000 enroute?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 4:22 PM
To: Farmer, Susan PREM:EX
Subject: RE: envelopes / Christmas card proofs

Jake just found them and they match with what is on the proofs. Shall I ask her to go ahead?

From: Farmer, Susan PREM:EX
Sent: Friday, November 30, 2018 4:13 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: envelopes / Christmas card proofs

Can you call Jake? He can go into my office and dbl check as I made copies of the info.

It should be on my desk, just to my left, when seated.

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-30 4:08 PM (GMT-08:00)
To: "Farmer, Susan PREM:EX" <Susan.Farmer@gov.bc.ca>
Subject: RE: envelopes / Christmas card proofs

OK. I didn't copy the backs of the images, only the fronts. And of course one as changed. Should I tell her to go ahead or wait til Monday? s.22

From: Farmer, Susan PREM:EX
Sent: Friday, November 30, 2018 4:06 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: envelopes / Christmas card proofs

I think it looks good. The only thing I can't 100% confirm are the school name pairings with the students, but I would think that should've been an issue to add - that info was noted on the back of each student's work - I just don't have it s.22 to dbl check.

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-30 3:36 PM (GMT-08:00)
To: "Farmer, Susan PREM:EX" <Susan.Farmer@gov.bc.ca>
Subject: FW: envelopes / Christmas card proofs

Looks good to me Susan. Do you see anything?

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 3:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes / Christmas card proofs

Hi Elizabeth
Revised proofs attached.

Thank you!

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 3:00 PM
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Subject: RE: envelopes / Christmas card proofs

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From: Garland, Karen CITZ:EX
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Subject: RE: envelopes / Christmas card proofs

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I'll send revised proofs shortly.

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Karen

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Queen's Printer
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From: Parkinson, Elizabeth PREM:EX
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To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: RE: envelopes / Christmas card proofs

Hi Karen,

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Snoopy **s.22** (Season's Greetings) is fine.

Snowman **s.22** (Merry Christmas) is fine. **s.22**

Tree **s.22** (Merry Christmas) does not have her artwork on it – it's a repeat of **s.22** This one should be of an indoor Christmas tree with Happy Holidays written below it.

Trees^{s.22} (Season's Greetings) does not have the right message inside – should say Season's Greetings.

If I could see revised proofs, that'd be great.

Thanks,

Elizabeth

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 1:08 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes / Christmas card proofs
Importance: High

Hi Elizabeth

Attached are pdf proofs of this year's Christmas cards.

We've added the child's first name and grade (but not the school as per last year's final version) but I can add that if you'd like.

The snowman image is missing the student's grade. The information on the back of the artwork is:^{s.22}
^{s.22} Would it be possible to find out what grade^{s.22} is?

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 9:49 AM
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Subject: RE: envelopes

You're the best Karen! Thank you!

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 9:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes

Good morning Elizabeth

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As well I will have pdf proofs later today for you of the Christmas cards.

Thanks!
Karen

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Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
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To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: envelopes

Hi Karen,

Thank you for arranging for the envelopes to come early. Just so you know it looks like we've only received 1500. Are the other 1000 enroute?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 4:14 PM
To: Shortt, Amanda PREM:EX
Subject: RE: Staff home mailing list

Sure.

From: Shortt, Amanda PREM:EX
Sent: Friday, November 30, 2018 4:11 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Staff home mailing list

Hi Elizabeth,

That is so nice! I will canvass our staff.

Okay to get back to you on this next Monday/Tuesday?

Thanks,
-Amanda

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 30, 2018 3:27 PM
To: Shortt, Amanda PREM:EX
Subject: Staff home mailing list

Hi Amanda,

Do you happen to have a staff home mailing list? Correspondence will be sending out Christmas cards from the Premier and are hoping for home addresses. We unfortunately don't have any addresses for any of the DMO staff.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 4:09 PM
To: 'Tamra Bartilucci'
Subject: RE: Brown Invoice

Thanks Tamra! You too!

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Friday, November 30, 2018 4:07 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Brown Invoice

Have a good weekend Elizabeth !

TAMRA BARTILUCCI

Team Leader

Flight Centre Flight Centre Business Travel



Office: +1 250 360 2058 Toll Free: +1 866 420 4410



615 Broughton St
Victoria BC V8W 1C8
Canada



After Hours Emergency Assist: +1 844 873 5491



I'm only a call or email away!



Years in the industry: **11**
Countries visited: **30**
Favourite Destination: **Italy**
Next trip: **Shelter Island**



CPBC #42324 | TICO #4671384 | OPC #702971

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 3:58 PM
To: Brown, Evan PREM:EX
Subject: FW: Eticket : Evan Brown / Vancouver to Victoria / Nov 30
Attachments: Itin^{s.22} _1811302348161116.pdf

Importance: High

SOUTH TERMINAL ***

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

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Friday, November 30, 2018 3:53 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Eticket : Evan Brown / Vancouver to Victoria / Nov 30

Hi Elizabeth

Please see attached the eticket for Evan. Please remind him that Pacific coastal departs from the south Terminal

Please let me know if you have any questions or need anything further .

CPBC #42324 | TICO #4671384 | OPC #702971 -----Original Message-----

From: Pacific Coastal Airlines Reservations [mailto:reserve@pacificcoastal.com]
Sent: Friday, November 30, 2018 3:48 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Pacific Coastal Airlines - Reservation #^{s.22} Itinerary

Thank you for choosing to fly with Pacific Coastal Airlines, your reservation confirmation is attached. We look forward to welcoming you onboard.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 3:48 PM
To: Nash, Amber PREM:EX
Subject: FW: envelopes / Christmas card proofs
Attachments: CC_Snoopy_s.22 _500_proof 2.pdf; CC_Snowman_s.22 _750_proof 2.pdf; CC_Tree_s.22 750_proof 2.pdf; CC_Trees_s.22 _500_proof 2.pdf

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Thank you!

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250 387-6697

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I'll send revised proofs shortly.

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s.22 Would it be possible to find out what grades.22 is?

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Queen's Printer
250 387-6697

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From: Garland, Karen CITZ:EX
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Karen

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Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 3:47 PM
To: Wade, Debbie PREM:EX
Subject: Geoff's laptop

Hi Debbie,

Tim has taken Geoff's laptop with him for the updating as he won't be able to come back to check on it as the doors will be locked. He'll return it Monday am.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 3:43 PM
To: 'Tamra Bartilucci'
Subject: RE: Air North Flight @7:30 pm tonight

Yay! Please book Tamra.

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Friday, November 30, 2018 3:40 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Air North Flight @7:30 pm tonight
Importance: High

Hi Elizabeth

There is an Air North flight tonight at 7:30 from the airport . They are a Yukon based airline and great. They are just flying into Victoria seasonally but it a bit earlier if Evan prefers

Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 30, 2018 2:42 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Air Canada tonight

Hi Tamra,

Are you able to book Evan onto a 6:55 flight from Vancouver to Victoria tonight?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 3:30 PM
To: Robinson, Jon PREM:EX
Subject: Mailing address

Hi Jon,

We will be sending out Christmas cards shortly and were hoping you would share your home address. ☺

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 3:28 PM
To: Dixon, Olivia PREM:EX
Subject: Home mailing address

Hi Olivia,

We are going to be mailing out Christmas cards and were hoping you would share your address.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 2:55 PM
To: Nash, Amber PREM:EX; Brown, Evan PREM:EX
Subject: FW: Air Canada tonight

Importance: High

This

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Friday, November 30, 2018 2:54 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Air Canada tonight

Hi Elizabeth

Unfortunately that flight is completely sold out. Air Canada has 3 seats on the on the 5:30 and WestJet has flight available at 20:15.

Please let me know if you have any questions or need anything further .
Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 2:46 PM
To: Dewar, Bob PREM:EX
Subject: Flights Dec. 4/5

Hi Bob,

Some of the flights you wanted were not available exactly as you wanted.

You're booked on the 10:20 Helijet to Vancouver (11:00 is not available) and there is no availability on Helijet coming back on the 5th Dec., so I have you booked on the 3:30 Harbour Air. Details are going into your calendar now.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15

Location: s.15

Start: Tue 2018-12-04 12:00 AM

End: Wed 2018-12-05 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX; Meggs, Geoff PREM:EX;
Dewar, Bob PREM:EX

Optional Attendees: s.17

Tuesday, Dec. 4, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier#s.22

Evan #

Sheena #

Sage #

Geoff # \$175/night plus taxes

Bob # \$175 per night

s.22 \$135 + taxes.

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 2:09 PM
To: Hockin, Amber PREM:EX
Subject: RE: Expenses

No problem :-) I'll make the change and re-send.

Elizabeth

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

From: Hockin, Amber PREM:EX
Sent: Friday, November 30, 2018 2:07 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Expenses

Sorry about that. Full day please.

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

> On Nov 30, 2018, at 2:05 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

>

> Hi Amber,

>

> There's none listed on your claim sheet. What should I claim?

>

> -----Original Message-----

> From: Hockin, Amber PREM:EX
> Sent: Friday, November 30, 2018 2:03 PM
> To: Parkinson, Elizabeth PREM:EX
> Subject: Expenses

>

> Hi Elizabeth. I think you missed per diems on Friday November 2. Thanks. Amber

>

> Amber Hockin
> Deputy Chief of Staff
> 7785840867
> Amber.hockin@gov.bc.ca
> Sent from my iPhone

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 1:26 PM
To: Gustafson, Charlynnne FIN:EX
Subject: RE: Refresh: Deployment Day Communication

Thank you Charlynnne. This looks very helpful.

Elizabeth

From: Gustafson, Charlynnne FIN:EX
Sent: Friday, November 30, 2018 1:03 PM
To: Hendry, Jackie PREM:EX
Cc: Shortt, Amanda PREM:EX; Parkinson, Elizabeth PREM:EX; PREM Refresh PREM:EX
Subject: Refresh: Deployment Day Communication

Hi Jackie,

I've been receiving a few questions from the Minister Office staff asking what the deployment day would look like for them. Although each AC has had the benefit of a short discussion about what their deployment and cutover day would look like they weren't able to benefit from the detail in the meeting we had earlier this week.

As a result I created an updated Deployment Day communication which I'd recommend sending out to the ACs and AAs. It may also prove useful for the DMO and Executive office, therefore I cc'd Elizabeth as well.

Please let me know what you think.

Thank you,

Charlynnne Gustafson

Communications Lead & Event Planner, MFIN Workstation Refresh
Information Management Branch
Corporate Services Division
Mobile: (250) 661-2198
Charlynnne.Gustafson@gov.bc.ca

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From: Parkinson, Elizabeth PREM:EX
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To: Farmer, Susan PREM:EX
Subject: FW: envelopes / Christmas card proofs
Attachments: CC_SnoopyS.22 .500_proof.pdf; CC_SnowmanS.22 .750_proof.pdf; CC_TreeS.22 .750_proof.pdf; CC_TreesS.22 .500_proof.pdf

Importance: High

Hi Susan,

Please see the email below from Karen garland at QP. Do we want the school now? And are there 2 tree images now?

Thanks,

Elizabeth

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 1:08 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes / Christmas card proofs
Importance: High

Hi Elizabeth

Attached are pdf proofs of this year's Christmas cards.

We've added the child's first name and grade (but not the school as per last year's final version) but I can add that if you'd like.

The snowman image is missing the student's grade. The information on the back of the artwork is: S.22
S.22 Would it be possible to find out what grade S.22 is?

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 9:49 AM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: RE: envelopes

You're the best Karen! Thank you!

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 9:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes

Good morning Elizabeth

It appears the boxes got separated in transit and the remaining 1,000 envelopes will be delivered today. Can you let me know once you've received them?

As well I will have pdf proofs later today for you of the Christmas cards.

Thanks!

Karen

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 3:45 PM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: envelopes

Hi Karen,

Thank you for arranging for the envelopes to come early. Just so you know it looks like we've only received 1500. Are the other 1000 enroute?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: BC Ferries

Start: Fri 2018-11-09 4:00 PM

End: Fri 2018-11-09 5:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX

Required AttendeesHockin, Amber PREM:EX

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 11:20 AM
To: Ennis, Randall LASS:EX
Subject: RE: Access

Thank you Randy & MJ!

From: Ennis, Randall [mailto:Randall.Ennis@leg.bc.ca]
Sent: Friday, November 30, 2018 11:18 AM
To: Dhanota, Surjit LASS:EX; Parkinson, Elizabeth PREM:EX; CardlockPC
Subject: RE: Access

Hi Elizabeth,

Absolutely, we can do that.

Hi MJ,

Please annotate Elizabeth's card/fob to provide access^{s.22}

Randy

Randy Ennis, MMM, CD

Deputy Sgt-At-Arms

Legislative Assembly Protective Services, Parliament Buildings, Victoria, BC V8V1X4

Phone: 250-387-1622/Cell: 250-216-1840/Fax: 250-356-2252/e-mail: Randall.Ennis@leg.bc.ca

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From: Dhanota, Surjit
Sent: November-30-18 11:09 AM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Cc: Ennis, Randall <Randall.Ennis@leg.bc.ca>
Subject: RE: Access

Hi Elizabeth

I am passing your request to Randy Ennis by copying him on this email.

Randy would you please help Elizabeth.

Regards
Surjit S Dhanota
Facility Manager
250-952-8137

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Friday, November 30, 2018 10:11 AM
To: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Subject: Access

Hi Surjit,

Thank you again for the tour of the various rooms we could use for the Premier. ^{s.22}
s.22

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 11:14 AM
To: Dhanota, Surjit LASS:EX
Subject: RE: Access

Thank you Surjit ☺

From: Dhanota, Surjit [mailto:Surjit.Dhanota@leg.bc.ca]
Sent: Friday, November 30, 2018 11:09 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Ennis, Randall LASS:EX
Subject: RE: Access

Hi Elizabeth

I am passing your request to Randy Ennis by copying him on this email.

Randy would you please help Elizabeth.

Regards
Surjit S Dhanota
Facility Manager
250-952-8137

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 30, 2018 10:11 AM
To: Dhanota, Surjit <Surjit.Dhanota@leg.bc.ca>
Subject: Access

Hi Surjit,

Thank you again for the tour of the various rooms we could use for the Premier. Are you able to grant me access to the Yoga Room? I would like to use it also starting Monday.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:16 AM
To: Farmer, Susan PREM:EX
Subject: RE: envelopes

Of course!

From: Farmer, Susan PREM:EX
Sent: Friday, November 30, 2018 10:14 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes

Will do - & I'd appreciate having a quick look at the pdf proofs of the cards when they arrive 🙏

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:01 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: FW: envelopes

FYI- Can you let me know when they arrive?

From: Garland, Karen CITZ:EX
Sent: Friday, November 30, 2018 9:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: envelopes

Good morning Elizabeth

It appears the boxes got separated in transit and the remaining 1,000 envelopes will be delivered today. Can you let me know once you've received them?

As well I will have pdf proofs later today for you of the Christmas cards.

Thanks!
Karen

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 3:45 PM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: envelopes

Hi Karen,

Thank you for arranging for the envelopes to come early. Just so you know it looks like we've only received 1500. Are the other 1000 enroute?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:12 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Premier TV#E130127
Attachments: Scan_20181130.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 30, 2018 9:59 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:09 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Premier Horgan, TV#E130128
Attachments: Scan_20181130.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 30, 2018 9:59 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:09 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Premier Horgan, TV#E130126
Attachments: Scan_20181130.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 30, 2018 9:58 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:08 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Premier Horgan, TV#E130012
Attachments: Scan_20181130.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 30, 2018 9:58 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:07 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Premier Horgan TV#E130129
Attachments: Scan_20181130.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 30, 2018 9:56 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:03 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: BEA for Evan Brown
Attachments: Scan_20181130.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 30, 2018 9:55 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 10:01 AM
To: Wade, Debbie PREM:EX
Subject: RE: Change ambers helijet on Sunday night

s.22

From: Wade, Debbie PREM:EX
Sent: Friday, November 30, 2018 9:50 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Change ambers helijet on Sunday night

Your the bestest!

Sent from my Samsung Galaxy smartphone.

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-30 9:44 AM (GMT-08:00)
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: RE: Change ambers helijet on Sunday night

Done! ☺

From: Wade, Debbie PREM:EX
Sent: Friday, November 30, 2018 9:27 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Change ambers helijet on Sunday night

Hi Elizabeth

Could you please get Amber on an earlier flight sunday dec 2nd
Perhaps around 3:00ish
Thsnks so much!!

Sent from my Samsung Galaxy smartphone.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 9:46 AM
To: s.15; s.22
Subject: FW: Plan for your upcoming stay at s.15 on Wednesday,
December 5, 2018

FYI

From: s.15
Sent: Friday, November 30, 2018 2:52 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Plan for your upcoming stay at s.15 on Wednesday, December 5, 2018

s.15

Plan your stay, s.15; s.22

Wed, Dec 05, 2018 – Sat, Dec 08, 2018

Confirmation Number: s.22

Page 0041 of 1050 to/à Page 0045 of 1050

Withheld pursuant to/removed as

s.15

Page 0046 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0047 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (3:30 PM)
Location: Flight # 787

Start: Sun 2018-12-02 3:30 PM
End: Sun 2018-12-02 4:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required AttendeesHockin, Amber PREM:EX; Wade, Debbie PREM:EX

Sunday, December 2, 2018

HELIJET Flight # 787

Depart Vancouver Harbour at 3:30 PM
Arrive Victoria Harbour at 4:05 PM

CONFIRMATION #s.22

Helijet tel # 1-800-665-4354

Elizabeth-21-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 9:38 AM
To: Richards, Erin PREM:EX
Subject: RE: Plan for your upcoming stay at s.15 on Wednesday, December 5, 2018

No. Sorry I meant for this to go to s.15; s.22

From: Richards, Erin PREM:EX
Sent: Friday, November 30, 2018 9:32 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Plan for your upcoming stay at s.15 on Wednesday, December 5, 2018

She's going to s.15

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 30, 2018 9:29 AM
To: Richards, Erin PREM:EX
Subject: FW: Plan for your upcoming stay at s.15 on Wednesday, December 5, 2018

FYI

From: s.15
Sent: Friday, November 30, 2018 2:52 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Plan for your upcoming stay at s.15 on Wednesday, December 5, 2018

s.15

Page 0050 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0051 of 1050 to/à Page 0054 of 1050

Withheld pursuant to/removed as

s.15

Page 0055 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0056 of 1050 to/à Page 0057 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 4:34 PM
To: Aaron, Sage PREM:EX
Subject: Jillian is in reception for you

Importance: High



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 4:29 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage Travel

Hi Erin,

Nov. 30 Sage says she will come back BC Ferries.

From: Richards, Erin PREM:EX
Sent: Thursday, November 29, 2018 4:26 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage Travel

Hey Elizabeth,

Just following up on this. I asked her but haven't yet heard back. She may need a reminder next week.

Thanks!

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:48 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage Travel

Hi Erin,

I'm not aware of what option she would like to come back on. If you could check with her and let me know that would be great.

From: Richards, Erin PREM:EX
Sent: Tuesday, November 27, 2018 3:38 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage Travel

Both.^{s.22}

^{s.22} Also, I don't see a return flight for next week's travel – has Sage not confirmed yet?

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:33 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage Travel

Hi Erin,

Are you just talking about in the future, or a specific flight?

From: Richards, Erin PREM:EX
Sent: Tuesday, November 27, 2018 3:26 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Sage Travel

Hey Elizabeth,

s.22

s.22

I think the only travel she has as of right now is this week and next.

Thanks,

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

Parkinson, Elizabeth PREM:EX

Subject: Elizabeth s.22

Start: Mon 2018-12-03 12:00 AM

End: Tue 2018-12-04 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX

Required AttendeesNash, Amber PREM:EX; Geary, Vanessa PREM:EX

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 4:27 PM
To: Dewar, Bob PREM:EX
Subject: Accepted: Bob: AIR CANADA: Vancouver to Winnipeg (9:50 Am)

Parkinson, Elizabeth PREM:EX

Subject: Bob: AIR CANADA: Vancouver to Winnipeg (9:50 Am)
Location: Flight # AC 0290

Start: Sat 2018-12-08 9:50 AM
End: Sat 2018-12-08 12:26 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Dewar, Bob PREM:EX
Required Attendees Parkinson, Elizabeth PREM:EX

Saturday, December 8, 2018

AIR CANADA Flight # AC 0290

Depart Vancouver Airport at 9:50 AM
Arrive Winnipeg Airport at 2:26 PM

CONFIRMATION # s.22 Seat s.15

Booked by Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-29-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 4:27 PM
To: Dewar, Bob PREM:EX
Subject: Accepted: Bob: AIR CANADA: Vancouver to Winnipeg (9:50 Am)

Parkinson, Elizabeth PREM:EX

Subject: Bob: AIR CANADA: Vancouver to Winnipeg (9:50 Am)
Location: Flight # AC 0290

Start: Sat 2018-12-08 9:50 AM
End: Sat 2018-12-08 10:50 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Dewar, Bob PREM:EX
Required Attendees Parkinson, Elizabeth PREM:EX

Saturday, December 8, 2018

AIR CANADA Flight # AC 0290

Depart Vancouver Airport at 9:50 AM
Arrive Winnipeg Airport at 2:26 PM

CONFIRMATION #~~S~~.22 Seats.15

Booked by Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-29-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 4:22 PM
To: Dewar, Bob PREM:EX
Subject: Accepted: BOB: AIR CANADA: Victoria to Vancouver (8:20 AM)

Parkinson, Elizabeth PREM:EX

Subject: BOB: AIR CANADA: Victoria to Vancouver (8:20 AM)
Location: Flight # AC 8056

Start: Sat 2018-12-08 8:20 AM
End: Sat 2018-12-08 8:50 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Dewar, Bob PREM:EX
Required Attendees Parkinson, Elizabeth PREM:EX

Saturday, December 8, 2018

AIR CANADA Flight # AC 8056

Depart Victoria Airport at 8:20 am
Arrive Vancouver Airport at 8:50 AM

CONFIRMATION #s.22 Seats s.15

Booked with Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-29-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HARBOUR AIR : Vancouver to Victoria (3:30 Pm)
Location: Flight #2190

Start: Fri 2018-11-30 3:30 PM
End: Fri 2018-11-30 4:05 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Aaron, Sage PREM:EX
Required Attendees: s.22

Importance: High

Friday, November 30, 2018

HARBOUR AIR Flight # 2190

Depart Vancouver Harbour at 3:30 PM
Arrive Victoria Harbour at 4:05 PM

CONFIRMATION s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 3:42 PM
To: 'Tamra Bartilucci'
Subject: RE: Flight for Bob, Dec. 8

Hi Tamra,
Can I please book for Bob?

Thanks,

Elizabeth

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Thursday, November 29, 2018 2:03 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight for Bob, Dec. 8

Hi Elizabeth

The flight is \$495

AC8056Q 08DEC J Victoria to Vancouver 820A 850A
AC 290Q 08DEC J Vancouver to Winnipeg 950A 226P

If you would like me to confirm it please let me know

Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 29, 2018 1:37 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Flight for Bob, Dec. 8

Hi Tamra,

Can you please check a Dec. 8th flight for Bob Vic-Winnipeg? He would like the 8:20 to Van and then the Van-Winnipeg at 9:50 am.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 3:42 PM
To: Dewar, Bob PREM:EX
Subject: RE: Flight for Bob, Dec. 8

I'll book it.

From: Dewar, Bob PREM:EX
Sent: Thursday, November 29, 2018 3:42 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight for Bob, Dec. 8

Perfect. Thx

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 29, 2018 3:40 PM
To: Dewar, Bob PREM:EX
Subject: FW: Flight for Bob, Dec. 8

Hi Bob,

Does this look ok?

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Thursday, November 29, 2018 2:03 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight for Bob, Dec. 8

Hi Elizabeth

The flight is \$495

AC8056Q 08DEC J Victoria to Vancouver 820A 850A
AC 290Q 08DEC J Vancouver to Winnipeg 950A 226P

If you would like me to confirm it please let me know

Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 29, 2018 1:37 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Flight for Bob, Dec. 8

Hi Tamra,

Can you please check a Dec. 8th flight for Bob Vic-Winnipeg? He would like the 8:20 to Van and then the Van-Winnipeg at 9:50 am.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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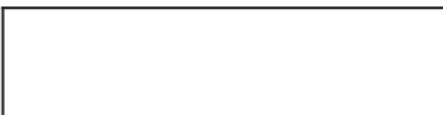
Withheld pursuant to/removed as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 1:48 PM
To: Poldrugovac, Saija FIN:EX
Subject: HA Geoff Meggs # 130118

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Thursday, November 29, 2018 1:47 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Geoffrey Meggs
Company	Legislative

Booking s.22

Thursday, November 8, 2018

Flight #2200

Invoice s.22	
Air Transportation Charges	
Sked 200/300 : (St) GO Flex	\$1,119.84

15:00 Victoria Harbour / Map ☐
15:35 Vancouver Harbour / Map ! ☐

35 minutes

KK- Confirmed

5 Passenger(s) - GoFlex

- . Bob Dewar, Male
- . Evan Brown, Male
- . Geoffrey Meggs, Male
- . Sage Aaron, Female
- . Sheena McConnell, Female

[Add to Calendar](#)

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$3.90
Sked 200 : VHFC Terminal Fee	\$59.16
+ Goods and Services Tax	\$59.10

Billing	\$1,182.90
Taxes	\$59.10
Grand Total	\$1,242.00

Corporate Account	\$207.00
-------------------	----------

Date / Time	November 8, 2018 @ 2:56:26 PM
Summary	s.22
Ticket	s.22

Corporate Account	\$207.00
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Date / Time	November 8, 2018 @ 2:56:49 PM
Summary	s.22
Ticket	s.22

Corporate Account	\$207.00
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Date / Time	November 8, 2018 @ 2:57:19 PM
Summary	s.22
Ticket	s.22

Corporate Account	\$207.00
-------------------	----------

Date / Time	November 8, 2018 @ 2:57:46 PM
Summary	s.22
Ticket	s.22

Corporate Account	\$207.00
-------------------	----------

Date / Time	November 8, 2018 @ 2:58:06 PM
Summary	s.22
Ticket	s.22

Corporate Account

\$207.00

Date / Time November 8, 2018 @ 2:58:44 PM

Summary s.22

Ticket s.22

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

- Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- The maximum weight per single piece of luggage is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

- Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

Check in time is 60 minutes prior to flight time. Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Passport book required for all passengers including infants *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.

Cancellations:

- Please note that flights may experience delays or cancellations due to inclement weather.
- Cancellations less than 24 hours result in a full forfeiture of the fare
- Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com



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Page 0079 of 1050 to/à Page 0081 of 1050

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s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 1:15 PM
To: s.22
Subject: FW: Only 5 days until your trip to Vancouver!

From: s.15
Sent: Thursday, November 29, 2018 1:00 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Only 5 days until your trip to Vancouver!

[View in Browser](#)



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Withheld pursuant to/removed as

s.15 ; s.22

Page 0085 of 1050 to/à Page 0086 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 12:02 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Evan Brown, TV#E130090

Hi Saija,

Yes, Evan met s.15 to join the Premier at 6:45 am that day. Sometimes he has to come into the office prior to travel to print things too if they're big files.

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 29, 2018 9:46 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Evan Brown, TV#E130090

Hey!

Evan's flight was at 8:20am. In order for him to claim breakfast for this trip, he has to be on travel status prior to 7a. Can you confirm that this is the case?

Thanks!

~S

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:19 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Evan Brown, TV#E130090

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 12:01 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 11:57 AM
To: Farmer, Susan PREM:EX
Subject: RE: Xmas Cards

He was on the phone to Don...😊

From: Farmer, Susan PREM:EX
Sent: Thursday, November 29, 2018 11:53 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Xmas Cards

Thanks – that was perfect timing as Gary was already at QP buzzing for Karen 😊

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 11:51 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: RE: Xmas Cards

Tara Andrews and her extension is 676

From: Farmer, Susan PREM:EX
Sent: Thursday, November 29, 2018 11:50 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Xmas Cards

Who's the other woman?

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 11:49 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: RE: Xmas Cards

Awesome! ^{s.22} He needs to contact the other woman.

From: Farmer, Susan PREM:EX
Sent: Thursday, November 29, 2018 11:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Xmas Cards

Approvals have been rec'd – Gary is en route with everything to QP.

Susan Farmer

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 11:20 AM
To: Wade, Debbie PREM:EX
Subject: s.22

s.22



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 10:58 AM
To: s.15
Subject: RE: Booking for the Premier, Dec. 5

Thank you s.15 I will get in touch once the schedule is confirmed. s.22
s.22

Elizabeth

From: s.15
Sent: Thursday, November 29, 2018 10:45 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Booking for the Premier, Dec. 5

Super – thanks so much for your quick reply. Yes, that is totally fine to let me know ETA/ETD later on. Yes, we do have
s.22 on the Premier's room so that will be no problem to charge everything from his room to that card and
everyone else can settle their own charges.

s.22

s.15

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 29, 2018 10:38 AM
To: s.15
Subject: RE: Booking for the Premier, Dec. 5

Good morning s.15 I hope you're well? I don't yet have all the details of the Premier's day on Dec. 5th so I'm not
able to confirm yet when he and staff will be checking in. s.15

s.15 As it gets closer I should have more details and can let you know if that's ok?. Currently I believe I have
the Premier's government credit card on file for payment ending in s.22 and that is the best card for billing. All other
staff should also have their own government cards on file. s.15
s.15

Thank you s.15 for checking. Much appreciated!

Elizabeth

From: s.15

Sent: Thursday, November 29, 2018 10:20 AM

To: Parkinson, Elizabeth PREM:EX

Subject: RE: Booking for the Premier, Dec. 5

Good morning Elizabeth,

Hope you are well. As the Premier's visit is getting closer, I thought I would just touch base on the below email to see if you can let me know their estimated time of arrival, any special requests, and the billing information.

Thanks so much Elizabeth. I look forward to hearing from you.

Warm regards,

s.15

From: s.15

Sent: Friday, November 09, 2018 6:11 PM

To: Parkinson, Elizabeth PREM:EX; Reservations s.15

Subject: RE: Booking for the Premier, Dec. 5

Hi Elizabeth,

So nice to hear from you. s.22 if you like, please email our Reservations team (cc'd) and they will happily make this reservations for you right away. Please let them know the approximate arrival times, any special requests, and billing requirements (i.e. will they be paying for their own charges or are some/all of the charges to go to a 3rd party credit card and if so we will send a Secure pay link). I hope you enjoy your long weekend!

s.15

From: Parkinson, Elizabeth PREM:EX [Elizabeth.Parkinson@gov.bc.ca]

Sent: November 9, 2018 3:06 PM

To: s.15

Subject: Booking for the Premier, Dec. 5

Hi s.15

I hope you're well. I'd like to book for the Premier Evan Brown, Sheena McConnell and Amber Hockin on Dec. 5th. Can I give you a call, or should I call reception.

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 10:38 AM
To: Richards, Erin PREM:EX
Subject: RE: Important update from Helijet!

OK. So she is still flying back on Harbour Air.

From: Richards, Erin PREM:EX
Sent: Thursday, November 29, 2018 10:38 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Important update from Helijet!

What's in the calendar is perfect, thanks!

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 10:01 AM
To: Richards, Erin PREM:EX
Subject: FW: Important update from Helijet!

Hi Erin,

Does Sage want this flight?

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Thursday, November 29, 2018 9:31 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Important update from Helijet!



This is an important update from Helijet.

****PLEASE CALL 800.665.4354 TO CONFIRM YOUR WAITLISTED FLIGHT****

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

Customer Information

Account

Customer #

s.22

Name

Sage Aaron

Advisory

****PLEASE CALL 800.665.4354 TO CONFIRM YOUR WAITLISTED FLIGHT****

Booking s.22

Friday, November 30, 2018

731

18:45 Vancouver Harbour (Downtown)

19:20 Victoria Harbour (Downtown)

35 minutes

Confirmed WL Cleared

1 Passengers - Full-Fare

• Sage Aaron, Female

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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)

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (7:50 AM)
Location: Flight # 704

Start: Fri 2018-11-30 7:50 AM
End: Fri 2018-11-30 8:25 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Aaron, Sage PREM:EX

Required Attendees^{s.22} Richards, Erin PREM:EX

HELIJET Flight # 704

Depart Victoria Harbour at 7:50 AM
Arrive Vancouver Harbour at 8:25 AM

CONFIRMATION^{s.22}

Helijet Tel # 1-800-665-4354

Elizabeth-29-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (3:00 pm)
Location: Flight # 721

Start: Thu 2018-11-29 3:00 PM
End: Thu 2018-11-29 3:35 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Aaron, Sage PREM:EX

Required Attendees: s.22 Richards, Erin PREM:EX

HELIJET Flight # 721

Depart Vancouver Harbour at 3:00 PM
Arrive Victoria Harbour at 3:35 PM

CONFIRMATION s.22

Helijet tel # 1-800-665-4354

Elizabeth-29-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (3:00 pm)
Location: Flight # 721

Start: Thu 2018-11-29 3:00 PM
End: Thu 2018-11-29 3:35 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Aaron, Sage PREM:EX
Required Attendees^{s.22}

HELIJET Flight # 721

Depart Vancouver Harbour at 3:00 PM
Arrive Victoria Harbour at 3:35 PM

CONFIRMATION^{s.22}

Helijet tel # 1-800-665-4354

Elizabeth-29-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 10:03 AM
To: Privett, Don PREM:EX
Subject: RE: Business card Proof: Jon Robinson

That's odd. Can you check with him?

From: Privett, Don PREM:EX
Sent: Thursday, November 29, 2018 9:43 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Business card Proof: Jon Robinson

Seems to match, unless I'm misreading it...

The screenshot shows a contact information form titled "Robinson, Jon PREM:EX" with the subtitle "Director of Policy". The form has tabs for "General", "Organization", "Phone/Notes", "Member Of", and "E-mail Addresses". The "General" tab is selected. The form contains the following fields:

Name	
First: Jon	Initials: <input type="text"/>
Last: Robinson	
Display: Robinson, Jon PREM:EX	Alias: s.15
Address: West Annex - Parliament Buildings	
City: Victoria	Title: Director of Policy
State: <input type="text"/>	Company: Premier's Office
Zip code: V8W 9E1	Department: <input type="text"/>
Country/Region: <input type="text"/>	Office: Priorities & Accountabilities Of
E-mail Address: Jon.Robinson@gov.bc.ca	Assistant: <input type="text"/>
Phone: 250 893-4538	

At the bottom of the form, there are buttons for "Add to Contacts", "Actions", "OK", "Cancel", and "Apply".

From: Parkinson, Elizabeth PREM:EX
Sent: 29 November 2018 09:36
To: Privett, Don PREM:EX
Subject: FW: Business card Proof

Hi Don,

Jon Robinson has a new title but it's not showing in the GAL. Are you able to change it or help him to change it?

Thanks,

Elizabeth

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 5:22 PM
To: Robinson, Jon PREM:EX
Subject: Business card Proof

Hi Jon,

Can you please confirm this is correct?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 9:55 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Jen Holmwood, TV#E130093

Thanks Saija. I will ask Vanessa to sign.

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 29, 2018 7:55 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Jen Holmwood, TV#E130093

I only need signatures if they are staying at a hotel that is above the posted CSA Rate and the Premier isn't staying at the same hotel. I double checked the claims with s.15 and the rate is the posted CSA rate so those are fine. Can you please have both Sheen and Jen's hotel folio signed for the s.15

Here is this link to the CSA site. The rates and locations change monthly so it's important to check it each time.
<http://csa.pss.gov.bc.ca/businesstravel/>

Thanks!
~Saija

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 4:07 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Jen Holmwood, TV#E130093

Sorry, this was actually for the Webster's. Sheena and Jen attended. Do you need them both signed? Evan and Jen stayed at s.15 in early Oct. when s.15 was fully booked. The Premier stayed at s.15 Do you need a signature on them all?

From: Poldrugovac, Saija FIN:EX
Sent: Wednesday, November 28, 2018 3:31 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Jen Holmwood, TV#E130093

Thanks for the flights! I think the second page wasn't scanned in the original package.

Were you able to confirm that the Premier also stayed at s.15 on Oct 29th? This hotel isn't on the approved CSA rate list. The exemption is worded that they staff are approved if they are accompanying the Premier. If he wasn't there, Vanessa or Geoff will need to sign the hotel folio to show they approve the exception.

Thanks!
~S

From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Sent: November 26, 2018 8:23 PM

To: Parkinson, Elizabeth PREM:EX
Subject: RE: Jen Holmwood, TV#E130093

Hi Elizabeth,
Can you please send me Jen's Van-Vic flight? Also, can you confirm that the Premier also stayed at s.15 on Oct 29th.
Thanks!
~S

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:26 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Jen Holmwood, TV#E130093

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 12:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 9:47 AM
To: Huycke, Kayla PREM:EX
Subject: s.22

Thanks Kayla

From: Huycke, Kayla PREM:EX
Sent: Thursday, November 29, 2018 9:26 AM
To: Parkinson, Elizabeth PREM:EX
Subject: s.22

Hello!

s.22

My apologies for not attending to that!

Thank you so much for checking in.

Kayla

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 9:24 AM
To: Huycke, Kayla PREM:EX <Kayla.Huycke@gov.bc.ca>
Subject: s.22

Hi Kayla,

s.22 needs to go in today. I was holding it briefly as one of the people s.22 hadn't been able to
Can you put it in today?

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 8:56 AM
To: Nash, Amber PREM:EX
Subject: FW: Open Enrolment: October 22 - November 7

Go to the Self Service tab.

From: Employee News PSA:EX
Sent: Tuesday, October 23, 2018 2:06 PM
Subject: Open Enrolment: October 22 - November 7

• FLEXIBLE BENEFITS FOR EXCLUDED EMPLOYEES •



What's happening?

Open Enrolment starts today. You can now make changes to your health, dental and life insurance benefits options until **7 p.m. on November 7**. Any changes you make will take effect on January 1, 2019.

Open Enrolment, which takes place every fall, is the annual opportunity to update your coverage options (unless you request changes after an eligible [life event](#), such as marriage). It is also the only opportunity to elect a [Health Spending Account](#) and to allocate flex credits to that account.

For plan year 2019, the annual premiums for Optional Employee and Spouse life insurance have been adjusted slightly. The updated rates can be found in the [2019 Flexible Benefit Guide](#) or the [Your Choices at a Glance](#) document on [MyHR](#).

How does this affect you?

Benefits are a significant part of your total compensation. By reviewing and updating your plan choices, you will ensure that you have the best coverage possible – one that reflects your personal needs.

If you don't make any changes during Open Enrolment this fall for plan year 2019, your coverage will remain the same and you will waive allocating funds to a Health Spending Account.

If you chose the enhanced two-year locked-in option for plan year 2018 for extended health and/or dental, you will remain in the enhanced option for plan year 2019.

What do you need to do?

- Explore your options in the in-depth [2019 Flexible Benefits Guide](#) or [Your Choices at a Glance](#) one-pager on [MyHR](#).
- Review your current coverage on Employee Self Service by clicking on Benefits Summary. You can:
 1. Access [Employee Self Service](#) from work.
 2. Access [Employee Self Service](#) from home.
- Consider which options are best for you and your family. You may find it helpful to review your claims history through [GroupNet](#) for Plan Members.
- Update your coverage on Employee Self Service by selecting *Main Menu > Self Service > Benefits > Benefits Enrolment*, and *click Submit* to record your changes.
- If you are a supervisor with employees who are covered under the Flexible Benefit Plan but those employees are currently away under the Short-Term Illness and Injury Plan, please forward them a copy of this email, as they may want to make changes to their choices for 2019.

Need more information?

Review the [Questions and Answers](#) on MyHR. If you have any further questions, please contact [MyHR](#).



Where ideas work

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s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 29, 2018 8:47 AM
To: Tsang, Robin FIN:EX
Subject: RE: Help

Thanks Robin. Me and the Junior Tech (Amber) have figured it out. ☺

From: Tsang, Robin FIN:EX
Sent: Wednesday, November 28, 2018 6:10 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Help

Hi Elizabeth:

I can come by to take a look in the morning. What time works for you?

Thanks,
Robin

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 4:05 PM
To: Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>
Subject: Help

Hi Robin,

I'm not able to get into my Time and Leave in My HR. Are you able to help?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 4:38 PM
To: Brown, Evan PREM:EX
Subject: RE: Friday return flight?

There are 30+ people waitlists with helijet...

From: Brown, Evan PREM:EX
Sent: Wednesday, November 28, 2018 4:37 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Friday return flight?

Not sure yet, I might fly standby at helijet?

Evan Brown, Executive Assistant to the Premier
Office of the Premier | Government of BC |
501 Belleville St, Victoria BC, V8V 2L8 | 250.387.1715

On Nov 28, 2018, at 4:29 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Evan,

How are you coming home on Friday?

<image001.png> *Elizabeth Parkinson*
Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 4:18 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage flights tomorrow and Friday

They're sold out after 3 tomorrow and have avail. On the 7:50 Friday. When will you be returning your phone and Surface?

From: Richards, Erin PREM:EX
Sent: Wednesday, November 28, 2018 4:15 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Sage flights tomorrow and Friday

Yikes! How about the last flight to Victoria tomorrow and the first flight to Vancouver on Friday?

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

On Nov 28, 2018, at 4:07 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Can you give me some timing? Most flights have 30+ people wait lists right now.

From: Richards, Erin PREM:EX
Sent: Wednesday, November 28, 2018 2:53 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Sage flights tomorrow and Friday
Importance: High

Hey Elizabeth,

Sage would like to come back to Victoria tomorrow (Thursday) late afternoon and then fly back to Vancouver Friday morning. Can you see what flights are available?

Thanks!

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

Page 0110 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Wed 2018-11-28 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Wednesday, November 28-29, 2018 – 2 nights

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Sheena ‡
Evan ‡
Sage ‡

s.22 , \$509 per night, Nov. 28 & 29th

Cancellation: 4:00 PM day of arrival

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 4:00 PM
To: Garland, Karen CITZ:EX
Subject: RE: Christmas cards

Thank you Karen! We're waiting for one more release from parents.

From: Garland, Karen CITZ:EX
Sent: Wednesday, November 28, 2018 3:54 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Andrews, Tara CITZ:EX
Subject: RE: Christmas cards

Hi Elizabeth
s.22

If Gary has a chance to bring the artwork over please have him buzz 676 at the controlled entry which is my colleague Tara Andrews and she will keep the art in a safe place for me.

Thank you!
Karen

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:10 PM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: RE: Christmas cards

Thank you very much Karen!

From: Garland, Karen CITZ:EX
Sent: Tuesday, November 27, 2018 3:09 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Christmas cards

Hi Elizabeth – no worries! Tomorrow is fine.
I've just ordered the envelopes and they'll be delivered to you on Thursday.

Thanks,
Karen

Karen Garland, Senior Print Agent
Queen's Printer
250 387-6697

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:06 PM
To: Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>
Subject: Christmas cards

Hi Karen,

We're just checking one last thing with the teachers before sending you the artwork. It may be tomorrow when they are brought over by Gary. Sorry for the delay.



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 4:00 PM
To: MYHR PSA:EX
Subject: RE: Time & Leave access [Incident: 181128-000836]

Sorry This is way too complicated. I'm going to ask Premtech to look at this unless you're able to VPN on?

From: MyHR [mailto:myhr@gov.bc.ca]
Sent: Wednesday, November 28, 2018 3:47 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Time & Leave access [Incident: 181128-000836]

Hello Elizabeth,

Could I please ask you to try to clear your cache and let me know if this resolves the issue?

In order to clear your Cache of Cookies and Temporary Internet files please select one of the links below:

- Clearing Cache - [Windows 7](#)
- Clearing Cache - [Windows Vista](#)

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

Arami Yanke
BC Public Service Agency
[AskMyHR](#)
MyHR **250.952.6000** | Toll Free **1.877.277.0772**

■

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 3:37 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Jen Holmwood, TV#E130093

Sorry, I meant to email you Saija. Evan and Jen had to stay at s.15 because s.15 was completely sold out. I will get Vanessa to approve s.22

From: Poldrugovac, Saija FIN:EX
Sent: Wednesday, November 28, 2018 3:31 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Jen Holmwood, TV#E130093

Thanks for the flights! I think the second page wasn't scanned in the original package.

Were you able to confirm that the Premier also stayed at s.15 on Oct 29th? This hotel isn't on the approved CSA rate list. The exemption is worded that they staff are approved if they are accompanying the Premier. If he wasn't there, Vanessa or Geoff will need to sign the hotel folio to show they approve the exception.

Thanks!
~S

From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Sent: November 26, 2018 8:23 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Jen Holmwood, TV#E130093

Hi Elizabeth,
Can you please send me Jen's Van-Vic flight? Also, can you confirm that the Premier also stayed at s.15 on Oct 29th.
Thanks!
~S

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:26 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Jen Holmwood, TV#E130093

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 12:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Page 0116 of 1050

Withheld pursuant to/removed as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 3:34 PM
To: MYHR PSA:EX
Subject: RE: Time & Leave access [Incident: 181128-000836]

Hi Arami,

It won't open, I just see a circle working no matter how long I wait.

Elizabeth

From: MyHR [mailto:myhr@gov.bc.ca]
Sent: Wednesday, November 28, 2018 2:23 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Time & Leave access [Incident: 181128-000836]

Hello Elizabeth,

We are pleased to respond to your recent inquiry.

It appears that you have the Time/Leave Employee WorkCentre view and should be able to submit a leave request. Could you let me know what kind of error message you are getting (with a screen shot) and I can explore further?

For future reference, here is a link to the job aid [Record Leave Request](#) located in the Time and Leave Support Site.

Thank you for contacting the BC Public Service Agency.

Visit [AskMyHR](#) to create, update or track your service requests.

Arami Yanke
BC Public Service Agency
[AskMyHR](#)
MyHR 250.952.6000 | Toll Free 1.877.277.0772

■

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 1:50 PM
To: Nash, Amber PREM:EX; Brubacher, Kelly IGRS:EX
Cc: Wade, Debbie PREM:EX
Subject: RE: 2 Q's

Hi! s.22

I did notify the team looking after the guests of this allergy already and received notification they have it. They are all staying at the same hotel.

Thanks,

Elizabeth

From: Nash, Amber PREM:EX
Sent: Wednesday, November 28, 2018 12:11 PM
To: Brubacher, Kelly IGRS:EX
Cc: Wade, Debbie PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: 2 Q's

s.22

I'm not aware of any other allergies – copying Debbie s.22

All at s.15 . Copying Elizabeth to confirm.

From: Brubacher, Kelly IGRS:EX
Sent: November 28, 2018 12:04 PM
To: Nash, Amber PREM:EX
Subject: 2 Q's

Hi Amber,

1. Are there any allergies or dietary restrictions for the BC delegation? s.22
s.22

2. And are all staying at s.15 ?

Thank you,

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier
Office (250) 387-0752 Cell (250) 507-6658

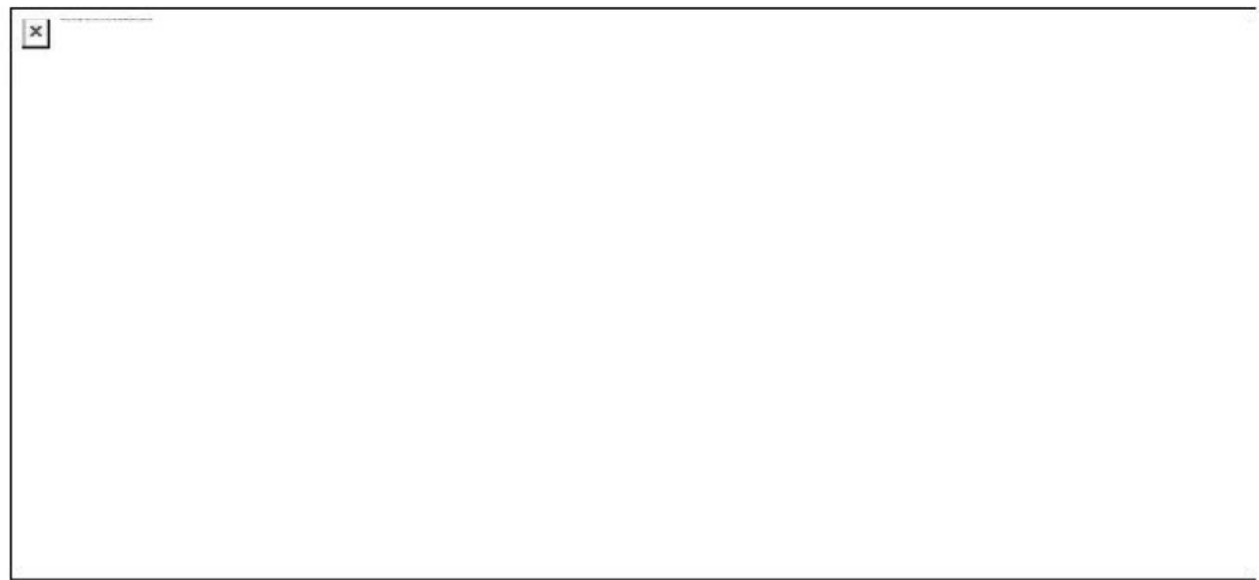


To: Parkinson, Elizabeth PREM:EX
Subject: Contract costs

Hello,

I am trying to create a list of all contacts costs for PREM and who they are for. I tried looking on Oracle since copies of PCard reconciliations are usually uploaded but I can't see anything for yours. Are you able to tell me who the highlighted charges below pertain to?

Thank you



Nicky Manak, Budget Analyst | CFFS | 📞 [778-698-8593](tel:778-698-8593)
(Part-time Hours: Tues 8 - 11:30; Wed/Thurs 8 - 3:30)



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 11:24 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Contract costs

Thank you Saija! I've never heard from her before, so that was a surprise. Thank you for your response. 😊

From: Poldrugovac, Saija FIN:EX
Sent: Wednesday, November 28, 2018 11:22 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Contract costs

Feel free to give her anything. She is part of your support team!

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 11:16 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Contract costs

Thanks Saija. I was unsure who she was so wasn't about to send her information before checking with you.

Elizbaeth

From: Poldrugovac, Saija FIN:EX
Sent: Wednesday, November 28, 2018 11:12 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Contract costs

I don't mind responding to Nicky. She is the Finance person who is in charge of managing your budget and any questions you guys would have in regards to it. Do you want to resend the email and just ask me to explain to her how we process Bob's flights?
Just so it doesn't have the below note.

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 10:46 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Contract costs

Hi Saija,

I don't know who this woman is so I'm checking with you that it's ok to respond to her request?

Thanks,

Elizabeth

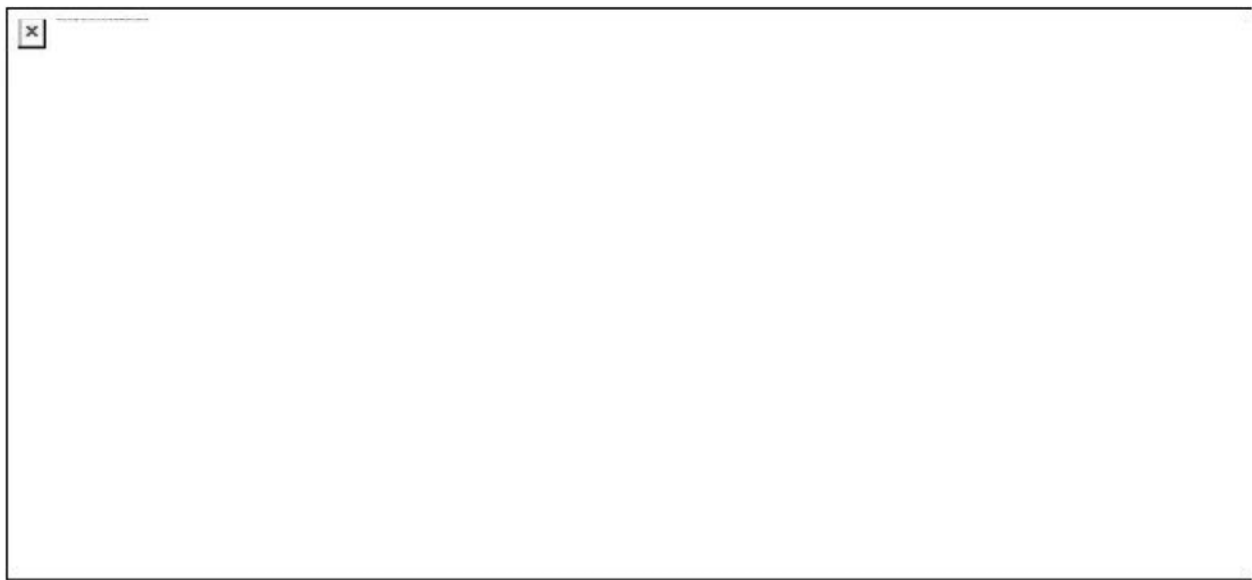
From: Manak, Nicky FIN:EX
Sent: Wednesday, November 28, 2018 10:40 AM

To: Parkinson, Elizabeth PREM:EX
Subject: Contract costs

Hello,

I am trying to create a list of all contacts costs for PREM and who they are for. I tried looking on Oracle since copies of PCard reconciliations are usually uploaded but I can't see anything for yours. Are you able to tell me who the highlighted charges below pertain to?

Thank you



Nicky Manak, Budget Analyst | CFFS | 📞 [778-698-8593](tel:778-698-8593)
(Part-time Hours: Tues 8 - 11:30; Wed/Thurs 8 - 3:30)



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 11:22 AM
To: Brubacher, Kelly IGRS:EX
Cc: Wensink, Alison PREM:EX
Subject: FW: Eticket : John Horgan , Sheena McConnell and Evan Brown / Vancouver - Montreal - Victoria / Dec 6-8
Attachments: Travel Reservation December 06 for JOHN HORGAN.pdf

Hi Kelly,

Attached are the Premier's return flight, just re-booked yesterday for your information.

Elizabeth

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Tuesday, November 27, 2018 5:10 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Eticket : John Horgan , Sheena McConnell and Evan Brown / Vancouver - Montreal - Victoria / Dec 6-8

Please let me know if you have any questions or need anything further .
Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Flight Centre Business Travel [mailto:confirmation@tripcase.com]
Sent: Tuesday, November 27, 2018 4:51 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Travel Reservation December 06 for JOHN HORGAN



Flight Centre Business Travel
250-360-2058

Itinerary

Add to Calendar

Itinerary

Priority Notes from your Travel Arranger

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330

Trip to: VICTORIA BC, CANADA Reservation code: **s.22**
Passenger(s): HORGAN/JOHN Airline Reservation Code: **s.22**
 MCCONNELL/SHEENA
 BROWN/EVAN

☐ **AIR CANADA AC Flight Number 398** **Thursday, 06 December**
CONFIRMED, Confirmation# **s.22**

Departure: YVR VANCOUVER BC, CANADA
 7:00AM
 Main Terminal

Arrival: YUL MONTREAL TRUDEAU, CANADA
 2:55PM

Please verify flight times prior to departure

Class: Economy Duration: 4hour(s) and 47minute(s)
Meal: Food for Purchase Distance (in Miles): 2295
Aircraft: 7M8

John Horgan **Sheena Mcconnell**
Seat(s): Check-In Required Seat(s): Check-In Required

Evan Brown
Seat(s): Check-In Required

Flight Time Notice: *TripCase* has noted a discrepancy in your flight times. Please verify your flight times with your travel arranger or airline.

☐ **AIR CANADA AC Flight Number 301** **Saturday, 08 December**
CONFIRMED, Confirmation# **s.22**

Departure: YUL MONTREAL TRUDEAU, CANADA
 7:20AM

Arrival: YVR VANCOUVER BC, CANADA
 9:52AM
 Main Terminal

Please verify flight times prior to departure



Class: Economy
Meal: Food for Purchase
Aircraft: AIRBUS INDUSTRIE A333 JET

Duration: 5hour(s) and 32minute(s)
Distance (in Miles): 2295



John Horgan
Seat(s): Check-In Required

Sheena McConnell
Seat(s): Check-In Required

Evan Brown
Seat(s): Check-In Required



AIR CANADA AC Flight Number **8063**
Operated by: /AIR CANADA EXPRESS - JAZZ
CONFIRMED, Confirmation# **s.22**

Saturday, 08 December

Departure: YVR VANCOUVER BC, CANADA
11:05AM
Main Terminal



Arrival: YYJ VICTORIA BC, CANADA
11:35AM



Please verify flight times prior to departure



Class: Economy
Aircraft: DEHAVILLAND DASH 8-400
TURBOPROP

Duration: 0hour(s) and 30minute(s)
Distance (in Miles): 40



John Horgan
Seat(s): Check-In Required

Sheena McConnell
Seat(s): Check-In Required

Evan Brown
Seat(s): Check-In Required

If you no longer wish to receive these emails please contact: confirmation@tripcase.com.



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 11:17 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Contract costs

Hi Saija,

Are you able to respond to Nicky?

Thanks,

Elizabeth

From: Manak, Nicky FIN:EX
Sent: Wednesday, November 28, 2018 10:40 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Contract costs

Hello,

I am trying to create a list of all contacts costs for PREM and who they are for. I tried looking on Oracle since copies of PCard reconciliations are usually uploaded but I can't see anything for yours. Are you able to tell me who the highlighted charges below pertain to?

Thank you

6102 Advisory Contracts-Exp STOB

Period Balance:
Final Balance:

Opening Balance:

004.36A10.36200.6102.3600000	2018/04/30	BANK OF MONTR	PCARD PARKINSON APR/18
004.36A10.36200.6102.3600000	2018/06/30	BANK OF MONTR	PCARD PARKINSON JUNE/18
004.36A10.36200.6102.3600000	2018/06/30	DEWAR, ROBERT	EXPENSES - FY18-19
004.36A10.36200.6102.3600000	2018/06/30		Journal Import Created
004.36A10.36200.6102.3600000	2018/07/31		Journal Import Created
004.36A10.36200.6102.3600000	2018/08/31	BANK OF MONTR	PCARD: PARKINSON JULY/18
004.36A10.36200.6102.3600000	2018/08/31	BANK OF MONTR	PCARD: PARKINSON MAY/18
004.36A10.36200.6102.3600000	2018/09/30	BANK OF MONTR	PCARD: PARKINSON AUG/18
004.36A10.36200.6102.3600000	2018/10/31	BANK OF MONTR	PCARD: PARKINSON SEP/18
004.36A10.36200.6102.3600000	2018/10/31	DEWAR, ROBERT	DIRECT BILL AIRFARE - PCARD P
004.36A10.36200.6102.3600000	2018/10/31	DEWAR, ROBERT	EXPENSES - FY18-19
004.36A10.36200.6102.3600000	2018/10/31		Journal Import Created
004.36A10.36200.6102.3600000	2018/11/30	BANK OF MONTR	PCARD: PARKINSON NOV/18
004.36A10.36200.6102.3600000	2018/11/30	BANK OF MONTR	PCARD: PARKINSON OCT/18
004.36A10.36200.6102.3600000	2018/11/30	HAWKES, SUZAN	EXPENSES - Attend and provide fa
004.36A10.36200.6102.3600000	2018/11/30		Journal Import Created

Nicky Manak, Budget Analyst | CFFS | 📞 [778-698-8593](tel:778-698-8593)
(Part-time Hours: Tues 8 - 11:30; Wed/Thurs 8 - 3:30)



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 10:54 AM
To: Derricourt, Amber COI:EX
Subject: RE: Ministry contacts

You're very welcome Amber.

From: Derricourt, Amber [mailto:Amber.Derricourt@coibc.ca]
Sent: Wednesday, November 28, 2018 10:45 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Ministry contacts

Thanks very much, Elizabeth!

Amber

Amber Derricourt
Executive Administrative Assistant
Office of the Conflict of Interest Commissioner
First Floor - 421 Menzies Street
Victoria BC V8V 1X4
☎ 250 952-0699 📠 250 356-6580

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: November-28-18 10:36 AM
To: Derricourt, Amber <Amber.Derricourt@coibc.ca>
Subject: Ministry contacts



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 28, 2018 10:36 AM
To: Derricourt, Amber COI:EX
Subject: Ministry contacts
Attachments: MO Staff List - Nov. 22nd 2018.docx



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: AIR CANADA: Vancouver to Victoria (11:05 AM)

Location: Flight # AC 8063

Start: Sat 2018-12-08 11:05 AM

End: Sat 2018-12-08 11:35 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Saturday, December 8, 2018

AIR CANADA Flight # AC 8063

Depart Vancouver Airport at 11:05 AM

Arrive Victoria Airport at 11:35 AM

CONFIRMATIONS Premiers.22 , s.15
 Sheena ,
 Evan ,
 Amber – Staying in Vancouver

Booked with Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-28-11-18

Parkinson, Elizabeth PREM:EX

Subject: AIR CANADA: Montreal to Vancouver (7:20 AM)

Location: Flight # AC 0301

Start: Sat 2018-12-08 4:20 AM

End: Sat 2018-12-08 10:20 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Saturday, December 8, 2018

AIR CANADA Flight # 0301

Depart Montreal Airport (Trudeau) at 7:20 AM

Arrive Vancouver Airport (Main terminal) at 9:52 AM

CONFIRMATION #s	Premier #s.22	, s.15
	Sheena #	
	Evan #	
	Amber #	'

Booked with Tamra at Flight Centre, Tel # 250-360-2058

Elizabeth-28-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: AIR CANADA: Vancouver to Victoria (5:30 PM)
Location: AC Flight # AC 8075

Start: Fri 2018-12-07 5:30 PM
End: Fri 2018-12-07 6:00 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX
Optional Attendees s.17

Importance: High

Friday, December 7, 2018

AIR CANADA Flight # AC 8075

Depart Vancouver Airport (Main Terminal) at 5:30 PM
Arrive Victoria Airport at 6:00 PM

CONFIRMATIONS: Premier; s.22 s.15
Sheena †
Evan †

Booked with Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: AIR CANADA: Montreal to Vancouver (1:10 PM)

Location: AC Flight # AC 0305

Start: Fri 2018-12-07 10:10 AM

End: Fri 2018-12-07 3:59 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Hockin, Amber PREM:EX

Optional Attendees s.17

Importance: High

Friday, December 7, 2018

AIR CANADA Flight # AC 0305

Depart Montreal Airport at 1:10 PM

Arrive Vancouver Airport (Main Terminal) at 3:59 PM

CONFIRMATIONS: Premier#s.22 s.15

Evan #

Sheena #

Amber #

Booked with Tamra at Flight Centre, Tel # 250-360-0258

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: TRAVEL to Montreal Airport

Start: Fri 2018-12-07 8:10 AM

End: Fri 2018-12-07 10:10 AM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesBrown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Importance: High

30 minutes

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 5:00 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Jennifer Holmwood, E130093
Attachments: Scan_20181127.pdf

Hi Saija,

Here is the travel for Jennifer. Sorry, did I miss one side of the sheet?

Elizabeth

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, November 27, 2018 4:57 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 4:25 PM
To: Geary, Vanessa PREM:EX
Subject: BEA for signature

Hi Vanessa,

If you're around the office I have one last BEA for your signature.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 4:16 PM
To: Geary, Vanessa PREM:EX
Subject: November travel

Hi Vanessa,

The November travel is now current in the Travel file. I will have this week's travel to add to it on Monday.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Page 0137 of 1050

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s.22



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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s.22

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:49 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage Travel

s.22

From: Richards, Erin PREM:EX
Sent: Tuesday, November 27, 2018 3:38 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage Travel

Both. s.22

s.22 Also, I don't see a return flight for next week's travel – has Sage not confirmed yet?

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:33 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage Travel

Hi Erin,

Are you just talking about in the future, or a specific flight?

From: Richards, Erin PREM:EX
Sent: Tuesday, November 27, 2018 3:26 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Sage Travel

Hey Elizabeth,

s.22

s.22 I think the only travel she has as of right now is this week and next.

Thanks,

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:36 PM
To: Wensink, Alison PREM:EX
Subject: FW: Dec. 7- Montreal to Victoria flights

These are out flights Alison.

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Tuesday, November 27, 2018 2:43 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Dec. 7- Montreal to Victoria flights

Hi Elizabeth

The availability is okay , I am just on hold to get the changes quoted. I used credits for these ones for I have to get Air Canada to price the change . Just to confirm this is what you would like :

Premier, Evan and Sheena
AC 301L 08DEC Montreal to Vancouver 720A 952A
AC8063L 08DEC Vancouver to Victoria 1105A 1135A

Amber :
AC 301L 08DEC Montreal to Vancouver 720A 952A

Please let me know if you have any questions or need anything further .
Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, November 27, 2018 2:24 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Dec. 7- Montreal to Victoria flights

Hi Tamra,

Sorry to make changes but the flights we booked from Montreal Dec. 7th have to be changed. We are having to stay overnight one more night and would like to book every one on the 7:20 am, Dec, 8th flight to Victoria. Amber Hockin would like to fly only to Vancouver. Are you able to check availability?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:35 PM
To: 'Tamra Bartilucci'
Subject: RE: Dec. 7- Montreal to Victoria flights

Yes please Tamra. These are the flights.

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Tuesday, November 27, 2018 2:43 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Dec. 7- Montreal to Victoria flights

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Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

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Subject: Dec. 7- Montreal to Victoria flights

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Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

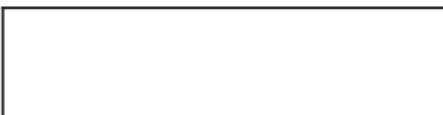
E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:31 PM
To: Wade, Debbie PREM:EX
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Tuesday, November 27, 2018 3:31 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Geoffrey Meggs
Company	Legislative

Booking s.22

Wednesday, November 28, 2018

Invoice s.22

Flight #206/Twin Otter

GoFlex Fare Conditions:
Check in 25 minutes prior to departure time

09:00 Victoria Harbour / Map ☐

09:35 Vancouver Harbour / M!

ap ☐

35 minutes

CX - Cancelled

1 Passenger(s) - GoFlex

. Geoffrey Meggs, Male

Add to Calendar

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

- . **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- . **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- . Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- . **Luggage** restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.
- . **The maximum weight per single piece of luggage is 50 pounds.**
- . **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- . **Cancellations:**
 - . Please note that flights may experience delays or cancellations due to inclement weather.
 - . Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)

- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

- Check in time is 60 minutes prior to flight time.** Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- Passport book required for all passengers including infants** *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Cancellations less than 24 hours result in a full forfeiture of the fare
 - Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:28 PM
To: Wade, Debbie PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 27, 2018 3:23 PM
To: Parkinson, Elizabeth 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

Geoffrey Meggs

Booking s.22

Wednesday, November 28, 2018

Invoice s.22

712

10:20 Victoria Harbour (Downtown)

10:55 Vancouver Harbour (Downtown)

35 minutes

Cancelled

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

1 Passengers - Full-Fare
• **Geoffrey Meggs, Male**

[Add to Calendar](#)

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

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Wed 2018-11-28 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Monday, November 28-29, 2018 – 2 nights

OVERNIGHT: s.15

CONFIRMATIONS: Premiers s.22
Sheena :
Evan :
Sage :

s.22 , \$509 per night, Nov. 28 & 29th

Cancellation: 4:00 PM day of arrival

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: OVERNIGHT: s.15
Location: s.15

Start: Wed 2018-11-28 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Importance: High

Monday, November 28-29, 2018 – 2 nights

OVERNIGHT: s.15

CONFIRMATIONS: Premiers s.22
Sheena ;
Evan ;
Sage ;

s.22 , \$509 per night, Nov. 28 & 29th

Cancellation: 4:00 PM day of arrival

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:20 PM
To: Nash, Amber PREM:EX
Subject: RE: Dec. 7- Montreal to Victoria flights

Yes. It looks like 2 different flights

From: Nash, Amber PREM:EX
Sent: Tuesday, November 27, 2018 3:19 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Dec. 7- Montreal to Victoria flights

The flight home is for December 8th.

Looks correct.

s.22 and sitting beside each other.

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:12 PM
To: Nash, Amber PREM:EX
Subject: FW: Dec. 7- Montreal to Victoria flights

Hi Amber,

This looks right correct?

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Tuesday, November 27, 2018 2:43 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Dec. 7- Montreal to Victoria flights

Hi Elizabeth

The availability is okay , I am just on hold to get the changes quoted. I used credits for these ones for I have to get Air Canada to price the change . Just to confirm this is what you would like :

Premier, Evan and Sheena
AC 301L 08DEC Montreal to Vancouver 720A 952A
AC8063L 08DEC Vancouver to Victoria 1105A 1135A

Amber :
AC 301L 08DEC Montreal to Vancouver 720A 952A

Please let me know if you have any questions or need anything further .
Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
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Subject: Dec. 7- Montreal to Victoria flights

Hi Tamra,

Sorry to make changes but the flights we booked from Montreal Dec. 7th have to be changed. We are having to stay overnight one more night and would like to book every one on the 7:20 am, Dec, 8th flight to Victoria. Amber Hockin would like to fly only to Vancouver. Are you able to check availability?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 3:07 PM
To: Wade, Debbie PREM:EX
Subject: RE: Important update from Helijet!

I'm so sorry to hear that! We won't be charged. I'll just cancel.

From: Wade, Debbie PREM:EX
Sent: Tuesday, November 27, 2018 2:52 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Important update from Helijet!

s.22

We can cancel his hotel as well please, if we are going to get charged, I can ask Amber if she'd like it.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 27, 2018 2:49 PM
To: Wade, Debbie PREM:EX
Subject: RE: Important update from Helijet!

Will he be staying in Vancouver? I have a hotel booked for him too?

Elizabeth

From: Wade, Debbie PREM:EX
Sent: Tuesday, November 27, 2018 2:45 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Important update from Helijet!

No she needs to leave tonight, however she is waitlisted on a 6:40-6:45 so if either of those clear, she'd like to take it.

Also can I please ask you to do me a favour and cancel Geoff's HA and HJ tomorrow morning, as he will not be using them. Unless we need them for anyone else.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 27, 2018 2:39 PM
To: Wade, Debbie PREM:EX
Subject: FW: Important update from Helijet!

Hi Debbie,

Would Amber want this flight? I don't want to give it up until I'm sure no one here wants it.

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 27, 2018 2:08 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Important update from Helijet!



This is an important update from Helijet.

****PLEASE CALL 800.665.4354 TO CONFIRM YOUR WAITLISTED FLIGHT****

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

Customer Information

Account

Customer #	s.22
Name	Premier John Horgan
Company	Premier Of British Columbia

Advisory

****PLEASE CALL 800.665.4354 TO CONFIRM YOUR WAITLISTED FLIGHT****

Booking s.22

Wednesday, November 28, 2018

704

07:50 Victoria Harbour (Downtown)

Invoice s.22	
FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed WL Cleared

1 Passengers - Full-Fare

• **Premier John Horgan, Male**

[Add to Calendar](#)

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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)

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 2:21 PM
To: Farmer, Susan PREM:EX
Subject: FW: Christmas card order for the Premier
Attachments: Scan_20181127.pdf

Signed by Vanessa and sent. 😊

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 27, 2018 2:21 PM
To: Garland, Karen CITZ:EX
Subject: Christmas card order for the Premier

Hi Karen,

Attached is the Requisition for the Premier's Christmas cards. We are wanting to do the same idea as last year with children's artwork featured on the front of 4 different cards. I have these pictures. We were hoping that the order can be delivered early in December and the envelopes can be sent asap so we can begin labelling them. Can you please call me when you have a moment so we can discuss?

Thanks very much!



Elizabeth Parkinson

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

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From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, November 27, 2018 1:02 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 2:15 PM
To: Nash, Amber PREM:EX
Subject: FW: Important update from Helijet!

Hi Amber,

Are we still interested in this flight?

Elizabeth

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 27, 2018 2:08 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Important update from Helijet!



This is an important update from Helijet.

****PLEASE CALL 800.665.4354 TO CONFIRM YOUR WAITLISTED FLIGHT****

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

Customer Information

Account

Customer #	s.22
Name	Premier John Horgan
Company	Premier Of British Columbia

Advisory

****PLEASE CALL 800.665.4354 TO CONFIRM YOUR WAITLISTED FLIGHT****

Booking s.22

Wednesday, November 28, 2018

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Confirmed WL Cleared

1 Passengers - Full-Fare

. Premier John Horgan, Male

[Add to Calendar](#)

Invoice **s.22**

FARE-YWH-FULL_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

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)

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 12:51 PM
To: Bourgeois, Danielle EDUC:EX
Subject: RE: Flight Itinerary. Thanks for choosing Harbour Air!



From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:47 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight Itinerary. Thanks for choosing Harbour Air!

It's nice to touch base again with you all. Give a shout if you need anything else. Happy travels to the Premier – DB 😊

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 27, 2018 12:39 PM
To: Bourgeois, Danielle EDUC:EX
Subject: RE: Flight Itinerary. Thanks for choosing Harbour Air!

Thank you Danielle. Helijet set us up, so we're good to go!

From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:36 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight Itinerary. Thanks for choosing Harbour Air!

Hi again Elizabeth. Thanks for this. I have contacted HA, paid for Pat's Nov 30 3pm flight. Do you need any more info from us re: the Premier's Helijet booking?

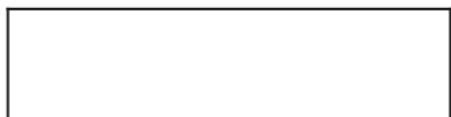
From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 27, 2018 12:15 PM
To: Bourgeois, Danielle EDUC:EX
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

Hi Danielle,

Please contact HA with your billing info. The flight is confirmed. Thank you very much!!

Elizabeth

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Tuesday, November 27, 2018 12:13 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS #

s.17

Name

Patrick Duncan

Booking s.22

Friday, November 30, 2018

Flight #219

15:00 Vancouver Harbour / [Map](#) ☐

15:35 Victoria Harbour / [Map](#) ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
 . Patrick Duncan, Male

[Add to Calendar](#)

Invoice s.22

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex \$198.07

Taxes, Fees and Charges

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

All Skeds - Baggage : Checked Baggage Fee \$0.00

+ Goods and Services Tax \$10.42

Billing \$208.58

Taxes \$10.42

Grand Total \$219.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure (subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:**All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information**Domestic Flights**

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure.

Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

The maximum weight per single piece of luggage is 50 pounds.

Wait-listed flights and tours are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)

Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.

Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.

Aircraft type specified at time of booking may be subject to change due to operational requirements and is subject to availability.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

Check in time is 60 minutes prior to flight time. Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Passport book required for all passengers including infants *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.

Cancellations:

Please note that flights may experience delays or cancellations due to inclement weather.

Cancellations less than 24 hours result in a full forfeiture of the fare

Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.

Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.

For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 12:41 PM
To: Nash, Amber PREM:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

And the second seat we were holding for Clayton Pecknold is going to be released as Juliet Groves has made other arrangements for him.

From: Nash, Amber PREM:EX
Sent: Tuesday, November 27, 2018 12:20 PM
To: Charlton, Julie EDUC:EX
Cc: Bourgeois, Danielle EDUC:EX; Moir, Lindsay EDUC:EX; Sampson, Laura EDUC:EX; Hahn, Andra EDUC:EX; Parkinson, Elizabeth PREM:EX
Subject: Re: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Hi All

Elizabeth in our office will connect and get everyone on the right flights. Appreciate your help to make this work.

Amber

On Nov 27, 2018, at 12:18 PM, Charlton, Julie EDUC:EX <Julie.Charlton@gov.bc.ca> wrote:

Hi Danielle. I also had a call from Veronica in the Minister's Office who advised me to connect with Amber in the PO (so have left her a message earlier and including her in this email thread). I also contacted Lindsay earlier to give her the heads up to check in with Pat and he was okay to switch from Helijet at 4:40 to Harbour Air at 3:00. A call will need to be made to Helijet and to Harbour Air.

Amber, let us know how you'd like to proceed as if we just cancel, concerned someone else will grab the spot if there's a waitlist.

Many thanks!

Julie Charlton | Manager, Executive Operations
Deputy Minister's Office | Ministry of Education
m: (250) 216-7142 e: Julie.Charlton@gov.bc.ca

From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:04 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Charlton, Julie EDUC:EX; Sampson, Laura EDUC:EX
Subject: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Hi Elizabeth. I understand the Premier would like to swap flights with Superintendent Pat Duncan. The Premier will take Pat's Helijet reservation, and Pat will take the Premier's place on Harbour Air's 3pm flight.

What can I do to help facilitate this change? Do we simply change the passenger name on the bookings?

Danielle Bourgeois

Education Programs Division

Ministry of Education

778-584-4124

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 12:40 PM
To: Nash, Amber PREM:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

This is all arranged. Pat will take the Premier's seat.

Elizabeth

From: Nash, Amber PREM:EX
Sent: Tuesday, November 27, 2018 12:20 PM
To: Charlton, Julie EDUC:EX
Cc: Bourgeois, Danielle EDUC:EX; Moir, Lindsay EDUC:EX; Sampson, Laura EDUC:EX; Hahn, Andra EDUC:EX; Parkinson, Elizabeth PREM:EX
Subject: Re: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Hi All

Elizabeth in our office will connect and get everyone on the right flights. Appreciate your help to make this work.

Amber

On Nov 27, 2018, at 12:18 PM, Charlton, Julie EDUC:EX <Julie.Charlton@gov.bc.ca> wrote:

Hi Danielle. I also had a call from Veronica in the Minister's Office who advised me to connect with Amber in the PO (so have left her a message earlier and including her in this email thread). I also contacted Lindsay earlier to give her the heads up to check in with Pat and he was okay to switch from Helijet at 4:40 to Harbour Air at 3:00. A call will need to be made to Helijet and to Harbour Air.

Amber, let us know how you'd like to proceed as if we just cancel, concerned someone else will grab the spot if there's a waitlist.

Many thanks!

Julie Charlton | Manager, Executive Operations
Deputy Minister's Office | Ministry of Education
m: (250) 216-7142 e: Julie.Charlton@gov.bc.ca

From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:04 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Charlton, Julie EDUC:EX; Sampson, Laura EDUC:EX
Subject: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Hi Elizabeth. I understand the Premier would like to swap flights with Superintendent Pat Duncan. The Premier will take Pat's Helijet reservation, and Pat will take the Premier's place on Harbour Air's 3pm flight.

What can I do to help facilitate this change? Do we simply change the passenger name on the bookings?

Danielle Bourgeois

Education Programs Division
Ministry of Education
778-584-4124

Parkinson, Elizabeth PREM:EX

Subject: HARBOUR AIR: Vancouver to Victoria (3:00 PM)
Location: Flight #218

Start: Fri 2018-11-30 3:00 PM
End: Fri 2018-11-30 3:35 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required AttendeesBrown, Evan PREM:EX

Friday, November 30, 2018

HARBOUR AIR Flight #218

Depart Vancouver Harbour at 3:00 PM
Arrive Victoria Harbour at 3:35 PM

CONFIRMATIONS:

s.15; s.22

Evan s.22

Harbour Air Tel #1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 12:14 PM
To: Bourgeois, Danielle EDUC:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Hi Danielle,

Harbour Air have made the change and Patrick will have this booking number s.22 , but they would like you to contact them with your billing number. I will send you the email confirmation also.

Elizabeth

From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:09 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

No worries. We'll ask Helijet to waitlist Pat. He and the Premier may end up sharing a flight home. Happy to help!

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 27, 2018 12:07 PM
To: Bourgeois, Danielle EDUC:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Thank you Danielle. We have spoken with Helijet and I can contact Harbour Air and ask them to send you the details of the 3:00 pm flight. Please thank Mr. Duncan again for doing this. 😊

Elizabeth

From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:04 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Charlton, Julie EDUC:EX; Sampson, Laura EDUC:EX
Subject: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Hi Elizabeth. I understand the Premier would like to swap flights with Superintendent Pat Duncan. The Premier will take Pat's Helijet reservation, and Pat will take the Premier's place on Harbour Air's 3pm flight.

What can I do to help facilitate this change? Do we simply change the passenger name on the bookings?

Danielle Bourgeois

Education Programs Division
Ministry of Education
778-584-4124

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 12:10 PM
To: Bourgeois, Danielle EDUC:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Helijet have advised they have a 35 person waitlist...

From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:09 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

No worries. We'll ask Helijet to waitlist Pat. He and the Premier may end up sharing a flight home. Happy to help!

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 27, 2018 12:07 PM
To: Bourgeois, Danielle EDUC:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Thank you Danielle. We have spoken with Helijet and I can contact Harbour Air and ask them to send you the details of the 3:00 pm flight. Please thank Mr. Duncan again for doing this. ☺

Elizabeth

From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:04 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Charlton, Julie EDUC:EX; Sampson, Laura EDUC:EX
Subject: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Hi Elizabeth. I understand the Premier would like to swap flights with Superintendent Pat Duncan. The Premier will take Pat's Helijet reservation, and Pat will take the Premier's place on Harbour Air's 3pm flight.

What can I do to help facilitate this change? Do we simply change the passenger name on the bookings?

Danielle Bourgeois

Education Programs Division
Ministry of Education
778-584-4124

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 12:09 PM
To: Bourgeois, Danielle EDUC:EX
Subject: RE: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Are you able to give me the account number for billing?

From: Bourgeois, Danielle EDUC:EX
Sent: Tuesday, November 27, 2018 12:04 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Charlton, Julie EDUC:EX; Sampson, Laura EDUC:EX
Subject: Premier's Friday Flight on Nov 30: Swap with Pat Duncan

Hi Elizabeth. I understand the Premier would like to swap flights with Superintendent Pat Duncan. The Premier will take Pat's Helijet reservation, and Pat will take the Premier's place on Harbour Air's 3pm flight.

What can I do to help facilitate this change? Do we simply change the passenger name on the bookings?

Danielle Bourgeois
Education Programs Division
Ministry of Education
778-584-4124

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 12:01 PM
To: s.15; s.22
Subject: RE: FW: Reservation Confirmation s.22 for s.15
s.15

You're welcome!

From: s.15; s.22
Sent: Tuesday, November 27, 2018 11:59 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: FW: Reservation Confirmation s.22 for s.15

Thank you so much!
s.15; s.22

>>> "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca> 2018/11/27 11:47 AM >>>
Both

From: s.15; s.22
Sent: Tuesday, November 27, 2018 11:47 AM
To: Parkinson, Elizabeth PREM:EX
Cc: s.15; s.22
Subject: RE: FW: Reservation Confirmation s.22 for s.15

Thank you and can you confirm s.15; s.22 is extended as well too please.
s.15; s.22

>>> "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca> 2018/11/27 11:45 AM >>>
s.15; s.22
The additional night has been confirmed. I will send you a copy of the confirmation when received.

Elizabeth

From: s.15; s.22
Sent: Tuesday, November 27, 2018 10:08 AM
To: s.15; s.22 Parkinson, Elizabeth PREM:EX
Cc: s.15; s.22
Subject: Re: FW: Reservation Confirmation s.22 for s.15

Hello Elizabeth,

Can you add an additional night to both s.15; s.22 reservation please. So we would be checking out on Saturday Dec 8.

Thanks in advance,
s.15; s.22

>>> "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca> 2018/11/19 3:36 PM >>>
Hi s.15; s.22

Your additional night per your request.

Elizabeth

From: s.15
Sent: Monday, November 19, 2018 3:35 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation s.22 for s.15

s.15

Thanks for booking directly with us, s.15; s.22

We look forward to hosting you.

Wed, Dec 05, 2018 – Fri, Dec 07, 2018
Confirmation Number: s.22

Page 0176 of 1050 to/à Page 0180 of 1050

Withheld pursuant to/removed as

s.15

Page 0181 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0182 of 1050 to/à Page 0184 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:49 AM
To: s.15; s.22
Subject: FW: Reservation Confirmation s.22 for s.15

From: s.15
Sent: Tuesday, November 27, 2018 11:46 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation s.22 for s.15

s.15

Thank you for booking directly with us, s.15; s.22

We look forward to hosting you.

Thu, Dec 06, 2018 – Sat, Dec 08, 2018
Confirmation Number: s.22

Page 0186 of 1050 to/à Page 0190 of 1050

Withheld pursuant to/removed as

s.15

Page 0191 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0192 of 1050 to/à Page 0194 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:48 AM
To: s.15; s.22
Subject: FW: Reservation Confirmation^{s.22} for s.15

From: s.15
Sent: Tuesday, November 27, 2018 11:46 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation^{s.22} for s.15

s.15

Thank you for booking directly with us,^{s.15; s.22}

We look forward to hosting you.

Wed, Dec 05, 2018 – Sat, Dec 08, 2018
Confirmation Number: ^{s.22}

Page 0196 of 1050 to/à Page 0200 of 1050

Withheld pursuant to/removed as

s.15

Page 0201 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0202 of 1050 to/à Page 0204 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:47 AM
To: Fraser, Agnes EMBC:EX
Subject: RE: Clayton Pecknold

Thank you Agnes!

From: Fraser, Agnes EMBC:EX
Sent: Tuesday, November 27, 2018 11:40 AM
To: Parkinson, Elizabeth PREM:EX; Grove, Juliet PSSG:EX
Subject: RE: Clayton Pecknold

Hi Elizabeth,

Juliet Grove works with Clayton and she can confirm the change from Helijet at 4:40pm to Harbour Air at 3:30pm

Thank you both.
Agnes

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:31 AM
To: Fraser, Agnes EMBC:EX <Agnes.Fraser@gov.bc.ca>
Subject: Clayton Pecknold

Hi Agnes,

I believe that Clayton works in your office. He has kindly offered his seat on Helijet at 4:40 pm on Friday, November 30th to the Premier. I wanted to let him know that we have a HA seat at 3:00 pm that day if he would like it? Are you able to confirm?

Much thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:46 AM
To: Hahn, Andra EDUC:EX
Subject: RE: Patrick Duncan

Thanks Andra!

From: Hahn, Andra EDUC:EX
Sent: Tuesday, November 27, 2018 11:39 AM
To: Sampson, Laura EDUC:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: RE: Patrick Duncan

Hi Laura
Do you know who Patrick is? And, if so, are you able to pas the below message along?
Thanks,
Andra

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:27 AM
To: Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>
Subject: Patrick Duncan

Hi Andra,

Patrick Duncan was kind enough to give up his Helijet seat on Friday at 4:40 for the Premier to fly back to Victoria. Are you able to contact his assistant to let them know we have a seat on HA at 3:00 pm if he would like it?

Thanks,



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15

Location: s.15

Start: Thu 2018-12-06 12:00 AM

End: Sat 2018-12-08 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Hockin, Amber PREM:EX

Optional Attendees s.17

Thursday, December 6, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premiers s.22 – 2 nights
 s.15 s.15; s.22
 ;
 Amber s.22 – 2 nights
 Sheena 2 nights
 Evan – 2 nights

Check-in: 3:00 pm

Check-out: 12:00 pm

s.22 room at \$159 per night plus taxes

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:35 AM
To: Brown, Evan PREM:EX
Subject: Friday travel

Hi Evan,

The Premier is on a 4:40 Helijet. How are you going home?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Vancouver to Victoria (4:40 pm)
Location: Flight 725

Start: Fri 2018-11-30 4:40 PM
End: Fri 2018-11-30 5:15 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Importance: High

Friday, November 30

Helijet Flight #725

Depart Vancouver Harbour at 4:40 PM
Arrive Victoria Harbour at 5:15 PM

CONFIRMATIONS: Premier s.22
s.15; s.22

Helijet Tel # 1-800-665-4354

Elizabeth -Nov. 27

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:32 AM
To: s.15; s.22
Subject: HELIJET: Nov. 30 CHANGE

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 27, 2018 11:28 AM
To: Parkinson, Elizabeth 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

s.15

Booking # s.22

Friday, November 30, 2018

725

16:40 Vancouver Harbour (Downtown)

17:15 Victoria Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19

\$309.52

+ GST

\$15.48

Billing

\$309.52

Taxes

\$15.48

Grand Total

\$325.00

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

1 Passengers - Full-Fare

s.15

[Add to Calendar](#)

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 11:08 AM
To: Nash, Amber PREM:EX
Subject: RE: Flight options after 6:00 pm Dec 7

She said it has lots of seats.

From: Nash, Amber PREM:EX
Sent: Tuesday, November 27, 2018 11:00 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight options after 6:00 pm Dec 7

Ok can you find out how many seats are left on the 8:50pm? I think we will take that one. Just need to check.

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 10:52 AM
To: Nash, Amber PREM:EX
Subject: RE: Flight options after 6:00 pm Dec 7

Hi Amber,

The flight #311 is available at 8:50 pm and flies direct to Vancouver arriving at 11:41 pm. The 8:05 pm flight stops in Toronto and arrives at 12:50 am. There is availability.

Elizabeth

From: Nash, Amber PREM:EX
Sent: Tuesday, November 27, 2018 10:41 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight options after 6:00 pm Dec 7

Hi Elizabeth

Can you send me the info on the 8pm flight that gets into Vancouver?

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 2:14 PM
To: Nash, Amber PREM:EX
Subject: FW: Flight options after 6:00 pm Dec 7

How about this flight Amber?

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Thursday, November 22, 2018 2:10 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight options after 6:00 pm Dec 7

Hi Elizabeth

There is just one option :

AC 309H 07DEC F Montreal to Vancouver 630P 900P
AC8081H 07DEC F Vancouver to Victoria 955P 1025P

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058
CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 1:43 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Flight options after 6:00 pm Dec 7

Hi Tamra,

It looks like we're going to have to change the Montreal-Vic flights Dec, 7th. Can you advise available flights after 6:00 pm to Victoria?

Thanks,



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 10:09 AM
To: Brown, Evan PREM:EX
Subject: FW: John, Enhance Your Stay!

Hi Evan,

The offers below are available to everyone travelling if you can let them know?

Elizabeth

From: s.15
Sent: Tuesday, November 27, 2018 10:00 AM
To: Parkinson, Elizabeth PREM:EX
Subject: John, Enhance Your Stay!

s.15

Page 0216 of 1050 to/à Page 0219 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 27, 2018 10:04 AM
To: Geary, Vanessa PREM:EX
Subject: Good news

Hi Vanessa,

I just wanted to pass on the good news that Helijet are not charging us for the flights today.

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: KATE: AIR CANADA: Victoria to Vancouver (6:35 PM)
Location: AC 8076

Start: Tue 2018-11-27 6:35 PM
End: Tue 2018-11-27 7:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Van Meer-Mass, Kate PREM:EX

Tuesday, November 27, 2018

AIR CANADA Flight # 8076

Depart Victoria Airport at 6:35 PM
Arrive Vancouver Airport at 7:05 PM

CONFIRMATION^{s.22}, s.15

Booked with Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-27-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 5:05 PM
To: Geary, Vanessa PREM:EX
Subject: RE: Travel expenses

Hi Vanessa,

October travel is finished and in the file. I had to make some changes to some of the Premier's travel so I wasn't able to finish November but I can get to it first thing in the morning and have it nearly current with just 2 claims for Evan ready to enter.

Thanks,

Elizabeth

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

From: Geary, Vanessa PREM:EX
Sent: Monday, November 26, 2018 2:35 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Travel expenses

And are you able to give me a sense of Nov? Thanks again

Sent from my iPhone

> On Nov 26, 2018, at 2:32 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

>

> Hi Vanessa. I may have a few more. Can I update it now and send you an email when I'm certain it's complete shortly?

>

> -----Original Message-----

> From: Geary, Vanessa PREM:EX
> Sent: Monday, November 26, 2018 2:30 PM
> To: Parkinson, Elizabeth PREM:EX
> Subject: Travel expenses

>

> Hi - are the travel expenses for Oct in the file on J drive up to date?

> Thanks V

>

> Sent from my iPhone

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 3:43 PM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-87455 Records Due December 7, 2018

No response.

Elizabeth

From: OOP FOI PREM:EX
Sent: Monday, November 26, 2018 3:32 PM
To: LP PO Deputy Minister; LP PO Executive Office; LP Premiers Vancouver Office
Subject: Call for Records OOP-2018-87455 Records Due December 7, 2018

Hello,

Please see the below request and please let me know by December 7th whether or not you have any records:

Canvassed: All Staff

All internal correspondence regarding Craig James or Gary Lenz.

(Date Range for Record Search: From 10/01/2018 To 11/22/2018) Date Format is MM/DD/YYYY

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

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

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

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 2:40 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: FW: Eticket : Kate Van Meer Mass / Victoria to Vancouver / Nov 27
Attachments: Travel Reservation November 27 for KATE VANMEERMASS.pdf

I'll send you a calendar invite Kate.

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Monday, November 26, 2018 2:39 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Eticket : Kate Van Meer Mass / Victoria to Vancouver / Nov 27

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Flight Centre Business Travel [mailto:confirmation@tripcase.com]
Sent: Monday, November 26, 2018 2:38 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Travel Reservation November 27 for KATE VANMEERMASS



Flight Centre Business Travel
250-360-2058

Itinerary

Add to Calendar **Itinerary**

Priority Notes from your Travel Arranger
THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330

Trip to: VANCOUVER BC, CANADA Reservation code: s.22
Passenger(s): VANMEERMASS/KATE Airline Reservation Code: s.22



AIR CANADA AC Flight Number **8076**
Operated by: /AIR CANADA EXPRESS - JAZZ
CONFIRMED, Confirmation: **s.22**

Tuesday, 27 November

Departure: YYJ VICTORIA BC, CANADA
6:35PM



Arrival: YVR VANCOUVER BC, CANADA
7:05PM
Main Terminal



Please verify flight times prior to departure



Class: Economy

Duration: 0hour(s) and 30minute(s)

Aircraft: DEHAVILLAND DASH 8-400

Distance (in Miles): 40

TURBOPROP



Kate Vanmeermass

Seat(s): Check-In Required

If you no longer wish to receive these emails please contact: confirmation@tripcase.com.



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 2:40 PM
To: Geary, Vanessa PREM:EX
Subject: RE: Travel expenses

Sure. I'll go through all the travel I have right now.

Elizabeth

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

From: Geary, Vanessa PREM:EX
Sent: Monday, November 26, 2018 2:35 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Travel expenses

And are you able to give me a sense of Nov? Thanks again

Sent from my iPhone

> On Nov 26, 2018, at 2:32 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

>

> Hi Vanessa. I may have a few more. Can I update it now and send you an email when I'm certain it's complete shortly?

>

> -----Original Message-----

> From: Geary, Vanessa PREM:EX
> Sent: Monday, November 26, 2018 2:30 PM
> To: Parkinson, Elizabeth PREM:EX
> Subject: Travel expenses

>

> Hi - are the travel expenses for Oct in the file on J drive up to date?

> Thanks V

>

> Sent from my iPhone

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 2:28 PM
To: 'Tamra Bartilucci'
Subject: RE: Flight to Vancouver

Thank you Tamra. Can I please book the second flight for Kate Van Meer-Mass?

Elizabeth

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Monday, November 26, 2018 2:22 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight to Vancouver

Hi Elizabeth

The following flights are available :

AC8074T 27NOV T Victoria to Vancouver 505P 535P - Air Canada

AC8076T 27NOV T Victoria to Vancouver 635P 705P Air Canada

WS3184S 27NOV T Victoria to Vancouver 640P 711P – westjet

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
[Flight Centre Flight Centre Business Travel](#)
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 26, 2018 2:03 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Flight to Vancouver

Hi Tamra,

Are you able to send me the flight options to Vancouver tomorrow around 6:00 pm?

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 2:24 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: FW: Flight to Vancouver

Hi Kate,

The second flight?

Elizabeth

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Monday, November 26, 2018 2:22 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight to Vancouver

Hi Elizabeth

The following flights are available :

AC8074T 27NOV T Victoria to Vancouver 505P 535P - Air Canada

AC8076T 27NOV T Victoria to Vancouver 635P 705P Air Canada

WS3184S 27NOV T Victoria to Vancouver 640P 711P – westjet

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 26, 2018 2:03 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Flight to Vancouver

Hi Tamra,

Are you able to send me the flight options to Vancouver tomorrow around 6:00 pm?

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 2:08 PM
To: 'Tamra Bartilucci'
Subject: Can you confirm this flight?

Hi Tamra,

Amber has been doing her sleuthing for flights again and she thinks there may be a flight that leaves Montreal at 8:05 pm and arrives in Vancouver just after 12:00 am. Can you please confirm?

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: Canceled: KATE: HARBOUR AIR: Victoria to vancouver (10:30 AM)
Location: Flight # 2080

Start: Wed 2018-11-28 10:30 AM
End: Wed 2018-11-28 11:05 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Van Meer-Mass, Kate PREM:EX

Importance: High

Wednesday, Nov. 28, 2018

HARBOUR AIR Flight # 2080

Depart Victoria Harbour at 10:30 AM
Arrive Vancouver Harbour at 11:05 AM

CONFIRMATION s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

Subject: KATE: OVERNIGHT: s.15
Location: s.15

Start: Tue 2018-11-27 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Van Meer-Mass, Kate PREM:EX

Wednesday, Thursday, November 27, 28, 29, 2018 – 3 nights

OVERNIGHT: s.15

CONFIRMATION # s.22

Two nights, s.22 \$161 (gov't rate)

Cancel before 6:00 pm November 27

Elizabeth-24-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 1:17 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Service COntrollers expense

So am I! That would be terrible. So in future I will send all to FIN and not the CFFshelp group.

From: Poldrugovac, Saija FIN:EX
Sent: Monday, November 26, 2018 1:16 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Service COntrollers expense

I'm just glad we realized she hadn't been paid.

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 1:08 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Service COntrollers expense

Thank you Saija!

From: Poldrugovac, Saija FIN:EX
Sent: Monday, November 26, 2018 12:58 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Service COntrollers expense

This has now been paid. I've paid both the expenses under the original invoice number. Attached is an updated invoice package for your records. I included the original ICS in case there is any concerns in the future.
~S

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 12:05 PM
To: Poldrugovac, Saija FIN:EX
Subject: Service COntrollers expense

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 12:01 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 1:16 PM
To: Geary, Vanessa PREM:EX
Cc: Farmer, Susan PREM:EX
Subject: Christmas card order for OOP
Attachments: Scan_20181126.pdf

Hi Vanessa,

Attached is the requisition order for this years' Christmas card order. We have asked several schools to submit pictures again this year and the Premier chose 4. We are going to request they send the envelopes asap so that we can begin labelling them, so that once the cards are ready they can be stuffed and sent out.

Thanks,

Elizabeth

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 26, 2018 1:11 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 11:57 AM
To: Farmer, Susan PREM:EX
Subject: RE: QP Req for christmas cards

Yes. Anything else?

From: Farmer, Susan PREM:EX
Sent: Monday, November 26, 2018 11:56 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: QP Req for christmas cards

Hi – can you change the Snowman & Tree images to “Season’s Greetings! Wishing you lots of love, joy and happiness.”

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 11:49 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: QP Req for christmas cards

Hi Susan,

I’ll change the date to Dec.5th and ask for the envelopes asap. Let me know if I’ve missed anything that should be on the description. I’ll put it through to Vanessa once I hear it’s good to go.

Thanks,

Elizabeth

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 26, 2018 11:45 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 11:56 AM
To: Wade, Debbie PREM:EX
Subject: RE: Flight Itinerary. Thanks for choosing Harbour Air!

Thank you Debbie!!

From: Wade, Debbie PREM:EX
Sent: Monday, November 26, 2018 10:44 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight Itinerary. Thanks for choosing Harbour Air!

Your welcome, and I confirmed with her that she cancelled the Harbour Air ☺

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 26, 2018 10:30 AM
To: Wade, Debbie PREM:EX
Subject: RE: Flight Itinerary. Thanks for choosing Harbour Air!

OK Thanks Debbie.

From: Wade, Debbie PREM:EX
Sent: Monday, November 26, 2018 10:29 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight Itinerary. Thanks for choosing Harbour Air!

Hi Liz;

I believe she took HJ as I saw Helijet van dropping her off! ☺

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 26, 2018 10:23 AM
To: Wade, Debbie PREM:EX
Subject: FW: Flight Itinerary. Thanks for choosing Harbour Air!

Hi Debbie,

Amber has Helijet in her calendar this morning, but looks like she flew Harbour Air. Is that correct?

From: Amber Hockin s.22
Sent: Sunday, November 25, 2018 9:51 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Fwd: Flight Itinerary. Thanks for choosing Harbour Air!

Begin forwarded message:

From: <reservation@harbourair.com>
Subject: Flight Itinerary. Thanks for choosing Harbour Air!
Date: November 25, 2018 at 9:48:39 AM PST
To: s.22
Reply-To: reservation@harbourair.com



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	Amber Hockin
Company	Office Of The Premier

Booking s.22

Monday, November 26, 2018

Invoice s.22

Flight #205/Twin Otter

08:00 Vancouver Harbour / Map ☐

08:35 Victoria Harbour / Map ☐

35 minutes

CX - Cancelled

1 Passenger(s) - GoFlex

. Amber Hockin, Female

[Add to Calendar](#)

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure (subject to difference in fare value)

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

- . **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- . **Please be prepared to show government Issued photo identification.** It's required for all passengers 18 years and older.
- . Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- . **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- . **The maximum weight per single piece of luggage is 50 pounds.**
- . **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- . **Cancellations:**

- Please note that flights may experience delays or cancellations due to inclement weather.
- Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
- Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
- Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

- **Check in time is 60 minutes prior to flight time.** Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Passport book required for all passengers including infants** *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Cancellations less than 24 hours result in a full forfeiture of the fare
 - Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 11:31 AM
To: Farmer, Susan PREM:EX
Subject: RE: Date for cards?

Dec. 7th or earlier if we just ask for the envelopes?

From: Farmer, Susan PREM:EX
Sent: Monday, November 26, 2018 11:22 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Date for cards?

Ideally, next week – I guess it somewhat depends on if there are extra costs (& what they are) for timing.

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 11:16 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: Date for cards?

Hi Susan,

When would we need the cards by?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 11:15 AM
To: Gustafson, Charlynn FIN:EX
Subject: RE: Erin Richards move

Hi Charlynn, Apparently the computer will be freed so David will use it as a loaner.

From: Gustafson, Charlynn FIN:EX
Sent: Monday, November 26, 2018 11:14 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Henry, David A FIN:EX
Subject: RE: Erin Richards move

Thank you for letting us know Elizabeth!

Did she take her computer with her? Will there be someone filling her position?

Thank you,

Charlynn Gustafson

Communications Lead & Event Planner, MFIN Workstation Refresh
Mobile: (250) 661-2198

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 3:53 PM
To: Gustafson, Charlynn FIN:EX <Charlynn.Gustafson@gov.bc.ca>
Cc: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Subject: Erin Richards move

Hi Charlynn and David,

Erin Richards has moved to GCPE effective Monday, Nov. 26th for your information.

Thanks,



Elizabeth Parkinson

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

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Page 0243 of 1050

Withheld pursuant to/removed as

s.22



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 10:40 AM
To: Wade, Debbie PREM:EX
Subject: FW: Important update from Helijet!

Hi Debbie,

Another waitlist has cleared. Does Amber want either of them?

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Friday, November 23, 2018 9:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Important update from Helijet!



This is an important update from Helijet.

A FLIGHT YOU WERE WAIT LISTED FOR HAS CLEARED. PLEASE CALL 1.800.665.4354 TO ACCEPT OR DECLINE.

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

Customer Information

Account

Customer #	s.22
Name	Geoffrey Meggs

Advisory

A FLIGHT YOU WERE WAIT LISTED FOR HAS CLEARED. PLEASE CALL 1.800.665.4354 TO ACCEPT OR DECLINE.

Booking s.22

Tuesday, November 27, 2018

730

Invoice	s.22
FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

18:45 Victoria Harbour (Downtown)
19:20 Vancouver Harbour (Downtown)

35 minutes

Confirmed WL Cleared

1 Passengers - Full-Fare
• **Amber Hockin, Female**

[Add to Calendar](#)

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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)

Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 10:32 AM
To: Wade, Debbie PREM:EX
Subject: FW: Important update from Helijet!

Hi Debbie,

Does Amber still need this flight?

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Friday, November 23, 2018 4:43 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Important update from Helijet!



This is an important update from Helijet.

A FLIGHT YOU WERE WAIT LISTED FOR HAS CLEARED. PLEASE CALL 1.800.665.4354 TO ACCEPT OR DECLINE.

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

Customer Information

Account

Customer #	s.22
Name	Amber Hockin

Advisory

A FLIGHT YOU WERE WAIT LISTED FOR HAS CLEARED. PLEASE CALL 1.800.665.4354 TO ACCEPT OR DECLINE.

Booking s.22

Wednesday, November 28, 2018

706

Invoice	s.22
FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

08:20 Victoria Harbour (Downtown)
08:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed WL Cleared

1 Passengers - Full-Fare
· Amber Hockin, Female

[Add to Calendar](#)

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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)

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 10:24 AM
To: Wade, Debbie PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Or did she fly Helijet??

From: Hockin, Amber PREM:EX
Sent: Sunday, November 25, 2018 9:50 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Fwd: Thank you for choosing to take off with Helijet!

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: November 25, 2018 at 9:47:47 AM PST
To: <amber.hockin@gov.bc.ca>
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

Amber Hockin

Booking s.22**Monday, November 26, 2018****705****07:50 Vancouver Harbour (Downtown)****08:25 Victoria Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Full-Fare****. Amber Hockin, Female**[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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)

Booking s.22**Tuesday, November 27, 2018****726****16:55 Victoria Harbour (Downtown)****17:30 Vancouver Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Full-Fare****. Amber Hockin, Female**[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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)

Booking s.22

Tuesday, November 27, 2018

728

17:30 Victoria Harbour (Downtown)

18:05 Vancouver Harbour (Downtown)

35 minutes

Wait List w/Auto Clear -DUPE

1 Passengers - Full-Fare

• **Amber Hockin, Female**

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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](http://www.helijet.com)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 10:10 AM
To: Brown, Evan PREM:EX
Subject: FW: REMINDER: MLA Meeting Request From Parliamentary Tour Office

Importance: High

Hi Evan,

This group are coming for a tour at 1:30 today from s.22 Amber says PJH can meet them briefly at 1:30 in the Hall of Honour. They are doing a tour and then going into QP at 2:10 if he can introduce them at the end? Amber said you will take care of the introductions. Do you need me to put the meet at 1:30 into the calendar?

From: Tours@leg.bc.ca [mailto:Tours@leg.bc.ca]
Sent: Monday, November 26, 2018 7:00 AM
To: Horgan.MLA, John LASS:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: REMINDER: MLA Meeting Request From Parliamentary Tour Office

A school group from the riding of John Horgan will visit the Parliament Buildings today at 1:30 pm. We will contact your office this morning to determine if John Horgan or anyone from your office will be available to greet the students.

The Parliamentary Education Office offers to take photographs of visiting schools groups with their MLAs. Should the teacher provide our office with signed written photo consent, we will provide a copy to your office.

Group Information:

s.22

Sincerely,

Parliamentary Tour Office
Front desk: (250) 387-6668
Tour Coordinator: (250) 387-3010

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 10:08 AM
To: Wade, Debbie PREM:EX
Subject: FW: QP tickets today

From: Reservations [mailto:reservations@leg.bc.ca]
Sent: Monday, November 26, 2018 9:57 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: QP tickets today

Hi Elizabeth,

The seats are reserved, they aren't the best but will be able to see him.

Thanks
Dorothy

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 26, 2018 9:51 AM
To: Reservations <reservations@leg.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: QP tickets today

☺ And their names are:

1. s.22
- 2.
- 3.

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 26, 2018 9:45 AM
To: 'Reservations'
Cc: Wade, Debbie PREM:EX
Subject: QP tickets today

Hi Dorothy and Angela,

Can I please order three QP tickets for the people below? They will pick up at the Golden Gates.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 10:08 AM
To: Farmer, Susan PREM:EX
Subject: RE: on my way...finally

See you.

From: Farmer, Susan PREM:EX
Sent: Monday, November 26, 2018 10:05 AM
To: Parkinson, Elizabeth PREM:EX
Subject: on my way...finally

Susan Farmer

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 10:07 AM
To: 'Reservations'
Subject: RE: QP tickets today

Thank you Dorothy!

s.22

From: Reservations [mailto:reservations@leg.bc.ca]
Sent: Monday, November 26, 2018 9:57 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: QP tickets today

Hi Elizabeth,

The seats are reserved, they aren't the best but will be able to see him.

Thanks
Dorothy

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 26, 2018 9:51 AM
To: Reservations <reservations@leg.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: RE: QP tickets today

☺ And their names are:

1. s.22
- 2.
- 3.

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 26, 2018 9:45 AM
To: 'Reservations'
Cc: Wade, Debbie PREM:EX
Subject: QP tickets today

Hi Dorothy and Angela,

Can I please order three QP tickets for the people below? They will pick up at the Golden Gates.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 9:38 AM
To: Geary, Vanessa PREM:EX
Subject: RE: request for approval

Hi Vanessa,

I asked Don to put through the changes for Erin who is moving to GCPE Dec. 3. Sorry, I didn't realise that it came to you or I would have noted it for you in a separate email.

Elizabeth

From: Geary, Vanessa PREM:EX
Sent: Monday, November 26, 2018 9:29 AM
To: Loubert, Danny PREM:EX; Bain, Don PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: request for approval

Hi – this morning, I received a request to approve the cancellations below – would whoever submitted this, please provide me with a bit more detail – it looks like it is related to UC update, but I want to be sure. If you did already, apologies for the duplication. If you didn't, in the future, would you all please send me a heads up when a request is made so I can expect it. Thanks Vanessa

From **CHIUTEN, JEROME**
To **GEARY, VANESSA**
Sent **23-Nov-2018 13:23:58**
Due **28-Nov-2018 13:23:58**
ID **104128992**

Order (Order Type: CAS Add Order, Sales Order 914223) for CAD 0.00 requires your approval.

Order Number: 914223
PO#/Ministry Ref#: 63451
Order Amount: CAD 0.00
Order Status: ENTERED

Customer: FINANCE, CITZ, OFFICE OF THE PREMIER
Reporting TCA: EXECUTIVE BRANCH
Date Ordered: 23-NOV-2018 13:23:57
Preparer: CHIUTEN, JEROME

Instructions 1:
Instructions 2:

Order Lines

Line	Order Item	Service Delivery Unit	Charge Account	UOM	Quantity
1	PI-CANCEL-IDIR-ID-AND-AUTH-SERVICE	Office Productivity IBM	004.36A10.36200.6301.3600000.	EA	1
1	PI-CANCEL-MESSAGING-SERVICE	Office Productivity IBM	004.36A10.36200.6301.3600000.	EA	1

1	PI-CANCEL-SHARED-FILE-&-PRINT-SERVICE	Office Productivity IBM	004.36A10.36200.6301.3600000.	EA	1

Order Information

Line	Recipient	Contact Address (optional)	Ship to Contact	Request Date
1	Erin Richards	Room 156, West Annex, 501 Belleville St, Victoria, BC, V8W 9E1, CA	Privett, Don	23-NOV-2018

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 9:24 AM
To: Wade, Debbie PREM:EX
Subject: RE: Helijet for Geoff on Nov. 27th

Hi Debbie,

Sorry I only booked for the Premier, Evan and Sheena. Do you know the time Geoff needs a flight?

Elizabeth

From: Wade, Debbie PREM:EX
Sent: Monday, November 26, 2018 9:15 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Helijet for Geoff on Nov. 27th

Hi Elizabeth;

I see in the calendar that you've booked flights for PJH, Geoff, Evan and Sheena, Do you know if a helijet was booked for Geoff coming back after the BC Fed event?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 9:14 AM
To: Farmer, Susan PREM:EX
Subject: RE: can we meet on Monday?

Sure. I'll be here.

From: Farmer, Susan PREM:EX
Sent: Monday, November 26, 2018 8:47 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: can we meet on Monday?

Would later today work? After 2:00? I gave Stakeholder Relations until then to get me estimated numbers for who they want to receive cards.

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 8:46 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: RE: can we meet on Monday?

Yes! s.22

From: Farmer, Susan PREM:EX
Sent: Friday, November 23, 2018 1:13 PM
To: Parkinson, Elizabeth PREM:EX
Subject: can we meet on Monday?

Re: Xmas Card order

Thanks!

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 9:12 AM
To: Henry, David A FIN:EX
Subject: RE: UPDATE: PREM Office 2016 Upgrade

Thank you David!

From: Henry, David A FIN:EX
Sent: Sunday, November 25, 2018 7:53 PM
To: Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX
Cc: PREM Tech; McLean, Gordon FIN:EX
Subject: UPDATE: PREM Office 2016 Upgrade
Importance: High

Good evening Elizabeth and Don,

I sent the following message separately to the staff below in the executive of West Annex. See below for current status. I will update as schedules are confirmed and the work is done.
PREMTECH will assist and ensure all configuration is as clients need (i.e. extra calendars, archive folders, signature blocks etc.)

Thanks,
David Henry
Service Manager
Ministry of Finance | Offices of the Premier | Government House
#: 250-888-8803

PC #	NAME	DEVICE	STATUS
s.17	Jon Robinson	Microsoft Surface Pro	Email Sent
	Premier	Lenovo M93p SFF Pro	Email Sent to Amber
	Sage Aaron	Microsoft Surface Pro	Email Sent
	Sheena McConnell	Microsoft Surface Pro	Email Sent
	Erin Richards	Microsoft Surface Pro	Erin is leaving so PREMTECH will update PC
	Amber Hockin	Microsoft Surface Pro	Email Sent
	Kate Van Meer-Mass	Microsoft Surface Pro	Email Sent
	Amber Nash	Microsoft Surface Pro	Has new upgrade already
	Jen Holmwood	Microsoft Surface Pro	Email Sent
	Evan Brown	Microsoft Surface Pro	Email Sent
	Debbie Wade	Microsoft Surface Pro	Email Sent
	Geoff Meggs	Microsoft Surface Pro	Email Sent to Debbie
	Bruce Fogg	Microsoft Surface Pro	Email Sent

Good Evening ,

As part of a Government-wide UPGRADE, your computer is scheduled to receive the new Office 2016 (O365) suite of applications which has many new features.

NO email or calendar or mailbox information will be affected by this.

- The upgrade takes some time to do and **IF POSSIBLE need the computer on the government network overnight** to download the install files
- A team member from PREMTECH will assist you once the update is complete at a convenient time. **This would most likely take no more than ½ an hour**
- We would like to **schedule a convenient times in the next 2 weeks to do this (starting after November 28th)**
- Please advise if there is an evening where the PC can be left online overnight in the office, and a time the next day PREMTECH can come assist with any settings and configuration at a time that works for you.

To advise on a few dates & times that work for you (after November 28th) OR any questions or concerns please contact us @: prem.tech@gov.bc.ca

From: Shortt, Amanda PREM:EX

Sent: November 5, 2018 4:53 PM

Cc: PREM Tech <PREM.Tech@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Subject: PREM Office 2016 Upgrade

Hello,

Your computer is required for an upgrade to Office 2016.

A PREM Tech team member will be visiting each of your offices in the following weeks to discuss performing the upgrade during a time that works for you.

If you have any questions please reach out to:

PREM Tech Support

Email: Prem.tech@gov.bc.ca

Contact #: 250-953-5151

Thank you,

Jackie Hendry

Director, Executive Operations

Office of the Deputy Minister to the Premier

Desk: 250.387.5894

Cell: 250.893.7467

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 26, 2018 9:02 AM
To: Farmer, Susan PREM:EX
Subject: RE: can we meet on Monday?

And pop over anytime for the cards. I'm not sure I'm actually involved in the cards this year.

From: Farmer, Susan PREM:EX
Sent: Friday, November 23, 2018 1:13 PM
To: Parkinson, Elizabeth PREM:EX
Subject: can we meet on Monday?

Re: Xmas Card order

Thanks!

Susan Farmer

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

Page 0267 of 1050 to/à Page 0271 of 1050

Withheld pursuant to/removal as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 5:17 PM
To: Henry, David A FIN:EX
Subject: RE: UPDATE OOP Office 2016 Upgrade

Thank you David. Erin's SurfacePro will be available as of Dec. 3rd, possibly the Friday before.

Thanks,

Elizabeth

From: Henry, David A FIN:EX
Sent: Thursday, November 22, 2018 5:13 PM
To: Parkinson, Elizabeth PREM:EX
Cc: McLean, Gordon FIN:EX; PREM Tech
Subject: UPDATE OOP Office 2016 Upgrade

Hi Elizabeth,
As discussed, we will put together a 3 option choice for OOP (West Annex) clients:

Upgrade to Office 2016:

1. **Overnight -scheduled date**
2. **During a set date & time period where client's device will be unavailable for a ½ day or set # of hours**
3. **Overnight or set date & time period and PREMTECH will provide a loaner for the time own device is unavailable.**

We will send out the notification to the clients (West Annex only) tomorrow and work with them based on the above guidelines. NOTE: we have VERY few loaners, but will make this work.

Will keep you updated on progress.

Have a great weekend,
David

From: Henry, David A FIN:EX
Sent: November 22, 2018 3:00 PM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Cc: McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>
Subject: Re: PREM Office 2016 Upgrade

Hi Elizabeth will call you before end of day on this.

Thanks,
David

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 22, 2018 10:07 AM
To: Trimble, Brett FIN:EX
Subject: RE: PREM Office 2016 Upgrade

Hi Brett,

I thought that in the meeting last month it was decided that it was only Geoff Meggs who would have to leave his laptop over the weekend and that staff would be contacted with times by PremTech that they could have the work done?

Thanks,

Elizabeth

From: Trimble, Brett FIN:EX
Sent: Tuesday, November 20, 2018 11:12 PM
To: Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX
Cc: PREM Tech
Subject: PREM Office 2016 Upgrade
Importance: High

Please respond by end of day Friday November 23rd

Good Evening Elizabeth and Don,

The following staff in your office are scheduled to receive the new **Office 2016**.

s.17	Jon.Robinson	Microsoft Surface Pro
	John Horgan	Lenovo M93p SFF Pro
	Sage.Aaron	Microsoft Surface Pro
	Sheena.McConnell	Microsoft Surface Pro
	Erin.Richards	Microsoft Surface Pro

s.17

Amber Hockin	Microsoft Surface Pro
Kate VanMeer-Mass	Microsoft Surface Pro
Amber.Nash	Microsoft Surface Pro
Jen.Holmwood	Microsoft Surface Pro
Evan Brown	Microsoft Surface Pro
Debbie Wade	Microsoft Surface Pro
Geoff Meggs	Microsoft Surface Pro
Bruce Fogg	Microsoft Surface Pro

To do this upgrade, the computer has to be in the office and on the network the evening of **November 27th**. Or over the weekend of **December 1st and 2nd**. Please advise which date your staff are wanting the upgrade to be performed.

- There is a program on your desktop that will backup your settings and data for a more seamless upgrade: **WTRP Migration tool**



Please ensure to run the WTRP tool before you leave for the weekend!

November 27th or Dec 1st and 2nd : please ensure to leave the PC in the office, turned on and logged off.

- On the following morning - **Wednesday Nov 28th** (or **Monday Dec 3rd**) PremTech team will be by in the morning to help configure mailboxes, calendars etc. and resolve any other issues. **If you are not in that day, please contact prem.tech@gov.bc.ca to arrange a visit.**

Any questions or concerns please contact us @: prem.tech@gov.bc.ca

From: Shortt, Amanda PREM:EX
Sent: November 5, 2018 4:53 PM
To: Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>; Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Sanderson, Melissa EMPR:EX <Melissa.Sanderson@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>; Xia, Eveline ENV:EX <Eveline.Xia@gov.bc.ca>; Squance, Leah SDPR:EX <Leah.Squance@gov.bc.ca>; Milne, Gala AG:EX <Gala.Milne@gov.bc.ca>; Cheevers, Michael LBR:EX <Michael.Cheevers@gov.bc.ca>; Ranjan, Ramesh TAC:EX <Ramesh.Ranjan@gov.bc.ca>; Perry, Alisma, MCF:EX <Alisma.Perry@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Chang, Stephanie JTT:EX <Stephanie.Chang@gov.bc.ca>; Smith, Jessica C AGRI:EX <Jessica.C.Smith@gov.bc.ca>; Ashbourne, Craig MAH:EX <Craig.Ashbourne@gov.bc.ca>; McNish, James JTT:EX <James.McNish@gov.bc.ca>; Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Scott, Samantha AG:EX <Samantha.Scott@gov.bc.ca>; Maartman, William EDUC:EX <William.Maartman@gov.bc.ca>; Lawson, Liam PSSG:EX <Liam.Lawson@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Henry, Molly FIN:EX <Molly.Henry@gov.bc.ca>; Sather, Kelly FIN:EX <Kelly.Sather@gov.bc.ca>; MacDonald, Alex MMHA:EX <Alex.MacDonald@gov.bc.ca>; Zimmerman, Emily LBR:EX <Emily.Zimmerman@gov.bc.ca>; Takkar, Nimmi PSSG:EX <Nimmi.Takkar@gov.bc.ca>; Frampton, Caelie ENV:EX <Caelie.Frampton@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Infante, James SDPR:EX <James.Infante@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: PREM Office 2016 Upgrade

Hello,

Your computer is required for an upgrade to Office 2016.

A PREM Tech team member will be visiting each of your offices in the following weeks to discuss performing the upgrade during a time that works for you.

If you have any questions please reach out to:

PREM Tech Support
Email: Prem.tech@gov.bc.ca
Contact #: 250-953-5151

Thank you,

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 4:55 PM
To: Richards, Erin PREM:EX
Subject: RE: Surface Pro & iPhone

Hi Erin,

Vanessa says that GCPE will provide you with new equipment. Would you mind returning the iPhone and Surface Pro to me when you leave as I have to cancel the phone and arrange for PremTech to use the laptop as a loaner?

Thanks,

From: Richards, Erin PREM:EX
Sent: Thursday, November 22, 2018 4:37 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: Surface Pro

Hi Elizabeth,

I'm starting at GCPE on Monday, December 3rd, so I'll be here for another week and a bit. I've requested that I keep my Surface and phone, as I'll still be working very closely with this team, but I'm not sure what the protocol is. I've copied Sage here if her approval is required.

Thanks,

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 4:34 PM
To: Richards, Erin PREM:EX
Subject: Surface Pro

Hi Erin,

Are you starting the new job at GCPE on Monday? Are you leaving the Surface Pro/Iphone here and getting a new device at GCPE?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 4:40 PM
To: Geary, Vanessa PREM:EX
Subject: Erin Richards Iphone

Hi Vanessa,

Erin is moving to GCPE on Dec. 3rd. She says she will still be working with this team, and wants to keep this Surface Pro and Iphone. As it's billed to us, is this ok, or will she have one issued by GCPE??

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 4:39 PM
To: Richards, Erin PREM:EX
Subject: RE: Surface Pro

OK thanks Erin. I thought I heard Monday, so I was panicing. Let me check with Vanessa in VCO as she is our EA.

Elizabeth

From: Richards, Erin PREM:EX
Sent: Thursday, November 22, 2018 4:37 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: Surface Pro

Hi Elizabeth,

I'm starting at GCPE on Monday, December 3rd, so I'll be here for another week and a bit. I've requested that I keep my Surface and phone, as I'll still be working very closely with this team, but I'm not sure what the protocol is. I've copied Sage here if her approval is required.

Thanks,

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 4:34 PM
To: Richards, Erin PREM:EX
Subject: Surface Pro

Hi Erin,

Are you starting the new job at GCPE on Monday? Are you leaving the Surface Pro/Iphone here and getting a new device at GCPE?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (2:10 PM)
Location: Fliht # 719

Start: Mon 2018-12-10 2:10 PM
End: Mon 2018-12-10 2:45 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Monday, December 10, 2018

HELIJET Flight #719

Depart Vancouver Harbour at 2:10 PM
Arrive Victoria Harbour at 2:45 PM

CONFIRMATIONS: s.15; s.22 Premier, Evan, s.15 . Sheena, Amber

Helijet tel # 1-800-665-4354

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Vancouver to Victoria (2:10 PM)
Location: Fliht # 719

Start: Mon 2018-12-10 2:10 PM
End: Mon 2018-12-10 2:45 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Importance: High

Monday, December 10, 2018

HELIJET Flight #719

Depart Vancouver Harbour at 2:10 PM
Arrive Victoria Harbour at 2:45 PM

CONFIRMATIONS: s.15; s.22 Premier, Evan, s.15 Sheena, Amber

Helijet tel # 1-800-665-4354

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (9:35 AM)

Location: Flight # 710

Start: Mon 2018-12-10 9:35 AM

End: Mon 2018-12-10 10:10 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Monday, December 10, 2018

HELIJET Flight #710

Depart Victoria Harbour at 9:35 AM

Arrive Vancouver Harbour at 10:10 AM

CONFIRMATIONS: s.15; s.22 Premier, Evan, s.15 . Amber, Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Victoria to Vancouver (9:35 AM)

Location: Flight # 710

Start: Mon 2018-12-10 9:35 AM

End: Mon 2018-12-10 10:10 AM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Importance: High

Monday, December 10, 2018

HELIJET Flight #710

Depart Victoria Harbour at 9:35 AM

Arrive Vancouver Harbour at 10:10 AM

CONFIRMATIONS: s.15; s.22 Premier, Evan,^{s.15} Amber, Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 3:56 PM
To: Wade, Debbie PREM:EX
Subject: RE: Helijets for Geoff on Dec. 10th

Hi Debbie,

It looks like we are changing those flights from Montreal anyway as the FMM is going much later, so not to worry.

From: Wade, Debbie PREM:EX
Sent: Thursday, November 22, 2018 11:27 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Helijets for Geoff on Dec. 10th

Hi Elizabeth;

s.22 I'm thinking we can switch his flights to Amber hockin for now, and I can confirm her plans as we get a little closer, as you mentioned she is returning to Vancouver after Montreal, so may not need the flights.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

Parkinson, Elizabeth PREM:EX

Subject: SHEENA: HARBOUR AIR: Victoria to Vancouver (1130 AM)
Location: Flight # 2100

Start: Wed 2018-11-28 11:30 AM
End: Wed 2018-11-28 12:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees McConnell, Sheena PREM:EX

Wednesday, November 28, 2018

HARBOUR AIR Flight # 2100

Depart Victoria Harbour at 11:30 am
Arrive Vancouver Harbour at 12:05 pm

CONFIRMATION ^{s.22}

Harbour Air Tel # 1-800-665-0212

Elizabeth-22-11-18

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Withheld pursuant to/removed as

s.15 ; s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 3:12 PM
To: Henry, David A FIN:EX
Subject: RE: PREM Office 2016 Upgrade

Thanks David. s.22 won't have a chance to speak with people today as it's been a bit crazy. So your help would be appreciated.

Elizabeth

From: Henry, David A FIN:EX
Sent: Thursday, November 22, 2018 3:00 PM
To: Parkinson, Elizabeth PREM:EX
Cc: McLean, Gordon FIN:EX; PREM Tech
Subject: Re: PREM Office 2016 Upgrade

Hi Elizabeth will call you before end of day on this.

Thanks,
David

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 22, 2018 10:07 AM
To: Trimble, Brett FIN:EX
Subject: RE: PREM Office 2016 Upgrade

Hi Brett,

I thought that in the meeting last month it was decided that it was only Geoff Meggs who would have to leave his laptop over the weekend and that staff would be contacted with times by PremTech that they could have the work done?

Thanks,

Elizabeth

From: Trimble, Brett FIN:EX
Sent: Tuesday, November 20, 2018 11:12 PM
To: Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX
Cc: PREM Tech
Subject: PREM Office 2016 Upgrade
Importance: High

Please respond by end of day Friday November 23rd

Good Evening Elizabeth and Don,

The following staff in your office are scheduled to receive the new **Office 2016**.

s.17	Jon.Robinson	Microsoft Surface Pro
	John Horgan	Lenovo M93p SFF Pro
	Sage.Aaron	Microsoft Surface Pro
	Sheena.McConnell	Microsoft Surface Pro
	Erin.Richards	Microsoft Surface Pro
	Amber Hockin	Microsoft Surface Pro
	Kate VanMeer-Mass	Microsoft Surface Pro
	Amber.Nash	Microsoft Surface Pro
	Jen.Holmwood	Microsoft Surface Pro
	Evan Brown	Microsoft Surface Pro
	Debbie Wade	Microsoft Surface Pro
	Geoff Meggs	Microsoft Surface Pro
	Bruce Fogg	Microsoft Surface Pro

To do this upgrade, the computer has to be in the office and on the network the evening of November 27th. Or over the weekend of December 1st and 2nd. Please advise which date your staff are wanting the upgrade to be performed.

- There is a program on your desktop that will backup your settings and data for a more seamless upgrade: **WTRP Migration tool**



Please ensure to run the WTRP tool before you leave for the weekend!

November 27th or Dec 1st and 2nd : please ensure to leave the PC in the office, turned on and logged off.

- On the following morning - **Wednesday Nov 28th** (or **Monday Dec 3rd**) PremTech team will be by in the morning to help configure mailboxes, calendars etc. and resolve any other issues. **If you are not in that day, please contact prem.tech@gov.bc.ca to arrange a visit.**

Any questions or concerns please contact us @: prem.tech@gov.bc.ca

From: Shortt, Amanda PREM:EX

Sent: November 5, 2018 4:53 PM

To: Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>; Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Sanderson, Melissa EMPR:EX <Melissa.Sanderson@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>; Xia, Eveline ENV:EX <Eveline.Xia@gov.bc.ca>; Squance, Leah SDPR:EX <Leah.Squance@gov.bc.ca>; Milne, Gala AG:EX <Gala.Milne@gov.bc.ca>; Cheevers, Michael LBR:EX <Michael.Cheevers@gov.bc.ca>; Ranjan, Ramesh TAC:EX <Ramesh.Ranjan@gov.bc.ca>; Perry, Alisma, MCF:EX <Alisma.Perry@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Chang, Stephanie JTT:EX <Stephanie.Chang@gov.bc.ca>; Smith, Jessica C AGRI:EX <Jessica.C.Smith@gov.bc.ca>; Ashbourne, Craig MAH:EX

<Craig.Ashbourne@gov.bc.ca>; McNish, James JTT:EX <James.McNish@gov.bc.ca>; Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Scott, Samantha AG:EX <Samantha.Scott@gov.bc.ca>; Maartman, William EDUC:EX <William.Maartman@gov.bc.ca>; Lawson, Liam PSSG:EX <Liam.Lawson@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Henry, Molly FIN:EX <Molly.Henry@gov.bc.ca>; Sather, Kelly FIN:EX <Kelly.Sather@gov.bc.ca>; MacDonald, Alex MMHA:EX <Alex.MacDonald@gov.bc.ca>; Zimmerman, Emily LBR:EX <Emily.Zimmerman@gov.bc.ca>; Takkar, Nimmi PSSG:EX <Nimmi.Takkar@gov.bc.ca>; Frampton, Caelie ENV:EX <Caelie.Frampton@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Infante, James SDPR:EX <James.Infante@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: PREM Office 2016 Upgrade

Hello,

Your computer is required for an upgrade to Office 2016.

A PREM Tech team member will be visiting each of your offices in the following weeks to discuss performing the upgrade during a time that works for you.

If you have any questions please reach out to:

PREM Tech Support
Email: Prem.tech@gov.bc.ca
Contact #: 250-953-5151

Thank you,

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 3:11 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage's FNLG Travel

s.22

From: Richards, Erin PREM:EX
Sent: Thursday, November 22, 2018 3:10 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage's FNLG Travel

Thank you! s.22

s.22

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 3:04 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage's FNLG Travel

Hi Erin,

The room is confirmed for 2 nights s.22
s.22

s.22

s.22

Elizabeth

From: Richards, Erin PREM:EX
Sent: Thursday, November 22, 2018 10:37 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Sage's FNLG Travel
Importance: High

Hi Elizabeth,

Can you see if the s.15 has s.22
November 28th – Friday, November 30th? s.22
s.22

that Sage can move to for her trip to FNLG on Wednesday,

Thanks!

Erin Richards, Communications Assistant
Office of the Premier | Government of BC

Page 0294 of 1050

Withheld pursuant to/removed as

s.17 ; s.22

Parkinson, Elizabeth PREM:EX

Subject: HARBOUR AIR : Vancouver to Victoria (3:30 Pm)
Location: Flight #2190

Start: Fri 2018-11-30 3:30 PM
End: Fri 2018-11-30 4:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Aaron, Sage PREM:EX
Required Attendees:22

Friday, November 30, 2018

HARBOUR AIR Flight # 2190

Depart Vancouver Harbour at 3:30 PM
Arrive Victoria Harbour at 4:05 PM

CONFIRMATION #s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Wed 2018-11-28 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Monday, November 28-29, 2018 – 2 nights

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Sheena #
Evan #
Geoff #
Sage # s.22 \$35 addl per stay)

s.22 \$509 per night, Nov. 28 & 29th

Cancellation: 4:00 PM day of arrival

Elizabeth-01-10-18

Page 0297 of 1050

Withheld pursuant to/removed as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 2:21 PM
To: s.15; s.22
Subject: FW: Flight options after 6:00 pm Dec 7

Hi s.15; s.22

This is the only option but I haven't yet heard back it will be confirmed.

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Thursday, November 22, 2018 2:10 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight options after 6:00 pm Dec 7

Hi Elizabeth

There is just one option :

AC 309H 07DEC F Montreal to Vancouver 630P 900P
AC8081H 07DEC F Vancouver to Victoria 955P 1025P

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 1:43 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Flight options after 6:00 pm Dec 7

Hi Tamra,

It looks like we're going to have to change the Montreal-Vic flights Dec, 7th. Can you advise available flights after 6:00 pm to Victoria?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 2:20 PM
To: s.15; s.22
Subject: RE: FMM, Dec. 7

Will do s.15; s.22

From: s.15; s.22
Sent: Thursday, November 22, 2018 2:19 PM
To: s.15; s.22 Parkinson, Elizabeth PREM:EX
Subject: Re: FMM, Dec. 7

Thanks Elizabeth. Please let us know as soon as you've booked it as we have to change our flights.

s.15; s.22

>>> On 2018/11/22 at 2:15 PM, in message
<3a188e84175f4c3da2151e396d561707@E3PMBX19.idir.BCGOV>, "Parkinson, Elizabeth PREM:EX"
<Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi s.15; s.22

I've been told that the meeting will actually go until 4:00 pm so we will be changing flights. I'll send you more details as they arrive and once I change our booking.

Thanks,

Elizabeth



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 2:17 PM
To: Geary, Vanessa PREM:EX
Subject: RE: Victoria Women's Transition House Society

Thanks Vanessa.

From: Geary, Vanessa PREM:EX
Sent: Thursday, November 22, 2018 2:16 PM
To: Parkinson, Elizabeth PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: RE: Victoria Women's Transition House Society

This is a nice gesture but I will leave to those of you in Victoria to discuss participation. Thanks V

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 22, 2018 2:14 PM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Subject: FW: Victoria Women's Transition House Society

Hi Vanessa and Kate,

The DMO's is participating in a gift basket for 2 women through the Victoria Women's Transition House Society to make their Christmas a little bit nicer. Is this something we can get behind? Amanda is suggesting a third basket, from our office, and would coordinate for any staff who would like to participate.

Thanks,

Elizabeth

From: Shortt, Amanda PREM:EX
Sent: Thursday, November 22, 2018 2:03 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Victoria Women's Transition House Society

Hi Elizabeth,

This is what we sent out this morning – sorry I didn't think to ask you about this sooner. We have gotten a great response from people and if exec is interested we were thinking of getting 1 more list.

Let me know and thanks so much for considering,

-Amanda

P.S. Amy, Alison and myself don't mind at all do to the coordination for this, people can respond directly to me and we will purchase the items and wrap them.

From: Shortt, Amanda PREM:EX
Sent: Thursday, November 22, 2018 10:01 AM
To: LP PO Deputy Minister
Cc: Brubacher, Kelly IGRS:EX
Subject: Victoria Women's Transition House Society

Hello Colleagues,

The Deputy Minister's Office has been given an opportunity to help make the Holiday season a little brighter this year through the Victoria Women's Transition House Society.

For those unfamiliar, the VWTHS is a not-for-profit organization that strives to provide shelter, support, counselling, and education to women and children escaping violence. As part of this mission, the Society organizes the VWTH Christmas Hamper Program each year to give women, with or without children, the opportunity to create a wish list of items that will help give them comfort and joy during the Holidays.

The Society has forwarded us a wish list for 2 women who have sought out emergency shelter. The wish lists include as many gift ideas as possible, to maximize the options available to us - there is certainly no expectation that *everything* on the list will be provided.

For those who are interested in making a donation, we will have a box and donation list in the reception area. To avoid duplication, we ask that you either write your name or a check mark next to the item you wish to donate, you can also reply back to me with your selection below. Additionally, if you would like to donate but don't have the time, our team (Amy, Amanda, and Alison) will be happy to purchase a gift on your behalf. Finally, there is absolutely no pressure or expectation that people will participate as this season can be tight financially.

To ensure women receive their hampers before the holidays, donations must be received by end of day on Wednesday December 5th.

Thank you in advance for your consideration and if you have any questions please don't hesitate to ask.

<https://www.transitionhouse.net/>

Wish list 1 (age: 68, favourite colours: pink, yellow, green)	
Dress Pants - Medium or Reitmans Gift Certificate	
Tops - Medium or Reitmans Gift Certificate	
Warm Blanket or Throw	
Chapters/Indigo Gift Card \$25 -\$50	
London Drugs Gift Card \$25 -\$50	
Perfume (Angel)	
Thrifty Foods Gift Card \$25 -\$50	
Thrifty Foods Gift Card \$25 -\$50	

Wish list 2 (age: 39, favourite colours: blue, purple, red / natural tones)	
Queen Size sheet set	
Sleeping Bag	
Rain Jacket - Small	

Umbrella	
Cineplex Gift Card \$25 -\$50	
Running Shoes - Size 9 or Gift Card	
Toilet Paper	
Self-Care Gift Certificate \$25 -\$50 (haircut, massage, pedicure)	
Yoga Pass	
Save-On Foods Gift Card \$25 -\$50	
Save-On Foods Gift Card \$25 -\$50	

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 2:15 PM
To: s.15; s.22
Subject: FMM, Dec. 7

Hi s.15; s.22

I've been told that the meeting will actually go until 4:00 pm so we will be changing flights. I'll send you more details as they arrive and once I change our booking.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 2:03 PM
To: McLean, Gordon FIN:EX
Subject: FW: PREM Office 2016 Upgrade

Hi Gordon,

I haven't heard back from Brett and wanted to check this with you to make sure I was not mistaken.^{s.22}
I thought that
PremTech would be contacting staff directly and only Geoff's would be required overnight due to the double upgrade?

Thanks,

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 22, 2018 10:07 AM
To: Trimble, Brett FIN:EX
Subject: RE: PREM Office 2016 Upgrade

Hi Brett,

I thought that in the meeting last month it was decided that it was only Geoff Meggs who would have to leave his laptop over the weekend and that staff would be contacted with times by PremTech that they could have the work done?

Thanks,

Elizabeth

From: Trimble, Brett FIN:EX
Sent: Tuesday, November 20, 2018 11:12 PM
To: Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX
Cc: PREM Tech
Subject: PREM Office 2016 Upgrade
Importance: High

Please respond by end of day Friday November 23rd

Good Evening Elizabeth and Don,

The following staff in your office are scheduled to receive the new **Office 2016**.

s.17	Jon.Robinson	Microsoft Surface Pro
	John Horgan	Lenovo M93p SFF Pro
	Sage.Aaron	Microsoft Surface Pro
	Sheena.McConnell	Microsoft Surface Pro
	Erin.Richards	Microsoft Surface Pro
	Amber Hockin	Microsoft Surface Pro

Kate VanMeer-Mass	Microsoft Surface Pro
Amber.Nash	Microsoft Surface Pro
Jen.Holmwood	Microsoft Surface Pro
Evan Brown	Microsoft Surface Pro
Debbie Wade	Microsoft Surface Pro
Geoff Meggs	Microsoft Surface Pro
Bruce Fogg	Microsoft Surface Pro

To do this upgrade, the computer has to be in the office and on the network the evening of **November 27th**. Or over the weekend of **December 1st and 2nd**. Please advise which date your staff are wanting the upgrade to be performed.

- There is a program on your desktop that will backup your settings and data for a more seamless upgrade: **WTRP Migration tool**



Please ensure to run the WTRP tool before you leave for the weekend!

November 27th or Dec 1st and 2nd : please ensure to leave the PC in the office, turned on and logged off.

- On the following morning - **Wednesday Nov 28th** (or **Monday Dec 3rd**) PremTech team will be by in the morning to help configure mailboxes, calendars etc. and resolve any other issues. **If you are not in that day, please contact prem.tech@gov.bc.ca to arrange a visit.**

Any questions or concerns please contact us @: prem.tech@gov.bc.ca

From: Shortt, Amanda PREM:EX

Sent: November 5, 2018 4:53 PM

To: Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>; Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Sanderson, Melissa EMPR:EX <Melissa.Sanderson@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>; Xia, Eveline ENV:EX <Eveline.Xia@gov.bc.ca>; Squance, Leah SDPR:EX <Leah.Squance@gov.bc.ca>; Milne, Gala AG:EX <Gala.Milne@gov.bc.ca>; Cheevers, Michael LBR:EX <Michael.Cheevers@gov.bc.ca>; Ranjan, Ramesh TAC:EX <Ramesh.Ranjan@gov.bc.ca>; Perry, Alisma, MCF:EX <Alisma.Perry@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Chang, Stephanie JTT:EX <Stephanie.Chang@gov.bc.ca>; Smith, Jessica C AGRI:EX <Jessica.C.Smith@gov.bc.ca>; Ashbourne, Craig MAH:EX <Craig.Ashbourne@gov.bc.ca>; McNish, James JTT:EX <James.McNish@gov.bc.ca>; Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Scott, Samantha AG:EX <Samantha.Scott@gov.bc.ca>; Maartman, William EDUC:EX <William.Maartman@gov.bc.ca>; Lawson, Liam PSSG:EX <Liam.Lawson@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Henry, Molly FIN:EX <Molly.Henry@gov.bc.ca>; Sather, Kelly FIN:EX <Kelly.Sather@gov.bc.ca>; MacDonald, Alex MMHA:EX <Alex.MacDonald@gov.bc.ca>; Zimmerman, Emily LBR:EX <Emily.Zimmerman@gov.bc.ca>; Takkar, Nimmi PSSG:EX <Nimmi.Takkar@gov.bc.ca>; Frampton, Caelie ENV:EX

<Caelie.Frampton@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Infante, James SDPR:EX
<James.Infante@gov.bc.ca>
Cc: PREM Tech <PREM.Tech@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: PREM Office 2016 Upgrade

Hello,

Your computer is required for an upgrade to Office 2016.

A PREM Tech team member will be visiting each of your offices in the following weeks to discuss performing the upgrade during a time that works for you.

If you have any questions please reach out to:

PREM Tech Support
Email: Prem.tech@gov.bc.ca
Contact #: 250-953-5151

Thank you,

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 1:51 PM
To: s.15; s.22
Subject: FW: Thank you for choosing to take off with Helijet!

Hi s.15; s.22

s.15

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 6, 2018 2:34 PM
To: Parkinson, Elizabeth 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	s.15

Booking #s.22

Wednesday, November 28, 2018

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Invoice #s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48

Wait List w/Auto Clear -DUPE**1 Passengers - Full-Fare**

s.15

[Add to Calendar](#)**Grand Total****\$325.00**

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)

Booking s.22**Wednesday, November 28, 2018****706****08:20 Victoria Harbour (Downtown)****08:55 Vancouver Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Full-Fare**

s.15

[Add to Calendar](#)**Invoice** s.22

FARE-YWH-FULL_Winter18-19

\$309.52

+ GST

\$15.48

Billing

\$309.52

Taxes

\$15.48

Grand Total**\$325.00**

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 1:47 PM
To: s.15; s.22
Subject: RE: Helijet flights

Confirmed s.15; s.22 Do you have the copy of the Nov. 28th confirmed flight?

From: s.15; s.22
Sent: Thursday, November 22, 2018 12:44 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Helijet flights

Good afternoon Elizabeth. I just wanted to confirm that we do not need Helijet seats on either flight for Tuesday November 27th. We will have a team at both ends.

We do need 1 seat for the flight to Vancouver on Wednesday November 28.

Thanks,

s.15; s.22

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (10:00 AM)
Location: Flight # 711

Start: Tue 2018-11-27 10:00 AM
End: Tue 2018-11-27 10:35 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX
Optional Attendees s.17

Tuesday, November 27, 2018

Helijet Flight # 711

Depart Vancouver Harbour at 10:00 AM
Arrive Victoria Harbour at 10:35 AM

CONFIRMATIONS: Premier s.22
Evan
Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (7:50 AM)

Location: Flight # 704

Start: Tue 2018-11-27 7:50 AM

End: Tue 2018-11-27 8:25 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX

Optional Attendees^{s.17}

Monday, November 27, 2018

HELIJET Flight # 704

Depart Victoria Harbour at 7:50 AM

Arrive Vancouver Harbour at 8:25 AM

CONFIRMATIONS: Premier^{s.22}

Evan

Sheena

Geoff

Helijet Tel # 1-800-665-4354

Updated: Elizabeth-01-10-18; 29-10-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (8:20 AM)

Location: Flight # 706

Start: Wed 2018-11-28 8:20 AM

End: Wed 2018-11-28 8:55 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX

Optional Attendees: s.17

Wednesday, November 28, 2018

HELIJET Flight # 706

Depart Victoria Harbour at 8:20 AM

Arrive Vancouver Harbour at 8:55 AM

CONFIRMATIONS: Premiers.22

s.15; s.22

Evan s.22

Amber Hockin flying the night before.

Sage s.22

Helijet tel # 1-800-665-4354

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 1:37 PM
To: s.15; s.22
Subject: RE: Helijet flights

Thanks s.15; s.22 I'll make the changes.

From: s.15; s.22
Sent: Thursday, November 22, 2018 12:44 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Helijet flights

Good afternoon Elizabeth. I just wanted to confirm that we do not need Helijet seats on either flight for Tuesday November 27th. We will have a team at both ends.

We do need 1 seat for the flight to Vancouver on Wednesday November 28.

Thanks,

s.15; s.22

Page 0318 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 1:36 PM
To: Wensink, Alison PREM:EX
Subject: RE: Erin Richards Transfer to GCPE

Hi Alison,

This has been sent in. Don was waiting for details from Erin.

Elizabeth

From: Wensink, Alison PREM:EX
Sent: Wednesday, November 21, 2018 1:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hi Elizabeth – over to you 😊

Thank you!

Alison

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, November 21, 2018 1:01 PM
To: Wensink, Alison PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hello Alison, just sending a FYI and transfer out is required for Erin Richards. 🙏 See below.

From: Machin, Thomas A GCPE:EX
Sent: November 19, 2018 3:20 PM
To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>
Subject: Erin Richards Transfer to GCPE

Hello,

We've submitted a transfer IN order for Erin Richard who is joining GCPE November 26, 2018.
Please submit a transfer out order for her account.

As her account is currently under finance we are not able to order remote access or MDMS on her account as it currently exists. When transferring please don't cancel the remote access services and Activesync/MDMS as we can update the billing of these to GCPE through Install base.

Thanks,
Thomas

.....
Thomas Machin
GCPE Service Desk

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 1:34 PM
To: Privett, Don PREM:EX
Subject: RE: Service Request Form/Transfer Out-Erin Richards

Thank you Don.

From: Privett, Don PREM:EX
Sent: Thursday, November 22, 2018 12:57 PM
To: Richards, Erin PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: FW: Service Request Form/Transfer Out-Erin Richards

FYI

From: Don.Privett@gov.bc.ca [mailto:Don.Privett@gov.bc.ca]
Sent: 22 November 2018 12:56
To: Privett, Don PREM:EX; FIN IMB Service Desk (78912) FIN:EX
Subject: Service Request Form

Checkout Information

On-Site Contact Name: Don Privett
On-Site Contact Phone: (250)387-1715
Account: PREM-EXECUTIVE BRANCH
Ministry Number: 004
Responsibility Centre: 36A10
Service Code: 36200
Project Number: 3600000
Expense Authority: Vanessa Geary

Service Requests

Account - Transfer Out

First Name: Erin
Last Name: Richards
IDIR: s.15
UCNumber: N/A
Cut Off Date: 03, DEC, 2018
Transfer To Ministry: GCPE
H Drive Transferred: Yes
Email Contents Transferred: No
Data Reviewed Prior Deletion: Yes

Comments: "As her account is currently under finance we are not able to order remote access or MDMS on her account as it currently exists. When transferring please don't cancel the remote access services and Activesync/MDMS as we can update the billing of these to GCPE through Install base. Thanks, Thomas
..... Thomas Machin GCPE Service Desk"

Requestor: Privett, Don PREM:EX
Email: Don.Privett@gov.bc.ca
Time: 2018-11-22 12:55:43

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 1:25 PM
To: Geary, Vanessa PREM:EX
Subject: RE: Evan Brown expense claim forms

Hi Vanessa,

I can call after 3:00, but I don't see a 130092 in the system. Is there a different number?

Thanks,

Elizabeth

From: Geary, Vanessa PREM:EX
Sent: Thursday, November 22, 2018 12:52 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Evan Brown expense claim forms

Hi – would you please call me before 3pm about Evan's expense claim forms #E130092 and E130091 – they look like claims for the same costs but with a slightly different total.

Thanks Vanessa

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 1:17 PM
To: Kristianson, Eric PREM:EX
Subject: RE: Flip chart stand

Thanks Eric!

From: Kristianson, Eric PREM:EX
Sent: Thursday, November 22, 2018 12:15 PM
To: Parkinson, Elizabeth PREM:EX; Shortt, Amanda PREM:EX
Subject: Flip chart stand

Elizabeth,

Amanda will check with Cab ops to see if they have one

Thanks

Eric Kristianson
ADM, Strategic Initiatives
Office of the Premier, Deputy Minister's Office
778-698-8511 (office)
778-584-1248 (cel)

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 12:05 PM
To: Poldrugovac, Saija FIN:EX
Subject: Service COntrollers expense
Attachments: Scan_20181122.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 12:01 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 11:58 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: S. Hawkes Invoice

Hi Saija,

I'm attached the Service Contractors expense claim without GST and will update Oracle. I had processed the Fees separately from the expenses as I was waiting for Suzanne to get back to me about the expenses since she sent some that were not for this event.

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 22, 2018 10:47 AM
To: Parkinson, Elizabeth PREM:EX
Subject: S. Hawkes Invoice

Hi Elizabeth,

I need a few items before I can process this.

The travel claim for Non-Government employees needs to be filled out with all her travel receipts (same as Bob does). This should include pre-GST amounts. Then the invoice needs to have the GST amount for travel inserted after the sub-total.

Only one Invoice Coding Sheet is needed with the updated invoice as both the fees and expenses are on it. Don't worry about getting Vanessa's approval on this one.

I hope this makes sense....

Thanks!
~Saija

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 11:52 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: S. Hawkes Invoice

You mean on Oracle correct?

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 22, 2018 10:51 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: S. Hawkes Invoice

I forgot to add, You also need to update the receipt to show the expense amount as the pre-GST amount.

From: Poldrugovac, Saija FIN:EX
Sent: November 22, 2018 10:47 AM
To: Parkinson, Elizabeth PREM:EX
Subject: S. Hawkes Invoice

Hi Elizabeth,

I need a few items before I can process this.

The travel claim for Non-Government employees needs to be filled out with all her travel receipts (same as Bob does). This should include pre-GST amounts. Then the invoice needs to have the GST amount for travel inserted after the sub-total.

Only one Invoice Coding Sheet is needed with the updated invoice as both the fees and expenses are on it. Don't worry about getting Vanessa's approval on this one.

I hope this makes sense....

Thanks!
~Saija

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 11:23 AM
To: Wensink, Alison PREM:EX
Subject: RE: Return flight for PJH from Montreal

Hi Alison,

The Premier is travelling back from Montreal December 7th on AC flight # 0305 at 1:10 pm with a connecting flight in Vancouver to Victoria, AC # 8075 at 5:30 pm.

Elizabeth

From: Nash, Amber PREM:EX
Sent: Thursday, November 22, 2018 11:20 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Return flight for PJH from Montreal

Can you assist?

From: Wensink, Alison PREM:EX
Sent: November 22, 2018 11:19 AM
To: Nash, Amber PREM:EX
Subject: Return flight for PJH from Montreal

Hi Amber,

Have you booked the Premier's return flight from Montreal? I'm wondering if you would be able to let me know what day and time he will be leaving Montreal?

Thanks so much!

Alison

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 11:21 AM
To: Nash, Amber PREM:EX
Subject: RE: Return flight for PJH from Montreal

Sure.

From: Nash, Amber PREM:EX
Sent: Thursday, November 22, 2018 11:20 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Return flight for PJH from Montreal

Can you assist?

From: Wensink, Alison PREM:EX
Sent: November 22, 2018 11:19 AM
To: Nash, Amber PREM:EX
Subject: Return flight for PJH from Montreal

Hi Amber,

Have you booked the Premier's return flight from Montreal? I'm wondering if you would be able to let me know what day and time he will be leaving Montreal?

Thanks so much!

Alison

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 10:37 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Answer to your question.

Thank you Saija.

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 22, 2018 10:34 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Answer to your question.

The below questions came up regarding Dry cleaning a couple weeks ago. This info should be helpful for you. This is only for the Premier. All other positions cannot claim this expense while travelling with-in Canada.
~S

The two questions I have are as follows:

1. Has the Group IV rules in Core Policy and Procedures manual changed since the Liberals were in power? I think not but need it confirmed. I will also check with FRAS. No changes have been made to allowances since 2008.
2. Can you tell me if when there are eligible dry-cleaning expenses, does it matter where the dry cleaning is done? So for example the Minister resides in Vancouver and travels often to Victoria. Is the Minister "allowed" as an eligible expense to claim her dry cleaning costs if they are done once she's home in Vancouver? Does it matter that the travel is in Victoria and the expenses are incurred in Vancouver? There is no specific policy that determines where the expenses should be incurred. Below is a couple items that may address this:

Official Duties Expense Regulation: (2) Subject to this regulation, the provisions of the Treasury Board policy for Group IV applies with respect to

- (a) travel expenses and allowances payable to an official who is travelling for the purpose of discharging official duties, and
- (b) out of pocket and other expenses incurred by an official for the purpose of discharging official duties.

And CPPM: **Laundry and Dry Cleaning**

Groups I and IV are eligible to claim laundry and dry cleaning expenses. They should be claimed in the "Miscellaneous" column of the travel voucher. All laundry expense claims must have receipts detailing items cleaned and costs. Laundry and dry cleaning expenses for Groups II and

III are included in items covered by the incidental expense portion of their per diem. See [BCPSA Policy Statement 17. Travel, Appendix 1, sec. 7 \(PDF\)](#).

Parkinson, Elizabeth PREM:EX

Subject: SHEENA: HARBOUR AIR: Victoria to Vancouver (8:30 AM)
Location: Flight # 2040

Start: Wed 2018-11-28 8:30 AM
End: Wed 2018-11-28 9:05 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees McConnell, Sheena PREM:EX

Wednesday, November 28, 2018

HARBOUR AIR Flight # 2040

Depart Victoria Harbour at 8:30 am
Arrive Vancouver Harbour at 9:05 AM

CONFIRMATION # s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-22-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Victoria to Vancouver (8:20 AM)
Location: Flight # 704

Start: Wed 2018-11-28 8:20 AM
End: Wed 2018-11-28 8:55 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; Meggs, Geoff PREM:EX
Optional Attendees s.17

Importance: High

Wednesday, November 28, 2018

HELIJET Flight # 704

Depart Victoria Harbour at 8:20 AM
Arrive Vancouver Harbour at 8:55 AM

CONFIRMATIONS: Premier s.22
s.15; s.22
Evan s.22
Amber Hockin flying the night before.

Helijet tel # 1-800-665-4354

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Victoria to Vancouver (5:30 PM)
Location: Flight # 728

Start: Tue 2018-12-04 5:30 PM
End: Tue 2018-12-04 6:05 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees: Hockin, Amber PREM:EX

Importance: High

Tuesday, December 4, 2018

HELIJET Flight # 728

Depart Victoria Harbour at 5:30 PM
Arrive Vancouver Harbour at 6:05 PM

CONFIRMATION \$s.22

Helijet Tel # 1-800-665-0212

Elizabeth-21-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 10:04 AM
To: Nash, Amber PREM:EX
Subject: FW: Prince George, Jan. 22/23

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Thursday, November 22, 2018 10:00 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Prince George, Jan. 22/23

Hi Elizabeth

Please see below the flight options for Prince George

Please let me know if you have any questions or need anything further .

Jan 22- Victoria to Prince George

Option 1: Pacific Coastal

8P1415Z 22JAN T Victoria to Prince George 310P 450P

Option 2: Air Canada

AC8072T 22JAN T Victoria to Vancouver 415P 445P

AC8211T 22JAN T Vancouver to Prince George 545P 701P

Option 3: Air Canada

AC8080T 22JAN T Victoria to Vancouver 820P 850P

AC8213T 22JAN T Vancouver to Prince George 930P 1046P

Jan 23 Prince George to Victoria

Option 1: Pacific Coastal

8P1416Z 23JAN W Prince George to Victoria 520P 700P

Option 2; Westjet

WS3284T 23JAN W Prince George to Vancouver 325P 445P

WS3183T 23JAN W Vancouver to Victoria 530P 607P

Option 3" : Air Canada

AC8212Y 23JAN Prince George to Vancouver 425P 544P

AC8079Y 23JAN W Vancouver to Victoria 655P 725P

Option 4; Air Canada
AC8214L 23JAN W Prince George to Vancouver 735P 854P
AC8081L 23JAN W Vancouver to Victoria 955P 1025P

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Miriam Cloutier
Sent: Thursday, November 22, 2018 9:45 AM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: FW: Prince George, Jan. 22/23

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Wednesday, November 21, 2018 4:56 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: Prince George, Jan. 22/23

Hi Miriam,

Are you able to send me the options for flights to Prince George January 22 in the evening from Victoria, returning to Victoria after 2:30 pm on January 23rd?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:56 AM
To: Poldrugovac, Saija FIN:EX
Subject: Suzanne Hawkes - expenses
Attachments: Scan_20181122.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 9:55 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:56 AM
To: Poldrugovac, Saija FIN:EX
Subject: Suzanne Hawkes Fees
Attachments: Scan_20181122.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 9:54 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:49 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Invoice Coding Sheet from Vanessa Geary
Attachments: Invoice Coding Sheet - Vanessa Geary20181011.pdf

From: Dixon, Olivia PREM:EX
Sent: Thursday, October 11, 2018 12:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Invoice Coding Sheet from Vanessa Geary

Hi Elizabeth,

Attached is the Invoice Coding Sheet for Suzanne Hawkes with supporting documents.

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:46 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Suzanne Hawkes - invoice paid?

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, October 9, 2018 11:59 AM
To: Banister, Lori FIN:EX
Subject: RE: Suzanne Hawkes - invoice paid?

Thanks Lori. I input the contract and sent it to Rebeca to confirm I could receive and pay the form. She said that would take up to 5 days.

From: Banister, Lori FIN:EX
Sent: Tuesday, October 9, 2018 11:55 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Suzanne Hawkes - invoice paid?

Hi Elizabeth,

Vanessa Geary shared copy of **Suzanne Hawkes' invoice** with me (attached).

Touched in with **Rebeca Lozano FIN, Financial Services Rep., Accounts Payable** – she can't make payment on your behalf; only your area can 'receive' the invoice.

Briefly, as I understand it, an invoice is 'received' in iPRO by:

- going into iPRO and clicking on RECEIV
- entering the contract number
- entering the invoice amount

You must also complete an **Invoice Coding Sheet (ICS) (attached)** and emailing it with the invoice over to CFFSHelp@gov.bc.ca.

Instructions to complete the ICS are found at:

http://gww.fin.gov.bc.ca/gws/camss/fsa/financial_operations/invoice_processing/Invoice_Coding_Sheet.stm

If don't have this iPRO instructional doc already, it may be helpful to you:

https://intranet.gov.bc.ca/assets/intranet/mtics/corporate-services/financial-and-administrative-services/ministry-policy-and-procedures/how_to_receive_in_iprocurement.pdf

Hope this helps! 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: Parkinson, Elizabeth PREM:EX
Sent: October 5, 2018 2:46 PM
To: Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>
Subject: RE: Suzanne Hawkes - invoice paid?

Thank you Lori. You too!

From: Banister, Lori FIN:EX
Sent: Friday, October 5, 2018 2:27 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Suzanne Hawkes - invoice paid?

Good to know – I'll send a note directly to Rebeca Lonza instead of the general mailbox then.

s.22

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: Parkinson, Elizabeth PREM:EX
Sent: October 5, 2018 1:38 PM
To: Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>
Subject: RE: Suzanne Hawkes - invoice paid?

Hi Lori,

Sorry, no I was waiting for Rebecca in Finance to input it.

From: Banister, Lori FIN:EX
Sent: Thursday, October 4, 2018 3:00 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Suzanne Hawkes - invoice paid?

Hi Elizabeth,

Are you able to confirm for me if the invoice for Suzanne Hawkes has been paid? It's for \$4,791.01.

Thanks! 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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:45 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Coding Sheet for Bob Dewar
Attachments: Scan_20181009.pdf

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, October 9, 2018 4:58 PM
To: CFFSHELP, FIN FIN:EX
Subject: Coding Sheet for Bob Dewar

HI!

Attached is the September coping sheet approved by Vanessa Geary for payment.



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:44 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Suzanne Hawkes - invoice paid?

From: Lozano, Rebeca FIN:EX
Sent: Tuesday, October 9, 2018 2:00 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Banister, Lori FIN:EX
Subject: RE: Suzanne Hawkes - invoice paid?

Hello Elizabeth!

I checked this morning and the contract

C19PREM1518
EA: Vanessa Geary
Supplier: s.22 SITE 001

Is ready is created and approved. Please go ahead and receive the items in iPro accordingly and send the Invoice Coding Sheet for payment to CFFSHelp.

Thank you!

Rebeca Lozano

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:28 AM
To: Reine, Kathryn LASS:EX
Subject: RE: Oct. 12/13 travel

You too Kathryn!

From: Reine, Kathryn [mailto:Kathryn.Reine@leg.bc.ca]
Sent: Thursday, November 22, 2018 9:27 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Oct. 12/13 travel

Thanks Elizabeth – have a great day

*Kathryn Reine
Legislative Assembly Financial Services
614 Government Street
Victoria, B.C. V8V 1X4
phone 250-356-7515 fax 250-356-7517*

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 9:25 AM
To: Reine, Kathryn <Kathryn.Reine@leg.bc.ca>
Subject: Oct. 12/13 travel

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 9:23 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:27 AM
To: Wade, Debbie PREM:EX
Subject: FW: Reschedule Child Care Monthly Meeting

Here you go Debbie.

From: MacMillan, Elizabeth PREM:EX
Sent: Wednesday, November 21, 2018 5:08 PM
To: Tran, Kim C (Victoria) MCF:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: RE: Reschedule Child Care Monthly Meeting

Hello Kim – I think this email might have been meant for Elizabeth Parkinson. I've taken the liberty of fwding it to her.
Thx
E

From: Tran, Kim C (Victoria) MCF:EX
Sent: November 21, 2018 3:38 PM
To: MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca>
Subject: FW: Reschedule Child Care Monthly Meeting

Hello Elizabeth, hope all goes well.

I just declined a meeting re Child Care Program Monthly Meeting, Fri Nov 23th from 11:30am to NOON. Christine Massey is available anytime next Fri Nov 30th. Thank you, Elizabeth.

Kim C. Tran

From: Massey, Christine MCF:EX
Sent: Wednesday, November 21, 2018 3:17 PM
To: Tran, Kim C (Victoria) MCF:EX
Subject: FW: Reschedule Child Care Monthly Meeting

From: Hockin, Amber PREM:EX
Sent: Wednesday, November 21, 2018 3:11 PM
To: Massey, Christine MCF:EX; Wright, Don J. PREM:EX
Cc: Bond, Allison MCF:EX; Higgins, Keira PREM:EX
Subject: RE: Reschedule Child Care Monthly Meeting

No problem, next week may be difficult due to FNLG. Debbie will be back Monday or else please work with Elizabeth in our office to reschedule. Thanks, Amber

From: Massey, Christine MCF:EX
Sent: November 21, 2018 3:00 PM

To: Hockin, Amber PREM:EX; Wright, Don J. PREM:EX
Cc: Bond, Allison MCF:EX; Higgins, Keira PREM:EX
Subject: Reschedule Child Care Monthly Meeting

Amber and Don – I recommend rescheduling this Friday's child care program update meeting to next week or the following week. We have our final discussion with the Child Care Working Group on Monday and I think that we'll have a more productive discussion after we get direction from Monday's meeting on budget and engagement priorities. Please let me know if that works for you both. Thanks.

cm

Christine Massey, Assistant Deputy Minister
Early Years & Inclusion, Ministry of Children & Family Development
Desk: 778-698-7121 Mobile: 250-415-0590

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:26 AM
To: Reine, Kathryn LASS:EX
Subject: Oct. 5/7 travel
Attachments: Scan_20181122.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 9:24 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:25 AM
To: Reine, Kathryn LASS:EX
Subject: Oct. 12/13 travel
Attachments: Scan_20181122.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 22, 2018 9:23 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:22 AM
To: 'Miriam Cloutier'
Subject: RE: Prince George, Jan. 22/23

Thanks Miriam!

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Thursday, November 22, 2018 8:54 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Prince George, Jan. 22/23

Hi Elizabeth from the office of the Premier,

Tamra is back so I have sent this to her for you.

Miriam from the office of Tamra

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 4:56 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: Prince George, Jan. 22/23

Hi Miriam,

Are you able to send me the options for flights to Prince George January 22 in the evening from Victoria, returning to Victoria after 2:30 pm on January 23rd?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:22 AM
To: Reine, Kathryn LASS:EX
Subject: RE: signature

I just got them signed Kathryn. I'll scan them over shortly.

Elizabeth

From: Reine, Kathryn [mailto:Kathryn.Reine@leg.bc.ca]
Sent: Thursday, November 22, 2018 9:19 AM
To: Parkinson, Elizabeth PREM:EX
Subject: signature

Hi Elizabeth,

I know you must be busy over there, but just a reminder about the signature required by the Premier for those invoices
s.22

Thank you,
k

*Kathryn Reine
Legislative Assembly Financial Services
614 Government Street
Victoria, B.C. V8V 1X4
phone 250-356-7515 fax 250-356-7517*

Page 0351 of 1050

Withheld pursuant to/removed as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 9:01 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Payment : Bob Dewar Consulting October 2018
Attachments: Scan_20181120.pdf

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 20, 2018 2:27 PM
To: CFFSHELP, FIN FIN:EX
Subject: Payment : Bob Dewar Consulting October 2018

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, November 20, 2018 2:24 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 8:59 AM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Coding sheet: Suzanne Hawkes, expense
Attachments: Scan_20181011.pdf

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, October 11, 2018 12:00 PM
To: Geary, Vanessa PREM:EX
Subject: Coding sheet: Suzanne Hawkes, expense

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, October 11, 2018 11:58 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 22, 2018 8:55 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Uninvoiced Receipt report

I paid her back then with the help of Rebecca and Lori and I thought you were involved too? There were problems with her figures and what she was claiming, and no signature, etc.

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 22, 2018 7:20 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Uninvoiced Receipt report

I don't think I have seen any invoices for Suzanne Hawkes come through to me for payment but it looks like there were two received in October against the contract.

Has she been paid?

~S

From: McKinstry, Cindy D FIN:EX
Sent: November 20, 2018 1:32 PM
To: Poldrugovac, Saija FIN:EX
Subject: Uninvoiced Receipt report

Hi Saija,

See attached report – do you have an invoice yet? If not please contact them and ask when it is being sent.

Thanks,

Cindy McKinstry

Administrator, Financial Operations

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: (778) 698-8594 Cell: (250) 508-2096 **Fax:** (250) 356-7326

E-mail: Cindy.McKinstry@gov.bc.ca

Website: <http://www.fin.gov.bc.ca/>

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 5:16 PM
To: MacMillan, Elizabeth PREM:EX
Subject: RE: Reschedule Child Care Monthly Meeting

Thank you Elizabeth.

From: MacMillan, Elizabeth PREM:EX
Sent: Wednesday, November 21, 2018 5:08 PM
To: Tran, Kim C (Victoria) MCF:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: RE: Reschedule Child Care Monthly Meeting

Hello Kim – I think this email might have been meant for Elizabeth Parkinson. I've taken the liberty of fwding it to her.
Thx
E

From: Tran, Kim C (Victoria) MCF:EX
Sent: November 21, 2018 3:38 PM
To: MacMillan, Elizabeth PREM:EX <Elizabeth.MacMillan@gov.bc.ca>
Subject: FW: Reschedule Child Care Monthly Meeting

Hello Elizabeth, hope all goes well.

I just declined a meeting re Child Care Program Monthly Meeting, Fri Nov 23th from 11:30am to NOON. Christine Massey is available anytime next Fri Nov 30th. Thank you, Elizabeth.

Kim C. Tran

From: Massey, Christine MCF:EX
Sent: Wednesday, November 21, 2018 3:17 PM
To: Tran, Kim C (Victoria) MCF:EX
Subject: FW: Reschedule Child Care Monthly Meeting

From: Hockin, Amber PREM:EX
Sent: Wednesday, November 21, 2018 3:11 PM
To: Massey, Christine MCF:EX; Wright, Don J. PREM:EX
Cc: Bond, Allison MCF:EX; Higgins, Keira PREM:EX
Subject: RE: Reschedule Child Care Monthly Meeting

No problem, next week may be difficult due to FNLG. Debbie will be back Monday or else please work with Elizabeth in our office to reschedule. Thanks, Amber

From: Massey, Christine MCF:EX
Sent: November 21, 2018 3:00 PM

To: Hockin, Amber PREM:EX; Wright, Don J. PREM:EX

Cc: Bond, Allison MCF:EX; Higgins, Keira PREM:EX

Subject: Reschedule Child Care Monthly Meeting

Amber and Don – I recommend rescheduling this Friday's child care program update meeting to next week or the following week. We have our final discussion with the Child Care Working Group on Monday and I think that we'll have a more productive discussion after we get direction from Monday's meeting on budget and engagement priorities. Please let me know if that works for you both. Thanks.

cm

Christine Massey, Assistant Deputy Minister
Early Years & Inclusion, Ministry of Children & Family Development
Desk: 778-698-7121 Mobile: 250-415-0590

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 4:53 PM
To: Privett, Don PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hi Don,

Can you confirm if this is done?

Thanks

Elizabeth

From: Wensink, Alison PREM:EX
Sent: Wednesday, November 21, 2018 1:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hi Elizabeth – over to you 😊

Thank you!

Alison

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, November 21, 2018 1:01 PM
To: Wensink, Alison PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hello Alison, just sending a FYI and transfer out is required for Erin Richards. 😊 See below.

From: Machin, Thomas A GCPE:EX
Sent: November 19, 2018 3:20 PM
To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>
Subject: Erin Richards Transfer to GCPE

Hello,

We've submitted a transfer IN order for Erin Richard who is joining GCPE November 26, 2018.
Please submit a transfer out order for her account.

As her account is currently under finance we are not able to order remote access or MDMS on her account as it currently exists. When transferring please don't cancel the remote access services and Activesync/MDMS as we can update the billing of these to GCPE through Install base.

Thanks,
Thomas

.....

Thomas Machin

GCPE Service Desk

GDX - Government Digital Experience Division

Government Communications & Public Engagement

EMAIL – IM

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 4:38 PM
To: 'Miriam Cloutier'
Subject: RE: Flight for Amber Hockin Dec. 7

Thank you Miriam!

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Wednesday, November 21, 2018 4:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight for Amber Hockin Dec. 7

Hi Elizabeth,

I have to call Air Canada to price it out as their website is down at the moment. With the weather delays it will be a while before Air Canada answers the phone so I will try and if I can get through I will call first thing again in the morning.

Leave this with me and I will find out the cost for you.

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 4:26 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: RE: Flight for Amber Hockin Dec. 7

Hi Miriam,

Can you please tell me what the charge we would have to pay to change the ticket to end in Vancouver?

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Wednesday, November 21, 2018 4:23 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Tamra Bartilucci
Subject: RE: Flight for Amber Hockin Dec. 7

Hi Elizabeth,

For this flight if she would like to stay in Vancouver then she will have to pay change her ticket to end in Vancouver. They will charge a change fee for this and if applicable any change in fare.

The other options is if she does not have any checked bag she can chose to not take her Vancouver to Victoria flight and take the loss of that ticket. If she has checked bags than she would not be able to do this as her bags will get checked to Victoria .

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Wednesday, November 21, 2018 4:15 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: Flight for Amber Hockin Dec. 7

Hi Miriam,

I hope you're well. Amber Hockin would like to stay in Vancouver on Dec. 7th when she returns from Montreal. Can I cancel the Van-Vic portion of the flight and put that into a credit for her?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: HOLD:s.22

Start: Thu 2018-12-06 3:00 PM

End: Thu 2018-12-06 6:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesHockin, Amber PREM:EX; McConnell, Sheena PREM:EX; Brown, Evan PREM:EX

Parkinson, Elizabeth PREM:EX

Subject: AIR CANADA: Vancouver to Victoria (5:30 PM)

Location: AC Flight # AC 8075

Start: Fri 2018-12-07 5:30 PM

End: Fri 2018-12-07 6:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Optional Attendees s.17

Friday, December 7, 2018

AIR CANADA Flight # AC 8075

Depart Vancouver Airport (Main Terminal) at 5:30 PM

Arrive Victoria Airport at 6:00 PM

CONFIRMATIONS: Premier#s.22 , Seat s.15
Sheena # , Seat
Evan # , Seat

Booked with Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: AIR CANADA: Vancouver to Victoria (5:30 PM)
Location: AC Flight # AC 8075

Start: Fri 2018-12-07 5:30 PM
End: Fri 2018-12-07 6:00 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX
Optional Attendees:^{s.17}

Importance: High

Friday, December 7, 2018

AIR CANADA Flight # AC 8075

Depart Vancouver Airport (Main Terminal) at 5:30 PM
Arrive Victoria Airport at 6:00 PM

CONFIRMATIONS:	Premier ^{s.22}	Seat ^{s.15}
	Sheena #	Seat
	Evan #	Seat

Booked with Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (5:30 PM)
Location: Flight # 728

Start: Tue 2018-12-04 5:30 PM
End: Tue 2018-12-04 6:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required AttendeesHockin, Amber PREM:EX

Tuesday, December 4, 2018

HELIJET Flight # 728

Depart Victoria Harbour at 5:30 PM
Arrive Vancouver Harbour at 6:05 PM

CONFIRMATION #s.22

Helijet Tel # 1-800-665-0212

Elizabeth-21-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (5:30 PM)
Location: Flight # 789

Start: Sun 2018-12-02 5:30 PM
End: Sun 2018-12-02 6:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required AttendeesHockin, Amber PREM:EX

Sunday, December 2, 2018

HELIJET Flight # 789

Depart Vancouver Harbour at 5:30 PM
Arrive Victoria Harbour at 6:05 PM

CONFIRMATION # s.22

Helijet tel # 1-800-665-4354

Elizabeth-21-11-18

Parkinson, Elizabeth PREM:EX

Subject: HARBOUR AIR: Vancouver to Victoria (8:00 AM)
Location: Flight # 205

Start: Mon 2018-11-26 8:00 AM
End: Mon 2018-11-26 8:35 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required AttendeesHockin, Amber PREM:EX

Monday, November 26, 2018

HARBOUR AIR Flight # 205

Depart Vancouver Harbour at 8:00 am
Arrive Victoria Harbour at 8:35 am

CONFIRMATION #s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-21-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 3:55 PM
To: Wade, Debbie PREM:EX
Subject: Nov. 26 waitlists with Helijet for Amber

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Wednesday, November 21, 2018 3:13 PM
To: Parkinson, Elizabeth 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	Amber Hockin

Booking #s.22

Monday, November 26, 2018

705

07:50 Vancouver Harbour (Downtown)

08:25 Victoria Harbour (Downtown)

35 minutes

Wait List w/Auto Clear -DUPE

Invoice #	s.22
FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48
Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

1 Passengers - Full-Fare
• Amber Hockin, Female

[Add to Calendar](#)

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)

Booking # s.22

Monday, November 26, 2018

707

08:40 Vancouver Harbour (Downtown)

09:15 Victoria Harbour (Downtown)

35 minutes

Wait List w/Auto Clear -DUPE

1 Passengers - Full-Fare
• Amber Hockin, Female

[Add to Calendar](#)

Invoice # s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 3:52 PM
To: Hockin, Amber PREM:EX; Higgins, Keira PREM:EX
Subject: FW: VIMC: Vancouver International Maritime Centre

Importance: High

For your information.

Elizabeth

From: s.22
Sent: Wednesday, November 21, 2018 3:44 PM
To: OfficeofthePremier, Office PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: Fwd: VIMC: Vancouver International Maritime Centre
Importance: High

To Premier Horgan & D.M. Don Wright

On behalf of s.22

s.22

s.22

Thank you.

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 3:52 PM
To: s.22
Subject: RE: VIMC: Vancouver International Maritime Centre

Thank you s.22 I will forward.

Elizabeth

From: s.22
Sent: Wednesday, November 21, 2018 3:44 PM
To: OfficeofthePremier, Office PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: Fwd: VIMC: Vancouver International Maritime Centre
Importance: High

To Premier Horgan & D.M. Don Wright

On behalf of s.22

s.22

s.22

Thank you.

s.22

Parkinson, Elizabeth PREM:EX

Subject: SHEENA: HELIJET: Vancouver to Victoria (3:00 PM)
Location: Flight #721

Start: Thu 2018-11-29 3:00 PM
End: Thu 2018-11-29 3:35 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees McConnell, Sheena PREM:EX

Thursday, November 29, 2018

Helijet Flight #721

Depart Vancouver Harbour at 3:00 PM
Arrive Victoria Harbour at 3:35 PM

CONFIRMATION #s.22

Helijet Tel # 1-800-665-4354

Elizabeth-21-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 3:25 PM
To: Dhanota, Surjit LASS:EX
Subject: I found the key for the Vault

Hi Surjit,

Sorry, it looks like I had the key hidden away. So sorry!



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (1:20)
Location: Flight 717

Start: Fri 2018-11-30 1:20 PM
End: Fri 2018-11-30 1:55 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX

Friday, November 30

Helijet Flight #717

Depart Vancouver Harbour at 1:20 PM
Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier s.22
Evan
s.15; s.22

Helijet Tel # 1-800-665-4354

Nov 15 /cm

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Vancouver to Victoria (1:20)
Location: Flight 717

Start: Fri 2018-11-30 1:20 PM
End: Fri 2018-11-30 1:55 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX

Importance: High

Friday, November 30

Helijet Flight #717

Depart Vancouver Harbour at 1:20 PM
Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier s.22
Evan
s.15; s.22

Helijet Tel # 1-800-665-4354

Nov 15 /cm

Parkinson, Elizabeth PREM:EX

Subject: HARBOUR AIR: Vancouver to Victoria (3:00 PM)
Location: Flight #218

Start: Fri 2018-11-30 3:00 PM
End: Fri 2018-11-30 3:35 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX

Friday, November 30, 2018

HARBOUR AIR Flight #218

Depart Vancouver Harbour at 3:00 PM
Arrive Victoria Harbour at 3:35 PM

CONFIRMATIONS: Premier s.22
s.15; s.22
Evan s.22

Harbour Air Tel #1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HARBOUR AIR: Vancouver to Victoria (3:00 PM)
Location: Flight #218

Start: Fri 2018-11-30 3:00 PM
End: Fri 2018-11-30 3:35 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17
Required Attendees Brown, Evan PREM:EX

Importance: High

Friday, November 30, 2018

HARBOUR AIR Flight #218

Depart Vancouver Harbour at 3:00 PM
Arrive Victoria Harbour at 3:35 PM

CONFIRMATIONS: Premier s.22
s.15; s.22
Evan s.22

Harbour Air Tel #1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 3:09 PM
To: Hockin, Amber PREM:EX
Subject: RE: Registration Confirmation for the First Ministers' Meeting

Thanks! (I registered you ☺)

From: Hockin, Amber PREM:EX
Sent: Wednesday, November 21, 2018 3:08 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Registration Confirmation for the First Ministers' Meeting
Importance: High

From: Info@scics.gc.ca [mailto:Info@scics.gc.ca]
Sent: November 9, 2018 5:22 AM
To: Hockin, Amber PREM:EX
Subject: Registration Confirmation for the First Ministers' Meeting
Importance: High

Ms. Amber Hockin,

This note is to confirm your registration for the First Ministers' Meeting. If you need to modify or cancel your registration, please contact: Simon Lévesque at 613-293-6586 or by email at simon.levesque@scics.ca.

Thank you.

Canadian Intergovernmental Conference Secretariat

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 3:00 PM
To: Smith, Jason FIN:EX
Subject: Accepted: Legislature buildings Train the Trainer session Unified Communications

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 3:00 PM
To: Hockin, Amber PREM:EX
Subject: RE: bookings

Hi Amber,

I will make the bookings the flights you need locally. Your flight to and from Montreal should show in your calendar now. We do need to book you travel to Vancouver on the evening (?) of Dec. 5th to meet up with the Premier at the s.15 . Is there a time you would prefer and I can fly you airport to airport for convenience? I will cancel your flight from Van-Vic after Montreal and put it into a credit. Unfortunately, I don't yet have any details for meetings other than the First Ministers meeting on Dec. 7th which I have added to your calendar also. If you have some other details I'd be happy to add them to your calendar.

Elizabeth

From: Hockin, Amber PREM:EX
Sent: Wednesday, November 21, 2018 1:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: bookings

Hi Elizabeth: just realized that I need to book some further trips and was wondering if you could help?

1. As requested, return from Vancouver to Victoria Nov 26 early am
2. Return from Vancouver to Victoria Dec. 2nd late afternoon please
3. I need to be back over in Vancouver Dec 4th evening/after 5 pm
4. Not sure about my flights for Montreal: Dec 6 is in my calendar and looks fine. Then December 7th only a flight from Vancouver to Victoria shows up. If possible, I would like to end up in Vancouver, not Victoria and could you let me know when the flight leaves Montreal? Are the flight times lined up with the meeting times that Okenge laid out? Thanks very much for your help. Amber

Amber Hockin, Deputy Chief of Staff
Office of the Premier
Cell: 778-584-0867
Email: amber.hockin@gov.bc.ca

Parkinson, Elizabeth PREM:EX

Subject: TRAVEL to Vancouver Airport

Start: Thu 2018-12-06 6:00 AM

End: Thu 2018-12-06 6:30 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Parkinson, Elizabeth PREM:EX

Subject: TRAVEL to^{s.15}
Location: s.15

Start: Thu 2018-12-06 11:55 AM
End: Thu 2018-12-06 12:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesBrown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

25 Minutes

Parkinson, Elizabeth PREM:EX

Subject: BLOCK: First Ministers Meeting in Montreal

Start: Fri 2018-12-07 6:00 AM

End: Fri 2018-12-07 8:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Parkinson, Elizabeth PREM:EX

Subject: TRAVEL to Montreal Airport

Start: Fri 2018-12-07 8:10 AM

End: Fri 2018-12-07 10:10 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesBrown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

30 minutes

Parkinson, Elizabeth PREM:EX

Subject: AIR CANADA: Montreal to Vancouver (1:10 PM)

Location: AC Flight # AC 0305

Start: Fri 2018-12-07 10:10 AM

End: Fri 2018-12-07 3:59 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Hockin, Amber PREM:EX

Optional Attendees S.17

Friday, December 7, 2018

AIR CANADA Flight # AC 0305

Depart Montreal Airport at 1:10 PM

Arrive Vancouver Airport (Main Terminal) at 3:59 PM

CONFIRMATIONS:	Premier s.22	Seat s.15
	Evan	Seat
	Sheena	Seat
	Amber	, Sea

Booked with Tamra at Flight Centre, Tel # 250-360-0258

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: AIR CANADA: Montreal to Vancouver (1:10 PM)

Location: AC Flight # AC 0305

Start: Fri 2018-12-07 10:10 AM

End: Fri 2018-12-07 3:59 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Hockin, Amber PREM:EX

Optional Attendees S.17

Importance: High

Friday, December 7, 2018

AIR CANADA Flight # AC 0305

Depart Montreal Airport at 1:10 PM

Arrive Vancouver Airport (Main Terminal) at 3:59 PM

CONFIRMATIONS: Premier # S.22 Seat # S.15
Evan # Seat #
Sheena # Seat #
Amber # , Seat

Booked with Tamra at Flight Centre, Tel # 250-360-0258

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 2:26 PM
To: Henry, David A FIN:EX
Subject: RE: Laptop for Sage

Thanks David and Dean.

From: Henry, David A FIN:EX
Sent: Wednesday, November 21, 2018 2:16 PM
To: Aaron, Sage PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: Andruz, Dean FIN:EX
Subject: RE: Laptop for Sage

Hi,
s.22 so Dean kindly will be bringing the 2 laptops over for you to take a look at around 3:30pm.

Thanks Dean!

David

From: Aaron, Sage PREM:EX
Sent: November 21, 2018 12:22 PM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: RE: Laptop for Sage

Yes, that works thanks

Sage
778-678-0832

From: Henry, David A FIN:EX
Sent: Wednesday, November 21, 2018 12:22 PM
To: Aaron, Sage PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: Re: Laptop for Sage

Hi Sage, apologies for the delay.
I have 2 laptops just updating patches and can bring them over later this afternoon for you to take a look at?
If you are unavailable, can leave with Elizabeth?

Thanks,
David

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

From: "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>
Date: 2018-11-21 12:20 PM (GMT-08:00)

To: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>, "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Subject: RE: Laptop for Sage

Hello! Am I still waiting for someone to come talk to me about laptops?

Sage
778-678-0832

From: Henry, David A FIN:EX
Sent: Monday, November 19, 2018 11:32 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

For sure Elizabeth, will get some and forward over and follow-up.
Quick question: is Sage getting a new PC at REFRESH or no...?
Thanks,
David

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:43 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>
Subject: Laptop for Sage

Hi David,

The Surface Sage is working with isn't meeting her needs. Are you able to put together some other options for her?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 2:25 PM
To: Wensink, Alison PREM:EX
Subject: RE: Erin Richards Transfer to GCPE

We'll take care of it today Alison.

Elizabeth

From: Wensink, Alison PREM:EX
Sent: Wednesday, November 21, 2018 1:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hi Elizabeth – over to you 😊

Thank you!

Alison

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, November 21, 2018 1:01 PM
To: Wensink, Alison PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hello Alison, just sending a FYI and transfer out is required for Erin Richards. 🙄 See below.

From: Machin, Thomas A GCPE:EX
Sent: November 19, 2018 3:20 PM
To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>
Subject: Erin Richards Transfer to GCPE

Hello,

We've submitted a transfer IN order for Erin Richard who is joining GCPE November 26, 2018.
Please submit a transfer out order for her account.

As her account is currently under finance we are not able to order remote access or MDMS on her account as it currently exists. When transferring please don't cancel the remote access services and Activesync/MDMS as we can update the billing of these to GCPE through Install base.

Thanks,
Thomas

.....
Thomas Machin

GCPE Service Desk
GDX - Government Digital Experience Division
Government Communications & Public Engagement
[EMAIL](#) – [IM](#)

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 2:25 PM
To: Privett, Don PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hi Don,

Can you please arrange a transfer out for Erin as below?

Thanks,

Elizabeth

From: Wensink, Alison PREM:EX
Sent: Wednesday, November 21, 2018 1:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hi Elizabeth – over to you 😊

Thank you!

Alison

From: Piotrowicz, Eddie P FIN:EX
Sent: Wednesday, November 21, 2018 1:01 PM
To: Wensink, Alison PREM:EX
Subject: FW: Erin Richards Transfer to GCPE

Hello Alison, just sending a FYI and transfer out is required for Erin Richards. 😊 See below.

From: Machin, Thomas A GCPE:EX
Sent: November 19, 2018 3:20 PM
To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>
Subject: Erin Richards Transfer to GCPE

Hello,

We've submitted a transfer IN order for Erin Richard who is joining GCPE November 26, 2018.
Please submit a transfer out order for her account.

As her account is currently under finance we are not able to order remote access or MDMS on her account as it currently exists. When transferring please don't cancel the remote access services and Activesync/MDMS as we can update the billing of these to GCPE through Install base.

Thanks,
Thomas

.....

Thomas Machin

GCPE Service Desk

GDX - Government Digital Experience Division

Government Communications & Public Engagement

EMAIL – IM

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 2:20 PM
To: Hockin, Amber PREM:EX
Subject: RE: bookings

Will do Amber.

From: Hockin, Amber PREM:EX
Sent: Wednesday, November 21, 2018 1:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: bookings

Hi Elizabeth: just realized that I need to book some further trips and was wondering if you could help?

1. As requested, return from Vancouver to Victoria Nov 26 early am
2. Return from Vancouver to Victoria Dec. 2nd late afternoon please
3. I need to be back over in Vancouver Dec 4th evening/after 5 pm
4. Not sure about my flights for Montreal: Dec 6 is in my calendar and looks fine. Then December 7th only a flight from Vancouver to Victoria shows up. If possible, I would like to end up in Vancouver, not Victoria and could you let me know when the flight leaves Montreal? Are the flight times lined up with the meeting times that Okenge laid out? Thanks very much for your help. Amber

Amber Hockin, Deputy Chief of Staff
Office of the Premier
Cell: 778-584-0867
Email: amber.hockin@gov.bc.ca

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:27 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Jen Holmwood, TV#E130094
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 12:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:25 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Sage Aaron, TV#E130092
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 12:02 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:24 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Evan Brown, TV#E130091
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 12:02 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:22 PM
To: Henry, David A FIN:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

That works David.

From: Henry, David A FIN:EX
Sent: Wednesday, November 21, 2018 12:22 PM
To: Aaron, Sage PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: Re: Laptop for Sage

Hi Sage, apologies for the delay.
I have 2 laptops just updating patches and can bring them over later this afternoon for you to take a look at?
If you are unavailable, can leave with Elizabeth?

Thanks,
David

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

From: "Aaron, Sage PREM:EX" <Sage.Aaron@gov.bc.ca>
Date: 2018-11-21 12:20 PM (GMT-08:00)
To: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>, "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Subject: RE: Laptop for Sage

Hello! Am I still waiting for someone to come talk to me about laptops?

Sage
778-678-0832

From: Henry, David A FIN:EX
Sent: Monday, November 19, 2018 11:32 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

For sure Elizabeth, will get some and forward over and follow-up.
Quick question: is Sage getting a new PC at REFRESH or no...?
Thanks,
David

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:43 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>

Cc: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>

Subject: Laptop for Sage

Hi David,

The Surface Sage is working with isn't meeting her needs. Are you able to put together some other options for her?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: *The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.*

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:21 PM
To: Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

Hi Sage,

David said he would bring the options, but he hasn't come yet.

From: Aaron, Sage PREM:EX
Sent: Wednesday, November 21, 2018 12:20 PM
To: Henry, David A FIN:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Laptop for Sage

Hello! Am I still waiting for someone to come talk to me about laptops?

Sage
778-678-0832

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Quick question: is Sage getting a new PC at REFRESH or no...?
Thanks,
David

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:43 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>
Subject: Laptop for Sage

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Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:18 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Evan Brown, TV#E130089
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 12:00 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:17 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Jen Holmwood, TV#E130095
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:59 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:16 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Sheena McConnell TV#E130096
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:58 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:15 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Sheena McConnell TV#E130097
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:57 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:14 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Sheena McConnell, TV#E130097
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:57 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:13 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Geoff Meggs, TV#E130109
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:57 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:12 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Geoff Meggs, TV #E130110
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:56 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:11 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Geoff Meggs, TV#E130117
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:55 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:11 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Geoff Meggs, TV#E130118
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:55 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:10 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Geoff Meggs, TV #E130119
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:54 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:09 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Evan Brown, TV #E130124
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:54 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:08 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Evan Brown TV #E130123
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:53 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 12:07 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Jen Holmwood: Reimbursement claim
Attachments: Scan_20181121.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 21, 2018 11:51 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (4:55 PM)
Location: Flight # 726

Start: Tue 2018-11-27 4:55 PM
End: Tue 2018-11-27 5:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required AttendeesHockin, Amber PREM:EX

Tuesday, November 27, 2018

HELIJET Flight # 726

Depart Victoria Harbour at 4:55 PM
Arrive Vancouver Harbour at 5:30 PM

CONFIRMATION # s.22

Helijet Tel # 1-800-665-4354

Elizabeth-21-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 11:36 AM
To: Wade, Debbie PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

FYI-

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Wednesday, November 21, 2018 11:33 AM
To: Parkinson, Elizabeth 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	Amber Hockin

Booking #s.22

Tuesday, November 27, 2018

728

17:30 Victoria Harbour (Downtown)

18:05 Vancouver Harbour (Downtown)

35 minutes

Wait List w/Auto Clear -DUPE

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

+ GST	\$15.48
-------	---------

Billing	\$309.52
---------	----------

Taxes	\$15.48
-------	---------

Grand Total	\$325.00
--------------------	-----------------

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

1 Passengers - Full-Fare
• **Amber Hockin, Female**

[Add to Calendar](#)

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)

Booking # s.22

Tuesday, November 27, 2018

858

18:40 Victoria Harbour (Downtown)

19:15 Vancouver Harbour (Downtown)

35 minutes

Wait List w/Auto Clear -DUPE

1 Passengers - Full-Fare
• **Amber Hockin, Female**

[Add to Calendar](#)

Invoice # s.22

FARE-YWH-FULL_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

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

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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)

Booking # s.22

Tuesday, November 27, 2018

730

18:45 Victoria Harbour (Downtown)

19:20 Vancouver Harbour (Downtown)

35 minutes

Wait List w/Auto Clear -DUPE

1 Passengers - Full-Fare

• Amber Hockin, Female

[Add to Calendar](#)

Invoice **\$5.22**

FARE-YWH-FULL_Winter18-19

\$309.52

+ GST

\$15.48

Billing

\$309.52

Taxes

\$15.48

Grand Total

\$325.00

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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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 11:35 AM
To: Wade, Debbie PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

FYI-

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Wednesday, November 21, 2018 11:33 AM
To: Parkinson, Elizabeth PREM:EX
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We look forward to welcoming you aboard your flight soon!

Customer Information

Account

Customer #	s.22
Name	Amber Hockin

Booking s.22

Tuesday, November 27, 2018

726

16:55 Victoria Harbour (Downtown)

17:30 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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1 Passengers - Full-Fare

• **Amber Hockin, Female**

[Add to Calendar](#)

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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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 11:34 AM
To: Hockin, Amber PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: RE: Helijet, Nov. 28

Hi Amber,

Helijet are completely booked currently. I have you confirmed on the 4:55 flight and waitlisted for the 3 flights afterward.

Elizabeth

From: Hockin, Amber PREM:EX
Sent: Wednesday, November 21, 2018 11:24 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Helijet, Nov. 28

Yes please that would be great.

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Nov 21, 2018, at 11:19 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Amber,

Would you like me to put you on the last available flight with Helijet on the 27th?

<image001.png> *Elizabeth Parkinson*
Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (8:20 AM)

Location: Flight # 704

Start: Wed 2018-11-28 8:20 AM

End: Wed 2018-11-28 8:55 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX

Optional Attendees: s.17

Wednesday, November 28, 2018

HELIJET Flight # 704

Depart Victoria Harbour at 8:20 AM

Arrive Vancouver Harbour at 8:55 AM

CONFIRMATIONS: Premier s.22
s.15; s.22

Evan s.22

Amber Hockin flying the night before.

Helijet tel # 1-800-665-4354

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Victoria to Vancouver (8:20 AM)

Location: Flight # 704

Start: Wed 2018-11-28 8:20 AM

End: Wed 2018-11-28 8:55 AM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX

Optional Attendees s.17

Importance: High

Wednesday, November 28, 2018

HELIJET Flight # 704

Depart Victoria Harbour at 8:20 AM

Arrive Vancouver Harbour at 8:55 AM

CONFIRMATIONS: Premier ~~s.~~22
s.15; s.22

Evan s.22

Amber Hockin flying the night before.

Helijet tel # 1-800-665-4354

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 10:44 AM
To: Geary, Vanessa PREM:EX
Subject: RE: Polycoms for the OOP

Thank you!

From: Geary, Vanessa PREM:EX
Sent: Wednesday, November 21, 2018 10:43 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Polycoms for the OOP

Approval for purchase of the two wireless speakers. Thanks

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 21, 2018 9:49 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Polycoms for the OOP

Hi Vanessa,

Surjit with Facilities came by the office last week to check each office for a special data cable/port required for the new UC polycoms. It seems that Amber and Sage's office do not have the correct cable hook-up and Facilities say it will cost about \$500 per room to install and they and Shelly Canitz say we will have to pay that cost if we want them.

I spoke with David Henry about some other options and one of them is for Sage and Amber to use their UC desk phones and we can purchase a wireless speaker, or they can keep the current wired polycoms but will not have the Skype ability.

Also, Amber and Geoff have both requested the wireless speaker anyway as apparently the wired polycoms have been a tripping hazard during meetings.

The wireless speaker is about \$150 and we would need 2. Here's the link.

https://www.dcv.gov.bc.ca/Product/Details/7520368040_S

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 9:52 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Return flight?

Thanks. ☺

From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, November 21, 2018 9:36 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Return flight?

Yep

Sent from my iPhone

On Nov 21, 2018, at 8:52 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

OK. You cancelled the flight?

From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, November 21, 2018 8:52 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Return flight?

Morning. I had to cancel if so I'm in victoria still

Sent from my iPhone

On Nov 21, 2018, at 8:51 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Kate,

I don't think we booked you a return flight from Vancouver. Do you have an idea when you'd like to come back?

Thanks,

<image001.png> | *Elizabeth Parkinson*
Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

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*please notify the sender immediately and delete this message and any attachments from your system.
Thank you.*

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 9:51 AM
To: Poldrugovac, Saija FIN:EX
Cc: Geary, Vanessa PREM:EX
Subject: FW: Tax receipt
Attachments: Office of Premier.pdf

Hi Saija and Vanessa,

I'm not sure if this tax receipt is anything we would use.

Thanks,

Elizabeth

From: info@jackwebster.com [mailto:info@jackwebster.com]
Sent: Wednesday, November 21, 2018 9:37 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Tax receipt

Thank you for your support of the 2018 Jack Webster Awards. Attached is an income tax receipt for the donation portion of your ticket purchase that supports professional development funding for working journalists, student awards for the next generation of journalists and educational seminars for members of the media. We look forward to welcoming you back in 2019.

Janet Mitchell, Executive Director
Jack Webster Foundation, T 604-603-4218
E info@jackwebster.com W www.jackwebster.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 9:31 AM
To: Richards, Erin PREM:EX
Subject: RE: Sage's travel # E129908

Thanks Erin. Finance sent me a note saying it wasn't yet approved but maybe there was some cross over.

From: Richards, Erin PREM:EX
Sent: Wednesday, November 21, 2018 9:18 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage's travel # E129908

Hi Elizabeth,

Sage told me yesterday that she's already approved the voucher in her email.

Thanks,

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 12:35 PM
To: Richards, Erin PREM:EX
Subject: Sage's travel # E129908

Hi Erin,

Sage has a travel voucher sitting in her email for approval. Can you please approve and forward to Vanessa?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 9:27 AM
To: Trimble, Brett FIN:EX
Subject: RE: PREM Office 2016 Upgrade

Thanks Brett.

From: Trimble, Brett FIN:EX
Sent: Wednesday, November 21, 2018 9:25 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: PREM Office 2016 Upgrade

Hi Elizabeth,
We have a very limited supply, but yes we should be able to accommodate a few. 😊
Regards, Brett

Brett Trimble
Systems Analyst
Ministry of Finance | Offices of the Premier
Tel: 250-634-4966

From: Parkinson, Elizabeth PREM:EX
Sent: November 21, 2018 9:22 AM
To: Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca>
Subject: RE: PREM Office 2016 Upgrade

Hi Brett,

I'll check with staff and get back to you. We are offering a back-up laptop if they are not able to leave it, correct?

Elizabeth

From: Trimble, Brett FIN:EX
Sent: Tuesday, November 20, 2018 11:12 PM
To: Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX
Cc: PREM Tech
Subject: PREM Office 2016 Upgrade
Importance: High

Please respond by end of day Friday November 23rd

Good Evening Elizabeth and Don,

The following staff in your office are scheduled to receive the new **Office 2016**.

s.17

Jon.Robinson	Microsoft Surface Pro
--------------	-----------------------

John Horgan	Lenovo M93p SFF Pro
Sage.Aaron	Microsoft Surface Pro
Sheena.McConnell	Microsoft Surface Pro
Erin.Richards	Microsoft Surface Pro
Amber Hockin	Microsoft Surface Pro
Kate VanMeer-Mass	Microsoft Surface Pro
Amber.Nash	Microsoft Surface Pro
Jen.Holmwood	Microsoft Surface Pro
Evan Brown	Microsoft Surface Pro
Debbie Wade	Microsoft Surface Pro
Geoff Meggs	Microsoft Surface Pro
Bruce Fogg	Microsoft Surface Pro

To do this upgrade, the computer has to be in the office and on the network the evening of **November 27th**. Or over the weekend of **December 1st and 2nd**. Please advise which date your staff are wanting the upgrade to be performed.

- There is a program on your desktop that will backup your settings and data for a more seamless upgrade: **WTRP Migration tool**



Please ensure to run the WTRP tool before you leave for the weekend!

November 27th or Dec 1st and 2nd : please ensure to leave the PC in the office, turned on and logged off.

- On the following morning - **Wednesday Nov 28th** (or **Monday Dec 3rd**) PremTech team will be by in the morning to help configure mailboxes, calendars etc. and resolve any other issues. **If you are not in that day, please contact prem.tech@gov.bc.ca to arrange a visit.**

Any questions or concerns please contact us @: prem.tech@gov.bc.ca

From: Shortt, Amanda PREM:EX

Sent: November 5, 2018 4:53 PM

To: Cooling, Karen LBR:EX <Karen.Cooling@gov.bc.ca>; Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca>; Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>; Sanderson, Melissa EMPR:EX <Melissa.Sanderson@gov.bc.ca>; Lo, Reamick ENV:EX <Reamick.Lo@gov.bc.ca>; Xia, Eveline ENV:EX <Eveline.Xia@gov.bc.ca>; Squance, Leah SDPR:EX <Leah.Squance@gov.bc.ca>; Milne, Gala AG:EX <Gala.Milne@gov.bc.ca>; Cheevers, Michael LBR:EX <Michael.Cheevers@gov.bc.ca>; Ranjan, Ramesh TAC:EX <Ramesh.Ranjan@gov.bc.ca>; Perry, Alisma, MCF:EX <Alisma.Perry@gov.bc.ca>; Harder, Derrick AG:EX <Derrick.Harder@gov.bc.ca>; Chang, Stephanie JTT:EX <Stephanie.Chang@gov.bc.ca>; Smith, Jessica C AGRI:EX <Jessica.C.Smith@gov.bc.ca>; Ashbourne, Craig MAH:EX

<Craig.Ashbourne@gov.bc.ca>; McNish, James JTT:EX <James.McNish@gov.bc.ca>; Lindsay-Baugh, Anna MMHA:EX <Anna.LindsayBaugh@gov.bc.ca>; Scott, Samantha AG:EX <Samantha.Scott@gov.bc.ca>; Maartman, William EDUC:EX <William.Maartman@gov.bc.ca>; Lawson, Liam PSSG:EX <Liam.Lawson@gov.bc.ca>; Newhook, Kelly TAC:EX <Kelly.Newhook@gov.bc.ca>; Henry, Molly FIN:EX <Molly.Henry@gov.bc.ca>; Sather, Kelly FIN:EX <Kelly.Sather@gov.bc.ca>; MacDonald, Alex MMHA:EX <Alex.MacDonald@gov.bc.ca>; Zimmerman, Emily LBR:EX <Emily.Zimmerman@gov.bc.ca>; Takkar, Nimmi PSSG:EX <Nimmi.Takkar@gov.bc.ca>; Frampton, Caelie ENV:EX <Caelie.Frampton@gov.bc.ca>; Robb, Amanda JTT:EX <Amanda.Robb@gov.bc.ca>; Infante, James SDPR:EX <James.Infante@gov.bc.ca>

Cc: PREM Tech <PREM.Tech@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>

Subject: PREM Office 2016 Upgrade

Hello,

Your computer is required for an upgrade to Office 2016.

A PREM Tech team member will be visiting each of your offices in the following weeks to discuss performing the upgrade during a time that works for you.

If you have any questions please reach out to:

PREM Tech Support
Email: Prem.tech@gov.bc.ca
Contact #: 250-953-5151

Thank you,

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

Parkinson, Elizabeth PREM:EX

Subject: Canceled: KATE: HARBOUR AIR: Victoria to Vancouver (10:30AM)
Location: Flight # 2080

Start: Wed 2018-11-21 12:00 AM
End: Thu 2018-11-22 12:00 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Van Meer-Mass, Kate PREM:EX

Importance: High

Wednesday, November 21, 2018

HARBOUR AIR Flight # 2080

Depart Victoria Harbour at 10:30 AM
Arrive Vancouver Harbour at 11:05 AM

CONFIRMATION #s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Page 0437 of 1050

Withheld pursuant to/removed as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 3:56 PM
To: Wensink, Alison PREM:EX
Subject: Declined: Safety Training

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 3:54 PM
To: Hamilton, Michael LASS:EX
Subject: FYI-

Noel Stone, Sergeant-At-Arms Training Officer, will be conducting a safety seminar on December 17th from 1-2pm. This optional session will include what to do in an earthquake, an active shooter situation and other information.



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 2:51 PM
To: Hansard Services 1 LASS:EX
Subject: RE: Help!

Thank you for verifying it worked. ☺

Elizabeth

From: Hansard Services [mailto:HansardServices@leg.bc.ca]
Sent: Tuesday, November 20, 2018 2:51 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Help!

Great! I see the request in the queue already.

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, November 20, 2018 2:45 PM
To: Hansard Services <HansardServices@leg.bc.ca>
Subject: RE: Help!

Thank you Shawna! That seemed to work.

Elizabeth

From: Hansard Services [mailto:HansardServices@leg.bc.ca]
Sent: Tuesday, November 20, 2018 2:42 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Help!

Hi Elizabeth,

Are you able to access the form using this link?

<https://www2.leg.bc.ca/hansard/media-request.htm>

Let me know. If not, we can figure something out for you!

Shawna Turner
Administrative Assistant
Hansard Services
T.250.387.3681
Shawna.Turner@leg.bc.ca
www.leg.bc.ca

 Please consider the environment before printing this email.

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]

Sent: Tuesday, November 20, 2018 2:31 PM

To: Hansard Services <HansardServices@leg.bc.ca>

Subject: Help!

Hi! I don't have access to the intranet anymore, but would like to order 2 copies of an introduction for guests of the Premier today. Can I do this through email?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 2:49 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Holiday Open House in the West Annex

Hi Kate,

Would you like me to purchase cheese, meats, crackers etc. from Costco again?

Elizabeth

From: Van Meer-Mass, Kate PREM:EX
Sent: Tuesday, November 20, 2018 2:12 PM
To: LP PO Executive Office
Subject: Holiday Open House in the West Annex

Hi Folks,

As we did last year we are looking to host another open house for staff throughout the building. Both Upstairs and downstairs will be the hosts. Are there any flags for folks on December 18th from 3-5pm?

Kate



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 12:53 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage's travel # E129908

Ok.

From: Richards, Erin PREM:EX
Sent: Tuesday, November 20, 2018 12:52 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage's travel # E129908

I can't seem to choose anyone to "act on behalf of" when I'm in the e-forms system. I will need her to do it directly, I think.

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 12:35 PM
To: Richards, Erin PREM:EX
Subject: Sage's travel # E129908

Hi Erin,

Sage has a travel voucher sitting in her email for approval. Can you please approve and forward to Vanessa?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 12:53 PM
To: Henry, David A FIN:EX
Subject: RE: Laptop for Sage

Hi David,

Sage is busy tomroow am. Can they be left for her?

From: Henry, David A FIN:EX
Sent: Tuesday, November 20, 2018 12:50 PM
To: Parkinson, Elizabeth PREM:EX; Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

Hi Sage and Elizabeth,

I can bring by a couple of demo laptop options tomorrow AM if that works?

David

From: Henry, David A FIN:EX
Sent: Monday, November 19, 2018 11:32 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

For sure Elizabeth, will get some and forward over and follow-up.

Quick question: is Sage getting a new PC at REFRESH or no...?

Thanks,

David

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:43 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>
Subject: Laptop for Sage

Hi David,

The Surface Sage is working with isn't meeting her needs. Are you able to put together some other options for her?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 12:50 PM
To: Richards, Erin PREM:EX
Subject: FW: Laptop for Sage

FYI-

From: Henry, David A FIN:EX
Sent: Tuesday, November 20, 2018 12:50 PM
To: Parkinson, Elizabeth PREM:EX; Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

Hi Sage and Elizabeth,

I can bring by a couple of demo laptop options tomorrow AM if that works?

David

From: Henry, David A FIN:EX
Sent: Monday, November 19, 2018 11:32 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

For sure Elizabeth, will get some and forward over and follow-up.
Quick question: is Sage getting a new PC at REFRESH or no...?
Thanks,
David

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:43 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>
Subject: Laptop for Sage

Hi David,

The Surface Sage is working with isn't meeting her needs. Are you able to put together some other options for her?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 12:21 PM
To: 'Beal, Jenna'
Subject: RE: Setting up email statements

Thank you Jenna. My account ~~S~~.17 Office of the Premier Room 156, West Annex, 501 Belleville St.

Elizabeth

From: Beal, Jenna [mailto:Jenna.Beal@stericycle.com]
Sent: Tuesday, November 20, 2018 12:16 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Setting up email statements

Hi Elizabeth,

Can I get your account number or full address?

I'll have the team set that up for you.

Thank you

Jenna Beal-Channaa

Inside Sales Executive

O: +1 800-697-4733 | M: +1 289-556-9606 | F: +1 905-662-0368 | stericycle.ca | shredit.com

428 Millen Rd, Unit 23, Stoney Creek, Ontario L8E 3N9

 **Stericycle®** |  **Shred-it®** Shred-it® is a Stericycle solution.

Did you know we also destroy mixed media and hard drives?



Pallet with Boxes
(Up to 40 small boxes)



Gaylord Box
(48" x 40" x 36")



Media



X-ray Media



Hard Drives

From: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Sent: November-20-18 2:17 PM
To: Beal, Jenna <Jenna.Beal@STERICYCLE.com>
Subject: Setting up email statements

Hi Jenna,

Is it possible to have the statements sent to my email going forward?

Much thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 11:58 AM
To: Maartman, William EDUC:EX
Subject: RE: Introduction Nov. 21?

Thanks Will!

From: Maartman, William EDUC:EX
Sent: Tuesday, November 20, 2018 11:41 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Introduction Nov. 21?

Absolutely!

Sent from my iPhone

On Nov 20, 2018, at 11:38 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Will,

Would it be possible for Minister Fleming to introduce s.22 tomorrow during QP? She s.22
s.22 will be visiting QP with s.22
s.22

Thanks,

Elizabeth

<image001.png>

Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

Subject: Evan: PJH Introduction please

Start: Wed 2018-11-21 12:00 AM

End: Thu 2018-11-22 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX

Required AttendeesBrown, Evan PREM:EX

s.22

Page 0453 of 1050 to/à Page 0454 of 1050

Withheld pursuant to/removed as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 11:28 AM
To: Henry, David A FIN:EX
Subject: RE: Polycoms for Amber and Sage

Thanks David,

Do you have a suggestion as to where I purchase the wireless units from?

Elizabeth

From: Henry, David A FIN:EX
Sent: Tuesday, November 20, 2018 11:25 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Polycoms for Amber and Sage

Hi Elizabeth,
Are you able to confirm that with Charlynnne, or should I? **Sure I will do this.**
And do I need to order the wireless boxes. **Yes best if you do.**
Thanks,
David

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-20 11:11 AM (GMT-08:00)
To: "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>
Subject: RE: Polycoms for Amber and Sage

Hi David,

Sage says she is fine keeping the Polycom she has. Amber and Geoff would like the wireless option with the UC desk phone. Are you able to confirm that with Charlynnne, or should I? And do I need to order the wireless boxes?

Thanks,

Elizabeth

From: Henry, David A FIN:EX
Sent: Tuesday, November 20, 2018 9:19 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Polycoms for Amber and Sage

Hi Elizabeth,

The options, both have to be purchased.

1. Are to go with current TELUS phone line (no UC polycom unit). Have to purchase as they are no longer made/sold by Polycom

<https://www.amazon.ca/Polycom-SoundStation-Expandable-Conference-24-Hour/dp/B002G31Y40>

Copyright

2. UC phone and then use the wireless speaker phone unit (I dropped one off to show you, Evan and Don) as we setup for Premier.

https://www.dcv.gov.bc.ca/Product/Details/7520368040_S

\$149.50 via the DCV



Thanks,

David

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 9:08 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Subject: RE: Polycoms for Amber and Sage

Hi David,

So you can't purchase as part of the Refresh program?

Elizabeth

From: Henry, David A FIN:EX
Sent: Tuesday, November 20, 2018 9:05 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Polycoms for Amber and Sage

Hi Elizabeth,

Yes, you would need to go the refurbished route – buy from amazon or eBay. Similar like what was going to be purchased for Premier.

Then keep current TELUS phone line.

David

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 9:01 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Subject: Polycoms for Amber and Sage

Hi David,

Sage said she is fine keeping the polycom she has, but Amber has requested a wireless version for her and Geoff if possible. Is that possible?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier
Direct: 250-387-1805

Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 11:25 AM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: BEA: Evan Brown session meal
Attachments: Scan_20181120.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, November 20, 2018 11:24 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 11:20 AM
To: 'Cheryl Massey'
Subject: RE: 2 pages of receipts

Thank you Cheryl!

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

From: Cheryl Massey [mailto:cMassey@helijet.com]
Sent: Tuesday, November 20, 2018 10:49 AM
To: Parkinson, Elizabeth PREM:EX
Subject: 2 pages of receipts

Thank you

Cheryl Massey
Assistant to the C.F.O

Helijet International Inc and Pacific Heliport Services
5911 Airport Road South
Richmond BC V7B 1B5

604-231-3520 direct
604-273-4688 main

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 9:56 AM
To: Dixon, Olivia PREM:EX
Subject: RE: QP tickets -

WE can meet you at the Gallery entrance

From: Dixon, Olivia PREM:EX
Sent: Tuesday, November 20, 2018 9:55 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: QP tickets -

s.22 I are at caucus should I run back and grab them?

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **M:** 604-818-1484
E: Olivia.Dixon@gov.bc.ca

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-20 9:52 AM (GMT-08:00)
To: "Dixon, Olivia PREM:EX" <Olivia.Dixon@gov.bc.ca>
Subject: QP tickets -

Hi Olivia,

I have the tickets. Are we meeting here? It starts at 10



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 9:55 AM
To: Geary, Vanessa PREM:EX
Subject: RE: I have the Qp tickets - Are you coming here?

It starts at 10:00. Can we meet you at the Gallery entrance?

From: Geary, Vanessa PREM:EX
Sent: Tuesday, November 20, 2018 9:54 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: I have the Qp tickets - Are you coming here?

Oh - I forgot we needed them / will come back after caucus thx

Sent from my iPhone

On Nov 20, 2018, at 9:48 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

<image001.png>

Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 9:53 AM
To: Wade, Debbie PREM:EX
Subject: RE: Polycom option for Amber and Geoff

I will order for Amber and Geoff

From: Wade, Debbie PREM:EX
Sent: Tuesday, November 20, 2018 9:52 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Polycom option for Amber and Geoff

This sounds wonderful!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 20, 2018 9:28 AM
To: Hockin, Amber PREM:EX; Wade, Debbie PREM:EX
Subject: Polycom option for Amber and Geoff

Hi Debbie and Amber,

A wireless option for the Polycom is to use the new UC phone together with a new wireless speaker phone. Would this work?

UC phone and then use the wireless speaker phone unit (I dropped one off to show you, Evan and Don) as we setup for Premier.

https://www.dcv.gov.bc.ca/Product/Details/7520368040_S
\$149.50 via the DCV



Elizabeth Parkinson

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Office of the Premier

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E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 9:30 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Missing Info

Thanks Saija. I'll prompt people and send you the receipts I have. The Premier's likely won't be approved until Friday.

Thanks,

Elizabeth

From: Poldrugovac, Saija FIN:EX
Sent: Tuesday, November 20, 2018 9:19 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Missing Info

Hi Elizabeth,
No rush but just wanted to keep you in the loop on what I'm missing. Thanks!
~S

				Date Completed Package Received
1	Ministry	Document #	Employee	
620	Premier's Office	E129908	Aaron, Sage	
647	Premier's Office	E129936	Horgan, John	
648	Premier's Office	E129959	Horgan, John	
649	Premier's Office	E129954	Horgan, John	
650	Premier's Office	E129938	Horgan, John	
651	Premier's Office	E129956	Horgan, John	
652	Premier's Office	E129960	Horgan, John	
653	Premier's Office	E129961	Horgan, John	
654	Premier's Office	E129957	Horgan, John	
705	Premier's Office	E130094	Holmwood, Jen	
706	Premier's Office	E130095	Holmwood, Jen	
707	Premier's Office	E130093	Holmwood, Jen	

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 9:25 AM
To: Dixon, Olivia PREM:EX
Subject: RE: In the Premier's Office

I missed you! I went to get the QP tickets and didn't realise it was you sitting in reception.

From: Dixon, Olivia PREM:EX
Sent: Tuesday, November 20, 2018 9:11 AM
To: Parkinson, Elizabeth PREM:EX
Subject: In the Premier's Office

Hi Elizabeth!

I'm in the Premier's office hang out jest Evan's desk.

Olivia Dixon | Administrative Assistant

Vancouver Cabinet Office | Office of the Premier

P: [604-775-1600](tel:604-775-1600) | **M:** [604-818-1484](tel:604-818-1484)

E: Olivia.Dixon@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 20, 2018 9:05 AM
To: Graham2, Dorothy LASS:EX
Subject: todays QP tickets?

Hi Dorothy,

Can I pick up the tickets for this mornings QP with the exception of the 2 for^{s.22}

?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Page 0468 of 1050

Withheld pursuant to/removed as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 4:56 PM
To: Nash, Amber PREM:EX
Subject: FW: response - parking spot

Importance: High

From: Vasilev, Susan [<mailto:Susan.Vasilev@leg.bc.ca>]
Sent: Monday, November 19, 2018 4:53 PM
To: Parkinson, Elizabeth PREM:EX
Subject: response - parking spot
Importance: High

Hi Elizabeth

As you know, when private members are not using their parking spots, staff who work in caucus have the opportunity to do so.

When I spoke to Bob this afternoon he did not reference any agreement he had with you. Perhaps he didn't remember, but it also suggests that he wasn't made aware of the historical agreement of parking spots being used by caucus staff.

He has now agreed that the caucus staff person who needs a place to park can use his spot.

Susan

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Monday, November 19, 2018 3:14 PM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Cc: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: RE: parking spot

Hi Susan,

I've had an arrangement with Bob for his spot which he doesn't use, since last year. The Premier's office lost a spot due to the extra MLA being added and my agreement was because of this. It was my understanding that the Premier also spoke with Bob about this and he agreed.

Elizabeth

From: Vasilev, Susan [<mailto:Susan.Vasilev@leg.bc.ca>]
Sent: Monday, November 19, 2018 3:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: parking spot

Are you currently using Bob D'eith's parking spot? If not, you can disregard this...☺. If yes, unfortunately you are going to have to not use it any more. It is needed by a caucus staff person and Bob D. is aware.

Please let me know either way - the staffer will be parking there starting tomorrow.

Thanks,

Susan Vasilev | Internal Communications Manager | New Democrat BC Government Caucus | t: **250.952.7637**
Susan.Vasilev@leg.bc.ca | www.bcndpcaucus.ca | www.facebook.com/johnhorganbc

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 4:38 PM
To: Wade, Debbie PREM:EX
Subject: Helijet: Nov. 16: Geoff

Hi Debbie,

Which Helijet on Nov. 16 did Geoff get on?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Thu 2018-12-06 12:00 AM
End: Fri 2018-12-07 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Hockin, Amber PREM:EX

Optional Attendees:s.17

Thursday, December 6, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
s.15 s.15; s.22

Amber s.22
Sheena
Evan

Check-in: 3:00 pm
Check-out: 12:00 pm

s.22 room at \$159 per night plus taxes

Elizabeth-06-11-18

Page 0473 of 1050 to/à Page 0474 of 1050

Withheld pursuant to/removed as

s.22

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 3:00 PM
To: Wade, Debbie PREM:EX
Subject: RE: Thank you for choosing to take off with Helijet!

Ok, thanks

From: Wade, Debbie PREM:EX
Sent: Monday, November 19, 2018 2:59 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Thank you for choosing to take off with Helijet!

Yes! Was going to message you, but you beat me to it! 😊

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 19, 2018 2:58 PM
To: Wade, Debbie PREM:EX
Subject: RE: Thank you for choosing to take off with Helijet!

Did you change the flight?

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 19, 2018 2:45 PM
To: Parkinson, Elizabeth 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

Amber Hockin

Booking # s.22**Friday, November 23, 2018****728****17:30 Victoria Harbour (Downtown)****18:05 Vancouver Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Full-Fare****. Amber Hockin, Female****[Add to Calendar](#)**

Invoice s.22

FARE-YWH-FULL_Winter18-19

\$309.52

+ GST

\$15.48

Billing

\$309.52

Taxes

\$15.48

Grand Total**\$325.00**

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 2:15 PM
To: Wade, Debbie PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 19, 2018 2:14 PM
To: Parkinson, Elizabeth 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	Amber Hockin

Booking # s.22

Friday, November 23, 2018

730

18:00 Victoria Harbour (Downtown)

18:35 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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

1 Passengers - Full-Fare

• **Amber Hockin, Female**

[Add to Calendar](#)

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.

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GST#:

R102320165

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

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after-hours, ask at check-in for information.

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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.

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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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 2:14 PM
To: Aaron, Sage PREM:EX; Hockin, Amber PREM:EX
Subject: New polycoms

Hi Sage & Amber,

Because of the wiring in your offices the new polycoms with skype will not work in your offices. Would you be ok with keeping the polycoms you are currently using?

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 2:10 PM
To: Wade, Debbie PREM:EX
Subject: RE: booking flight fof Amber Hockin

Me either. Calling them again.

From: Wade, Debbie PREM:EX
Sent: Monday, November 19, 2018 2:10 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: booking flight fof Amber Hockin

No I have not yet. ☺

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 19, 2018 2:09 PM
To: Wade, Debbie PREM:EX
Subject: RE: booking flight fof Amber Hockin

Did you get a copy from Helijet?

From: Wade, Debbie PREM:EX
Sent: Monday, November 19, 2018 12:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: booking flight fof Amber Hockin

Hi Elizabeth;

Amber Hockin is needing a flight from Vic/ Van –(South Terminal) – for Friday Nov. 23rd around 6pm. Can you please advise once confirmed.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 11:33 AM
To: Henry, David A FIN:EX
Subject: RE: Laptop for Sage

Thanks David. Sage is not eligible for Refresh.

From: Henry, David A FIN:EX
Sent: Monday, November 19, 2018 11:32 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: RE: Laptop for Sage

For sure Elizabeth, will get some and forward over and follow-up.
Quick question: is Sage getting a new PC at REFRESH or no...?
Thanks,
David

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:43 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>
Subject: Laptop for Sage

Hi David,

The Surface Sage is working with isn't meeting her needs. Are you able to put together some other options for her?

Thanks,



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 11:02 AM
To: Graham2, Dorothy LASS:EX
Subject: RE: Wednesday, QP tickets

s.22

From: Graham2, Dorothy [mailto:Dorothy.Graham2@leg.bc.ca]
Sent: Monday, November 19, 2018 11:00 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Wednesday, QP tickets

s.22

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 19, 2018 10:58 AM
To: Graham2, Dorothy <Dorothy.Graham2@leg.bc.ca>
Subject: RE: Wednesday, QP tickets

Oh ya! s.22

From: Graham2, Dorothy [mailto:Dorothy.Graham2@leg.bc.ca]
Sent: Monday, November 19, 2018 10:47 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Wednesday, QP tickets

Good going. s.22

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 19, 2018 10:39 AM
To: Graham2, Dorothy <Dorothy.Graham2@leg.bc.ca>
Subject: RE: Wednesday, QP tickets

s.22

From: Graham2, Dorothy [mailto:Dorothy.Graham2@leg.bc.ca]
Sent: Monday, November 19, 2018 10:33 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Wednesday, QP tickets

Thanks Elizabeth, the seats are reserved.

Really good thanks and you? s.22

Dorothy

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Monday, November 19, 2018 10:28 AM
To: Graham2, Dorothy <Dorothy.Graham2@leg.bc.ca>
Subject: RE: Wednesday, QP tickets

Sorry- the tickets will be picked up at the Golden Gates..:-)

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 19, 2018 10:27 AM
To: Graham2, Dorothy LASS:EX
Subject: Wednesday, QP tickets

Hi Dorothy,

I hope you had a great weekend! Can I please order 2 QP tickets for the Premier's guests Wednesday, November 21st as below?

s.22

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:57 AM
To: Wade, Debbie PREM:EX
Subject: Geoff Meggs Profile

Hi Debbie,

I set-up a profile for Geoff so they can search his flights easier. His customer number is s.22 and both our emails are on it when he books. :-)

Elizabeth

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

From: Seair Seaplanes [mailto:contact@seairseaplanes.com]
Sent: Monday, November 19, 2018 10:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Your profile details

Hello ,

We have created a profile for you!

Your password is: s.22

To log into your profile please visit:
https://www.seairseaplanes.com/log_in

To reset your password, please visit:
https://www.seairseaplanes.com/log_in/reset_password

Thank you for booking with Seair Seaplanes. If you have any questions or changes, please contact us:

Richmond/Gulf Islands
1-800-447-3247
contact@seairseaplanes.com

Nanaimo
1-866-692-6440
nanaimo@seairseaplanes.com

Downtown Vancouver Harbour
604-647-7575
vancouver@seairseaplanes.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:41 AM
To: Geary, Vanessa PREM:EX
Subject: RE: laptop for SAGE

Sure Vanessa. Sage asked for a Mac but PremTech don't support it. I'll ask David to send her some options and get the pricing.

From: Geary, Vanessa PREM:EX
Sent: Monday, November 19, 2018 10:35 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: laptop for SAGE

Would you please talk to Sage about getting her a laptop and then put together some options for review and approval. The Surface doesn't really work for what she needs.

Thanks!
Vanessa

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:36 AM
To: Seiferling, Eric CITZ:EX
Subject: RE: Priemer's line

Thanks Eric. No, I the line should just ring. The calls the Premier makes are private, so I don't want people calling him back on that line and having it answered. If he has called them then they should call him back on his cell if he's not at his desk.

Thanks,

Elizabeth

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 10:18 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Priemer's line

We can work with that. Normally Voicemail is included with any non-common area line. But I'm sure I can arrange an exception here. Instead of going to voicemail, does it make sense to have unanswered calls forward to the main line 3871715?

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:02 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: Priemer's line

OK, Danny and I were talking and we're wondering about keeping the skype option but not the VM. Is that possible?

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 9:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Priemer's line

I'm only going by what Danny had chosen – he said he thought it best to keep it simple as the Premier has a very limited need for his desk phone (uses cell phone for the most part). That said – this is the reason why I've included Danny in this – to ensure he understands what he's asked for and that it meets the needs.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:44 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: Priemer's line

Why would we not get these features for the Premier?

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 9:43 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Priemer's line

The new phones are able to “talk” to the attached workstation, allowing users to do things like dial from their skype app, “click to call” users, among other things. You will learn all about these features in the “train the trainer” sessions coming up with John Meckbach.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:40 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: Priemer's line

Hi Eric,

What is workstation pairing? The Premier will not want Voicenail.

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 9:12 AM
To: Loubert, Danny PREM:EX
Cc: Parkinson, Elizabeth PREM:EX; Smith, Jason FIN:EX; White, Juliana FIN:EX; Preston, Olivia C CITZ:EX; PREM Tech
Subject: Priemer's line

Good morning Danny,

On our UC workbook for 501 Belleville, you have requested that the Premier’s line ^{s.17} be set up as a **common area phone** configuration as a “keep it simple” approach.

I want to ensure that you are aware that this means it will be limited to the following features:

- In/out calling
- International Dialing
- Call transfer (from the phone itself)

Key features that will **not** be available:

- Call Forwarding
- Voicemail
- Workstation pairing

If you could please confirm that this limited feature set will meet his needs, it would be greatly appreciated!

Further to this, Elizabeth has requested that we port his existing number into UC. We will be arranging this for **January 7th, Between 7:30-8:00 AM**, along with the main line 250-387-1715. Don Privett has agreed to attend on that morning to help us test. s.17 will replace the existing, temporary UC number on the Premier's desk.

Thank you kindly,

Eric Seiferling

UC Consultant

Network Communications and Collaboration Services

OCIO Enterprise Services, Office of the Government Chief Information Officer

PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

Phone: 778-698-2667

Eric.seiferling@gov.bc.ca



Parkinson, Elizabeth PREM:EX

Subject: Guests for PJH, Intros per request s.22 - Tuesday, Nov. 20

Start: Mon 2018-11-19 12:00 AM

End: Tue 2018-11-20 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX

Required AttendeesBrown, Evan PREM:EX

1. s.22

2.

3.

s.22

Elizabeth

Parkinson, Elizabeth PREM:EX

Subject: Guests for PJH, Intros per request s.22

Start: Mon 2018-11-19 12:00 AM

End: Tue 2018-11-20 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX

Required AttendeesBrown, Evan PREM:EX

1. s.22

2.

3.

s.22

Elizabeth

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:30 AM
To: Graham2, Dorothy LASS:EX
Subject: Guests for QP, Tuesday, Nov. 20

Hi Dorothy,

Can I also please reserve tickets for the three people below as guests of the Premier Tuesday, November 20th.

s.22

They will pick up at the Gold Gates.

Thanks!



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 10:27 AM
To: Graham2, Dorothy LASS:EX
Subject: Wednesday, QP tickets

Hi Dorothy,

I hope you had a great weekend! Can I please order 2 QP tickets for the Premier's guests Wednesday, November 21st as below?

s.22

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: Evan: PJH Introduction please

Start: Wed 2018-11-21 12:00 AM

End: Thu 2018-11-22 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX

Required AttendeesBrown, Evan PREM:EX

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:52 AM
To: Seiferling, Eric CITZ:EX
Subject: RE: Priemer's line

OK, that is true, but and I don't want him to have Voicemail. But that Skype click to call may be something he would want. Let me check with Danny.

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 9:48 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Priemer's line

I'm only going by what Danny had chosen – he said he thought it best to keep it simple as the Premier has a very limited need for his desk phone (uses cell phone for the most part). That said – this is the reason why I've included Danny in this – to ensure he understands what he's asked for and that it meets the needs.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:44 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: Priemer's line

Why would we not get these features for the Premier?

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 9:43 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Priemer's line

The new phones are able to "talk" to the attached workstation, allowing users to do things like dial from their skype app, "click to call" users, among other things. You will learn all about these features in the "train the trainer" sessions coming up with John Meckbach.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:40 AM

To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>

Subject: RE: Priemer's line

Hi Eric,

What is workstation pairing? The Premier will not want Voicenail.

From: Seiferling, Eric CITZ:EX

Sent: Monday, November 19, 2018 9:12 AM

To: Loubert, Danny PREM:EX

Cc: Parkinson, Elizabeth PREM:EX; Smith, Jason FIN:EX; White, Juliana FIN:EX; Preston, Olivia C CITZ:EX; PREM Tech

Subject: Priemer's line

Good morning Danny,

On our UC workbook for 501 Belleville, you have requested that the Premier's line ^{s.17} be set up as a **common area phone** configuration as a "keep it simple" approach.

I want to ensure that you are aware that this means it will be limited to the following features:

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- International Dialing
- Call transfer (from the phone itself)

Key features that will **not** be available:

- Call Forwarding
- Voicemail
- Workstation pairing

If you could please confirm that this limited feature set will meet his needs, it would be greatly appreciated!

Further to this, Elizabeth has requested that we port his existing number into UC. We will be arranging this for **January 7th, Between 7:30-8:00 AM**, along with the main line 250-387-1715. Don Privett has agreed to attend on that morning to help us test. ^{s.17} will replace the existing, temporary UC number on the Premier's desk.

Thank you kindly,

Eric Seiferling

UC Consultant

Network Communications and Collaboration Services

OCIO Enterprise Services, Office of the Government Chief Information Officer

PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1

Phone: 778-698-2667

Eric.seiferling@gov.bc.ca



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:43 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: UC changeover for the reception

Thanks Kate,

Yes, an email will be going out to staff closer to the changeover as our office won't be switching until Dec. 13/14th. Fortunately VCO is switching on Dec. 3/4th so we get to see how that goes.

From: Van Meer-Mass, Kate PREM:EX
Sent: Monday, November 19, 2018 9:39 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: UC changeover for the reception

That sounds just fine with me. Can you also craft an email for all the folks in this office explaining this timing and process everyone should expect?

Sent from my iPhone

On Nov 19, 2018, at 9:14 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Kate,

Reception is being changed over after the other phones as we are keeping that number with Telus. They have asked to come in at 7:30 on January 7th as they want to get it done outside work hours. Are you ok if that day Don comes in and meets them at 7:30 and then leaves an hour early? Don has said he can do this if required.

Thanks,

<image001.png> *Elizabeth Parkinson*
Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:37 AM
To: Seiferling, Eric CITZ:EX
Subject: RE: UC - Porting date for PREM office main line

Perfect!

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 9:37 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: UC - Porting date for PREM office main line

Yes.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:36 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: UC - Porting date for PREM office main line

And the Premier's will be done at the same time, correct?

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 8:52 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: UC - Porting date for PREM office main line

Yes – I could arrange for 7:30 AM on Jan 7th, as long as Don is available for us at that time.

Thank you very much for your flexibility here Elizabeth.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 8:50 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: UC - Porting date for PREM office main line

Hi Eric,

January 7th would be fine The timing would stay the same, 7:30 am?

Elizabeth

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 19, 2018 8:36 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: UC - Porting date for PREM office main line

Good morning Elizabeth,

With regards to the Jan 2-4 porting window – I have learned that our involved vendors have a service “brown out” period until Monday Jan 7th, meaning that they will be working with limited staff.

While I believe we could still make this happen on the Jan 2-4 window, I am very hesitant to do so without the full support of all involved vendors.

Is there a chance we could choose a different date, perhaps during the following week of Jan 7th?

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 12:00 PM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: UC - Porting date for PREM office main line

Thank you Eric.

From: Seiferling, Eric CITZ:EX
Sent: Tuesday, November 6, 2018 11:54 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: UC - Porting date for PREM office main line

No problem at all. Forgot to mention as well, we'll be transitioning the Premier's number at the same time.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 11:53 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: UC - Porting date for PREM office main line

Thanks Eric.

From: Seiferling, Eric CITZ:EX
Sent: Tuesday, November 6, 2018 11:51 AM
To: Parkinson, Elizabeth PREM:EX

Cc: Smith, Jason FIN:EX; White, Juliana FIN:EX; Preston, Olivia C CITZ:EX

Subject: RE: UC - Porting date for PREM office main line

Ok – I will look into those dates and get back to you as soon as I can with the specific one. We very much appreciate Don making himself available.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX

Sent: November 6, 2018 11:47 AM

To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>

Subject: RE: UC - Porting date for PREM office main line

Hi Eric,

s.22

Can this be done Jan2-4th? Don has agreed to come in for 7:30

am. Also, what about the Premier's line?

Thanks,

Elizabeth

From: Seiferling, Eric CITZ:EX

Sent: Tuesday, November 6, 2018 11:35 AM

To: Parkinson, Elizabeth PREM:EX

Cc: Smith, Jason FIN:EX; White, Juliana FIN:EX; Preston, Olivia C CITZ:EX

Subject: UC - Porting date for PREM office main line

Good morning Elizabeth,

I am looking to schedule a day to port of 2503871715 into UC. On this day, we would require that somebody be present in the office before normal operating hours (approximately 7:30 AM) to allow us access and assist us in testing the number after the change.

The deployment of new UC numbers is scheduled for Dec. 13/14. We would be looking to schedule the port for about 1 week after, allowing you to have time to get used to the new phones before removing the old ones and switching the main line over.

Would somebody be available on Friday, Dec. 31 for this? It would be ideal if Don were present, as he will be the one answering the line for the majority of the time.

Thank you for your assistance with this!

Eric Seiferling
UC Consultant
Network Communications and Collaboration Services
OCIO Enterprise Services, Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 778-698-2667
Eric.seiferling@gov.bc.ca

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:35 AM
To: Nash, Amber PREM:EX
Subject: s.22

Hi Amber,

Did you want flowers from the province sent s.22



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:34 AM
To: s.15; s.22
Subject: HELIJET: Dec. 4, Vic-Van

Hj s.15; s.22

I spoke with Helijet because I booked all the flights together and yours was the only one on the wrong day. I'm not sure what happened, how they accidentally moved you to the next day, but it's fixed below. I'll be checking all the bookings extra carefully from now on.

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 19, 2018 9:31 AM
To: Parkinson, Elizabeth 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	s.15

Booking s.22

Tuesday, December 4, 2018

710

09:35 Victoria Harbour (Downtown)

10:10 Vancouver Harbour (Downtown)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

+ GST	\$15.48
-------	---------

Billing	\$309.52
---------	----------

35 minutes

Taxes

\$15.48

Grand Total

\$325.00

Confirmed

1 Passengers - Full-Fare

s.15

Add to Calendar

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)

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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:

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Terminals:

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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

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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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 9:12 AM
To: Privett, Don PREM:EX
Subject: RE: UC changeover January 7th?

Thanks Don. Yes, you would need to be here.s.22

Thank you!

From: Privett, Don PREM:EX
Sent: Monday, November 19, 2018 9:10 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: UC changeover January 7th?

Yes that's fine...I need to be here, right? I'll send a reminder home to add to my home calendar.
D.

From: Parkinson, Elizabeth PREM:EX
Sent: 19 November 2018 08:55
To: Privett, Don PREM:EX
Subject: UC changeover January 7th?

Hi Don,

The UC people are not able to changeover the reception phone until January 7th. Would that date still work for you to come in at 7:30 am?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 19, 2018 8:53 AM
To: s.15; s.22
Subject: RE: HELIJET: Dec. 4 - Vic-Van

Hi s.15; s.22

The flight is in the schedule. Then the overnight^{s.15} . Do you see it?

From: s.15; s.22
Sent: Monday, November 19, 2018 6:16 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: HELIJET: Dec. 4 - Vic-Van

Good morning. I see him flying to Victoria on the evening of the 4th and overnight. This flight isn't on the schedule.

s.15; s.22

>>> On 2018/11/15 at 5:11 PM, in message
<fb074a71ec8f494e89d90deacc72ef8b@E3PMBX19.idir.BCGOV>, "Parkinson, Elizabeth PREM:EX"
<Elizabeth.Parkinson@gov.bc.ca> wrote:

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Thursday, November 15, 2018 5:06 PM
To: Parkinson, Elizabeth 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

s.15

Booking s.22

Wednesday, December 5, 2018

710

09:35 Victoria Harbour (Downtown)

10:10 Vancouver Harbour (Downtown)

35 minutes

Confirmed

1 Passengers - Full-Fare

s.15

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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.

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GST#:
R102320165

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Aircraft Type:

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Travel Documentation:

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Transportation upon arrival:

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Weather Conditions:

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Reservations:

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Login to your account at helijet.com

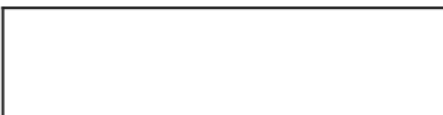
Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 16, 2018 4:53 PM
To: s.15; s.22
Subject: Nov. 18 HArbour Air - Van-Vic

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Friday, November 16, 2018 4:50 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS # s.17
Name s.15

Booking #s.22

Sunday, November 18, 2018

Flight #2150

13:30 Vancouver Harbour / Map ☐

Invoice s.22

Air Transportation Charges

Sked 200/300 : (St) GO Flex \$186.64

Taxes, Fees and Charges

14:05 Victoria Harbour / [Map](#) ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex
s.15

[Add to Calendar](#)

Sked 200 : Carbon Offset	\$0.65
All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$9.85

Billing	\$197.15
Taxes	\$9.85
Grand Total	\$207.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

- . Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- . **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- . **The maximum weight per single piece of luggage is 50 pounds.**
- . **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- . **Cancellations:**
 - . Please note that flights may experience delays or cancellations due to inclement weather.
 - . Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - . Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - . Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
 - . **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
 - . **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

- . **Check in time is 60 minutes prior to flight time.** Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- . **Passport book required for all passengers including infants** *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- . **Cancellations:**
 - . Please note that flights may experience delays or cancellations due to inclement weather.
 - . Cancellations less than 24 hours result in a full forfeiture of the fare
 - . Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- . **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- . **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- . Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- . For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com



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■

Parkinson, Elizabeth PREM:EX

Subject: Give Evan QP Introductions for PJH Nov. 20th

Start: Mon 2018-11-19 12:00 AM

End: Tue 2018-11-20 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX

Required AttendeesBrown, Evan PREM:EX

Vanessa Geary, s.22 , Olivia Dixon ,Elizabeth Parkinson, Susan Farmer and Shandi Shiach (SHAY)

Elizabeth

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 16, 2018 3:25 PM
To: Poldrugovac, Saija FIN:EX
Subject: BEA Websters
Attachments: VG BEA - Sheena McConnell.pdf



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 16, 2018 11:41 AM
To: Henry, David A FIN:EX
Subject: RE: UC polycoms in the MOs

OK, thanks ☺

From: Henry, David A FIN:EX
Sent: Friday, November 16, 2018 11:21 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: UC polycoms in the MOs

Hi Elizabeth, will call you.



Thanks,
David

From: Parkinson, Elizabeth PREM:EX
Sent: November 16, 2018 8:47 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Subject: RE: UC polycoms in the MOs

You'll have to explain that to me David. What does that mean? ☺

From: Henry, David A FIN:EX
Sent: Friday, November 16, 2018 7:54 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Dhanota, Surjit LASS:EX; Smith, Jason FIN:EX
Subject: RE: UC polycoms in the MOs

Hi Elizabeth,
There was cabling scoped for these 2 locations for the new UC polycom devices. I think for Amber and Sage.



This is part of the quote. Let me know what you would like to do.

David

From: Shortt, Amanda PREM:EX
Sent: November 15, 2018 1:02 PM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Cc: McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: RE: UC polycoms in the MOs

Hello David,

Cc'ing Elizabeth for your question to her below

From: Henry, David A FIN:EX
Sent: Thursday, November 15, 2018 12:26 PM
To: Shortt, Amanda PREM:EX; Canitz, Shelley L PREM:EX
Cc: McLean, Gordon FIN:EX
Subject: RE: UC polycoms in the MOs

Hi Shelley and Amanda,

As discussed we will go forward with the current phone lines in the MOs that have polycom units. So no change at this time for MOs. As part of the REFRESH/UC, PremTech will advise on options: the UC wireless polycom that connects to the UC deskphone etc.

PremTech will also stay aware of new and emerging technology that may be of interest to the clients in this regard.

NOTE:

I understand there were to be one in Sage's office as well as Amber's office (new UC TRIO polycom units). I am not sure if those are NET New, or replacing current telephone line polycom units.

What do we want to do there? Should I check with Elizabeth or..?

Thanks,
David

From: Shortt, Amanda PREM:EX
Sent: November 15, 2018 9:18 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Cc: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>
Subject: RE: UC polycoms in the MOs

Hello David,

Cc'ing Shelley in this response as she is the expense authority in Jackie's stead and Gordon as I believe he is the expense authority for the ministers offices. Let me know when a good time to connect is.

-Amanda

From: Henry, David A FIN:EX
Sent: Thursday, November 15, 2018 8:02 AM
To: Shortt, Amanda PREM:EX
Subject: UC polycoms in the MOs

Good morning Amanda,

If you have a few minutes this AM, would like to discuss the direction we are going with UC TRIO polycoms for Minister offices.

The cost to put in the cabling for these 15 drops – just the cabling – is just under \$8,000.

Would like to propose an optional solution we have put in for the Premier downstairs.

Thanks,

David Henry

Service Manager

Ministry of Finance | Offices of the Premier | Government House

#: 250-888-8803

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 16, 2018 10:33 AM
To: Dixon, Olivia PREM:EX
Subject: RE: Vanessa Geary BEA

Thanks Olivia!

From: Dixon, Olivia PREM:EX
Sent: Friday, November 16, 2018 10:32 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Vanessa Geary BEA

Hi Elizabeth!

I have another BEA from Vanessa attached. 😊

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 16, 2018 9:40 AM
To: Nash, Amber PREM:EX
Subject: RE: s.22 stopping by today

s.22

From: Nash, Amber PREM:EX
Sent: Friday, November 16, 2018 9:39 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: s.22 stopping by today

Yes. s.15 s.22

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 16, 2018 9:36 AM
To: Nash, Amber PREM:EX
Subject: RE: s.22 stopping by today

Lol, are we not seeing you today either? ☺

From: Nash, Amber PREM:EX
Sent: Friday, November 16, 2018 9:35 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: s.22 stopping by today

Oh Darn. I'm sorry to miss her. I've been meaning to connect. Please say hi for me. ☺

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 16, 2018 9:35 AM
To: Nash, Amber PREM:EX
Subject: s.22 stopping by today

Hi Amber,

s.22 called and asked to bring a couple people into the office briefly at about 1:45 today.



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15

Location: s.15

Start: Tue 2018-12-04 12:00 AM

End: Wed 2018-12-05 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX; Meggs, Geoff PREM:EX

Optional Attendees s.17

Tuesday, Dec. 4, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier#s.22

Evan #

Sheena #

Sage #

Geoff # · \$175/night plus taxes

s.22 room, \$135 + taxes.

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 16, 2018 8:46 AM
To: Gustafson, Charlynnne FIN:EX
Subject: RE: Refresh: Deployment scheduling

Thank you Charlynnne!

From: Gustafson, Charlynnne FIN:EX
Sent: Friday, November 16, 2018 8:00 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Refresh: Deployment scheduling

Hi Elizabeth,

The Tech team arrives at 8:30am therefore we should be able to get started on Don right away.

Thank you for your help working out the details on this. Please let me know if there are any schedule changes, last minute or otherwise, so I can re-organize the schedule and keep the teams updated. 😊

Charlynnne Gustafson

Communications Lead & Event Planner, MFIN Workstation Refresh
Mobile: (250) 661-2198

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 2:28 PM
To: Gustafson, Charlynnne FIN:EX <Charlynnne.Gustafson@gov.bc.ca>
Subject: RE: Refresh: Deployment scheduling

Hi Charlynnne,

I think this should work. If you have the staff then Don Privett is here at 8:20 and could start first.

Thanks!

Elizabeth

From: Gustafson, Charlynnne FIN:EX
Sent: Thursday, November 15, 2018 12:20 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Refresh: Deployment scheduling

Hi Elizabeth,

Thank you for updating the locations. Yes, it can all be done in one day and we can schedule everyone for December 13th so if there's a problem it will roll-over to December 14th. We don't require anyone to be scheduled at a certain time unless you think it will be easier for them.

On average the UC set-up takes around 30 minutes, however if the staff member is getting both UC and a new computer this will take closer to 1 hr and 15 minutes of their time if no troubleshooting is required. (45 minutes for the computer and 30 minutes for UC)

I've updated the spreadsheet based on the timing mentioned in your email below. Please let me know if there is a specific order you would like us to deploy in, or if you want to schedule anyone at a specific time. (similar to how you're scheduled at 9am)

Order Ranking	Eligible for Refresh?	Current User	Location
Dec 13 Before 11:30am	no	Evan Brown	RM 156
Dec 13 Before 11:30am	yes	Don Privett	RM 156 -Reception
Dec 13 Before 11:30am	yes	Chris McLaren	RM 156
Dec 13 @ 9am	yes	Elizabeth Parkinson	RM 156
Dec 13 Afternoon	no	John Horgan	RM 156 B
Dec 13 Afternoon	no	Bruce Fogg	Constit - EA
Dec 13 Afternoon	no	Geoff Meggs	RM 156 E
Dec 13 Before 11:30am	no	Amber.Nash	RM 156 Hallway
Dec 13 Afternoon	no	Debbie Wade	RM 160 Hallway
Dec 13 Afternoon	no	Sheena.McConnell	RM 160 C
Dec 13 Afternoon	no	Sage.Aaron	RM 160 B
Dec 13 Afternoon	no	Amber Hockin	RM 160 A
Dec 13 After 11:30am or in the afternoon	yes	Kate.Van Meer-Mass	RM 156 D
Dec 13 Afternoon	yes	John Horgan	RM 156 B
Dec 13 Afternoon	no	Jen.Holmwood	RM 063
Dec 13 Afternoon	no	Erin.Richards	RM 095 Main desk
Dec 13 Afternoon	yes	Bob Dewar	RM 095 –second office
Dec 13 Afternoon	no	Jon.Robinson	RM 095 – back office

Thank you,

Charlynn Gustafson

Communications Lead & Event Planner, MFIN Workstation Refresh
Mobile: (250) 661-2198

From: Parkinson, Elizabeth PREM:EX

Sent: November 15, 2018 11:59 AM

To: Gustafson, Charlynn FIN:EX <Charlynn.Gustafson@gov.bc.ca>

Subject: RE: Refresh: Deployment scheduling

Hi Charlynn,

I've made the changes to the locations for the staff below. Can we plan for our staff to all be done on Dec. 13th? That way if there is a problem it will just roll-over to the following day? It's about 30 minutes for the UC deployments correct and then 45 minutes for the workstations? Before 11:30 is a good time to do the updates for the 5 of us in 156 (Don, Evan, myself, Chris and Amber) and then the afternoon will have to be the other staff listed in 156 & 160 and then 063 and 095. Can they all be done in one day? Do you want them scheduled for 30 minutes for UC and then 45 for UC and Refresh?

Thanks,

Elizabeth

From: Gustafson, Charlynn FIN:EX
Sent: Wednesday, November 14, 2018 2:01 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Refresh: Deployment scheduling

Hi Elizabeth,

We're in the process of scheduling the deployments.

Could you please provide me with the room letter, general time frames and/or an order list of who should be set up first to last? We also need to split the deployment over 2 days with the DMO in order to provide flexibility for any changes in schedule your staff may require. If there is a preference for whether we deploy to someone on Dec 13 or Dec 14 please also indicate this.

I've left the eligibility list in the spreadsheet below so that you're aware of who's deployment will take more time because they are scheduled to receive both UC and a refreshed workstation. (Please note that the Premier's workstation will also be getting Refreshed, however PREM Tech is managing that. 😊)

Order Ranking	Eligible for Refresh?	Current User	Location
Dec 13 Before 11:30am	no	Evan Brown	RM 156
Dec 13 Before 11:30am	yes	Don Privett	RM 156 -Reception
Dec 13 Before 11:30am	yes	Chris McLaren	RM 156
Dec 13 @ 9am	yes	Elizabeth Parkinson	RM 156
Dec 13 Afternoon	no	John Horgan	RM 156 B
Dec 13 Afternoon	no	Bruce Fogg	Constit - EA
Dec 13 Afternoon	no	Geoff Meggs	RM 156 E
Dec 13 Before 11:30am	no	Amber.Nash	RM 156 Hallway
Dec 13 Afternoon	no	Debbie Wade	RM 160 Hallway
Dec 13 Afternoon	no	Sheena.McConnell	RM 160 C
Dec 13 Afternoon	no	Sage.Aaron	RM 160 B
Dec 13 Afternoon	no	Amber Hockin	RM 160 A
Dec 13 After 11:30am or in the afternoon	yes	Kate.Van Meer-Mass	RM 156 D
Dec 13 Afternoon	yes	John Horgan	RM 156 B
Dec 13 Afternoon	no	Jen.Holmwood	RM 063

Dec 13 Afternoon	no	Erin.Richards	RM 095 Main desk
Dec 13 Afternoon	yes	Bob Dewar	RM 095 –second office
Dec 13 Afternoon	no	Jon.Robinson	RM 095 – back office

Thank you,

Charlynn Gustafson

Communications Lead & Event Planner, MFIN Workstation Refresh

Information Management Branch

Corporate Services Division

Mobile: (250) 661-2198

Charlynn.Gustafson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 5:20 PM
To: Banister, Lori FIN:EX
Subject: Quick question for you

Hi Lori,

A quick question for you. When you're taking payments off your balance in Oracle do you include the GST?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 5:14 PM
To: Wade, Debbie PREM:EX
Subject: Geoff Travel Dec. 4/5

Hi Debbie,

I have Geoff travelling over in the am of Dec. 4th with the Premier. Does he need accommodation or a flight back that day or the 5th?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 5:12 PM
To: s.15; s.22
Cc:
Subject: HELIJET: Dec. 4 - Vic-Van

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Thursday, November 15, 2018 5:06 PM
To: Parkinson, Elizabeth 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	s.15

Booking s.22

Wednesday, December 5, 2018

710

09:35 Victoria Harbour (Downtown)

10:10 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
---------------------------	----------

+ GST	\$15.48
-------	---------

Billing	\$309.52
---------	----------

Taxes	\$15.48
-------	---------

Grand Total	\$325.00
--------------------	-----------------

1 Passengers - Full-Fare

s.15

Add to Calendar

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

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (9:35 AM)
Location: Flight # 710

Start: Tue 2018-12-04 9:35 AM
End: Tue 2018-12-04 10:10 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX; Meggs, Geoff PREM:EX

Tuesday, December 4, 2018

HELIJET Flight # 710

Depart Victoria Harbour at 9:35 AM
Arrive Vancouver Harbour at 10:10 AM

CONFIRMATIONS:	Premier	s.22
	Evan	
	Sheena	
	s.15; s.22	
	Sage	s.22

Helijet Tel # 1-800-665-4354

Updated: Elizabeth-07-11-18; 09-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 5:02 PM
To: Geary, Vanessa PREM:EX
Subject: RE: CHair for Chris McLaren

Thank you!

From: Geary, Vanessa PREM:EX
Sent: Thursday, November 15, 2018 5:00 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: CHair for Chris McLaren

Approved with thanks

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 4:40 PM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: CHair for Chris McLaren

Hi Vanessa,

We've been looking around for the best price for a chair s.22
s.22 and this chair attached is the best price. We have a \$20 off certificate. --

Thanks,

Elizabeth

From: EPARKIN [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Thursday, November 15, 2018 4:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 4:49 PM
To: Shortt, Amanda PREM:EX
Subject: RE: UC polycoms in the MOs

Hi David,

It's my understanding there will be 6 Polycoms replacing the current polycoms used in the Premier's office. Note the Premier will have the wireless option you and I spoke about last week, so just 5 wired polycoms to order.

Thanks,

Elizabeth

From: Shortt, Amanda PREM:EX
Sent: Thursday, November 15, 2018 1:02 PM
To: Henry, David A FIN:EX; Canitz, Shelley L PREM:EX
Cc: McLean, Gordon FIN:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: UC polycoms in the MOs

Hello David,

Cc'ing Elizabeth for your question to her below

From: Henry, David A FIN:EX
Sent: Thursday, November 15, 2018 12:26 PM
To: Shortt, Amanda PREM:EX; Canitz, Shelley L PREM:EX
Cc: McLean, Gordon FIN:EX
Subject: RE: UC polycoms in the MOs

Hi Shelley and Amanda,

As discussed we will go forward with the current phone lines in the MOs that have polycom units. So no change at this time for MOs. As part of the REFRESH/UC, PremTech will advise on options: the UC wireless polycom that connects to the UC deskphone etc.

PremTech will also stay aware of new and emerging technology that may be of interest to the clients in this regard.

NOTE:

I understand there were to be one in Sage's office as well as Amber's office (new UC TRIO polycom units). I am not sure if those are NET New, or replacing current telephone line polycom units.
What do we want to do there? Should I check with Elizabeth or..?

Thanks,
David

From: Shortt, Amanda PREM:EX
Sent: November 15, 2018 9:18 AM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>

Cc: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>; McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>
Subject: RE: UC polycoms in the MOs

Hello David,

Cc'ing Shelley in this response as she is the expense authority in Jackie's stead and Gordon as I believe he is the expense authority for the ministers offices. Let me know when a good time to connect is.

-Amanda

From: Henry, David A FIN:EX
Sent: Thursday, November 15, 2018 8:02 AM
To: Shortt, Amanda PREM:EX
Subject: UC polycoms in the MOs

Good morning Amanda,
If you have a few minutes this AM, would like to discuss the direction we are going with UC TRIO polycoms for Minister offices.

The cost to put in the cabling for these 15 drops – just the cabling – is just under \$8,000.

Would like to propose an optional solution we have put in for the Premier downstairs.

Thanks,
David Henry
Service Manager
Ministry of Finance | Offices of the Premier | Government House
#: 250-888-8803

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 4:42 PM
To: Poldrugovac, Saija FIN:EX
Subject: Page 2 of BMO Nov. 3 statement
Attachments: Scan_20181115.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 15, 2018 4:34 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 4:41 PM
To: Poldrugovac, Saija FIN:EX
Subject: Page 1 of BMO statement, Nov. 3
Attachments: Scan_20181115.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 15, 2018 4:34 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 4:40 PM
To: Geary, Vanessa PREM:EX
Subject: BEA: Webster Awards
Attachments: Scan_20181115.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 15, 2018 4:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 4:28 PM
To: Viaud, Chantille PREM:EX
Cc: Henry, David A FIN:EX
Subject: RE: Office Move

Hi Chantille,

You will be getting a new monitor with the Refresh on Dec. 13th as Chris McLaren does not need one so we are giving you hers.

Elizabeth

From: Viaud, Chantille PREM:EX
Sent: Thursday, November 15, 2018 12:34 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Office Move

Hi Elizabeth!

I think I may have followed up with you about this when I moved (again) into 095. I just asked PremTech about them and Dean replied with:

"Can you tell us who might have ordered this monitor on your behalf? Would you happen to have any iStore order numbers? Any documentation/ emails regarding the purchase?"

Any idea on this?

Thank you!!!
C.

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, September 24, 2018 4:21 PM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: RE: Office Move

You're welcome!

From: Viaud, Chantille PREM:EX
Sent: Monday, September 24, 2018 3:17 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Office Move

Hi Elizabeth! Thanks for ordering these for me- Dean just let me know.

Cheers!
C.

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, September 20, 2018 9:41 AM
To: Viaud, Chantille PREM:EX <Chantille.Viaud@gov.bc.ca>
Subject: FW: Office Move

Hi Chantille,

I understand you don't have monitors and need two? Is that correct?

Thanks,

Elizabeth

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](#)

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 4:25 PM
To: Nash, Amber PREM:EX
Subject: RE: Staffing - Housing Conference - Nov 18th

Yes. But you asked about a 2:30 in your note

From: Nash, Amber PREM:EX
Sent: Thursday, November 15, 2018 4:24 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Staffing - Housing Conference - Nov 18th

The 1:30pm was already booked. It's in the calendar.

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 4:22 PM
To: Nash, Amber PREM:EX
Subject: RE: Staffing - Housing Conference - Nov 18th

Hi Amber,

This is all arranged for Jen, but the HA return does not fly at 2:30. Next flight is 3:30.

From: Nash, Amber PREM:EX
Sent: Thursday, November 15, 2018 12:42 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Staffing - Housing Conference - Nov 18th

Hi Elizabeth –

Need to make the following changes to flights ASAP (in this order just in case there is no 9am on Sunday for Jen):

Sun Nov 18 – Book Jen H on the 9am Helijet please.

Sat Nov 17 – Cancel Sheena's heli (unless Jen can't get on the 9am and then need to switch her up).

Sat Nov 17 – ~~s.15~~ – Cancel Sheena (unless above....)

Sun Nov 18 – Switch out Sheena for Jen.

IF there is a Harbour Air at 2:30am on Sunday I would LOVE to get the team on that. Keep the Helijet in case the weather is bad though and they can't fly.

Amber

From: Geary, Vanessa PREM:EX
Sent: Thursday, November 15, 2018 12:12 PM
To: Nash, Amber PREM:EX; Holmwood, Jen PREM:EX; Aaron, Sage PREM:EX; Van Meer-Mass, Kate PREM:EX

Cc: Behrens, Marlene GCPE:EX

Subject: RE: Staffing - Housing Conference - Nov 18th

I am fine and happy to work with Evan for the day.

From: Nash, Amber PREM:EX

Sent: Thursday, November 15, 2018 11:31 AM

To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>

Cc: Behrens, Marlene GCPE:EX <Marlene.Behrens@gov.bc.ca>

Subject: Staffing - Housing Conference - Nov 18th

Hi everyone,

I want to nail down staffing at the Housing conference on Sunday for the Premier. Sheena isn't able to staff and it will be difficult to get Jen there in the AM. I've discussed with Geoff/Amber and both agree the event will be fine with Vanessa & Evan only. Just want to make sure the rest of the team is ok with this too.

Marlene – can you confirm if a Media advisory is being sent out by Non-Profit?

A

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Sat 2018-11-17 12:00 AM
End: Sun 2018-11-18 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX
Optional Attendees s.17

Saturday, November 17, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Evan ‡

\$135 per night plus taxes s.22 room.

Cancellation 4:00 pm date of arrival.

Updated: Elizabeth-06-11-18; 15-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: OVERNIGHT: s.15
Location: s.15

Start: Sat 2018-11-17 12:00 AM
End: Sun 2018-11-18 12:00 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX
Optional Attendees s.17

Importance: High

Saturday, November 17, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier#s.22
Evan #

\$135 per night plus taxes s.22 room.

Cancellation 4:00 pm date of arrival.

Updated: Elizabeth-06-11-18; 15-11-18

Parkinson, Elizabeth PREM:EX

Subject: JEN: HELIJET: Victoria to Vancouver (9:00 AM)
Location: Flight 782

Start: Sun 2018-11-18 9:00 AM
End: Sun 2018-11-18 9:35 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Holmwood, Jen PREM:EX

Sunday, November 18, 2018

HELIJET Flight # 782

Depart Victoria Harbour at 9:00 AM
Arrive Vancouver Harbour at 9:35 AM

CONFIRMATION #s.22

Helijet Tel # 1-800-665-4354

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (3:30 PM)
Location: Flight # 787

Start: Sun 2018-11-18 3:30 PM
End: Sun 2018-11-18 4:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Holmwood, Jen PREM:EX

Optional Attendees^{s.17}

Sunday, November 18, 2018

Depart Vancouver Harbour at 3:30 PM
Arrive Victoria Harbour at 4:05 PM

CONFIRMATIONS: Premier^{s.22}
s.15; s.22
Evan ^{s.22}
Jen

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Vancouver to Victoria (3:30 PM)
Location: Flight # 787

Start: Sun 2018-11-18 3:30 PM
End: Sun 2018-11-18 4:05 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; Holmwood, Jen PREM:EX
Optional Attendees s.17

Importance: High

Sunday, November 18, 2018

Depart Vancouver Harbour at 3:30 PM
Arrive Victoria Harbour at 4:05 PM

CONFIRMATIONS: Premier; s.22
s.15; s.22
Evan s.22
Jen

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: HARBOUR AIR: Victoria to Vancouver: (1:30 PM)
Location: FLT #2140

Start: Sun 2018-11-18 1:30 PM
End: Sun 2018-11-18 2:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; Holmwood, Jen PREM:EX

Sunday, November 18, 2018

HARBOUR AIR Flight # 2140

Depart Victoria Harbour at 1:30
Arrive Vancouver Harbour at 2:05 PM

CONFIRMATIONS: Premier s.22
s.15; s.22
Evan s.22
Jen

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HARBOUR AIR: Victoria to Vancouver: (1:30 PM)
Location: FLT #2140

Start: Sun 2018-11-18 1:30 PM
End: Sun 2018-11-18 2:05 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; Holmwood, Jen PREM:EX

Importance: High

Sunday, November 18, 2018

HARBOUR AIR Flight # 2140

Depart Victoria Harbour at 1:30
Arrive Vancouver Harbour at 2:05 PM

CONFIRMATIONS: Premier#s.22
s.15; s.22
Evan s.22
Jen

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 3:57 PM
To: Wade, Debbie PREM:EX
Subject: Geoffs seat # tomorrow

Hi Elizabeth,

Sorry about that he is in ^{s.15} updated confirmation is attached ☺



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 3:56 PM
To: 'Miriam Cloutier'
Subject: RE: Travel Reservation to VICTORIA BC, CANADA on November 16 for GEOFFREY MEGGS

Thank you ☺

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Thursday, November 15, 2018 3:55 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Travel Reservation to VICTORIA BC, CANADA on November 16 for GEOFFREY MEGGS

Hi Elizabeth,

Sorry about that he is in ^{s.15} updated confirmation is attached ☺

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Flight Centre Business Travel [mailto:confirmation@tripcase.com]
Sent: Thursday, November 15, 2018 3:54 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: Travel Reservation to VICTORIA BC, CANADA on November 16 for GEOFFREY MEGGS



Flight Centre Business Travel
250-360-2058

Itinerary

Add to Calendar

Itinerary

Priority Notes from your Travel Arranger

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS MIRIAM CLOUTIER
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330

Trip to: VICTORIA BC, CANADA Reservation code: ^{s.22}
Passenger(s): MEGGS/GEOFFREY Airline Reservation Code:



AIR CANADA AC Flight Number **8079**
Operated by: /AIR CANADA EXPRESS - JAZZ
CONFIRMED, Confirmation# **s.22**

Friday, 16 November

Departure: YVR VANCOUVER BC, CANADA
6:55PM
Main Terminal



Arrival: YYJ VICTORIA BC, CANADA
7:25PM



Please verify flight times prior to departure



Class: Economy

Duration: 0hour(s) and 30minute(s)

Aircraft: DEHAVILLAND DASH 8-400

Distance (in Miles): 40

TURBOPROP



Geoffrey Meggs

Seat(s): Check-In Required

If you no longer wish to receive these emails please contact: confirmation@tripcase.com.



Parkinson, Elizabeth PREM:EX

Subject: AIR CANADA: Vancouver to Victoria (6:55 PM)
Location: AC Flight # 8079

Start: Fri 2018-11-16 6:55 PM
End: Fri 2018-11-16 7:25 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Meggs, Geoff PREM:EX

Friday, November 16, 2018

AIR CANADA Flight # AC 8079

Depart Vancouver airport (Main terminal) at 6:55 PM
Arrive Victoria Airport at 7:25 PM

CONFIRMATION #s.22 , Seat #

Booked with Miriam at Flight Centre, Tel # 250-360-2058

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 3:50 PM
To: 'Miriam Cloutier'
Subject: RE: Invoice and E-ticket for Geoffrey Meggs Vancouver to Victoria Nov 16Hi

Hey Ms. Miriam, Do you know what the seat number would be for Geoff?

Thanks,

Elizabeth

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Thursday, November 15, 2018 3:14 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Tamra Bartilucci
Subject: Invoice and E-ticket for Geoffrey Meggs Vancouver to Victoria Nov 16Hi

Hi Elizabeth,

Here is the flights confirmation and invoice for Geoff's flight tomorrow evening.

Any questions let me know.

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Flight Centre Business Travel [mailto:confirmation@tripcase.com]
Sent: Thursday, November 15, 2018 3:12 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: Travel Reservation to VICTORIA BC, CANADA on November 16 for GEOFFREY MEGGS



Flight Centre Business Travel
250-360-2058

Itinerary

Add to Calendar

Itinerary

Priority Notes from your Travel Arranger

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS MIRIAM CLOUTIER
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330

Trip to: VICTORIA BC, CANADA Reservation code: s.22
Passenger(s): MEGGS/GEOFFREY Airline Reservation Code:



AIR CANADA AC Flight Number **8079**
Operated by: /AIR CANADA EXPRESS - JAZZ
CONFIRMED, Confirmation# s.22

Friday, 16 November

Departure: YVR VANCOUVER BC, CANADA
6:55PM
Main Terminal

Arrival: YYJ VICTORIA BC, CANADA
7:25PM

Please verify flight times prior to departure

Class: Economy

Duration: 0hour(s) and 30minute(s)

Aircraft: DEHAVILLAND DASH 8-400
TURBOPROP

Distance (in Miles): 40

Geoffrey Meggs

Seat(s): Check-In Required

If you no longer wish to receive these emails please contact: confirmation@tripcase.com.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 3:37 PM
To: Wade, Debbie PREM:EX
Subject: FW: Invoice and E-ticket for Geoffrey Meggs Vancouver to Victoria Nov 16Hi
Attachments: Travel Reservation November 16 for GEOFFREY MEGGS.pdf; Invoice for Geoffrey Meggs Vancouver to Victoria Nov 16.pdf

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Thursday, November 15, 2018 3:14 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Tamra Bartilucci
Subject: Invoice and E-ticket for Geoffrey Meggs Vancouver to Victoria Nov 16Hi

Hi Elizabeth,

Here is the flights confirmation and invoice for Geoff's flight tomorrow evening.

Any questions let me know.

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Flight Centre Business Travel [mailto:confirmation@tripcase.com]
Sent: Thursday, November 15, 2018 3:12 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: Travel Reservation to VICTORIA BC, CANADA on November 16 for GEOFFREY MEGGS



Flight Centre Business Travel
250-360-2058

Itinerary

[Add to Calendar](#)

[Itinerary](#)

Priority Notes from your Travel Arranger
THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL

YOUR TRAVEL MANAGER IS MIRIAM CLOUTIER
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330

Trip to: VICTORIA BC, CANADA Reservation code: s.22
Passenger(s): MEGGS/GEOFFREY Airline Reservation Code:

 **AIR CANADA AC** Flight Number **8079**
Operated by: /AIR CANADA EXPRESS - JAZZ
CONFIRMED, Confirmation# **s.22**

Friday, 16 November

Departure: YVR VANCOUVER BC, CANADA
6:55PM
Main Terminal

Arrival: YYJ VICTORIA BC, CANADA
7:25PM

Please verify flight times prior to departure

Class: Economy Duration: 0hour(s) and 30minute(s)
Aircraft: DEHAVILLAND DASH 8-400 Distance (in Miles): 40
TURBOPROP

Geoffrey Meggs
Seat(s): Check-In Required

If you no longer wish to receive these emails please contact: confirmation@tripcase.com.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 3:13 PM
To: Poldrugovac, Saija FIN:EX
Subject: FW: s.22 refund and re-charge, Oct. 6 flight
Attachments: Invoice for s.22 pdf; Refund invoice for s.22 \$-301.83.pdf; Charge for \$301.83 on card ending in s.22 pdf; Refund of \$301.83 on card ending in s.22 pdf

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Thursday, November 15, 2018 2:49 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Tamra Bartilucci
Subject: s.22

Hi Elizabeth from the office of the Premier,

I have refunded the charge of \$301.83 s.22 back to Mastercard ending in s.22 and have billed Mastercard ending in s.22

I have also included a refund invoice, this will also show on our end that we have refunded the card. This way if 3 years from now there is an audit on that flight it shows that it was refunded and charged to the proper card. Cover all the bases.

I have all your supporting paperwork in the attached files. If you need anything else please let me know.

MIRIAM CLOUTIER
Travel Manager
Flight Centre Business Travel Victoria

☐ Office: +1 250 360 2058
☐ 615 Broughton St
Victoria BC V8W 1C8
☐ After Hours Emergency Assist: +1 844 873 5491

Years in the industry: **11**
Countries visited: **12**
Favourite Destination: **Rome**
Next trip: **Disneyland**

☐ I'm only a call or email away!

CPBC #42324 | TICO #4671384 | OPC #702971

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 3:05 PM
To: 'Miriam Cloutier'
Subject: RE: s.22

Thank you Miriam. Lunch is on me when you are free for lunch next(?)

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Thursday, November 15, 2018 2:49 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Tamra Bartilucci
Subject: s.22

Hi Elizabeth from the office of the Premier,

I have refunded the charge of \$301.83 s.22 back to Mastercard ending in s.22 and have billed Mastercard ending in s.22 .

I have also included a refund invoice, this will also show on our end that we have refunded the card. This way if 3 years from now there is an audit on that flight it shows that it was refunded and charged to the proper card. Cover all the bases.

I have all your supporting paperwork in the attached files. If you need anything else please let me know.

MIRIAM CLOUTIER
Travel Manager
Flight Centre Business Travel Victoria

☐ **Office: +1 250 360 2058**
☐ 615 Broughton St
Victoria BC V8W 1C8
☐ **After Hours Emergency Assist: +1 844 873 5491**

Years in the industry: **11**
Countries visited: **12**
Favourite Destination: **Rome**
Next trip: **Disneyland**

☐ **I'm only a call or email away!**

CPBC #42324 | TICO #4671384 | OPC #702971

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (1:20)
Location: Flight 717

Start: Fri 2018-11-30 1:20 PM
End: Fri 2018-11-30 1:55 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX

Friday, November 30

Helijet Flight #717

Depart Vancouver Harbour at 1:20 PM
Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier s.22
Evan
s.15; s.22

Helijet Tel # 1-800-665-4354

Nov 15 /cm

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 3:01 PM
To: 'Miriam Cloutier'
Subject: RE: Flight Nov. 16, Van-Vic

Thank you Miriam. Can we please book Geoff a seat on the flight?

Elizabeth

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Thursday, November 15, 2018 2:45 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight Nov. 16, Van-Vic

Hi Elizabeth

There are 7 seats left.

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Thursday, November 15, 2018 2:38 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: RE: Flight Nov. 16, Van-Vic

Hi Ms. Miriam, Can you see how many tickets are left for the 6:55 flight?

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Thursday, November 15, 2018 2:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight Nov. 16, Van-Vic

Good day Elizabeth from the office of Premier,

Here are some options for tomorrow evening.

Vancouver to Victoria Nov 16
Option 1 Air Canada \$292
16Nov Vancouver to Victoria 6:55pm 7:25pm

Option 2 WestJet \$244.78
16Nov Vancouver to Victoria 8:15pm 8:50pm

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Thursday, November 15, 2018 2:13 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: FW: Flight Nov. 16, Van-Vic

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 1:56 PM
To: 'Tamra Bartilucci'
Subject: Flight Nov. 16, Van-Vic

Hi Tamra,

Are you able to tell the flights that are available tomorrow around 6:00 pm Vancouver to Victoria?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 2:58 PM
To: s.15; s.22
Subject: HARBOUR AIR: Van-Vic: Nov. 30

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Thursday, November 15, 2018 2:54 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS #	s.17
Name	John Horgan
Company	Premier/Bc Government/Mla Ndp Accts.17 Only

Booking #s.22

Friday, November 30, 2018

Flight #219

Invoice #s.22	
Air Transportation Charges	
Sked 200/300 : (Pk) GO Flex	\$198.07

15:00 Vancouver Harbour / Map ☐

15:35 Victoria Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. John Horgan, Male

[Add to Calendar](#)

Taxes, Fees and Charges

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$10.42

Billing	\$208.58
Taxes	\$10.42
Grand Total	\$219.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking #s.22

Friday, November 30, 2018

Flight #219

15:00 Vancouver Harbour / Map ☐

15:35 Victoria Harbour / Map ☐

Invoice #s.22

Air Transportation Charges

Sked 200/300 : (Pk) GO Flex	\$594.21
-----------------------------	----------

Taxes, Fees and Charges

35 minutes

KK- Confirmed

3 Passenger(s) - GoFlex

s.15

- Evan Brown, Male
- Sheena Mcconnell, Female

[Add to Calendar](#)

Sked 200 : Carbon Offset	\$1.95
All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : VHFC Terminal Fee	\$29.58
+ Goods and Services Tax	\$31.26

Billing	\$625.74
Taxes	\$31.26
Grand Total	\$657.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.

- . Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- . **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- . **The maximum weight per single piece of luggage is 50 pounds.**
- . **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- . **Cancellations:**
 - . Please note that flights may experience delays or cancellations due to inclement weather.
 - . Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - . Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - . Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
 - . **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
 - . **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

- . **Check in time is 60 minutes prior to flight time.** Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- . **Passport book required for all passengers including infants** *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- . **Cancellations:**
 - . Please note that flights may experience delays or cancellations due to inclement weather.
 - . Cancellations less than 24 hours result in a full forfeiture of the fare
 - . Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- . **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- . **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- . Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- . For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com



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■

Parkinson, Elizabeth PREM:EX

Subject: HARBOUR AIR: Vancouver to Victoria (3:00 PM)
Location: Flight #218

Start: Fri 2018-11-30 3:00 PM
End: Fri 2018-11-30 3:35 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Friday, November 30, 2018

HARBOUR AIR Flight #218

Depart Vancouver Harbour at 3:00 PM
Arrive Victoria Harbour at 3:35 PM

CONFIRMATIONS: Premier s.22
s.15; s.22
Evan s.22
Sheena

Harbour Air Tel #1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 2:51 PM
To: Wade, Debbie PREM:EX
Subject: FW: Flight Nov. 16, Van-Vic

From: Miriam Cloutier [<mailto:miriam.cloutier@flightcentre.ca>]
Sent: Thursday, November 15, 2018 2:45 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight Nov. 16, Van-Vic

Hi Elizabeth

There are 7 seats left.

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Thursday, November 15, 2018 2:38 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: RE: Flight Nov. 16, Van-Vic

Hi Ms. Miriam, Can you see how many tickets are left for the 6:55 flight?

From: Miriam Cloutier [<mailto:miriam.cloutier@flightcentre.ca>]
Sent: Thursday, November 15, 2018 2:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flight Nov. 16, Van-Vic

Good day Elizabeth from the office of Premier,

Here are some options for tomorrow evening.

Vancouver to Victoria Nov 16
Option 1 Air Canada \$292
16Nov Vancouver to Victoria 6:55pm 7:25pm

Option 2 WestJet \$244.78
16Nov Vancouver to Victoria 8:15pm 8:50pm

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Thursday, November 15, 2018 2:13 PM
To: Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: FW: Flight Nov. 16, Van-Vic

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 1:56 PM
To: 'Tamra Bartilucci'
Subject: Flight Nov. 16, Van-Vic

Hi Tamra,

Are you able to tell the flights that are available tomorrow around 6:00 pm Vancouver to Victoria?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 2:34 PM
To: Dixon, Olivia PREM:EX
Subject: RE: Trip to Victoria?

Welcome 😊

From: Dixon, Olivia PREM:EX
Sent: Thursday, November 15, 2018 2:34 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Trip to Victoria?

Thank you so much for all your help!

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 2:24 PM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: RE: Trip to Victoria?

ok

From: Dixon, Olivia PREM:EX
Sent: Thursday, November 15, 2018 2:23 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Trip to Victoria?

Correct 🙏 12:22 is going either join our tour or go on one with Vanessa instead.

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 1:59 PM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: RE: Trip to Victoria?

OK, so you don't need it now?

From: Dixon, Olivia PREM:EX
Sent: Thursday, November 15, 2018 1:21 PM

To: Parkinson, Elizabeth PREM:EX
Subject: RE: Trip to Victoria?

Hi again!

Disregard the part in the last of the email regarding legislature tours pretty please 😊

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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From: Dixon, Olivia PREM:EX
Sent: November 15, 2018 12:55 PM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: RE: Trip to Victoria?

Hi Elizabeth,

Sounds good 😊 I will be taking the same flight over and Vanessa, so I will come to the Premier's Office first and visit all of you before QP starts.

Also, I was wondering how I go about booking a tour of the Legislature for s.22 and me. When I went on the Legislature's website, I could only find group tours.

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:43 AM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: RE: Trip to Victoria?

Hi Olivia ,

If you want to come by in the morning for coffee I can introduce you around and then show you the building.

Elizabeth

From: Dixon, Olivia PREM:EX
Sent: Tuesday, November 13, 2018 3:37 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Trip to Victoria?

Hi Elizabeth!

Hope you had a good long weekend 😊. I'm just working on my schedule for my visit to Victoria on November 20th. I was wondering what time you would like me to stop by the Premier's Office to visit/ tour?

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

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From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 12:02 PM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: RE: Trip to Victoria?

It's confirmed Olivia.

From: Dixon, Olivia PREM:EX
Sent: Thursday, November 8, 2018 3:08 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Trip to Victoria?

I would love to go on a tour with you if you have the time! And a ticket to QP would be fantastic. 😊

Susan Farmer suggested that Shandi, the new correspondence team member, and I might want to attend GP together. I'm not sure if Shandi has attended a QP yet, but if not I would be more than happy to go with her!

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

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From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 3:02 PM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: RE: Trip to Victoria?

Hi Olivia,

I'd love to give you a quick tour of the buildings or if you'd like a tour with a professional guide to the buildings. I can book you a ticket for QP too. What would you prefer?

Elizabeth

From: Dixon, Olivia PREM:EX
Sent: Thursday, November 8, 2018 2:50 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Trip to Victoria?

Hi Elizabeth!

It looks like I will be coming over to Victoria for the day with Vanessa on Tuesday, November 20th. Currently I have not planned anything for the visit, but I was hoping to attend question period, as well as meet some of the staff over on your side of the water (ex. Susan Farmer).

Maybe I can come by and visit you and the rest of the staff in the Premier's Office?

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

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From: Dixon, Olivia PREM:EX
Sent: November 6, 2018 9:56 AM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: RE: Trip to Victoria?

Wonderful! Thank you 😊 I will let you know when we have settled on a new date.

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

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From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 9:29 AM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: RE: Trip to Victoria?

s.22 . Keep me in the loop and we'll try to get you set up for a tour, QP, etc.

Elizabeth

From: Dixon, Olivia PREM:EX
Sent: Tuesday, November 6, 2018 9:25 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Trip to Victoria?

Good morning Elizabeth,

So sorry for the late reply, s.22 Unfortunately I will not be coming to Victoria this week as originally planned, however Vanessa and I will be meeting today to discuss another date this month for me to come by and visit all of you. 😊

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | E: Olivia.Dixon@gov.bc.ca

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From: Parkinson, Elizabeth PREM:EX
Sent: October 29, 2018 11:45 AM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: Trip to Victoria?

Hi Olivia,

When are you travelling over to Victoria for the day? What do you have planned already?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 2:34 PM
To: Wade, Debbie PREM:EX
Subject: Options

Here are some options for tomorrow evening.

Vancouver to Victoria Nov 16

Option 1 Air Canada \$292

16Nov Vancouver to Victoria 6:55pm 7:25pm

Option 2 WestJet \$244.78

16Nov Vancouver to Victoria 8:15pm 8:50pm



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: HARBOUR AIR: Victoria to Vancouver: (1:30 PM)
Location: FLT #2140

Start: Sun 2018-11-18 1:30 PM
End: Sun 2018-11-18 2:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Sunday, November 18, 2018

HARBOUR AIR Flight # 2140

Depart Victoria Harbour at 1:30
Arrive Vancouver Harbour at 2:05 PM

CONFIRMATIONS: Premier ~~s.~~22
s.15; s.22
Evan ~~s.~~22
Sheena ~~s.~~

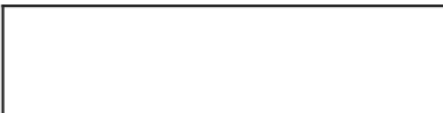
Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 2:30 PM
To: s.15; s.22
Subject: HARBOUR Air: Vic-Van: Nov. 18

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Thursday, November 15, 2018 1:13 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flight Itinerary. Thanks for choosing Harbour Air!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat or a double seat together? Ask one of our customer service agents about [Select Seating](#) at check in. Starting at only \$10.00 per seat.

Harbour Air Team

Customer Information

Account

HAS # s.17
Name s.15

Booking s.22

Sunday, November 18, 2018

Flight #2140

13:30 Victoria Harbour / Map ☐

Invoice s.22

Air Transportation Charges

Sked 200/300 : (Np) GO Flex \$140.92

Taxes, Fees and Charges

14:05 Vancouver Harbour / Map ☐

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

s.15

[Add to Calendar](#)

Sked 200 : Carbon Offset	\$0.65
All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : VHFC Terminal Fee	\$9.86
+ Goods and Services Tax	\$7.57

Billing	\$151.43
Taxes	\$7.57
Grand Total	\$159.00

GoFlex Fare Conditions:

Check in 25 minutes prior to departure time
Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure (subject to difference in fare value)
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Booking Information

Domestic Flights

Check-in time is 25 minutes prior to departure. Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.

Please be prepared to show government issued photo identification. It's required for all passengers 18 years and older.

- . Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- . **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- . **The maximum weight per single piece of luggage is 50 pounds.**
- . **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- . **Cancellations:**
 - . Please note that flights may experience delays or cancellations due to inclement weather.
 - . Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - . Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - . Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
 - . **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
 - . **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

International Flights

- . **Check in time is 60 minutes prior to flight time.** Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- . **Passport book required for all passengers including infants** *Nexus, Enhanced Drivers Licenses and passport cards are not accepted at this border crossing.
- . **Cancellations:**
 - . Please note that flights may experience delays or cancellations due to inclement weather.
 - . Cancellations less than 24 hours result in a full forfeiture of the fare
 - . Cancellations more than 24 hours prior to departure will remain as a flight credit for use within 18 months of the first cancellation date.
- . **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- . **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.
- . Harbour Air Terminal Services is an authorized booking agent for Kenmore Air Harbor, Inc operated flights. This means when Kenmore Air Harbor, Inc. operates the flight, the Customer's contract for air transportation services is between the Customer and Kenmore Air Harbor, Inc.. Kenmore Air Harbor, Inc. is the Operator and Supplier of the relevant air transportation services.
- . For an itemized receipt of all taxes and fees, the Customer should contact the Operating Carrier, Kenmore Air Harbor, Inc. at 1-866-435-9524.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

www.harbourair.com



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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 1:58 PM
To: Wade, Debbie PREM:EX
Subject: RE: Flights tomorrow

Will do. s.22

From: Wade, Debbie PREM:EX
Sent: Thursday, November 15, 2018 1:50 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flights tomorrow

Do you mind letting me know when the travel Agent gets back to you with tomorrow's flight options from Van to Vic.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 1:41 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: BMO s.22 Reconciliation October 2018

Ok.

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 15, 2018 1:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BMO s.22 Reconciliation October 2018

Yes, I do need a BEA as it is policy to have it attached to any s.22 charges. One for all three is fine.

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 11:16 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: BMO s.22 Reconciliation October 2018

Ok. Elizabeth, would you please work with Sheena to order 3 tickets. Thanks Vanessa

From: McConnell, Sheena PREM:EX
Sent: Thursday, September 6, 2018 10:22 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Aaron, Sage PREM:EX <Sage.Aaron@gov.bc.ca>
Cc: Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>; Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: RE: Webster Awards

I think for the Premiers office it will be myself, Sage and Jen

From: Geary, Vanessa PREM:EX
Sent: Thursday, September 6, 2018 9:50 AM
To: Aaron, Sage PREM:EX; McConnell, Sheena PREM:EX
Cc: Holmwood, Jen PREM:EX; Hockin, Amber PREM:EX; Parkinson, Elizabeth PREM:EX
Subject: RE: Webster Awards

Sounds good. Please confirm who is attending and how many tickets are required. I believe Elizabeth can purchase on her purchasing card.

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 11:14 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: BMO s.22 Reconciliation October 2018

Hi Saija,

The Premier's plans changed and he stayed in Vancouver another night, so this charge will be a credit with Flight Centre for the next time s.22 The travel was on TV E129957.

Do you still need a BEA if I have the email confirmation for the charge? Vanessa approved via email.

Thanks,

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 15, 2018 10:53 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BMO s.22 Reconciliation October 2018

Hi Elizabeth,
I've audited this pcard. A few things I need....

- A BEA for the Jack Webster Foundation dinner. This will need to be coded to s.22 as it's a dinner.
- An explanation for the flight s.22 on Oct 6th to Vic.

Thanks!
~Saija

From: Parkinson, Elizabeth PREM:EX
Sent: October 23, 2018 4:35 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: FW: BMO s.22 Reconciliation October 2018

Hi Saija,

Attached is the EPARKINSON reconciliation for October 2018. Approvals below.

Thanks,

Elizabeth

From: Van Meer-Mass, Kate PREM:EX
Sent: Tuesday, October 23, 2018 4:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BMO s.15 Reconciliation October 2018

It is!

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, October 23, 2018 4:14 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: FW: BMO s.22 Reconciliation October 2018

Hi Kate,

Is this approved on your end?

Thanks

Elizabeth

From: Geary, Vanessa PREM:EX
Sent: Tuesday, October 23, 2018 3:58 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BMO s.22 Reconciliation October 2018

Approved thanks

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, October 19, 2018 11:21 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>
Subject: BMO s.22 Reconciliation October 2018

Hi Vanessa and Kate,

Attached is the reconciliation and receipts for the October BMO reconciliation of EPARKINSON^{s.22} Please let me know if you have any questions. If all ok can you please send back to me an approval?

Thanks,



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Wed 2018-12-05 12:00 AM
End: Thu 2018-12-06 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesHockin, Amber PREM:EX; Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Optional Attendeess.17

Wednesday, December 5, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Amber
Evan
Sheena

s.22 room, \$239 per night plus taxes.

24 Hours cancellation prior to check-in

Check-in : 3:00 pm
Check-out: 12:00 pm

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Tue 2018-12-04 12:00 AM
End: Wed 2018-12-05 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Tuesday, Dec. 4, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Evan :
Sheena :
Sage :

s.22 room, \$135 + taxes.

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Wed 2018-11-28 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Monday, November 28-29, 2018 – 2 nights

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Sheena i
Evan i
Geoff i
Sage i Nov. /28 (Hotel has Sage waitlisted for 29th)

s.22 Room, \$509 per night, Nov. 28 & 29th

Cancellation: 4:00 PM day of arrival

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: KATE: HARBOUR AIR: Vancouver to Victoria (3:30 PM)
Location: Flight # 2190

Start: Fri 2018-11-30 3:30 PM
End: Fri 2018-11-30 4:05 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Van Meer-Mass, Kate PREM:EX

Friday, November 30, 2018

Harbour air Flight # 2190

Depart Vancouver Harbour at 3:30 PM
Arrive Victoria Harbour at 4:05 PM

CONFIRMATION #s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

Subject: KATE: HARBOUR AIR: Victoria to vancouver (10:30 AM)
Location: Flight # 2080

Start: Wed 2018-11-28 10:30 AM
End: Wed 2018-11-28 11:05 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Van Meer-Mass, Kate PREM:EX

Wednesday, Nov. 28, 2018

HARBOUR AIR Flight # 2080

Depart Victoria Harbour at 10:30 AM
Arrive Vancouver Harbour at 11:05 AM

CONFIRMATION #s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

Subject: KATE: HARBOUR AIR: Victoria to Vancouver (10:30AM)
Location: Flight # 2080

Start: Wed 2018-11-21 12:00 AM
End: Thu 2018-11-22 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Van Meer-Mass, Kate PREM:EX

Wednesday, November 21, 2018

HARBOUR AIR Flight # 2080

Depart Victoria Harbour at 10:30 AM
Arrive Vancouver Harbour at 11:05 AM

CONFIRMATION #^{s.22}

Harbour Air Tel # 1-800-665-0212

Elizabeth-15-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 10:21 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Confirming the hotel dates

Will do. Flights are starting to book up now.

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, November 15, 2018 10:20 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Confirming the hotel dates

Sure. I may have to change it but please book for now!

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 10:20 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Confirming the hotel dates

Returning late afternoon on the 30th? Last flight is at 3:30 now it's winter.

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, November 15, 2018 10:01 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Confirming the hotel dates

Hmmm, I think I can go over on Wednesday now that you mention it so maybe a 10am flight?

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 10:00 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: Confirming the hotel dates

Hi Kate,

I wanted to confirm the dates you need the^{s.15} for BC Fed at the end of the month as other people have changed their booking. Do you still need 3 nights, Nov. 27, 28, 29? Do we have travel booked for you on HA? I don't see it in my calendar.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: KATE: OVERNIGHT: s.15
Location: s.15

Start: Wed 2018-11-28 12:00 AM
End: Sat 2018-12-01 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Van Meer-Mass, Kate PREM:EX

Wednesday, Thursday, November 28, 29, 2018

OVERNIGHT: s.15

CONFIRMATION # s.22

Two nights, s.22 . \$161 (gov't rate)

Cancel before 6:00 pm November 27

Elizabeth-24-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 10:16 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Flights to Van

This is for the 21st November?

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, November 15, 2018 10:15 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flights to Van

Sure about 10am would be great.

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 10:14 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Flights to Van

A morning flight Kate?

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, November 15, 2018 10:04 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flights to Van

Scratch that. I'll go over on Wednesday

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 15, 2018 10:01 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Flights to Van

Sure, what time would you like Kate?

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, November 15, 2018 10:00 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Flights to Van

Hi Elizabeth,

Can you book me a harbour air for the Tuesday over to Van?

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 10:06 AM
To: Richards, Erin PREM:EX
Subject: RE: Confirming; Hotel Nov. 30

Thanks Erin. Sage is confirmed on Harbour Air. Their last flight back is at 3:30 now as it's winter so she's on that flight.

From: Richards, Erin PREM:EX
Sent: Thursday, November 15, 2018 10:01 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Confirming; Hotel Nov. 30

Yes please. Thanks!

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 9:55 AM
To: Richards, Erin PREM:EX
Subject: RE: Confirming; Hotel Nov. 30

Hi Erin,

The^{s.15} is full for the second night. They have her name and think a room will open up so I will wait. The Helijet flights are all waitlisted. Would she like to try Harbour Air?

From: Richards, Erin PREM:EX
Sent: Tuesday, November 13, 2018 2:43 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Aaron, Sage PREM:EX
Subject: FW: Confirming; Hotel Nov. 30
Importance: High

Hi Elizabeth,

Sage will need the hotel from November 28th – 30th (2 nights). If she can get the same flight as Geoff on the Wednesday morning, that would be great. And then leaving in the later afternoon on the Friday.

Thanks!

Erin Richards
250-896-6322

From: Aaron, Sage PREM:EX
Sent: November 13, 2018 2:40 PM
To: Richards, Erin PREM:EX
Subject: RE: Confirming; Hotel Nov. 30

Yes, thank you.

Sage
778-678-0832

From: Richards, Erin PREM:EX
Sent: Tuesday, November 13, 2018 2:17 PM
To: Aaron, Sage PREM:EX
Subject: FW: Confirming; Hotel Nov. 30
Importance: High

Cabinet and then FNLG. Do you want to be there for FNLG on all days? Wednesday – Friday.

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 9:43 AM
To: Wade, Debbie PREM:EX; Richards, Erin PREM:EX
Subject: Confirming; Hotel Nov. 30

Hi Debbie and Erin,

Can you please confirm that Geoff and Sage need the \$15 reservation for 3 nights, Nov. 27-29th as I have booked them?

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: KATE: OVERNIGHT:s.15
Location: s.15

Start: Tue 2018-11-27 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required AttendeesVan Meer-Mass, Kate PREM:EX

Tuesday & Wednesday, Thursday, November 27, 28, 29, 2018

OVERNIGHT: s.15

CONFIRMATION #s.22

Three nights,s.22 , \$161 (gov't rate)

Cancel before 6:00 pm November 26

Elizabeth-24-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 9:27 AM
To: Richards, Erin PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Sage confirmed on flight with Premier.

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Thursday, November 15, 2018 9:26 AM
To: Parkinson, Elizabeth 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	Sage Aaron

Booking s.22

Friday, November 16, 2018

727

17:10 Vancouver Harbour (Downtown)

17:45 Victoria Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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

1 Passengers - Full-Fare

• Sage Aaron, Female

[Add to Calendar](#)

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)

Booking # s.22

Friday, November 16, 2018

Invoice s.22

729

17:45 Vancouver Harbour (Downtown)

18:20 Victoria Harbour (Downtown)

35 minutes

Cancelled

1 Passengers - Full-Fare

• Sage Aaron, Female

[Add to Calendar](#)

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

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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:

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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:

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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

Parkinson, Elizabeth PREM:EX

Subject: Canceled: SAGE: HELIJET: Vancouver to Victoria (5:45 PM)
Location: Flight # 729

Start: Fri 2018-11-16 5:45 PM
End: Fri 2018-11-16 6:20 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Aaron, Sage PREM:EX

Importance: High

Friday, November 16, 2018

HELIJET Flight # 729

Depart Vancouver Harbour at 5:45 PM
Arrive Victoria Harbour at 6:20 PM

CONFIRMATION^{s.22}

HElijet tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (5:10 PM)

Location: Flight # 727

Start: Fri 2018-11-16 5:10 PM

End: Fri 2018-11-16 5:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Aaron, Sage PREM:EX

Friday, November 16, 2018

HELIJET Flight # 727

Depart Vancouver Harbour at 5:10 PM

Arrive Victoria Harbour at 5:45 PM

CONFIRMATIONS:	Premier s.15	s.15; s.22
	Evan	s.22
	Sage	

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 15, 2018 8:56 AM
To: Graham2, Dorothy LASS:EX
Subject: RE: UPDATE: QP tickets, Nov. 20

Thanks Dorothy! Another time?

From: Graham2, Dorothy [mailto:Dorothy.Graham2@leg.bc.ca]
Sent: Thursday, November 15, 2018 8:16 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: UPDATE: QP tickets, Nov. 20

I would love to but that isn't the best time for me.

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 9, 2018 12:00 PM
To: Graham2, Dorothy <Dorothy.Graham2@leg.bc.ca>
Subject: FW: UPDATE: QP tickets, Nov. 20

One more... Can I add Susan Farmer? We're having a party! Want to come too? 😊

Elizabeth

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 9, 2018 11:51 AM
To: Graham2, Dorothy LASS:EX
Subject: UPDATE: QP tickets, Nov. 20

Hi Dorothy,

Can I add Shandi Shiach to this request?

Thanks,

Elizabeth

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 8, 2018 3:05 PM
To: Graham2, Dorothy LASS:EX
Subject: QP tickets, Nov. 20

Hi Dorothy,

Can I please request 2 tickets for Nov. 20th for myself and Olivia Dixon for QP?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 4:05 PM
To: Loubert, Danny PREM:EX
Subject: RE: Pre-Paid Quick Tickets

Hi Danny,

I was under the impression that Romeo set up a travel account with Helijet in July 2017. It's about the ease of tracking the flights for Finance as I can't see the calendars of your travellers to verify travel occurred.. You must not have many travellers on Helijet, or are they paying on their travel cards, and it's not going on our account? If you're ok with sending me the flight details whenever you have travellers that should work.

Danny PREM:EX
Sent: Wednesday, November 14, 2018 3:11 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Pre-Paid Quick Tickets

Hi Elizabeth,

We currently don't have an account here at VCO and as we do code all Travel through Victoria would it be best that we have you purchase for both offices?

Warmest Regards,

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

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 14, 2018 1:33 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Pre-Paid Quick Tickets

Hi Danny,

Troy says theses tickets will be set up under the current accounts we have so that we can each track them for Finance. We would just tell them we are using a pre-paid ticket when booking. They can be pre-paid by each of our purchasing cards. So it'll be super easy.

Elizabeth

From: Loubert, Danny PREM:EX
Sent: Wednesday, November 14, 2018 1:23 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Pre-Paid Quick Tickets

Do you want to give me a call when your free?

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

From: Geary, Vanessa PREM:EX
Sent: Wednesday, November 14, 2018 11:54 AM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: Pre-Paid Quick Tickets

Please work with Danny to develop plan for entire PO – VCO included. Thanks!

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 14, 2018 10:49 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Pre-Paid Quick Tickets

Hi Vanessa,

I think we could start with 3 books (30 tickets) and track their usage. It's a significant savings and we would definitely use them.

Elizabeth

From: Geary, Vanessa PREM:EX
Sent: Wednesday, November 14, 2018 9:53 AM
To: Parkinson, Elizabeth PREM:EX; Loubert, Danny PREM:EX
Subject: RE: Pre-Paid Quick Tickets

Agreed – what are you suggesting in terms of number of books of 10? Thanks

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 9, 2018 9:20 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Pre-Paid Quick Tickets

Thanks Danny. I think we should each invest in a few books of 10. (I don't want anyone running around with pre-paid tickets in case they are misplaced). If we only use them for the regular winter fares that's a savings of over \$2,000. What do you think Vanessa? Can we order them from Troy?

Thanks,

Elizabeth

From: Loubert, Danny PREM:EX
Sent: Friday, November 9, 2018 9:02 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: FW: Pre-Paid Quick Tickets

Hi Elizabeth,

Just heard back from Helijet. Have a look at the information and hopefully we can both look at purchasing a book or two for each of our staff.

Vanessa looping out in for Information.

Warmest Regards,

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

From: Troy MacDonald <tmacdonald@helijet.com>
Sent: Friday, November 9, 2018 8:42 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Pre-Paid Quick Tickets

Hello Danny,

Apologize for the delay in getting this to you, was on the road yesterday.

As per our discounted pre-paid quick tickets we sell them at a price of \$243.00 + GST which is off of our full price peak winter fare of \$325.00

The quick tickets are good on all available flights during the year, can be used by whomever you choose to fly with them, have a 1 year expiry from the date of purchase.

A book of 25 works out as follows:

1 Helijet quick ticket = \$243.00 x 25 = \$6,075.00 + 5% GST = \$6,378.75 for a book of 25 pre-paid quick tickets. We do sell in books of 10 (no extra tickets added).

Helijet does have some lower fares available on weekends (\$189) and some of the slower flights during the week when it would be better not to use the quick tickets. Also during the summer season we will have lower prices and will make sure to keep you updated when this will happen.

Helijet offers free parking at all of our terminals along with a full complimentary coffee and amenity bar. Please don't hesitate in contacting me if you have any further questions on the quick tickets or other items with our services. I have attached a quick ticket agreement we would ask you to fill out if you would like to go forward with a purchase.

Best,

Troy

Troy MacDonald, Director of Sales

Helijet International

Cell: 250-889-6851

tmacdonald@helijet.com



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

Sent: November 8, 2018 10:14:27 AM

To: Troy MacDonald

Subject: Pre-Paid Quick Tickets

Hi Troy,

I was hoping you might be able to provide me with some information on your Pre-Paid Quick Tickets? (costs, quantities, Expiration dates, how to use them, etc.)

I look forward to hearing from you.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives

Vancouver Cabinet Office | Office of the Premier

P: 604-775-1677 | **E:** Danny.Loubert@gov.bc.ca

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 3:49 PM
To: PREM CAL PREM:EX
Subject: Accepted: SAGE: HELIJET: Victoria to Vancouver (3:50 PM)

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 3:49 PM
To: Aaron, Sage PREM:EX
Subject: Accepted: OVERNIGHT: s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 3:48 PM
To: Richards, Erin PREM:EX
Subject: RE: Sage's flight to Van, 15 & 16

Thanks Erin.

From: Richards, Erin PREM:EX
Sent: Wednesday, November 14, 2018 2:23 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage's flight to Van, 15 & 16

I will add you to both meeting invites so you can see the details.

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 11:41 AM
To: Richards, Erin PREM:EX
Subject: RE: Sage's flight to Van, 15 & 16

Thanks Erin. It looks like Sage is flying with the Premier, correct? Is the hotel confirmed for the additional night?

From: Richards, Erin PREM:EX
Sent: Wednesday, November 14, 2018 11:40 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage's flight to Van, 15 & 16

s.22

everything now.

I guess I missed your autoreply message. I have booked

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 11:33 AM
To: Richards, Erin PREM:EX
Subject: RE: Sage's flight to Van, 15 & 16

Hi Erin,

Did someone book this for Sage already? s.22
Elizabeth

From: Richards, Erin PREM:EX
Sent: Tuesday, November 13, 2018 12:52 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Sage's flight to Van, 15 & 16

Hi Elizabeth,

Can you please book a flight for her tomorrow at around 4:30pm and then 1:45pm on Friday? Also, she will need an additional night on her hotel for tomorrow night.

Thanks!

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 2:44 PM
To: Richards, Erin PREM:EX
Subject: Sage's flight to Van, 15 & 16

Hi Erin,

Can I check in with you about what flights Sage will want to be on.



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 3:48 PM
To: s.15; s.22
Subject: Premier Helijet Nov. 16

FYI

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Wednesday, November 14, 2018 3:47 PM
To: Parkinson, Elizabeth 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	Premier John Horgan
Company	Premier Of British Columbia

Booking s.22

Friday, November 16, 2018

727

17:10 Vancouver Harbour (Downtown)

17:45 Victoria Harbour (Downtown)

35 minutes

Invoice s.22	
FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48
Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

Confirmed

1 Passengers - Full-Fare

• **Premier John Horgan, Male**

Add to Calendar

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

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GST#:
R102320165

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Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Page 0623 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

>>> On 2018/11/05 at 3:10 PM, in message
<6c6ad664851e42f5bddea6d57116d37f@E3PMBX19.idir.BCGOV>, "Parkinson, Elizabeth PREM:EX"
<Elizabeth.Parkinson@gov.bc.ca> wrote:

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]

Sent: Monday, November 5, 2018 2:41 PM

To: Parkinson, Elizabeth 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	Premier John Horgan
Company	Premier Of British Columbia

Booking s.22

Thursday, November 15, 2018

718

13:45 Victoria Harbour (Downtown)

14:20 Vancouver Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Full-Fare

· Premier John Horgan, Male

· s.15

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$619.04
+ GST	\$30.96

Billing	\$619.04
Taxes	\$30.96
Grand Total	\$650.00

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

[Add to Calendar](#)

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)

Booking # s.22

Friday, November 16, 2018

727

17:10 Vancouver Harbour (Downtown)

17:45 Victoria Harbour (Downtown)

35 minutes

Confirmed

2 Passengers - Full-Fare

• Premier John Horgan, Male

• s.15

[Add to Calendar](#)

Invoice # s.22

FARE-YWH-FULL_Winter18-19	\$619.04
+ GST	\$30.96

Billing	\$619.04
Taxes	\$30.96
Grand Total	\$650.00

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 1:34 PM
To: McConnell, Sheena PREM:EX
Subject: FW: Your November eStatement

From: s.15
Sent: Wednesday, November 14, 2018 1:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Your November eStatement

s.15

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Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 1:12 PM
To: 'Troy MacDonald'
Subject: RE: Prepaid Helijet tickets

That's great! Thanks Troy.

From: Troy MacDonald [mailto:tmacdonald@helijet.com]
Sent: Wednesday, November 14, 2018 1:10 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Prepaid Helijet tickets

Yes it will be the same account which your office has been invoiced for in the past.

Thank you!

Troy MacDonald, Director of Sales
Helijet International
Cell: 250-889-6851
tmacdonald@helijet.com



From: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Sent: November 14, 2018 1:05:27 PM
To: Troy MacDonald
Subject: RE: Prepaid Helijet tickets

Thanks Troy. So these tickets would be used on our existing accounts? That would work and I can track our usage.

From: Troy MacDonald [mailto:tmacdonald@helijet.com]
Sent: Wednesday, November 14, 2018 1:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Prepaid Helijet tickets

Thank you Elizabeth,

We will get the tickets ordered and I will drop off at the West Annex when they arrive in Victoria. Why don't we plan on you doling out the tickets as you please and I can discuss with the Vancouver office what they would like going forward.

Just working with our accounting department on the already set up accounts for the Premiers Office.

Best,

Troy

Troy MacDonald, Director of Sales
Helijet International
Cell: 250-889-6851
tmacdonald@helijet.com



From: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Sent: November 14, 2018 12:58:52 PM
To: Troy MacDonald
Subject: RE: Prepaid Helijet tickets

Hi Troy,

Yes, can you please bill the MC ending in ^{s.22} for these tickets and send to ^{s.15} of the West Annex? Our Vancouver office will also want 20 tickets, but they will pay for them on their purchasing card. Can I ask that we have separate accounts for our tracking purposes but have it under one umbrella? For the Victoria office I would want an account for the Premier specifically when booking and one for staff. So maybe 10 of those tickets should be set for the Premier specifically. Is that possible?

Elizabeth

From: Troy MacDonald [mailto:tmacdonald@helijet.com]
Sent: Wednesday, November 14, 2018 12:43 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Prepaid Helijet tickets

Hello Elizabeth,

We will get the tickets ordered for you, should we the credit card we have on file for the account, where would be best to have the tickets sent.

The cost with taxes for the 30 tickets will be \$7,654.50

Thank you,

Troy

Troy MacDonald, Director of Sales
Helijet International
Cell: 250-889-6851
tmacdonald@helijet.com



From: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>

Sent: November 14, 2018 11:00:23 AM

To: Troy MacDonald

Subject: Prepaid Helijet tickets

Good morning Troy,

Can I please order 3 books of 10 prepaid tickets for the Office of the Premier?

Thanks,

Elizabeth

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 12:39 PM
To: 'Reservations'
Subject: RE: QP tickets for November 20th

s.22

From: Reservations [mailto:reservations@leg.bc.ca]
Sent: Wednesday, November 14, 2018 12:37 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: QP tickets for November 20th

Thanks. And please remind me what your phone number is?

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 14, 2018 12:31 PM
To: Reservations <reservations@leg.bc.ca>
Subject: RE: QP tickets for November 20th

Thanks Angela. I may have sent it directly to Dorothy. It's Susan Farmer, Shandi Shiachi, Olivia Dixon and myself.

Elizabeath

From: Reservations [mailto:reservations@leg.bc.ca]
Sent: Wednesday, November 14, 2018 12:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: QP tickets for November 20th

Hi Elizabeth,

I can't see last week's request for you in our records, but we definitely have room on Nov. 20 so I'll reserve 6 tickets now. Could you please give me Susan, Olivia, and Shandi's surnames?

Thanks,
Angela

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 14, 2018 10:57 AM
To: Reservations <reservations@leg.bc.ca>
Subject: QP tickets for November 20th

Hi Dorothy,

Can I please add Vanessa Geary and s.22 to the QP tickets for next Tuesday, November 20th? I think I put in a request for 4 tickets for Susan, Olivia, Shandi and myself last week. I can pick them up the day prior if that's ok?

Thanks,

Elizabeth

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 12:14 PM
To: s.15; s.22
Subject: RE: Dec 10th am helijet

Yes. :-)

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

From: s.15; s.22
Sent: Wednesday, November 14, 2018 12:05 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Dec 10th am helijet

HelloConfirming there is a seat for one of us^{s.15} on the a/m flight^{s.15;}
Canada's largest network. ^{s.22} Sent from my Bell Samsung device over

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 12:12 PM
To: Geary, Vanessa PREM:EX
Subject: RE: Pre-Paid Quick Tickets

Hi Vanessa,

Honestly combining the travel for VCO and PO will make it harder to track for Finance. They will want us to reconcile the flights used on a tracking sheet and as we can only see the flights of the people we book it makes it easier to keep it separate and have us each track for our office. I could ask them to set-up an account for VCO and PO under one umbrella account for billing but for booking we could have separate accounts?

Elizabeth

From: Geary, Vanessa PREM:EX
Sent: Wednesday, November 14, 2018 11:57 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Pre-Paid Quick Tickets

Thanks – I just want to keep it as simple as possible as there is only one account for travel, i think we need to combine orders, but I will take advice from you two.

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 14, 2018 11:55 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Pre-Paid Quick Tickets

Will do Vanessa.

From: Geary, Vanessa PREM:EX
Sent: Wednesday, November 14, 2018 11:54 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Loubert, Danny PREM:EX
Subject: RE: Pre-Paid Quick Tickets

Please work with Danny to develop plan for entire PO – VCO included. Thanks!

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 14, 2018 10:49 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Pre-Paid Quick Tickets

Hi Vanessa,

I think we could start with 3 books (30 tickets) and track their usage. It's a significant savings and we would definitely use them.

Elizabeth

From: Geary, Vanessa PREM:EX
Sent: Wednesday, November 14, 2018 9:53 AM
To: Parkinson, Elizabeth PREM:EX; Loubert, Danny PREM:EX
Subject: RE: Pre-Paid Quick Tickets

Agreed – what are you suggesting in terms of number of books of 10? Thanks

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 9, 2018 9:20 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Pre-Paid Quick Tickets

Thanks Danny. I think we should each invest in a few books of 10. (I don't want anyone running around with pre-paid tickets in case they are misplaced). If we only use them for the regular winter fares that's a savings of over \$2,000. What do you think Vanessa? Can we order them from Troy?

Thanks,

Elizabeth

From: Loubert, Danny PREM:EX
Sent: Friday, November 9, 2018 9:02 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: FW: Pre-Paid Quick Tickets

Hi Elizabeth,

Just heard back from Helijet. Have a look at the information and hopefully we can both look at purchasing a book or two for each of our staff.

Vanessa looping out in for Information.

Warmest Regards,

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

From: Troy MacDonald <tmacdonald@helijet.com>
Sent: Friday, November 9, 2018 8:42 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Re: Pre-Paid Quick Tickets

Hello Danny,

Apologize for the delay in getting this to you, was on the road yesterday.

As per our discounted pre-paid quick tickets we sell them at a price of \$243.00 + GST which is off of our full price peak winter fare of \$325.00

The quick tickets are good on all available flights during the year, can be used by whomever you choose to fly with them, have a 1 year expiry from the date of purchase.

A book of 25 works out as follows:

1 Helijet quick ticket = \$243.00 x 25 = \$6,075.00 + 5% GST = \$6,378.75 for a book of 25 pre-paid quick tickets. We do sell in books of 10 (no extra tickets added).

Helijet does have some lower fares available on weekends (\$189) and some of the slower flights during the week when it would be better not to use the quick tickets. Also during the summer season we will have lower prices and will make sure to keep you updated when this will happen.

Helijet offers free parking at all of our terminals along with a full complimentary coffee and amenity bar. Please don't hesitate in contacting me if you have any further questions on the quick tickets or other items with our services. I have attached a quick ticket agreement we would ask you to fill out if you would like to go forward with a purchase.

Best,

Troy

Troy MacDonald, Director of Sales

Helijet International

Cell: 250-889-6851

tmacdonald@helijet.com



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

Sent: November 8, 2018 10:14:27 AM

To: Troy MacDonald

Subject: Pre-Paid Quick Tickets

Hi Troy,

I was hoping you might be able to provide me with some information on your Pre-Paid Quick Tickets? (costs, quantities, Expiration dates, how to use them, etc.)

I look forward to hearing from you.

Warmest Regards,

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:54 AM
To: Geary, Vanessa PREM:EX
Subject: RE: QP next Tues

Will do. I booked Olivia and Shandi from Correspondence and Susan Farmer and myself too. ☺ Shandi hasn't been yet also and Susan and I haven't been in a couple years.

Elizabeth

From: Geary, Vanessa PREM:EX
Sent: Wednesday, November 14, 2018 10:27 AM
To: Parkinson, Elizabeth PREM:EX
Subject: QP next Tues

Hi —s.22
book QP tickets for both him and me. Thanks! Vanessa

Would you please

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:38 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-87262 Records Due November 22, 2018

No records.

Elizabeth

From: OOP FOI PREM:EX
Sent: Tuesday, November 13, 2018 11:47 AM
To: LP PO Executive Office
Subject: Call for Records OOP-2018-87262 Records Due November 22, 2018

Hello,

Please see the below request and please let me know by November 22nd whether or not you have any records:

Canvassed: All Executive Staff

Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages sent from or received by the Premier/Minister, staff in the Premier/Minister's office, and Ministry staff pertaining to the receipt of Michael de Jong's letter addressed to the Minister of Finance sent on October 17, 2018 regarding LNG Canada's final investment decision.

*(Date for Record Search: From: **10/17/2018 To: 10/29/2018**) Date Format is MM/DD/YYYY*

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

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

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

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:34 AM
To: Privett, Don PREM:EX
Subject: RE: Aramark

Thanks Don. Can you track our actual usage for a week? I realise it may be higher during session, but we've never run out before.

From: Privett, Don PREM:EX
Sent: Tuesday, November 13, 2018 8:42 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Aramark

Hi,
I've initiated the increase; also, I see they delivered Friday after I asked them to resume on Mondays; need to follow up on that, I think Monday's the best delivery day.
D.

From: Parkinson, Elizabeth PREM:EX
Sent: 09 November 2018 11:22
To: Privett, Don PREM:EX
Subject: Aramark

Hi Don,

We've almost run out of coffee and creamer again. Would you mind adding a second box once a month to our order and 2 extra 1L containers of cream for the next month and we'll see how we fare? We seem to be using a lot more coffee. Maybe you can track the coffee you put on for a week so we can look at that too?

Thanks,

Elizabeth



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:32 AM
To: Seiferling, Eric CITZ:EX
Subject: RE: Question: Premier's Office Main Line - Mailbox Name

Thanks Eric. I see this is set up. s.22

Looks good.

Elizabeth

From: Seiferling, Eric CITZ:EX
Sent: Monday, November 12, 2018 7:00 PM
To: Parkinson, Elizabeth PREM:EX; Lee, Bonnie FIN:EX
Subject: RE: Question: Premier's Office Main Line - Mailbox Name

Hi Bonnie,

At our last meeting, we discussed that Don Privett, Elizabeth, Evan Brown and Chris McLaren would all have access to the shared voicemail inbox. As for the official owner and thus manager of the generic mailbox, we had landed on Elizabeth.

All of that said - Elizabeth please let us know if you have a different suggestion for the owner of this account. To reiterate, this is the person who would be in charge of maintaining the 2503871715 call recipients (for example, after a staffing change).

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 11:14 AM
To: Lee, Bonnie FIN:EX <Bonnie.Lee@gov.bc.ca>
Cc: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: RE: Question: Premier's Office Main Line - Mailbox Name

Thank you for your email Bonnie. Your suggestions sound fine to me. I'm including Eric in the email as I know he and I were talking about the mailbox and how it should be set-up just last week and I'd like to make sure nothing slips through the cracks. I had asked for Evan Brown, Chris McLaren and myself to access to the mailbox as delegates I believe. Are you able to confirm all of this for Bonnie Eric?

Thanks,

Elizabeth

From: Lee, Bonnie FIN:EX
Sent: Friday, November 9, 2018 10:26 AM
To: Parkinson, Elizabeth PREM:EX

Cc: Lee, Penny FIN:EX

Subject: Question: Premier's Office Main Line - Mailbox Name

Good morning Elizabeth,

We are submitting iStore orders to create generic IDIR accounts for the main lines of offices in preparation for the Refresh and transition to Unified Communications next month.

We have some questions about the account for 250 387-1715:

1. What should the account be called? One suggestion is OfficeofthePremier, Phone PREM:EX so that it appears in the GAL immediately below the Premier's Office email account:
OfficeofthePremier, Office PREM:EX
OfficeofthePremier, Phone PREM:EX
2. Is there a preference for the email address? It will only be used to receive voicemail messages from calls to the main line. A suggestion is s.17
3. Who should the owner of the mailbox be, and who should have access to the mailbox? Anyone who needs to be able to check voicemails for 250-387-1715 should have access to this mailbox. The owner of the mailbox would be able to change the password and is usually the person most responsible for accessing the voicemails

Please let me know if you have any questions about this request.

Thanks,
Bonnie

Bonnie Lee
Service Desk Team Lead

Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Service Desk: 250-387-8912
Direct Line: 778-698-2633
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>

This email, including any attachments, may include confidential information and may be protected by law. If you have received this communication in error, please notify me immediately and delete the message, including any attachments without disclosing or using it.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:30 AM
To: Brown, Evan PREM:EX
Subject: FW: Evan, Enhance Your Upcoming Stay

For yourself..

From: s.15
Sent: Monday, November 12, 2018 5:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Evan, Enhance Your Upcoming Stay

[View in Browser](#)

s.15

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s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:29 AM
To: Brown, Evan PREM:EX
Subject: FW: John, Enhance Your Upcoming Stay

Hi Evan,

In case you and the Premier would like to set up a pre-order for breakfast and save money.

Elizabeth

From: s.15
Sent: Monday, November 12, 2018 5:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: John, Enhance Your Upcoming Stay

[View in Browser](#)

s.15

Page 0651 of 1050 to/à Page 0653 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:26 AM
To: s.15
Subject: RE: Booking for the Premier, Dec. 5

Thank you for your email^{s.15} We like to have Evan in the room next to the Premier^{s.15}
s.15

Thank you,

Elizabeth

From: ^{s.15}
Sent: Monday, November 12, 2018 7:38 AM
To: Parkinson, Elizabeth PREM:EX
Cc: ^{s.15}
Subject: RE: Booking for the Premier, Dec. 5

Good morning Elizabeth,

Thank you for your email. I see that the bookings are already in our system. I have noted that Mr. Evan Brown's room is to be near Premier Horgan's. Do you have any other room preferences that I can note on the reservations?

Please let us know and we would be happy to ensure their stay with us is as comfortable as possible.

Warm regards,

s.15

From: s.15
Sent: Friday, November 09, 2018 6:11 PM
To: Parkinson, Elizabeth PREM:EX;s.15
Subject: RE: Booking for the Premier, Dec. 5

Hi Elizabeth,

So nice to hear from you. I am out of the office until Tuesday but if you like, please email our Reservations team (cc'd) and they will happily make this reservations for you right away. Please let them know the approximate arrival times, any special requests, and billing requirements (i.e. will they be paying for their own charges or are some/all of the charges to go to a 3rd party credit card and if so we will send a Secure pay link). I hope you enjoy your long weekend!

s.15

From: Parkinson, Elizabeth PREM:EX [Elizabeth.Parkinson@gov.bc.ca]
Sent: November 9, 2018 3:06 PM
To: s.15
Subject: Booking for the Premier, Dec. 5

Hi s.15

I hope you're well. I'd like to book for the Premier Evan Brown, Sheena McConnell and Amber Hockin on Dec. 5th. Can I give you a call, or should I call reception.

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:17 AM
To: Wade, Debbie PREM:EX
Subject: FW: Geoff, let us know about your stay!

In case Geoff would like to comment..

From: s.15
Sent: Sunday, November 11, 2018 10:03 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Geoff, let us know about your stay!

s.15

Page 0658 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 14, 2018 10:14 AM
To: s.15; s.22
Subject: RE: HARBOR AIR

LOL, actually I know what it said 😊

From: s.15; s.22
Sent: Friday, November 9, 2018 3:43 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: HARBOR AIR

I really should re read my messages, what the heck is "do you know "

lol sorry

s.15; s.22

>>> "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca> 2018/11/09 3:32 PM >>>

Hi s.15; s.22

All but the Premier were on the same booking number, s.22 You can leave it if you'd like and when the bill comes in I can point it out to our finance dept. for JV'ing later. Let me know if that works.

Elizabeth

From: s.15; s.22
Sent: Friday, November 9, 2018 3:26 PM
To: Parkinson, Elizabeth PREM:EX
Subject: HARBOR AIR

Hi Elizabeth,

Regarding yesterday's Harbour Air flight, do you know what booking number was assigned to me? I need to clarify payment with HA, so they don't bill the Govt.

Thanks

s.15; s.22

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT:s.15

Location: s.15

Start: Wed 2018-12-05 12:00 AM

End: Thu 2018-12-06 12:00 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesHockin, Amber PREM:EX; Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Wednesday, December 5, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Amber
Evan
Sheena

s.22 room, \$135 per night plus taxes.

24 Hours cancellation prior to check-in

Check-in : 3:00 pm

Check-out: 12:00 pm

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 3:32 PM
To: s.15; s.22
Subject: RE: HARBOR AIR

Hi s.15; s.22

All but the Premier were on the same booking number, s.22 . You can leave it if you'd like and when the bill comes in I can point it out to our finance dept. for JV'ing later. Let me know if that works.

Elizabeth

From: s.15; s.22
Sent: Friday, November 9, 2018 3:26 PM
To: Parkinson, Elizabeth PREM:EX
Subject: HARBOR AIR

Hi Elizabeth,

Regarding yesterdays Harbour Air flight, do myou lmow what booking number was assisgned to me? I need to clarify payment with HA, so they dont bill the Govt.

Thanks

s.15; s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 3:30 PM
To: s.15; s.22
Subject: HELIJET: Dec. 5 - Vic-Van

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Friday, November 9, 2018 11:56 AM
To: Parkinson, Elizabeth 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	s.15

Booking s.22

Wednesday, December 5, 2018

858

18:40 Victoria Harbour (Downtown)

19:15 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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

1 Passengers - Full-Fare

s.15

[Add to Calendar](#)

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 3:29 PM
To: s.15; s.22
Subject: HELIJET: Dec. 10-Vic-Van-Vic

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Friday, November 9, 2018 2:07 PM
To: Parkinson, Elizabeth 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	Premier John Horgan
Company	Premier Of British Columbia

Booking s.22

Monday, December 10, 2018

710

09:35 Victoria Harbour (Downtown)

10:10 Vancouver Harbour (Downtown)

35 minutes

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$928.56
FARE-YWH-SENIOR_Winter	\$409.52
+ GST	\$66.92

Billing	\$1,338.08
Taxes	\$66.92

Confirmed**Grand Total****\$1,405.00****5 Passengers - Full-Fare**

- Evan Brown, Male
- Geoffrey Meggs, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, Female

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.

Add to Calendar

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)

Bookings**Monday, December 10, 2018****719****14:10 Vancouver Harbour (Downtown)****14:45 Victoria Harbour (Downtown)****35 minutes****Confirmed****Invoice #s.22**

FARE-YWH-FULL_Winter18-19 \$928.56

FARE-YWH-SENIOR_Winter \$409.52

+ GST \$66.92

Billing \$1,338.08

Taxes \$66.92

Grand Total \$1,405.00**5 Passengers - Full-Fare**

- Evan Brown, Male
- Geoffrey Meggs, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, Female

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.

Add to Calendar

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(additional cancellation fees may apply)

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GST#:
R102320165

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

Payment:
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Passenger Check-in:
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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.
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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:
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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.

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Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Wed 2018-11-28 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Monday, November 28-29, 2018 – 2 nights

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Sheena #
Evan #
Geoff #
Sage # Nov. /28

s.22 \$509 per night, Nov. 28 & 29th

Cancellation: 4:00 PM day of arrival

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Tue 2018-12-04 12:00 AM
End: Wed 2018-12-05 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesBrown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX

Tuesday, Dec. 4, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier; s.22
Evan ‡
Sheena ‡
Sage ‡

s.22 room, \$135

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (2:10 PM)

Location: Fliht # 719

Start: Mon 2018-12-10 2:10 PM

End: Mon 2018-12-10 2:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX

Monday, December 10, 2018

HELIJET Flight #719

Depart Vancouver Harbour at 2:10 PM

Arrive Victoria Harbour at 2:45 PM

CONFIRMATIONS: #s.15; s.22 Premier, Evan, s.15 Sheena, Geoff

Helijet tel # 1-800-665-4354

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (9:35 AM)

Location: Flight # 710

Start: Mon 2018-12-10 9:35 AM

End: Mon 2018-12-10 10:10 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required AttendeesBrown, Evan PREM:EX; Meggs, Geoff PREM:EX; McConnell, Sheena PREM:EX

Monday, December 10, 2018

HELIJET Flight #710

Depart Victoria Harbour at 9:35 AM

Arrive Vancouver Harbour at 10:10 AM

CONFIRMATIONS: #s.15; s.22 Premier, Evan, s.15 , Geoff, Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-09-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 2:46 PM
To: Trimble, Brett FIN:EX
Subject: RE: Voice Mail (30 seconds)

It's all ok Brett. David popped over and fixed the problem. Have a nice weekend.

Elizabeth

From: Trimble, Brett FIN:EX
Sent: Friday, November 9, 2018 2:44 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Voice Mail (30 seconds)

Hi Elizabeth,
Sorry I missed your call. I'm working up at gov house today, If Bob has not left and he has the time, please give me call and I'll see if I can do something remotely or if not David may be back in the area.
Regards, Brett

From: Microsoft Outlook **On Behalf Of** Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 12:05 PM
To: Trimble, Brett FIN:EX <Brett.Trimble@gov.bc.ca>
Subject: Voice Mail (30 seconds)

You received a voice mail from Parkinson, Elizabeth PREM:EX (Work) at [2503871805](#).

Caller-Id: [2503871805](#)
Job Title: Deputy Communications, Director
Company: Office of the Premier
Work: [250 387-1805](#)
Email: Elizabeth.Parkinson@gov.bc.ca

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 2:36 PM
To: Henry, David A FIN:EX
Subject: RE: Wireless polycom options for Premier

Thank you David. I think this is the best option for us to use with the speaker. Will you connect with Eric regarding the supports for this line?

Thanks,

Elizabeth

From: Henry, David A FIN:EX
Sent: Thursday, November 8, 2018 6:30 PM
To: Privett, Don PREM:EX; Parkinson, Elizabeth PREM:EX; Nash, Amber PREM:EX; Brown, Evan PREM:EX
Cc: PREM Tech
Subject: Wireless polycom options for Premier

Good evening,

Polycom does not make a wireless polycom currently. There are some older refurbished available, I found a model on Amazon:

https://www.amazon.com/dp/B07FDJBZW9/ref=sxbs_sxwds-stvpv2_3?pf_rd_m=ATVPDKIKXoDER&pf_rd_p=6375e697-f226-4dbd-a63a-5ec697811ee1&pd_rd_wg=agiuU&pf_rd_r=HDRG27QB4748H29HPWZX&pf_rd_s=desktop-sx-bottom-slot&pf_rd_t=301&pd_rd_i=B07FDJBZW9&pd_rd_w=lltGI&pf_rd_i=2201-07880-160&pd_rd_r=9df9ed7a-6777-44fe-841f-dea158fd2559&ie=UTF8&qid=1541730230&sr=3

This would plug into a REGULAR phone line. Have a base station and the wireless unit with dial pad etc.

Copyright

Telephone cable etc plug into this:

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 2:17 PM
To: Dewar, Bob PREM:EX
Subject: David is here, Can you come up?

Importance: High



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 2:03 PM
To: Aaron, Sage PREM:EX
Subject: RE: Your Ministry people are here in reception

Thanks!

From: Aaron, Sage PREM:EX
Sent: Friday, November 9, 2018 2:03 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Your Ministry people are here in reception

On my way there in 2 mins

Sage
778-678-0832
Sent from my mobile device

On Nov 9, 2018, at 2:00 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

<image001.png> *Elizabeth Parkinson*
Finance and Administration Officer
Office of the Premier
Direct: 250-387-1805
Office: 250-387-1715
E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 2:00 PM
To: Geary, Vanessa PREM:EX
Subject: Plant products

Hi Vanessa,

Am I ok to pick up some plant fertilizer and bug control spray for the plants in the office?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 1:39 PM
To: Nash, Amber PREM:EX
Subject: RE: Flights

Sure.

From: Nash, Amber PREM:EX
Sent: Friday, November 9, 2018 1:38 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Flights

Hi Elizabeth

Can you please book the Dec 10th Vic to Van 9:30 am ish flight & the Van to Vic 2:10pm flights for me?

PJH
Evan
Sheena
s.15
Geoff

A

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 1:37 PM
To: Nash, Amber PREM:EX
Subject: RE: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

OK. s.22

From: Nash, Amber PREM:EX
Sent: Friday, November 9, 2018 1:36 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

Not needed. These are for constit. ☺

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 9, 2018 1:28 PM
To: Mitchell-Starkey, Maureen LASS:EX; Farmer, Susan PREM:EX; Nash, Amber PREM:EX; McLaren, Chris PREM:EX
Cc: Osborn, Lynn LASS:EX; Fogg, Bruce PREM:EX
Subject: RE: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

I'm happy to pick up and bring them into the office if that helps?

Elizabeth

From: Mitchell-Starkey, Maureen [mailto:Maureen.Mitchell-Starkey@leg.bc.ca]
Sent: Friday, November 9, 2018 1:08 PM
To: Farmer, Susan PREM:EX; Nash, Amber PREM:EX; McLaren, Chris PREM:EX
Cc: Parkinson, Elizabeth PREM:EX; Osborn, Lynn LASS:EX; Fogg, Bruce PREM:EX
Subject: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

Hello TEAM,

We have one of the schools artwork (Savory School) and I have a call out to Janice to see when we will get the rest.

Do you have a plan/date/time for John to see and approve the artwork?

Janice has said she will have all of the artwork by midmorning on Tuesday and if Lynn or Bruce can pick it up at the School Board office on Jacklin Road, that will be great.

If we can get the MLA office Christmas cards printed at the same time as the Premier's office that may work for us. The only drawback maybe be we want ours ready by end of November, as we will be in including our MLA Open House Invitations in with the cards.

Thanks, Moe

Maureen Mitchell-Starkey | Constituency Assistant for MLA John Horgan, MLA, Langford-Juan de Fuca | 250-391-2801
Constituency Office Hours: Monday to Friday, 10 am to 4 pm | NEW - Maureen's hours: Monday, Wednesday and Friday

From: Fogg, Bruce PREM:EX [mailto:Bruce.Fogg@gov.bc.ca]
Sent: Thursday, November 8, 2018 11:44 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>
Cc: Mitchell-Starkey, Maureen <Maureen.Mitchell-Starkey@leg.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Subject: FW: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

After speaking with Susan I am forwarding you this email for information.
Maureen will be back on Friday and can speak to this then.
I believe we are on track to get the art work Tuesday, will then need PJH to choose. Believe he will want the school art on the cards for both lists but that needs to be confirmed.
Then Susan/Amber will work on Queen's printer for the Premier's list and Maureen will provide constituency list.
Maureen will be able to tell us whether she wants the constit list printed at Westside Insta Print or at Queens printer.
Best

Bruce Fogg
Executive Assistant (Constituency)
Premier John Horgan, MLA
Langford-Juan de Fuca
c) 250-208-2179

From: Mitchell-Starkey, Maureen [mailto:Maureen.Mitchell-Starkey@leg.bc.ca]
Sent: Monday, October 22, 2018 2:32 PM
To: Fogg, Bruce PREM:EX; Nash, Amber PREM:EX
Cc: Frederiksen, Hans LASS:EX; Kitzul, Sheldon LASS:EX; Osborn, Lynn LASS:EX; Horgan.MLA, John LASS:EX; Herzog, Lawrence LASS:EX
Subject: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

Hi Bruce and Amber,

I have spoken to Janice Folger (SD62) at 250-474-9800 and yes, she will be pleased to reach out to the elementary schools within the MLA riding (grade K – 5) asking for artwork for the MLA to use on his 2018 Xmas Christmas cards. I have said we will use the artists first name, age and school. Janice thought that would be acceptable.

Janice will have all of the artwork at her office by Friday, November 9, 2018 and it will be available for our office to pick up on Tuesday, November 13, 2018.

Bruce and Amber, will you set up a date after November 13, 2018 for the MLA to review and select a piece of artwork for our Christmas cards. I will then make arrangements with either WESTSIDE Instaprint or the Queens Printer to take the artwork and prepare 200 Christmas cards and provide envelopes for our MLA office to send out. We will also need to confirm with John that he would like to use his eSignature on the card this year or would he like to sign them. I would like all of these cards out of our office by Thursday, November 29, 2018.

Lynn, perhaps you and I can work on updating the Master Mailing List of Labels, with all of the new recipients? **Staff,** please think of folks we can/should add to the list. I would also like to include our MLA Open House Invitations in with our Christmas cards. I will work with Miriam on the design of this year's MLA Open House invitation. The MLA Open House is on Wednesday, December 12, 2018. We will again be asking all guests to RSVP their attendance to the Open House and that we will again have a Food Donation Box for folks to drop their donations into.

I have attached last year's guest list as a starting point. We will need to update all of the newly elected municipal and school trustees. Verify names for the different organizations, Legions, fire halls, community groups, food banks, First Nations etc.....

Thank you,
Moe

Maureen Mitchell-Starkey | Constituency Assistant to Honourable John Horgan, MLA, Langford-Juan de Fuca
#122 - 2806 Jacklin Road Victoria BC V9B 5A4 | P: 250-391-2801 | F: 250-391-2804
E: Maureen.Mitchell-Starkey@leg.bc.ca

Constituency Office Hours: Monday to Friday, 10 am to 4 pm
NEW - Maureen's hours: Monday, Wednesday and Friday

MLA Website and to Sign up for John's Newsletter: [MLA John Horgan](#) | Twitter: [John Horgan](#) | Facebook: [John Horgan](#)



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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 1:24 PM
To: 'Simons, Nicholas'
Cc: Hill, Robert LASS:EX
Subject: RE: Ola

Thanks Nic!

From: Simons, Nicholas s.17
Sent: Friday, November 9, 2018 1:02 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Ola

Ok EP, no problem.

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, November 9, 2018 12:23 PM
To: Simons, Nicholas s.17
Subject: Ola

Hi Nicholas,

When you are next in Victoria could I bring you over a gift s.22
with him when he was here.

? I couldn't seem to connect

Thanks,

Elizabeth



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 11:57 AM
To: Farmer, Susan PREM:EX
Subject: RE: Shandi at QP

Perfect. I'll add you to the reservation too.

From: Farmer, Susan PREM:EX
Sent: Friday, November 9, 2018 11:54 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Shandi at QP

Sure- why not? I may have gone last fall, but I'm not sure if I've actually been there since we've been in gov't.

FYI – Shandi's surname is pronounced SHAY (it's Gaelic), just in case John is going to do introductions.

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 11:29 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: RE: Shandi at QP

Welcome! Want to come too?

From: Farmer, Susan PREM:EX
Sent: Friday, November 9, 2018 11:29 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Shandi at QP

And thanks!

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 11:15 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: RE: Shandi at QP

Hi Susan,

Yes, I have ordered a QP ticket for Olivia and myself as I haven't been this year. What's Shandi's last name and I'll add her to our group? We're going on the 20th.

Elizabeth

From: Farmer, Susan PREM:EX
Sent: Friday, November 9, 2018 10:49 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Shandi at QP

No – this was on my to-do list. I heard from Olivia yesterday that she'll be here on the 20th, so I spoke w/Shandi about her going with her that day & she'd like to.

I was going to be in touch today about seeing if you can arrange tickets for both (I'm assuming you're asking related to Olivia coming?), but then I forgot with all of the other QP (Queen's Printer) business haha.

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 10:21 AM
To: Farmer, Susan PREM:EX <Susan.Farmer@gov.bc.ca>
Subject: Shandi at QP

Hi Susan,

Has Shandi attended QP yet?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (6:40 PM)
Location: Flight # 858

Start: Tue 2018-12-04 6:40 PM
End: Tue 2018-12-04 7:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX; Meggs, Geoff PREM:EX

Tuesday, December 4, 2018

HELIJET Flight # 858

Depart Victoria Harbour at 6:40 PM
Arrive Vancouver Harbour at 7:15 PM

CONFIRMATIONS:	Premier	s.22
	Evan	
	Sheena	
	s.15; s.22	
	Sage	s.22

Helijet Tel # 1-800-665-4354

Updated: Elizabeth-07-11-18; 09-11-18

Page 0688 of 1050 to/à Page 0689 of 1050

Withheld pursuant to/removed as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 11:35 AM
To: Trimble, Brett FIN:EX
Subject: Calendar missing from Bob Dewars phone

Importance: High

Hi Brett,

Are you able to come and fix this for Bob?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 11:26 AM
To: Henry, David A FIN:EX
Subject: FW: Bob's phone

Importance: High

Hi David,

Sorry to bug you again, but Bob is hoping to go somewhere and will need his phone. Are you able to fix it or should I contact Brett?

Thanks,

Elizabeth

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, November 9, 2018 10:38 AM
To: Henry, David A FIN:EX
Subject: Bob's phone

Hi David,

I have Bob's phone here on my desk. He has nothing in his calendar for some reason. Are you able to fix?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 11:08 AM
To: Brubacher, Kelly IGRS:EX
Subject: FW: Eticket : John Horgan, Sheena McConnell, Evan Brown, Amber Hockin / Vancouver- Montreal- Victoria / Dec 6-7
Attachments: Travel Reservation December 06 for JOHN HORGAN.pdf; Travel Reservation December 06 for AMBER HOCKIN.PDF

Hi Kelly,

Sending you the flight information for the delegation as an FYI. The hotel has been changed to \$15 per the recommendation and all are registered for the conference.

Thanks,

Elizabeth

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Wednesday, November 7, 2018 11:05 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Eticket : John Horgan, Sheena McConnell and Evan Brown / Vancouver- Montreal- Victoria / Dec 6-7

Hi Elizabeth

Please see attached the first eticket. I did use credits for all the travelers so Amber is separate but they are all seats in preferred seating next to each other

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Flight Centre Business Travel [mailto:confirmation@tripcase.com]
Sent: Wednesday, November 07, 2018 11:00 AM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Travel Reservation December 06 for JOHN HORGAN



Flight Centre Business Travel
250-360-2058

Itinerary

Add to Calendar

Itinerary

Priority Notes from your Travel Arranger

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330

Trip to: VICTORIA BC, CANADA Reservation code: s.22
Passenger(s): HORGAN/JOHN Airline Reservation Code:
MCCONNELL/SHEENA
BROWN/EVAN



AIR CANADA AC Flight Number **398**
CONFIRMED, Confirmation#s.22

Thursday, 06 December

Departure: YVR VANCOUVER BC, CANADA
7:00AM
Main Terminal

Arrival: YUL MONTREAL TRUDEAU, CANADA
2:55PM

Please verify flight times prior to departure

Class: Economy Duration: 4hour(s) and 55minute(s)
Meal: Food for Purchase Distance (in Miles): 2295
Aircraft: 7M8

John Horgan

Seat(s): Check-In Required

Sheena Mcconnell

Seat(s): Check-In Required

Evan Brown

Seat(s): Check-In Required



AIR CANADA AC Flight Number **305**
CONFIRMED, Confirmation#s.22

Friday, 07 December

Departure: YUL MONTREAL TRUDEAU, CANADA
1:10PM

||
Arrival: YVR VANCOUVER BC, CANADA
3:59PM
Main Terminal

||
Please verify flight times prior to departure
||

Class: Economy Duration: 5hour(s) and 49minute(s)
Meal: Food for Purchase Distance (in Miles): 2295
Aircraft: AIRBUS INDUSTRIE A320 JET

||
John Horgan **Sheena Mcconnell**
Seat(s): Check-In Required Seat(s): Check-In Required

Evan Brown
Seat(s): Check-In Required



AIR CANADA AC Flight Number **8075**
Operated by: /AIR CANADA EXPRESS - JAZZ
CONFIRMED, Confirmation#s.22

Friday, 07 December

Departure: YVR VANCOUVER BC, CANADA
5:30PM
Main Terminal

||
Arrival: YYJ VICTORIA BC, CANADA
6:00PM
||

Please verify flight times prior to departure
||

Class: Economy Duration: 0hour(s) and 30minute(s)
Aircraft: DEHAVILLAND DASH 8-400 Distance (in Miles): 40
TURBOPROP

||
John Horgan **Sheena Mcconnell**
Seat(s): Check-In Required Seat(s): Check-In Required

Evan Brown
Seat(s): Check-In Required

If you no longer wish to receive these emails please contact: confirmation@tripcase.com.



Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Thu 2018-12-06 12:00 AM
End: Fri 2018-12-07 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Hockin, Amber PREM:EX

Optional Attendees s.17

Thursday, December 6, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
s.15; s.22
Amber s.22
Sheena
Evan

Check-in: 3:00 pm
Check-out: 12:00 pm

s.22 _ room at \$159 per night plus taxes

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 10:20 AM
To: Henry, David A FIN:EX
Subject: RE: Wireless polycom options for Premier

Thanks David,

Would you mind sending me all the options for the Premier we spoke about so I can discuss with Amber and Kate?

Thanks,

Elizabeth

From: Henry, David A FIN:EX
Sent: Thursday, November 8, 2018 6:30 PM
To: Privett, Don PREM:EX; Parkinson, Elizabeth PREM:EX; Nash, Amber PREM:EX; Brown, Evan PREM:EX
Cc: PREM Tech
Subject: Wireless polycom options for Premier

Good evening,

Polycom does not make a wireless polycom currently. There are some older refurbished available, I found a model on Amazon:

https://www.amazon.com/dp/B07FDJBZW9/ref=sxbs_sxwds-stvpv2_3?pf_rd_m=ATVPDKIKXoDER&pf_rd_p=6375e697-f226-4dbd-a63a-5ec697811ee1&pd_rd_wg=agiuU&pf_rd_r=HDRG27QB4748H29HPWZX&pf_rd_s=desktop-sx-bottom-slot&pf_rd_t=301&pd_rd_i=B07FDJBZW9&pd_rd_w=lltGl&pf_rd_i=2201-07880-160&pd_rd_r=9df9ed7a-6777-44fe-841f-dea158fd2559&ie=UTF8&qid=1541730230&sr=3

This would plug into a REGULAR phone line. Have a base station and the wireless unit with dial pad etc.

Copyright

Telephone cable etc plug into this:

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 10:11 AM
To: Farmer, Susan PREM:EX
Subject: QP Req
Attachments: QP Print Req_6476_Tsilhqotin Certificates (2).docx



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Tue 2018-11-27 12:00 AM
End: Fri 2018-11-30 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Monday, November 27-29, 2018 – 3 nights

OVERNIGHT: s.15

CONFIRMATIONS: Premier; s.22
Sheena †
Evan †
Geoff †
Sage † Nov. 27/28

s.22 Room, \$239 per night, Nov. 27
Room, \$509 per night, Nov. 28 & 29th

Cancellation: 4:00 PM day of arrival

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 9:29 AM
To: s.15; s.22
Subject: FW: Reservation Confirmation s.22 for s.15 ; For s.15; s.22

Hi s.15; s.22

For s.15; s.22

From: s.15
Sent: Thursday, November 8, 2018 4:58 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation s.22 for s.15

s.15

Thanks for booking directly with us, s.15; s.22

We look forward to hosting you.

Thu, Dec 06, 2018 – Fri, Dec 07, 2018
Confirmation Number: s.22

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Withheld pursuant to/removed as

s.15

Page 0707 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0708 of 1050 to/à Page 0710 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 9, 2018 9:29 AM
To: s.15; s.22
Subject: FW: Reservation Confirmation s.22 for s.15

Hi s.15; s.22

For s.15; s.22

From: s.15
Sent: Thursday, November 8, 2018 5:06 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation s.22 for s.15

s.15

Thanks for booking directly with us, s.15; s.22

We look forward to hosting you.

Thu, Dec 06, 2018 – Fri, Dec 07, 2018
Confirmation Number: s.22

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Withheld pursuant to/removed as

s.15

Page 0717 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0718 of 1050 to/à Page 0720 of 1050

Withheld pursuant to/removed as

s.15

Page 0721 of 1050 to/à Page 0722 of 1050

Withheld pursuant to/removal as

s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 4:14 PM
To: 'CardlockPC'
Subject: RE: Photo Request

Thanks very much Kelly!

Elizabeth

From: CardlockPC [mailto:CardlockPC@leg.bc.ca]
Sent: Thursday, November 8, 2018 4:13 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Photo Request

Hi Elizabeth... here they are ☺
Kelly

Kelly Dukeshire Cardlock Operator | Investigator
Legislative Assembly Protective Services
T: 250.387.4377
E: cardlockpc@leg.bc.ca

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 4:07 PM
To: 'Vanasse, Theresa'
Subject: RE: s.22

Thank you!

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

From: Vanasse, Theresa s.16
Sent: Thursday, November 8, 2018 3:48 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: s.22

Noted. Thank you for letting me know.

Theresa Vanasse
613-302-3479

Sent from my iPhone

On Nov 8, 2018, at 6:34 PM, Parkinson, Elizabeth PREM:EX
<Elizabeth.Parkinson@gov.bc.ca<mailto:Elizabeth.Parkinson@gov.bc.ca>> wrote:

Hello Ms. Vanasse,

s.22

Much thanks,

Elizabeth

<image001.png>

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 3:57 PM
To: Security, Legislative E LASS:EX
Subject: Copy of pictures

Hi Kelly and Michelle,

Do you think you could send me a copy of the staff pictures for Sheena McConnell and Evan Brown? I need them for a conference they are attending.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 3:05 PM
To: Graham2, Dorothy LASS:EX
Subject: QP tickets, Nov. 20

Hi Dorothy,

Can I please request 2 tickets for Nov. 20th for myself and Olivia Dixon for QP?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 3:02 PM
To: Wade, Debbie PREM:EX
Subject: RE: CALLER - STEPHEN TOPFER - VICTORIA ART GALLERY

Perfect!

From: Wade, Debbie PREM:EX
Sent: Thursday, November 8, 2018 3:01 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: CALLER - STEPHEN TOPFER - VICTORIA ART GALLERY

This is for Ambers office. I spoke to him about an hour ago. He is coming on the 27th – just for Amber! ☺

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 8, 2018 3:00 PM
To: Wade, Debbie PREM:EX
Subject: FW: CALLER - STEPHEN TOPFER - VICTORIA ART GALLERY

Hi Debbie,

Is this for Amber's office? The Premier wants his art work to stay.

Elizabeth

From: Privett, Don PREM:EX
Sent: Thursday, November 8, 2018 2:54 PM
To: Parkinson, Elizabeth PREM:EX
Subject: CALLER - STEPHEN TOPFER - VICTORIA ART GALLERY

Voice Mail Message:

Mr. Topfer announced he is scheduled to come and change the artwork in the Premier's office. He would like to arrange a date, suggesting the last week of November.

He would appreciate a call back on this when convenient.

Stephen Topfer
Manager, Collections & Exhibits
Art Gallery of Greater Victoria
250-384-4171, ext 292
<http://aggv.ca/stephen-topfer-manager-collections-exhibits>

D.

DON PRIVETT | Administrative Assistant | Office of the Premier
Phone: 250.387.1715 / 250.387.1716 | don.privett@gov.bc.ca
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 2:57 PM
To: Wade, Debbie PREM:EX
Subject: RE: flight today

It's moved.

From: Wade, Debbie PREM:EX
Sent: Thursday, November 8, 2018 2:50 PM
To: Parkinson, Elizabeth PREM:EX
Subject: flight today

Let me know when you've confirmed Amber to take Geoff's seat on the 4:20pm.
Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

Parkinson, Elizabeth PREM:EX

Subject: Canceled: (Holding this flight in case of bad weather) HELIJET: Victoria to Vancouver (4:20 PM)
Location: Flight #724

Start: Thu 2018-11-08 4:20 PM
End: Thu 2018-11-08 4:55 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Dewar, Bob PREM:EX; Meggs, Geoff PREM:EX;
Aaron, Sage PREM:EX

Importance: High

Thursday, November 8, 2018

Helijet Flight #724

Depart Victoria Harbour at 4:20 PM
Arrive Vancouver Harbour at 4:55 PM

CONFIRMATION #s.15; s.22

Premier
Evan
Sheena
Geoff
Sage
Bob Dewar
s.15; s.22

Helijet Tel # 1-800-665-4354

Updated: Elizabeth-18-10-18; 19-10-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (12:25 PM)
Location: Flight # 716

Start: Wed 2018-12-05 12:25 PM
End: Wed 2018-12-05 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX; Meggs, Geoff PREM:EX

Wednesday, Dec. 5, 2018

HELIJET Flight # 716

Depart Victoria Harbour at 12:25 PM
Arrive Vancouver Harbour at 1:00 PM

CONFIRMATIONS:	Premier	s.22
	Evan	
	Sheena	
	s.15; s.22	
	Sage	s.22

Helijet Tel # 1-800-665-4354

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 2:24 PM
To: Richards, Erin PREM:EX
Subject: RE: Friday Helijet

I sent it to her twice. Isn't that odd?

From: Richards, Erin PREM:EX
Sent: Thursday, November 8, 2018 1:50 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Friday Helijet

Oh! I see it now. Thank you!

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 1:44 PM
To: Richards, Erin PREM:EX
Subject: RE: Friday Helijet

It's Sage & BOB...

From: Richards, Erin PREM:EX
Sent: Thursday, November 8, 2018 1:23 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Friday Helijet

Hey Elizabeth,

Did you send Sage a Helijet invite for her flight tomorrow? I don't see it in her calendar.

Thanks!

Erin Richards
250-896-6322

From: Richards, Erin PREM:EX
Sent: November 5, 2018 4:09 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Friday Helijet

Thanks!

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 3:46 PM
To: Richards, Erin PREM:EX
Subject: RE: Friday Helijet

It's been sent from the Premier's calendar so he knows when she's there.

From: Richards, Erin PREM:EX
Sent: Monday, November 5, 2018 3:38 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Friday Helijet

Great! Will you be sending her a meeting invite?

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 3:21 PM
To: Richards, Erin PREM:EX
Subject: RE: Friday Helijet

Perfect. I have her on the 9:30 flight.

From: Richards, Erin PREM:EX
Sent: Monday, November 5, 2018 2:58 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Friday Helijet

No, Jen is staffing him.

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 2:50 PM
To: Richards, Erin PREM:EX
Subject: RE: Friday Helijet

Hi Erin,

Does she not need to be there with the Premier for his announcement?

From: Richards, Erin PREM:EX
Sent: Monday, November 5, 2018 2:48 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Friday Helijet

She would prefer an early morning flight, if one is available.

Erin Richards
250-896-6322

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 1:52 PM
To: Richards, Erin PREM:EX
Subject: Friday Helijet

Hi Erin,

The premier is flying back at 1:20 now. There are no more seats at that time but there is availability at 2:10. Would she want that flight?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 2:23 PM
To: Poldrugovac, Saija FIN:EX; Geary, Vanessa PREM:EX
Subject: RE: FOR REVIEW: October Monthly Proactive Release of Premier's Travel Receipts

Hi Saija,

It looks good to me.

Elizabeth

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 8, 2018 12:11 PM
To: Geary, Vanessa PREM:EX
Cc: Parkinson, Elizabeth PREM:EX
Subject: FOR REVIEW: October Monthly Proactive Release of Premier's Travel Receipts
Importance: High

To: Vanessa Geary

Enclosed please find the Premier's monthly transactions that have been redacted to remove items that require severing. If you hover over text that shows redaction with a red box around it, you will see why that information is being redacted. Please review the file for accuracy. **If there is an item that you feel should be redacted please contact me via email by the 22nd day of the month for resolution/correction.** If there are no edits to be made, we do not require a response at this time.

Please share this package with your GCPE contact within 1 business day.

This email is a preliminary copy and approval will be required for the Quarterly release which will include this month and the other months in the quarter.

Thank you and please give me a call if you have any questions.

Thanks,
Saija

Saija Poldrugovac

Executive Financial Clerk, Ministers' Office Support Services
Corporate Financial and Facilities Services Branch
Ministry of Finance

Phone: (778) 678-3496 **Fax:** (250) 356-7326

E-mail: Saija.Poldrugovac@gov.bc.ca

Website: <http://www.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 1:47 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: FW: November 2018 BMO Reconciliation EPARKINSON
Attachments: November 2018 Receipts EPARKINSONs.22 .pdf; PARKINSON s.22 03NOV18.xlsx

Hi Saija,

The reconciliation for November.

Elizabeth

From: Geary, Vanessa PREM:EX
Sent: Thursday, November 8, 2018 1:34 PM
To: Parkinson, Elizabeth PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: RE: November 2018 BMO Reconciliation EPARKINSON

Approved with thanks

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 8, 2018 12:24 PM
To: Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: November 2018 BMO Reconciliation EPARKINSON

Hi Kate and Vanessa,

Attached is the November BMO reconciliation and receipts for purchasing card EPARKINSON. Can you please confirm by return email this is ok to forward to Finance?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 1:45 PM
To: Geary, Vanessa PREM:EX
Subject: RE: November 2018 BMO Reconciliation EPARKINSON



From: Geary, Vanessa PREM:EX
Sent: Thursday, November 8, 2018 1:34 PM
To: Parkinson, Elizabeth PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: RE: November 2018 BMO Reconciliation EPARKINSON

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Parkinson, Elizabeth PREM:EX

Subject: SAGE & BOB: HELIJET : Vancouver to Victoria (9:30 AM)
Location: Flight # 709

Start: Fri 2018-11-09 9:30 AM
End: Fri 2018-11-09 10:05 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required AttendeesAaron, Sage PREM:EX

Friday, November 9, 2018

HELIJET Flight # 709

Depart Vancouver Harbour at 9:30 AM
Arrive Victoria Harbour at 10:05 AM

CONFIRMATION #\$.22

Helijet tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 1:44 PM
To: Richards, Erin PREM:EX
Subject: RE: Friday Helijet

Hi Erin,

It shows me it's in there for 9:30 Am

Friday, November 9, 2018

HELIJET Flight # 709

Depart Vancouver Harbour at 9:30 AM
Arrive Victoria Harbour at 10:05 AM

CONFIRMATION #s.22

Helijet tel # 1-800-665-4354

Elizabeth-05-11-18

From: Richards, Erin PREM:EX
Sent: Thursday, November 8, 2018 1:23 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Friday Helijet

Hey Elizabeth,

Did you send Sage a Helijet invite for her flight tomorrow? I don't see it in her calendar.

Thanks!

Erin Richards
250-896-6322

From: Richards, Erin PREM:EX
Sent: November 5, 2018 4:09 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Friday Helijet

Thanks!

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Office of the Premier

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 12:25 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: November 2018 BMO Reconciliation EPARKINSON

Thanks Kate.

From: Van Meer-Mass, Kate PREM:EX
Sent: Thursday, November 8, 2018 12:25 PM
To: Parkinson, Elizabeth PREM:EX; Geary, Vanessa PREM:EX
Subject: RE: November 2018 BMO Reconciliation EPARKINSON

Approved

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 8, 2018 12:24 PM
To: Van Meer-Mass, Kate PREM:EX; Geary, Vanessa PREM:EX
Subject: November 2018 BMO Reconciliation EPARKINSON

Hi Kate and Vanessa,

Attached is the November BMO reconciliation and receipts for purchasing card EPARKINSON. Can you please confirm by return email this is ok to forward to Finance?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 11:52 AM
To: Fogg, Bruce PREM:EX
Subject: RE: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

Hi Bruce,

The Queen's Printer ordering portion and paying usually comes to me to track.

Elizabeth

From: Fogg, Bruce PREM:EX
Sent: Thursday, November 8, 2018 11:44 AM
To: Farmer, Susan PREM:EX; Nash, Amber PREM:EX; McLaren, Chris PREM:EX
Cc: Mitchell-Starkey, Maureen LASS:EX; Parkinson, Elizabeth PREM:EX
Subject: FW: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

After speaking with Susan I am forwarding you this email for information.

Maureen will be back on Friday and can speak to this then.

I believe we are on track to get the art work Tuesday, will then need PJH to choose. Believe he will want the school art on the cards for both lists but that needs to be confirmed.

Then Susan/Amber will work on Queen's printer for the Premier's list and Maureen will provide constituency list.

Maureen will be able to tell us whether she wants the constit list printed at Westside Insta Print or at Queens printer. Best

Bruce Fogg
Executive Assistant (Constituency)
Premier John Horgan, MLA
Langford-Juan de Fuca
c) 250-208-2179

From: Mitchell-Starkey, Maureen [mailto:Maureen.Mitchell-Starkey@leg.bc.ca]
Sent: Monday, October 22, 2018 2:32 PM
To: Fogg, Bruce PREM:EX; Nash, Amber PREM:EX
Cc: Frederiksen, Hans LASS:EX; Kitzul, Sheldon LASS:EX; Osborn, Lynn LASS:EX; Horgan.MLA, John LASS:EX; Herzog, Lawrence LASS:EX
Subject: STUDENTS ARTWORK - MLA CHRISTMAS CARDS - 2018

Hi Bruce and Amber,

I have spoken to Janice Folger (SD62) at 250-474-9800 and yes, she will be pleased to reach out to the elementary schools within the MLA riding (grade K – 5) asking for artwork for the MLA to use on his 2018 Xmas Christmas cards. I have said we will use the artists first name, age and school. Janice thought that would be acceptable.

Janice will have all of the artwork at her office by Friday, November 9, 2018 and it will be available for our office to pick up on Tuesday, November 13, 2018.

Bruce and Amber, will you set up a date after November 13, 2018 for the MLA to review and select a piece of artwork for our Christmas cards. I will then make arrangements with either WESTSIDE Instaprint or the Queens Printer to take

the artwork and prepare 200 Christmas cards and provide envelopes for our MLA office to send out. We will also need to confirm with John that he would like to use his eSignature on the card this year or would he like to sign them. I would like all of these cards out of our office by Thursday, November 29, 2018.

Lynn, perhaps you and I can work on updating the Master Mailing List of Labels, with all of the new recipients? **Staff**, please think of folks we can/should add to the list. I would also like to include our MLA Open House Invitations in with our Christmas cards. I will work with Miriam on the design of this year's MLA Open House invitation. The MLA Open House is on Wednesday, December 12, 2018. We will again be asking all guests to RSVP their attendance to the Open House and that we will again have a Food Donation Box for folks to drop their donations into.

I have attached last year's guest list as a starting point. We will need to update all of the newly elected municipal and school trustees. Verify names for the different organizations, Legions, fire halls, community groups, food banks, First Nations etc.....

Thank you,
Moe

Maureen Mitchell-Starkey | Constituency Assistant to Honourable John Horgan, MLA, Langford-Juan de Fuca
#122 - 2806 Jacklin Road Victoria BC V9B 5A4 | P: 250-391-2801 | F: 250-391-2804
E: Maureen.Mitchell-Starkey@leg.bc.ca

Constituency Office Hours: Monday to Friday, 10 am to 4 pm
NEW - Maureen's hours: Monday, Wednesday and Friday

MLA Website and to Sign up for John's Newsletter: [MLA John Horgan](#) | Twitter: [John Horgan](#) | Facebook: [John Horgan](#)



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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 10:19 AM
To: OOP FOI PREM:EX
Subject: RE: Call for Records OOP-2018-87153 Records Due November 16, 2018

No records.

Elizabeth

From: OOP FOI PREM:EX
Sent: Thursday, November 8, 2018 10:16 AM
To: LP PO Deputy Minister; LP Premiers Vancouver Office; LP PO Executive Office
Subject: Call for Records OOP-2018-87153 Records Due November 16, 2018

Hello,

Please see the below request and please let me know by November 16th whether or not you have any records:

Canvassed: All Staff

All communications concerning LNG Canada at the Premier / Deputy Premier / Deputy Ministers' / Ministers' office containing or referring to, in full or in part, the phrase "four train LNG facility"; All briefing notes and all decision notes concerning LNG Canada prepared for the minister in charge of FLNRORD, ENVR and EMPR and for the Premier containing or referring to, in full or in part, the phrase "four train LNG facility"

*(Date Range for Record Search: **From 07/18/2017 To 10/02/2018**) Date Format is MM/DD/YYYY*

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

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

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

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 10:00 AM
To: Geary, Vanessa PREM:EX
Subject: RE: travel allowance policy

Hi Vanessa,

I don't have a list. I have the information in each of their files. Would you like a list?

From: Geary, Vanessa PREM:EX
Sent: Thursday, November 8, 2018 9:59 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: travel allowance policy

Hi – do you have a list of who is Group 2 and who is Group 3?

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 8, 2018 9:52 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: travel allowance policy

Yes, most are group 2. Elizabeth would be the best person to touch base on that about as she confirmed with PSA on what groups people were before setting them up in e-forms. I know Evan, Sheena & Geoff are all group 3.

From: Geary, Vanessa PREM:EX
Sent: November 8, 2018 9:46 AM
To: Poldrugovac, Saija FIN:EX
Subject: RE: travel allowance policy

Thanks, this is helpful. For PO staff, I believe most, if not all, are Group II – is that right?

From: Poldrugovac, Saija FIN:EX
Sent: Thursday, November 8, 2018 9:39 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: travel allowance policy

[http://gww.fin.gov.bc.ca/gws/camss/moss/FSA/AP/travel/Ministers Office Quick Travel Reference Apr 2018.pdf](http://gww.fin.gov.bc.ca/gws/camss/moss/FSA/AP/travel/Ministers%20Office%20Quick%20Travel%20Reference%20Apr%202018.pdf)

This is a link to our quick reference guide. There are no times included but I've pulled them from policy and attached them below. Ministers don't have to follow the time guidelines as noted as policy allows they to claim up to \$61.00 per day while on official duties. The Ministers cannot claim per diems when they are at home doing work. They must leave the house to be eligible to claim this. I'm not the creator of this document but I will mention the suggestion of including it. Maybe they will put it on!

Let me know if you have any questions.

~S

10.3.7 Meals/Per Diems

1. Employees are entitled to claim meal or per diem allowances not exceeding specified limits for their applicable Group. For Group definitions refer to [section 10.4.1](#).
2. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.
3. See [PSA Policy Statement 17. Travel, Appendix 1 sec.1 \(PDF\)](#) for the applicable meal and per diem allowances for groups I, II, and III. For Group III employees, in determining whether it is reasonable to claim a full day, half-day or other per diem, they should consider the time spent and the number of meal periods while on travel status. Group II and III employees are entitled to the incidental amount when no meals are claimed on travel status (refer to [CPPM 10.3.11 Miscellaneous Expenses](#)).
4. Group IV (officials) may claim a meal allowance of up to \$61.00 for each day (or portion of a day) the [official](#) discharges official duties, if the official is not at home while discharging those official duties. See the [Official Duties Expense Regulation](#) (BC Reg. 226/2001 as amended).

From: Geary, Vanessa PREM:EX
Sent: November 8, 2018 9:30 AM
To: Poldrugovac, Saija FIN:EX
Cc: Loubert, Danny PREM:EX
Subject: travel allowance policy

Hi – do you have an simple version of the travel allowance? I have one entitled “Appendix 1 – Travel Allowance” which is pretty good but it doesn’t include times of work start/end for per diem claim, so I am wondering if there is one simple doc with all details in.

Thanks Vanessa

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 9:59 AM
To: Dixon, Olivia PREM:EX
Subject: RE: BEA's from Vanessa Geary

Thanks Olivia!

From: Dixon, Olivia PREM:EX
Sent: Thursday, November 8, 2018 9:58 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: BEA's from Vanessa Geary

No worries! Will do 😊

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

This message and its contents are confidential. If you received this message in error, do not distribute, use, or rely upon it. Instead, please inform the sender and then delete it. Thank you.

From: Parkinson, Elizabeth PREM:EX
Sent: November 8, 2018 9:57 AM
To: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>
Subject: RE: BEA's from Vanessa Geary

Hi Olivia,

Would you mind separating them? I keep a file on my desktop. 😊

Thanks,

Elizabeth

From: Dixon, Olivia PREM:EX
Sent: Thursday, November 8, 2018 9:56 AM
To: Parkinson, Elizabeth PREM:EX
Subject: BEA's from Vanessa Geary

Good morning Elizabeth,

Attached are five (5) BEA's from Vanessa. I have put them all in one PDF, so let me know if you would prefer them separated.

Warmest regards,

Olivia Dixon | Administrative Assistant
Vancouver Cabinet Office | Office of the Premier
P: 604-775-1600 | **E:** Olivia.Dixon@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:59 PM
To: Geary, Vanessa PREM:EX
Subject: BEA: Premier, Halloween
Attachments: Scan_20181107.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 7, 2018 4:54 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:58 PM
To: Geary, Vanessa PREM:EX
Subject: BEA: Geoff Meggs lunch
Attachments: Scan_20181107.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 7, 2018 4:54 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:57 PM
To: Geary, Vanessa PREM:EX
Subject: BEA: Late dinner
Attachments: Scan_20181107.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 7, 2018 4:53 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:57 PM
To: Geary, Vanessa PREM:EX
Subject: BEA: Evan, Dinner
Attachments: Scan_20181107.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 7, 2018 4:53 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:56 PM
To: Geary, Vanessa PREM:EX
Subject: BEA: Lower German Prime Minister
Attachments: Scan_20181107.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 7, 2018 4:53 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:46 PM
To: Poldrugovac, Saija FIN:EX
Subject: FW: Training & Development course

The paperwork says 6516... Correct?

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 7, 2018 4:45 PM
To: Poldrugovac, Saija FIN:EX
Subject: Training & Development course

Hi Saija,

What STOB should a course for Sage Aaron be attributed to?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:14 PM
To: s.22
Subject: RE: Shake out pics

Thanks Debbie!

From: s.22
Sent: Wednesday, November 7, 2018 4:11 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Shake out pics

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:11 PM
To: Hill, Robert LASS:EX
Subject: RE: HI. I am in caucus right now on top floor.

I will do that. What time?

From: Hill, Robert [mailto:Robert.Hill@leg.bc.ca]
Sent: Wednesday, November 7, 2018 4:11 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: HI. I am in caucus right now on top floor.

We don't get one of those :/ sorry! They are about 10 mins long. You could meet me outside s.15 :P

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 07, 2018 4:09 PM
To: Hill, Robert <Robert.Hill@leg.bc.ca>
Subject: RE: HI. I am in caucus right now on top floor.

Coffee break?

From: Hill, Robert [mailto:Robert.Hill@leg.bc.ca]
Sent: Wednesday, November 7, 2018 4:07 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: HI. I am in caucus right now on top floor.

I am at s.15 all day for conference. Not coming to the legislature tomorrow....

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 07, 2018 3:02 PM
To: Hill, Robert <Robert.Hill@leg.bc.ca>
Subject: RE: HI. I am in caucus right now on top floor.

Can I bring it over tomorrow morning?

From: Hill, Robert [mailto:Robert.Hill@leg.bc.ca]
Sent: Wednesday, November 7, 2018 3:00 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: HI. I am in caucus right now on top floor.

I leave at noon

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Sent: Wednesday, November 7, 2018 2:57 PM
To: "Hill, Robert" <Robert.Hill@leg.bc.ca>
Subject: RE: HI. I am in caucus right now on top floor.

You're leaving in the AM?

From: Hill, Robert [<mailto:Robert.Hill@leg.bc.ca>]
Sent: Wednesday, November 7, 2018 2:55 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: HI. I am in caucus right now on top floor.

No. I will be at s.15 and then heading to catch a ferry. Pop over soon! And if not, leave it with Noah?
LOL . MISS YOU>

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Wednesday, November 07, 2018 2:46 PM
To: Hill, Robert <Robert.Hill@leg.bc.ca>
Subject: RE: HI. I am in caucus right now on top floor.

Will you be here tomorrow morning s.22 ?

From: Hill, Robert [<mailto:Robert.Hill@leg.bc.ca>]
Sent: Wednesday, November 7, 2018 2:45 PM
To: Parkinson, Elizabeth PREM:EX
Subject: HI. I am in caucus right now on top floor.

Thanks

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 4:00 PM
To: White, Juliana FIN:EX
Subject: RE: 2018-11-07 - DRAFT email to send to staff re: UC and workstations

Thank you Juliana.

From: White, Juliana FIN:EX
Sent: Wednesday, November 7, 2018 3:59 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: 2018-11-07 - DRAFT email to send to staff re: UC and workstations

You can send it whenever you like.

It meant to give an overview and get everyone prepared for the transitions. We often cover this information in an orientation session about 3 – 4 weeks before the deployment day but as time is always at a premium for your folks, this meant to give them some basic information.

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 3:40 PM
To: White, Juliana FIN:EX <Juliana.White@gov.bc.ca>
Subject: RE: 2018-11-07 - DRAFT email to send to staff re: UC and workstations

Thank you Juliana. When do you suggest we send this email to staff?

From: White, Juliana FIN:EX
Sent: Wednesday, November 7, 2018 3:28 PM
To: Parkinson, Elizabeth PREM:EX; Hendry, Jackie PREM:EX
Cc: Smith, Jason FIN:EX; Gustafson, Charlyne FIN:EX; PREM Tech
Subject: RE: 2018-11-07 - DRAFT email to send to staff re: UC and workstations

Yes you are correct. The new UC numbers are available about a week in advance via individual emails to each person.

I will work Eric to confirm the earliest date these can be sent out.

Yes, PREMTech is working with each office to arrange times to upgrade computers not on the refresh list.

Please edit the general overview so it best suits what staff in your offices would like to know.

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 3:21 PM
To: White, Juliana FIN:EX <Juliana.White@gov.bc.ca>; Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: 2018-11-07 - DRAFT email to send to staff re: UC and workstations

Hi Juliana,

It was my understanding that PremTech will be going to each office and offering a time for staff to upgrade their software. Also, I believe we were told that we could get the new UC numbers in advance of the change so that we can note it on emails prior to the conversion. Is this correct?

Thanks,

Elizabeth

From: White, Juliana FIN:EX
Sent: Wednesday, November 7, 2018 3:11 PM
To: Hendry, Jackie PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: Shortt, Amanda PREM:EX; Gustafson, Charlynn HPAS:EX; Smith, Jason FIN:EX
Subject: 2018-11-07 - DRAFT email to send to staff re: UC and workstations

Hello Jackie and Elizabeth,

Each of you, during UC meetings with Eric Seiferling, asked for a draft email / information to be sent out to staff. Below my signature block, is information which can be edited, tailored or shortened to suit your requirements. It covers, hopefully, general questions that staff may have about the deployment dates, Dec 5-14 and what they should expect.

We are working with both the OCIO workstation team and the UC team to coordinate schedules to cause as little disruption as possible to each office. As we are able to get more refined schedules these will be confirmed with you for coordination with the various offices.

s.22

Juliana White, MBA

Team Lead, Technology Planning

Finance, Corporate Services Division, IMB, OSS

Serving Finance, Office of the Premier and various other entities

250-896-6870 (cell) 778-698-2604 (work UC#)



Where ideas work



DRAFT=====

To: All Staff in DMO, MOs, and West Annex
From: Jackie Hendry, Elizabeth Parkinson,
Cc: Jason Smith, Charlynn Gustafson, Amanda Shortt
Subject: December 5- 14 - New workstations and Unified Communications

Hello

Between **December 5 – 14** changes are coming to each of you. Not everyone will be impacted by each change. A daily schedule is being worked out so that you will know what day to expect the following changes to take place. We'll keep you posted as details are firmed up.

Project team members, Jason Smith and/or Charlynn Gustafson, and one or more members of the PREM Tech team will be on site each day to help facilitate the OCIO teams responsible for the following activities.

New Workstations

Some of you will be receiving new workstations. A team from OCIO will be onsite to bring your new computer to your desk and to work with you to ensure that it is working correctly. This may take around 30-40 minutes. They will remove your current computer only when your new computer is successfully deployed.

Upgrading Current Workstations

Some staff with newer computers will be receiving WIN10/Office 2016 upgrades and any software required for your UC device to work correctly. You will be kept posted as to when this will take place.

Transition to Unified Communications

During this same time frame, you will also receive your new Unified Communications device and your new UC number will be activated. Everyone is receiving a new UC number. A team from OCIO specializing in UC will follow the workstation team to set up your UC device and give you a brief tutorial of about 15 - 20 minutes.

You will have access to both your new UC phone number and your old TELUS number for about a week before the TELUS line is deactivated. This allows time for you to become accustomed to answering calls using the UC desk set or headset. Your old TELUS phone will be removed when the TELUS line is deactivated, about a week after your UC number is activated.

Once your UC number is activated, it is recommended that you change your voice mail on your TELUS line letting your contacts know that the TELUS number will no longer be available as of (date to be confirmed) and to call your new UC number. At the same time, you can set up your voice mail for your UC number. You will also want to update your signature block.

What do you Need to Do on "Deployment Day"?

It is important that you be at your desk on deployment day (date to be confirmed) so that the two OCIO teams can complete the set ups, which requires that you log-on to the new computer. If you cannot be there, let your <<??AA, AC??>> know so that arrangements can be made to receive and activate your workstation and UC device at an alternate time.

What About the Main Office Number

The main office number will remain the same. It will be transitioned to Unified Communications technology approximately one week after your office receives your new computers and UC devices. A team from OCIO will be onsite to ensure the transition from TELUS to UC takes place as planned. A member of the FIN IMB Service Desk will assist with setting up call routing procedures from the main line to ensure there are no missed calls and they will assist onsite as required.

How do You Learn More?

In some offices, a person has participated in "Train the Trainer" sessions on WIN10/Office 2016 changes; and, on using unified communications. They will be available to you to ask questions. They can also request assistance from the FIN IMB Service Desk.

In the meantime, if you would like to learn more, please take advantage of the weekly online seminars. You do not have to pre-register. To join go to [Learning About WIN10/Office 2016 and UC](#). To prepare for your new computers and UC, take the SKYPE / Office 2016 sessions

Parkinson, Elizabeth PREM:EX

Subject: AIR CANADA: Vancouver to Victoria (5:30 PM)

Location: AC Flight # AC 8075

Start: Fri 2018-12-07 5:30 PM

End: Fri 2018-12-07 6:00 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesHockin, Amber PREM:EX; Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Friday, December 7, 2018

AIR CANADA Flight # AC 8075

Depart Vancouver Airport (Main Terminal) at 5:30 PM

Arrive Victoria Airport at 6:00 PM

CONFIRMATIONS:	Premier#s.22	Seat s.15
	Sheena #	Seat
	Evan #	Seat
	Amber #	, Sea'

Booked with Tamra at Flight Centre, tel # 250-360-2058

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

Subject: AIR CANADA: Montreal to Vancouver (1:10 PM)

Location: AC Flight # AC 0305

Start: Fri 2018-12-07 10:10 AM

End: Fri 2018-12-07 3:59 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Nash, Amber PREM:EX

Friday, December 7, 2018

AIR CANADA Flight # AC 0305

Depart Montreal Airport at 1:10 PM

Arrive Vancouver Airport (Main Terminal) at 3:59 PM

CONFIRMATIONS:	Premiers.22	Seat s.15
	Evan	Seat :
	Sheena	Seat
	Amber	, Seat

Booked with Tamra at Flight Centre, Tel # 250-360-0258

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

Subject: AIR CANADA: Vancouver to Montreal

Location: AC Flight # AC 0398

Start: Thu 2018-12-06 7:00 AM

End: Thu 2018-12-06 11:55 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Hockin, Amber PREM:EX

Thursday, Dec. 6, 2018

AIR CANADA Flight # 0398

Depart Vancouver Airport (Main terminal) at 7:00 AM

Arrive Montreal Airport at 2:55 PM

CONFIRMATIONS: Premier s.22 Seat #s.15
Sheena ; Seat #
Evan ; Seat #
Amber ; , Seat :

Booked with Tamra at Flight Centre, Tel # 250-360-2058

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (12:25 PM)
Location: Flight # 716

Start: Wed 2018-12-05 12:25 PM
End: Wed 2018-12-05 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Aaron, Sage PREM:EX; Meggs, Geoff PREM:EX

Wednesday, Dec. 5, 2018

HELIJET Flight # 716

Depart Victoria Harbour at 12:25 PM
Arrive Vancouver Harbour at 1:00 PM

CONFIRMATIONS:	Premier	s.22
	Evan	
	Sheena	
	Geoff	
	s.15; s.22	
	Sage	s.22

Helijet Tel # 1-800-665-4354

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 3:04 PM
To: s.15; s.22
Subject: Helijet: Vic-Van, Dec. 5

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Wednesday, November 7, 2018 2:54 PM
To: Parkinson, Elizabeth 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	s.15

Booking # s.22

Wednesday, December 5, 2018

716

12:25 Victoria Harbour (Downtown)

13:00 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Invoice # s.22	
FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48
Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

1 Passengers - Full-Fare

s.15

Add to Calendar

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 3:01 PM
To: Privett, Don PREM:EX
Subject: RE: Victoria Aramark: TEA SELECTION

Yes.

From: Privett, Don PREM:EX
Sent: Wednesday, November 7, 2018 3:00 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Victoria Aramark: TEA SELECTION

The Tetley Loose 240ct?

From: Parkinson, Elizabeth PREM:EX
Sent: 07 November 2018 14:07
To: Privett, Don PREM:EX
Subject: RE: Victoria Aramark: TEA SELECTION

Thanks Don. Order the one you sent to me.

From: Privett, Don PREM:EX
Sent: Wednesday, November 7, 2018 12:28 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Victoria Aramark: TEA SELECTION

Elizabeth,
We are on our last box of tea bags, that's Tetley Orange Pekoe Drawstring 100 bags per box

Can you look at the Product List (attached) and see if there's anything suitable. They don't offer what we currently have.

Not urgent I'll be putting in the order tomorrow.

Thx

In the orange pekoe style
There's

17096	Tetley Tea Loose 240 ct	BOX	\$21.60
-------	-------------------------	-----	---------

Not sure what this means, just loose regular bags I guess

And this

5875	Red Rose Tea Bags 100ct	BOX	\$8.70
------	-------------------------	-----	--------

From: Kormendy, Janice [mailto:kormendy-janice@aramark.ca]
Sent: 28 September 2018 13:53
To: Privett, Don PREM:EX
Subject: RE: Victoria Aramark

Good afternoon! Attached is a product list as requested. If you have any questions or concerns please let me know and I will be happy to help. Thank you ☺

Janice Kormendy | Operations Associate | Aramark Refreshment Services | Victoria

#1, 3165 Gamma St. Victoria, BC V8Z 6J6

P 250-383-7332 F 250-383-9997

EMAIL kormendy-janice@aramark.ca | **WEB** www.aramarkrefreshments.com | **FACEBOOK** [aramark](https://www.facebook.com/aramark) | **TWITTER** [@aramark](https://twitter.com/aramark)

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 2:54 PM
To: 'Tamra Bartilucci'
Subject: RE: Disregard please: Vic-Van, Dec. 5

Sorry about that ☺

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Wednesday, November 7, 2018 2:54 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Disregard please: Vic-Van, Dec. 5

Disregard my email as well then. lol ☺

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 07, 2018 2:51 PM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Disregard please: Vic-Van, Dec. 5

Please disregard Tamra.

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 7, 2018 2:49 PM
To: 'Tamra Bartilucci'
Subject: Vic-Van, Dec. 5

Hi Tamra,

Can I please book 6 people for the 12:25 flight Victoria to Vancouver on Dec. 5th? The Premier, Evan, Sheena, Geoff, Sage.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 2:49 PM
To: 'Tamra Bartilucci'
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Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 2:38 PM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Thank you Karen.

From: Felker, Karen IGRS:EX
Sent: Wednesday, November 7, 2018 2:24 PM
To: Parkinson, Elizabeth PREM:EX; McLaren, Chris PREM:EX
Cc: Lobmeier, Lucy S IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Confirmed that a #20 wreath with a ribbon reading "Province of British Columbia" has been ordered and will be delivered to the Chinatown Ceremony.

Chris, I understand you will be letting Irene Tang know if any government representative is able to attend the ceremony.

I will receive the invoices and forward the one for this ceremony to you Elizabeth (she wasn't able to email and already had our details for the two others ones we're paying for).

Karen Felker

Manager | [Office of Protocol](#)
and Coordinator | [Honours and Awards Secretariat](#)
[Intergovernmental Relations Secretariat](#) | Office of the Premier
Office Location | 620 Superior Street, Victoria, BC V8V 1V2
250.356.1139 (office) 250.415.2910 (cell) karen.felker@gov.bc.ca



From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 7, 2018 1:58 PM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Karen,

I can confirm that we would like to order a wreath for the Chinatown Community Remembrance Day event. I am checking with staff here as to whether or not there will be a staff member or MLA attending. Would the wreath be delivered if I order it thru this link?

Thanks,

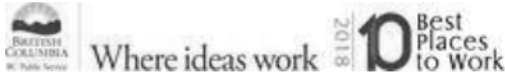
Elizabeth

From: Felker, Karen IGRS:EX
Sent: Tuesday, November 6, 2018 7:45 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

It's \$90.

Karen Felker

Manager | [Office of Protocol](#)
and Coordinator | [Honours and Awards Secretariat](#)
[Intergovernmental Relations Secretariat](#) | Office of the Premier
Office Location | 620 Superior Street, Victoria, BC V8V 1V2
250.356.1139 (office) 250.415.2910 (cell) karen.felker@gov.bc.ca



From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 5, 2018 4:41 PM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Karen,

Do you happen to know what the cost of the wreath will be?

Thanks,

Elizabeth



Elizabeth Parkinson

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

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From: Brown, Evan PREM:EX
Sent: Monday, November 5, 2018 3:44 PM
To: Nash, Amber PREM:EX
Subject: FW: Chinatown Community Remembrance Day Ceremony

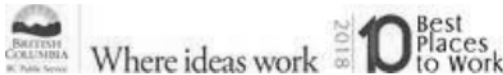
From: Felker, Karen IGRS:EX
Sent: Monday, November 5, 2018 3:38 PM
To: Brown, Evan PREM:EX
Cc: Lobmeier, Lucy S IGRS:EX; Elliott, Genevieve IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Evan, our office looks after coordinating the Premier's attendance (or his designates) and the associated wreaths for the ceremonies at Victory Square in Vancouver and the Cenotaph at the Legislature in Victoria.

Wreaths outside of these ceremonies are covered out of the MLA office budget (i.e., Moe has arranged for the wreaths for the Langford and Sooke ceremonies). Do you have someone attending the Chinatown ceremony as his designate? Wreaths can be ordered by emailing victoriapoppyfund@shaw.ca and requesting a #20 wreath with a ribbon reading "Province of BC". Happy to help if required (I don't think we have any money in our budget to cover additional wreaths). Copying Lucy/Genevieve in case this has changed.

Karen Felker

Manager | [Office of Protocol](#)
and Coordinator | [Honours and Awards Secretariat](#)
[Intergovernmental Relations Secretariat](#) | Office of the Premier
Office Location | 620 Superior Street, Victoria, BC V8V 1V2
250.356.1139 (office) 250.415.2910 (cell) karen.felker@gov.bc.ca



From: Brown, Evan PREM:EX
Sent: Monday, November 5, 2018 3:31 PM
To: Felker, Karen IGRS:EX
Subject: Chinatown Community Remembrance Day Ceremony

Good afternoon Karen,

Amber Nash has asked me to connect with you in regards to sending a wreath to the Chinatown Community Remembrance Day Ceremony. The Premier is unable to attend as he will be attending the ceremony in his community of Langford.

We were hoping to get a letter and wreath to them and were curious if this is something that falls within Protocol.

Look forward to hearing back from you, thank you.

Evan

Evan Brown, Executive Assistant to the Premier
Office of the Premier | Government of BC
501 Belleville St, Victoria BC, V8V 2L8 | 250.387.1715

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 2:37 PM
To: Dewar, Bob PREM:EX
Subject: RE: Flight Friday

OK. Thanks for clarifying. The note on my desk says Vic to Van. There is a flight at 9:30 and you're on it.

From: Dewar, Bob PREM:EX
Sent: Wednesday, November 7, 2018 2:14 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Flight Friday

Yup. I am on a helijet flight on Friday afternoon with the Premier and Evan. I want to come back on Friday morning around 10.

Sent from my iPhone

On Nov 7, 2018, at 2:11 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

The note I have from Amber says Vic to Van. She mixed it up?

From: Dewar, Bob PREM:EX
Sent: Wednesday, November 7, 2018 2:11 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Flight Friday

Yes this is Friday morning.

Sent from my iPhone

On Nov 7, 2018, at 2:05 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

I have you flying with the Premier tomorrow and staying at s.15 . Is that not what you want?

From: Dewar, Bob PREM:EX
Sent: Wednesday, November 7, 2018 2:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Flight Friday

Earlier in the day. Say around 10?

Sent from my iPhone

On Nov 7, 2018, at 1:51 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Bob,

Did you need you Helijet flight changed on Friday?

<image001.png>

Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: SAGE & BOB: HELIJET : Vancouver to Victoria (9:30 AM)
Location: Flight # 709

Start: Fri 2018-11-09 9:30 AM
End: Fri 2018-11-09 10:05 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Aaron, Sage PREM:EX

Friday, November 9, 2018

HELIJET Flight # 709

Depart Vancouver Harbour at 9:30 AM
Arrive Victoria Harbour at 10:05 AM

CONFIRMATION #s.22

Helijet tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (1:20 PM)
Location: Flight # 717

Start: Fri 2018-11-09 1:20 PM
End: Fri 2018-11-09 1:55 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX
Optional Attendees s.17

Friday, November 9, 2018

HELIJET Flight # 717

Depart Vancouver Harbour at 1:20 PM
Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier s.22
Evan #

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (1:20 PM)
Location: Flight # 717

Start: Fri 2018-11-09 1:20 PM
End: Fri 2018-11-09 1:55 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX
Optional Attendees: s.17

Friday, November 9, 2018

HELIJET Flight # 717

Depart Vancouver Harbour at 1:20 PM
Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier: s.22
Evan ‡
Bob ‡

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Vancouver to Victoria (1:20 PM)
Location: Flight # 717

Start: Fri 2018-11-09 1:20 PM
End: Fri 2018-11-09 1:55 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX
Optional Attendees s.17

Importance: High

Friday, November 9, 2018

HELIJET Flight # 717

Depart Vancouver Harbour at 1:20 PM
Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier; s.22
Evan †
Bob †

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 2:10 PM
To: Felker, Karen IGRS:EX
Subject: Vancouver Chinatown event
Attachments: Scan_20181107.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 7, 2018 2:09 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 2:08 PM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

It's for Vancouver Karen.

From: Felker, Karen IGRS:EX
Sent: Wednesday, November 7, 2018 2:07 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

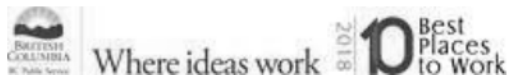
Have ordered it, someone will need to pick it up due to the late request, I could ask someone from my office to pick it up and deliver to the west annex? just let me know.

Trafalgar Legion
Corner of Jutland and Gorge

Can you send the document with the details of the Chinatown ceremony again.

Karen Felker

Manager | [Office of Protocol](#)
and Coordinator | [Honours and Awards Secretariat](#)
[Intergovernmental Relations Secretariat](#) | Office of the Premier
Office Location | 620 Superior Street, Victoria, BC V8V 1V2
250.356.1139 (office) 250.415.2910 (cell) karen.felker@gov.bc.ca



From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 7, 2018 2:04 PM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

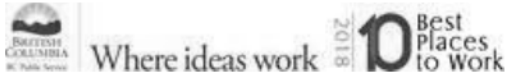
Thank you Karen.

From: Felker, Karen IGRS:EX
Sent: Wednesday, November 7, 2018 2:02 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Elizabeth, let me give them a call as it is so close to the ceremony.

Karen Felker

Manager | [Office of Protocol](#)
and Coordinator | [Honours and Awards Secretariat](#)



From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, November 7, 2018 1:58 PM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Karen,

I can confirm that we would like to order a wreath for the Chinatown Community Remembrance Day event. I am checking with staff here as to whether or not there will be a staff member or MLA attending. Would the wreath be delivered if I order it thru this link?

Thanks,

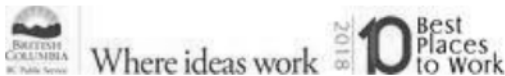
Elizabeth

From: Felker, Karen IGRS:EX
Sent: Tuesday, November 6, 2018 7:45 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

It's \$90.

Karen Felker

Manager | Office of Protocol
and Coordinator | Honours and Awards Secretariat
Intergovernmental Relations Secretariat | Office of the Premier
Office Location | 620 Superior Street, Victoria, BC V8V 1V2
250.356.1139 (office) 250.415.2910 (cell) karen.felker@gov.bc.ca



From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 5, 2018 4:41 PM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Karen,

Do you happen to know what the cost of the wreath will be?

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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From: Brown, Evan PREM:EX
Sent: Monday, November 5, 2018 3:44 PM
To: Nash, Amber PREM:EX
Subject: FW: Chinatown Community Remembrance Day Ceremony

From: Felker, Karen IGRS:EX
Sent: Monday, November 5, 2018 3:38 PM
To: Brown, Evan PREM:EX
Cc: Lobmeier, Lucy S IGRS:EX; Elliott, Genevieve IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Evan, our office looks after coordinating the Premier's attendance (or his designates) and the associated wreaths for the ceremonies at Victory Square in Vancouver and the Cenotaph at the Legislature in Victoria.

Wreaths outside of these ceremonies are covered out of the MLA office budget (i.e., Moe has arranged for the wreaths for the Langford and Sooke ceremonies). Do you have someone attending the Chinatown ceremony as his designate? Wreaths can be ordered by emailing victoriapoppyfund@shaw.ca and requesting a #20 wreath with a ribbon reading "Province of BC". Happy to help if required (I don't think we have any money in our budget to cover additional wreaths). Copying Lucy/Genevieve in case this has changed.

Karen Felker

Manager | [Office of Protocol](#)
and Coordinator | [Honours and Awards Secretariat](#)
[Intergovernmental Relations Secretariat](#) | Office of the Premier
Office Location | 620 Superior Street, Victoria, BC V8V 1V2
250.356.1139 (office) 250.415.2910 (cell) karen.felker@gov.bc.ca



Where ideas work
2019 Best Places to work

From: Brown, Evan PREM:EX
Sent: Monday, November 5, 2018 3:31 PM

To: Felker, Karen IGRS:EX

Subject: Chinatown Community Remembrance Day Ceremony

Good afternoon Karen,

Amber Nash has asked me to connect with you in regards to sending a wreath to the Chinatown Community Remembrance Day Ceremony. The Premier is unable to attend as he will be attending the ceremony in his community of Langford.

We were hoping to get a letter and wreath to them and were curious if this is something that falls within Protocol.

Look forward to hearing back from you, thank you.

Evan

Evan Brown, Executive Assistant to the Premier

Office of the Premier | Government of BC

501 Belleville St, Victoria BC, V8V 2L8 | 250.387.1715

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 2:03 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Missing Info

Thanks Saija. We can't do the Premier's until he's out of the office, maybe tomorrow afternoon or Friday. I'll make sure we do them asap.

From: Poldrugovac, Saija FIN:EX
Sent: Wednesday, November 7, 2018 1:45 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Missing Info

Hi Elizabeth,
I had a few moments so thought I would quickly let you know what I'm waiting on.
Thanks!
~S

Ministry	Document #	Employee
Premier's Office	E129936	Horgan, John
Premier's Office	E129959	Horgan, John
Premier's Office	E129954	Horgan, John
Premier's Office	E129938	Horgan, John
Premier's Office	E129956	Horgan, John
Premier's Office	E129960	Horgan, John
Premier's Office	E129961	Horgan, John
Premier's Office	E129957	Horgan, John
Premier's Office	E129992	Geary, Vanes

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 1:51 PM
To: Dewar, Bob PREM:EX
Subject: Flight Friday

Hi Bob,

Did you need you Helijet flight changed on Friday?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 1:49 PM
To: Geary, Vanessa PREM:EX
Subject: RE: Question: Wreaths

Will do Vanessa

From: Geary, Vanessa PREM:EX
Sent: Wednesday, November 7, 2018 1:49 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Question: Wreaths

I spoke with Kate -- the Premier would like a wreath to be sent which is approved. Would you please work with Amber N to order and have delivered. Thanks Vanessa

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 11:17 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Question: Wreaths

OK.

From: Geary, Vanessa PREM:EX
Sent: Tuesday, November 6, 2018 11:14 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Question: Wreaths

I will call you in a little bit

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 11:12 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Question: Wreaths

It's being held at the Chinatown Memorial Square at 12:30 at Columbia and Keefer following the City of Vancouver's civic ceremony at Victory Square.

From: Geary, Vanessa PREM:EX
Sent: Tuesday, November 6, 2018 11:07 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Question: Wreaths

If the Chinatown Merchants Assn is not laying the wreath at the Vancouver cenotaph, where is it going?

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 11:05 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: RE: Question: Wreaths

Sorry, the 2 wreaths are not for the Chinatown event. They are for the cenotaph in his constituency and in Vancouver.

From: Geary, Vanessa PREM:EX
Sent: Tuesday, November 6, 2018 11:03 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Question: Wreaths

Does the Chinatown Merchants Assn know that the Province is sending 2 wreaths already? How would what is sent from the PO differ?

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 10:04 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Question: Wreaths

Hi Vanessa,

The Premier has been asked to attend the Vancouver Chinatown Merchants Remembrance Day ceremony. He is not attending as he will be in his constituency. We have been asked to send a wreath, standard size is 20" and a cost of \$90. IGRS are paying for 2 wreaths on the Premier's behalf which will say Province of BC and they do not have the budget for additional wreaths they say. We would like to send a wreath but are cognizant that we would then possibly be looked at for a wreath going forward each year and that other groups may wonder why they have not been sent a wreath. What are your thoughts on this?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 1:49 PM
To: Nash, Amber PREM:EX
Subject: RE: s.15

We didn't book the 29th or the 30th. I have everyone there the 26-29 (check-out). I checked with s.15 and they do not currently have rooms the 29th but have waitlisted the Premier and Evan. Are there other people we would want to stay the 29th? And did you want the 30th also?

From: Nash, Amber PREM:EX
Sent: Wednesday, November 7, 2018 1:37 PM
To: Parkinson, Elizabeth PREM:EX
Subject: s.15

Can you confirm we have s.15 from Nov 28 – 30th? I only see the 28th

A

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 11:42 AM
To: 'Sheila McFarlane'
Subject: RE: Helijet Invoice and Credit Memo

Thanks very much Sheila!

From: Sheila McFarlane [mailto:SMcFarlane@helijet.com]
Sent: Wednesday, November 7, 2018 11:37 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Helijet Invoice and Credit Memo

Hi Elizabeth,

Here is the information you requested.

Have a wonderful day!

Thank you for flying with Helijet!

Sheila McFarlane

Coordinator Accounting and Administration
HELIJET INTERNATIONAL INC.
(P) 604-273-4688 ext 3524
(F) 604-273-5301
(E) smcfarlane@helijet.com



Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (1:20 PM)

Location: Flight # 717

Start: Fri 2018-11-09 1:20 PM

End: Fri 2018-11-09 1:55 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Dewar, Bob PREM:EX

Optional Attendees s.17

Friday, November 9, 2018

HELIJET Flight # 717

Depart Vancouver Harbour at 1:20 PM

Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier s.22

Evan :

Bob :

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 11:08 AM
To: 'Tamra Bartilucci'
Subject: RE: Eticket : John Horgan, Sheena McConnell and Evan Brown / Vancouver- Montreal- Victoria / Dec 6-7

Thanks Tamra!

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Wednesday, November 7, 2018 11:08 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Eticket : John Horgan, Sheena McConnell and Evan Brown / Vancouver- Montreal- Victoria / Dec 6-7

Hi Elizabeth

Yes Sheena is next to premiere ^{s.22}

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Wednesday, November 07, 2018 11:06 AM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: RE: Eticket : John Horgan, Sheena McConnell and Evan Brown / Vancouver- Montreal- Victoria / Dec 6-7

Thank you Tamra. Is Sheena next to the Premier ^{s.22}

?

Thanks,

Elizabeth

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Wednesday, November 7, 2018 11:05 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Eticket : John Horgan, Sheena McConnell and Evan Brown / Vancouver- Montreal- Victoria / Dec 6-7

Hi Elizabeth

Please see attached the first eticket. I did use credits for all the travelers so Amber is separate but they are all seats in preferred seating next to each other

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Flight Centre Business Travel [<mailto:confirmation@tripcase.com>]
Sent: Wednesday, November 07, 2018 11:00 AM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Travel Reservation December 06 for JOHN HORGAN



Flight Centre Business Travel
250-360-2058

Itinerary

Add to Calendar

Itinerary

Priority Notes from your Travel Arranger

THANK YOU FOR BOOKING WITH FLIGHT CENTRE BUSINESS TRAVEL
YOUR TRAVEL MANAGER IS TAMRA BARTILUCCI
FOR EMERGENCY 24 HOUR ASSISTANCE PLEASE CALL 1-250-415-2330

Trip to:	VICTORIA BC, CANADA	Reservation code:	s.22
Passenger(s):	HORGAN/JOHN MCCONNELL/SHEENA BROWN/EVAN	Airline Reservation Code:	(AC)



AIR CANADA AC Flight Number **398**
CONFIRMED, Confirmation#s.22

Thursday, 06 December

Departure: YVR VANCOUVER BC, CANADA
7:00AM
Main Terminal

Arrival: YUL MONTREAL TRUDEAU, CANADA
2:55PM

Please verify flight times prior to departure

Class:	Economy	Duration:	4hour(s) and 55minute(s)
Meal:	Food for Purchase	Distance (in Miles):	2295

Aircraft: 7M8

||

John Horgan

Seat(s): Check-In Required

Sheena McConnell

Seat(s): Check-In Required

Evan Brown

Seat(s): Check-In Required



AIR CANADA AC Flight Number **305**
CONFIRMED, Confirmation# **s.22**

Friday, 07 December

Departure: YUL MONTREAL TRUDEAU, CANADA
1:10PM

||

Arrival: YVR VANCOUVER BC, CANADA
3:59PM
Main Terminal

||

Please verify flight times prior to departure

||

Class: Economy

Duration: 5hour(s) and 49minute(s)

Meal: Food for Purchase

Distance (in Miles): 2295

Aircraft: AIRBUS INDUSTRIE A320 JET

||

John Horgan

Seat(s): Check-In Required

Sheena McConnell

Seat(s): Check-In Required

Evan Brown

Seat(s): Check-In Required



AIR CANADA AC Flight Number **8075**
Operated by: /AIR CANADA EXPRESS - JAZZ
CONFIRMED, Confirmation# **s.22**

Friday, 07 December

Departure: YVR VANCOUVER BC, CANADA
5:30PM
Main Terminal

||

Arrival: YYJ VICTORIA BC, CANADA
6:00PM

||

Please verify flight times prior to departure

||

Class: Economy

Duration: 0hour(s) and 30minute(s)

Aircraft: DEHAVILLAND DASH 8-400

Distance (in Miles): 40

TURBOPROP

||

John Horgan

Seat(s): Check-In Required

Sheena Mcconnell

Seat(s): Check-In Required

Evan Brown

Seat(s): Check-In Required

If you no longer wish to receive these emails please contact: confirmation@tripcase.com.

Parkinson, Elizabeth PREM:EX

Subject: HARBOUR AIR: Victoria to Vancouver (3:00 PM)

Location: Flight # 219

Start: Thu 2018-11-08 3:00 PM

End: Thu 2018-11-08 3:35 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Meggs, Geoff PREM:EX; McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Aaron, Sage PREM:EX; Dewar, Bob PREM:EX

Thursday, November 8, 2018

HARBOUR AIR Flight # 219

Depart Victoria Harbour at 3:00 PM

Arrive Vancouver Harbour at 3:35 PM

CONFIRMATIONS: Premier, s.22
s.15; s.22

Geoff, Bob, Sage, Sheena, Evan, s.15; s.22

Harbour Air Tel # 1-800-665-0212

Elizabeth-07-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 10:00 AM
To: Nash, Amber PREM:EX
Subject: London Air Services quote
Attachments: quote15153_20181107095512_1y4w089m81.pdf

Hi Amber,

Here's the quote. It's very high.



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 9:47 AM
To: s.15; s.22
Cc:
Subject: FW: Reservation Confirmation #s.22 for s.15 Hotel

s.15; s.22 room this time 😊

From: s.15
Sent: Wednesday, November 7, 2018 9:46 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation #s.22 for s.15 Hotel

s.15

Thanks for booking directly with us, s.15; s.22 .

This is where you belong.

Thu, Dec 06, 2018 – Fri, Dec 07, 2018
Confirmation Number: s.22

Page 0803 of 1050 to/à Page 0805 of 1050

Withheld pursuant to/removed as

s.15

Page 0806 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0807 of 1050 to/à Page 0810 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 9:47 AM
To: s.15; s.22
Subject: FW: Reservation Confirmation s.22 for s.15 Hotel

s.15; s.22 room.

From: s.15
Sent: Wednesday, November 7, 2018 9:46 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation s.22 for s.15 Hotel

s.15

Thanks for booking directly with us, s.15; s.22 .

This is where you belong.

Thu, Dec 06, 2018 – Fri, Dec 07, 2018
Confirmation Number: s.22

Page 0812 of 1050 to/à Page 0814 of 1050

Withheld pursuant to/removed as

s.15

Page 0815 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0816 of 1050 to/à Page 0819 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 9:46 AM
To: s.15; s.22
Subject: FW: Reservation Confirmation s.22 for s.15 Hotel

s.15;
s.22 room.

From: s.15
Sent: Wednesday, November 7, 2018 9:45 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation s.22 for s.15 Hotel

s.15

Thanks for booking directly with us, s.15; s.22 .

This is where you belong.

Thu, Dec 06, 2018 – Fri, Dec 07, 2018
Confirmation Number: s.22

Page 0821 of 1050 to/à Page 0823 of 1050

Withheld pursuant to/removed as

s.15

Page 0824 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0825 of 1050 to/à Page 0828 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 9:30 AM
To: s.15; s.22
Cc:
Subject: RE: FW: Reservation Confirmation #s.22 for s.15 Hotel

Hi! I can confirm this will only be the one night overnight as the flights worked for us.

Elizabeth

From: s.15; s.22
Sent: Wednesday, November 7, 2018 6:33 AM
To: Parkinson, Elizabeth PREM:EX
Cc: s.15; s.22
Subject: Re: FW: Reservation Confirmation #s.22 for s.15 Hotel

Thanks Elizabeth. s.15; s.22 and s.15; s.22 are slated to travel on this trip. I have CC'd them for their info.

s.15; s.22

>>> On 2018/11/06 at 4:18 PM, in message
<efde6ff5a3bd41e6b1b430c474e41b90@E3PMBX19.idir.BCGOV>, "Parkinson, Elizabeth PREM:EX"
<Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi s.15; s.22

Attached is the reservation for s.15 travelling with the Premier to Montreal Dec. 6. The rooms are booked under my and card. Can you please remind them to check-in with their cards? I've requested a room next to the Premier and a room a hall for you. We may be booking one more night, I'm just waiting for them to open up more rooms.

Thanks,

Elizabeth

From: s.15
Sent: Tuesday, November 6, 2018 3:59 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Reservation Confirmation #s.22 for s.15 Hotel

s.15

Page 0830 of 1050

Withheld pursuant to/removed as

s.15 ; s.22

Page 0831 of 1050 to/à Page 0837 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 9:28 AM
To: s.15; s.22
Subject: RE: Helijet: Nov. 28: Victoria to Vancouver

Hi s.15; s.22

Do you mean a waitlist?

From: s.15; s.22
Sent: Wednesday, November 7, 2018 6:22 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Helijet: Nov. 28: Victoria to Vancouver

Thanks Elizabeth. I take it this is a double booking?

>>> On 2018/11/06 at 3:14 PM, in message
<00e21b74e5e04bf381a619152a48d71b@E3PMBX19.idir.BCGOV>, "Parkinson, Elizabeth PREM:EX"
<Elizabeth.Parkinson@gov.bc.ca> wrote:

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 6, 2018 2:34 PM
To: Parkinson, Elizabeth 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

s.15

Booking #s.22**Wednesday, November 28, 2018****704****07:50 Victoria Harbour (Downtown)****08:25 Vancouver Harbour (Downtown)****35 minutes****Wait List w/Auto Clear -DUPE****1 Passengers - Full-Fare**

s.15

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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)

Booking #s.22**Wednesday, November 28, 2018****706****08:20 Victoria Harbour (Downtown)****08:55 Vancouver Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Full-Fare**

s.15

[Add to Calendar](#)

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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

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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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 9:27 AM
To: Geary, Vanessa PREM:EX
Subject: Accepted: Team meeting

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 9:26 AM
To: 'Tamra Bartilucci'
Subject: Booking: Montreal trip

Hi Tamra,

Can I please book the Premier, Evan, Amber Hockin and Sheena for these flights?

Dec 6- Vancouver to Montreal

Option 1:

Depart Vancouver at 07:00, arrive in Montreal at 14:55

Dec. 7 – Montreal to Victoria

Option 2: \$597

Depart Montreal at 13:10, arrive in Vancouver at 15:59

Depart Vancouver at 17:30, arrive in Victoria at 18:00

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 7, 2018 9:24 AM
To: s.15; s.22
Subject: Montreal flights Dec 6/7

Hi s.15; s.22

The flights the Premier will be on.

Dec 6- Vancouver to Montreal

Option 1: \$391

Depart Vancouver at 07:00, arrive in Montreal at 14:55

Dec. 7 – Montreal to Victoria

Option 2: \$597

Depart Montreal at 13:10, arrive in Vancouver at 15:59

Depart Vancouver at 17:30, arrive in Victoria at 18:00



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 5:22 PM
To: Robinson, Jon PREM:EX
Subject: Business card Proof
Attachments: Jon Robinson Proof.pdf

Hi Jon,

Can you please confirm this is correct?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 5:05 PM
To: Nash, Amber PREM:EX
Subject: FW: Flights for the Premier to Montreal options

Option 2?

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Tuesday, November 6, 2018 5:01 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Flights for the Premier to Montreal options

Hi Elizabeth

I have added the additional flights below

Please let me know if you have any questions or need anything further .
Tamra

Dec 6- Victoria to Montreal

Option 1: \$391

Depart Victoria at 05:30, arrive in Vancouver at 06:00
Depart Vancouver at 07:00, arrive in Montreal at 14:55

Option 2: economy - \$391 / Premium economy- \$773

Depart Victoria at 07:00, arrive in Vancouver at 07:30
Depart Vancouver at 09:20, arrive in Montreal at 17:01

Option 3: economy - \$391 / Premium economy- \$773

Depart Victoria at 08:20 , arrive in Vancouver at 08:50
Depart Vancouver at 11:30 , arrive in Montreal at 19:10

Option 4: \$391

Depart Victoria at 14:10 , arrive in Vancouver at 14:40
Depart Vancouver at 16:45 , arrive in Montreal at 00:32 (Nov 7)

Dec 7- Montreal to Victoria

Option 1: economy - \$421 / Premium economy- \$793

Depart Montreal at 18:30, arrive in Vancouver at 21:06
Depart Vancouver at 21:55, arrive in Victoria at 22:25

Option 2: \$597

Depart Montreal at 13:10, arrive in Vancouver at 15:59

Depart Vancouver at 17:30, arrive in Victoria at 18:00

Option 3: \$419

Depart Montreal at 14:00, arrive in Calgary at 16:57

Depart Calgary at 18:55, arrive in Victoria at 19:48

Option 4: \$454

Depart Montreal at 15:45, arrive in Calgary at 18:43

Depart Calgary at 21:55, arrive in Victoria at 22:25

Please let me know if you have any questions or need anything further.

Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]

Sent: Tuesday, November 06, 2018 4:50 PM

To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>

Subject: FW: Flights for the Premier to Montreal options

Hi Tamra,

Are you able to check if there is an earlier option after 12:00 noon on the 7th Dec.?

Thanks,

Elizabeth

Dec 6- Victoria to Montreal

Option 1: \$391

Depart Victoria at 05:30, arrive in Vancouver at 06:00

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Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]

Sent: Tuesday, November 06, 2018 11:00 AM

To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>

Subject: Flights for the Premier to Montreal

Hi Tamra,

Are you able to send me the options for the below flights?

Dec 6th – Vancouver to Montreal

Dec 7th – Montreal to Victoria (this will likely have a connection)

Late afternoon (4pm) or Evening.

If nothing that late on Dec 7th to get home. Please let me know the earliest available flights for Dec 8th

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 5:05 PM
To: 'Tamra Bartilucci'
Subject: RE: Flights for the Premier to Montreal options

Thanks Tamra!

From: Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]
Sent: Tuesday, November 6, 2018 5:01 PM
To: Parkinson, Elizabeth PREM:EX
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Option 3: \$419

Depart Montreal at 14:00, arrive in Calgary at 16:57

Depart Calgary at 18:55, arrive in Victoria at 19:48

Option 4: \$454

Depart Montreal at 15:45, arrive in Calgary at 18:43

Depart Calgary at 21:55, arrive in Victoria at 22:25

Please let me know if you have any questions or need anything further.

Tamra

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]

Sent: Tuesday, November 06, 2018 4:50 PM

To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>

Subject: FW: Flights for the Premier to Montreal options

Hi Tamra,

Are you able to check if there is an earlier option after 12:00 noon on the 7th Dec.?

Thanks,

Elizabeth

Dec 6- Victoria to Montreal

Option 1: \$391

Depart Victoria at 05:30, arrive in Vancouver at 06:00

Depart Vancouver at 07:00, arrive in Montreal at 14:55

Option 2: economy - \$391 / Premium economy- \$773

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Depart Vancouver at 11:30 , arrive in Montreal at 19:10

Option 4: \$391

Depart Victoria at 14:10 , arrive in Vancouver at 14:40

Depart Vancouver at 16:45 , arrive in Montreal at 00:32 (Nov 7)

Dec 7- Montreal to Victoria

Option 1: economy - \$421 / Premium economy- \$793

Depart Montreal at 18:30, arrive in Vancouver at 21:06

Depart Vancouver at 21:55, arrive in Victoria at 22:25

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]

Sent: Tuesday, November 06, 2018 11:00 AM

To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>

Subject: Flights for the Premier to Montreal

Hi Tamra,

Are you able to send me the options for the below flights?

Dec 6th – Vancouver to Montreal

Dec 7th – Montreal to Victoria (this will likely have a connection)

Late afternoon (4pm) or Evening.

If nothing that late on Dec 7th to get home. Please let me know the earliest available flights for Dec 8th

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (4:20 PM)

Location: Flight #724

Start: Thu 2018-11-08 4:20 PM

End: Thu 2018-11-08 4:55 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Dewar, Bob PREM:EX; Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX

Thursday, November 8, 2018

Helijet Flight #724

Depart Victoria Harbour at 4:20 PM

Arrive Vancouver Harbour at 4:55 PM

CONFIRMATION #s.15:

Premier
Evan
Sheena
Geoff
Sage
Bob Dewar
s.15; s.22

Helijet Tel # 1-800-665-4354

Updated: Elizabeth-18-10-18; 19-10-18

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15 Hotel
Location: s.15

Start: Thu 2018-12-06 12:00 AM
End: Fri 2018-12-07 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesMcConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Hockin, Amber PREM:EX

Thursday, December 6, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier#s.22
s.15; s.22
Amber s.22
Sheena
Evan

Check-in: 3:00 pm
Check-out: 12:00 pm

s.22 room at \$169 per night plus taxes

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: OVERNIGHT;s.15
Location: s.15

Start: Thu 2018-12-06 12:00 AM
End: Sat 2018-12-08 12:00 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesBrown, Evan PREM:EX; McConnell, Sheena PREM:EX; Hockin, Amber PREM:EX

Importance: High

Thursday & Friday, Dec. 6 & 7th

OVERNIGHT: s.15

CONFIRMATIONS: Premier;s.22 _s.22
Evan † _s.22
Sheena †
Amber †
s.15; s.22

\$199 per night, 2 nights,s.22

48 hours cancellation

CONTACT: s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 4:19 PM
To: Brubacher, Kelly IGRS:EX
Subject: RE: Ottawa Hotel - Dec 2018

Thanks Kelly.

From: Brubacher, Kelly IGRS:EX
Sent: Tuesday, November 6, 2018 4:14 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Ottawa Hotel - Dec 2018

Hi Elizabeth,

Yes, I cancelled the entire booking once Montréal was confirmed.

Thank you for checking.

Kelly Brubacher
Executive Coordinator | Intergovernmental Relations Secretariat | Office of the Premier
Office (250) 387-0752 Cell (250) 507-6658



From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 3:26 PM
To: Brubacher, Kelly IGRS:EX <Kelly.Brubacher@gov.bc.ca>
Subject: RE: Ottawa Hotel - Dec 2018

Hi Kelly,

I understand this has been cancelled. Have you cancelled the hotel?

Thanks,

Elizabeth

From: Brubacher, Kelly IGRS:EX
Sent: Friday, October 19, 2018 11:45 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Ottawa Hotel - Dec 2018

Thank you Elizabeth.

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, October 19, 2018 11:30 AM
To: Brubacher, Kelly IGRS:EX
Subject: RE: Ottawa Hotel - Dec 2018

Hi Kelly,

s.15

I've let them know we're waiting.

Thanks,

Elizabeth

From: Brubacher, Kelly IGRS:EX
Sent: Friday, October 19, 2018 10:30 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Ottawa Hotel - Dec 2018

Thank you Elizabeth, I will confirm these details with s.15 at the hotel. s.15
s.15

From: Parkinson, Elizabeth PREM:EX
Sent: Friday, October 19, 2018 10:16 AM
To: Brubacher, Kelly IGRS:EX
Subject: FW: Ottawa Hotel - Dec 2018

Hi Kelly,

Thanks for the confirmation details for the hotel. Can you please check with the hotel that they book a room across the hall from the Premier for s.15 the EA, Evan Brown is in one of the rooms next to the Premier?

Thanks,

Elizabeth

From: Nash, Amber PREM:EX
Sent: Friday, October 19, 2018 10:09 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Ottawa Hotel - Dec 2018

Can you input these into calendar?

From: Brubacher, Kelly IGRS:EX
Sent: Thursday, October 18, 2018 4:30 PM
To: Nash, Amber PREM:EX
Subject: Ottawa Hotel - Dec 2018

Hi Amber,

Here are the confirmation numbers for the Ottawa booking in December.

s.15

you. We will also need to ensure that s.15

can you please share with s.15 and cc me, or I can send for
has credit card numbers for each booking in advance.

Thank you,

Kelly

From: s.15

Sent: Thursday, October 18, 2018 3:16 PM

To: Brubacher, Kelly IGRS:EX

Cc: s.15

Subject: Copy of the Rooming List with confirmation numbers from the s.15

Bonjour Kelly,

I hope that my email finds you well on such a lovely fall day!

I would like to also thank you for choosing our Hotel as host to your very special guests when in Ottawa, we look forward to having your delegation stay with us!

Please find attached copy of the rooming list with confirmation numbers for your files.

Please do note that we have also upgraded your Premier to a lovely Corner Suite at no extra charges, compliments of our Hotel.

We have also blocked the delegation surrounding his Suite.

Closer to the arrival date, if you could also send me the names for the s.15 that would be great.

I will also be in touch closer to arrival date about arrival process, keys, welcoming, etc.

Please do note that should you require to cancel anyone, it must be done 48 hours prior to arrival to avoid cancellation charges.

Sending you, always, my Warmest Thoughts,

s.15

Page 0860 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 3:44 PM
To: Brubacher, Kelly IGRS:EX
Subject: s.15

Hi Kelly,

The hotel are telling me they only have 3 rooms available on Dec. 7th. Who can open up more rooms?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 3:23 PM
To: s.15; s.22
Subject: HELIJET: Victoria to Van , overnight

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 6, 2018 2:26 PM
To: Parkinson, Elizabeth 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	s.15

Booking #s.22

Saturday, November 17, 2018

790

18:20 Victoria Harbour (Downtown)

18:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed

Invoice #s.22	
FARE-YWH-OffPeak_2018	\$219.05
+ GST	\$10.95
Billing	\$219.05
Taxes	\$10.95
Grand Total	\$230.00

1 Passengers - Off-Peak

s.15

Add to Calendar

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.

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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:

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Terminals:

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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:

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Baggage Allowance:

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Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 3:21 PM
To: s.15; s.22
Subject: HELIJET: Nov. 13 Van-Vic

Hi s.15; , Travel this day is back on.
s.22

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 6, 2018 2:31 PM
To: Parkinson, Elizabeth 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	Premier John Horgan
Company	Premier Of British Columbia

Booking # s.22

Tuesday, November 13, 2018

713

11:20 Vancouver Harbour (Downtown)

11:55 Victoria Harbour (Downtown)

35 minutes

Invoice # s.22	
FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48
Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

Confirmed**1 Passengers - Full-Fare**

• Premier John Horgan, Male

Add to Calendar

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Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (8:20 AM)

Location: Flight # 704

Start: Wed 2018-11-28 8:20 AM

End: Wed 2018-11-28 8:55 AM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX

Wednesday, November 28, 2018

HELIJET Flight # 704

Depart Victoria Harbour at 8:20 AM

Arrive Vancouver Harbour at 8:55 AM

CONFIRMATIONS: Premier s.22

Geoff #
s.15; s.22

Evan s.22

Helijet tel # 1-800-665-4354

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Sat 2018-11-17 12:00 AM
End: Sun 2018-11-18 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required AttendeesMcConnell, Sheena PREM:EX; Brown, Evan PREM:EX

Saturday, November 17, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier#s.22
Evan #
Sheena #

\$135 per night plus taxes s.22 room.

Cancellation 4:00 pm date of arrival.

Elizabeth-06-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (6:20 PM)
Location: Flight # 790

Start: Sat 2018-11-17 6:20 PM
End: Sat 2018-11-17 6:55 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees: Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Optional Attendees: s.17

Saturday, November 17, 2018

HELIJET Flight # 790

Depart Victoria Harbour at 6:20 PM
Arrive Vancouver Harbour at 6:55 PM

CONFIRMATIONS: Premier s.22
s.15; s.22
Evan s.22
Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HARBOUR AIR: Vancouver to Victoria (10:30 AM)

Location: Flight # 2090

Start: Tue 2018-11-27 10:30 AM

End: Tue 2018-11-27 11:05 AM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Parkinson, Elizabeth PREM:EX

Importance: High

Tuesday, November 27, 2018

HARBOUR AIR Flight # 2080

Depart Victoria Harbour at 10:30 AM

Arrive Vancouver Harbour at 11:05 AM

CONFIRMATIONS: Premier, s.22
s.15; s.22 Evan, s.15 Sheena

Harbour Air Tel # 1-800-665-0212

Elizabeth-29-10-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (11:20 AM)
Location: Flight #713

Start: Tue 2018-11-13 11:20 AM
End: Tue 2018-11-13 11:55 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Tuesday, November 13, 2018

HELIJET Flight # 713

Depart Vancouver Harbour at 11:20 AM
Arrive Victoria Harbour at 11:55 AM

CONFIRMATIONS: Premier s.22
Evan & Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (6:20 PM)
Location: Flight # 790

Start: Sat 2018-11-17 6:20 PM
End: Sat 2018-11-17 6:55 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Optional Attendees s.17

Saturday, November 19, 2018

HELIJET Flight # 790

Depart Victoria Harbour at 6:20 PM
Arrive Vancouver Harbour at 6:55 PM

CONFIRMATIONS: Premier, s.22
s.15; s.22
Evan s.22
Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 2:19 PM
To: Poldrugovac, Saija FIN:EX
Subject: Sheena McConnell, E129896
Attachments: Scan_20181106.pdf

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, November 6, 2018 2:18 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 2:15 PM
To: Privett, Don PREM:EX
Subject: RE: Little Piggy Catering

I think we should do another pancake breakfast the week of the 19th. We could ask everyone to bring something and make up a list of required items. This Little Piggy seems to need minimum fillings for sandwiches..

From: Privett, Don PREM:EX
Sent: Tuesday, November 6, 2018 1:59 PM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Little Piggy Catering

FYI

From: Privett, Don PREM:EX
Sent: 06 November 2018 13:58
To: Nash, Amber PREM:EX
Subject: Little Piggy Catering

Amber,
I just remembered Little Piggy Catering.

<http://www.littlepiggycatering.com/>

They may need at least 48 hours advance notice.
I'll call them.
Don

DON PRIVETT | Administrative Assistant | Office of the Premier
Phone: 250.387.1715 / 250.387.1716 | don.privett@gov.bc.ca
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 2:11 PM
To: 'sid ezeddine'
Subject: RE: Invoice thank you

Thank you Sid!

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

From: sid ezeddine [mailto:s.22]
Sent: Tuesday, November 6, 2018 2:05 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Invoice thank you

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 2:06 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Travel Voucher: Sheena McConnell, #E129896

Sorry! Totally forgot. Will get them for you in 5

From: Poldrugovac, Saija FIN:EX
Sent: Tuesday, November 6, 2018 1:41 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Travel Voucher: Sheena McConnell, #E129896

Hey Elizabeth,
Just following up on this...

From: Poldrugovac, Saija FIN:EX
Sent: October 25, 2018 12:24 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Travel Voucher: Sheena McConnell, #E129896

Can you please send me her flights?
Thanks!
~S

From: Parkinson, Elizabeth PREM:EX
Sent: October 19, 2018 4:28 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Travel Voucher: Sheena McConnell, #E129896

From: s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Friday, October 19, 2018 3:56 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Scan From <Device Name>

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (4:30 PM)

Location: Flight #724

Start: Thu 2018-11-08 4:20 PM

End: Thu 2018-11-08 4:55 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Dewar, Bob PREM:EX; Meggs, Geoff PREM:EX; Aaron, Sage PREM:EX

Thursday, November 8, 2018

Helijet Flight #724

Depart Victoria Harbour at 4:20 PM

Arrive Vancouver Harbour at 4:55 PM

CONFIRMATION #s.15; s.22

Premier
Evan
Sheena
Geoff
Sage
Bob Dewar
s.15; s.22

Helijet Tel # 1-800-665-4354

Updated: Elizabeth-18-10-18; 19-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 12:41 PM
To: 'Suki G'
Subject: RE: 34294

Sorry Suki. I have nothing to do with their Finances, only for the Premier's office.

From: Suki G [mailto:sukig@selectexpress.com]
Sent: Tuesday, November 6, 2018 12:39 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Pat M
Subject: Re: 34294

Hi Elizabeth,

Alison confirmed that Kira sent this out^{s.22}. It is to be billed to ^{s.17}
as it's also their account number but they're in transition of getting a new account but haven't done so yet.

Thank you,

Suki Grewal
Select Express Couriers
www.selectexpress.com
t. 250-381-1933
f. 250-381-4256

Sent from my Samsung Galaxy smartphone.

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-06 12:08 PM (GMT-08:00)
To: Suki G <sukig@selectexpress.com>
Subject: RE: 34294

Hi Suki,

Thanks for the email. This is for upstairs for the Deputy Minister's office. Try Alison at 250-387-2987 and she should be able to help you as it should be billed to their office.

Elizabeth

From: Suki G [mailto:sukig@selectexpress.com]
Sent: Tuesday, November 6, 2018 12:05 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: 34294

Hi Elizabeth,

I have attached the order # that you're inquiring of. Hopefully this will help you out.

Thank you,

Suki Grewal
Select Express Couriers
www.selectexpress.com
t. 250-381-1933
f. 250-381-4256

Sent from my Samsung Galaxy smartphone.

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-06 11:30 AM (GMT-08:00)
To: Suki G <sukig@selectexpress.com>
Subject: RE: 34294

Hi Suki,

Can you please send me a copy of the weighbill showing who authorised it, who it was sent by and to whom?

Thanks,

Elizabeth

From: Suki G [mailto:sukig@selectexpress.com]
Sent: Tuesday, November 6, 2018 11:25 AM
To: Parkinson, Elizabeth PREM:EX
Subject: 34294

Hi Elizabeth,

Please give me a call at your convenience to go over your inquiry on Inv# 34294. Have a nice day.

Thank you,

Suki Grewal
Select Express Couriers
www.selectexpress.com
t. 250-381-1933
f. 250-381-4256

Sent from my Samsung Galaxy smartphone.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 12:29 PM
To: s.15; s.22
Subject: Helijet- Van-Vic, s.15

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Tuesday, November 6, 2018 11:55 AM
To: Parkinson, Elizabeth 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	Premier John Horgan
Company	Premier Of British Columbia

Booking s.22

Wednesday, November 14, 2018

713

11:20 Vancouver Harbour (Downtown)

11:55 Victoria Harbour (Downtown)

35 minutes

Invoice s.22	
FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48
Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

Confirmed**1 Passengers - Full-Fare**

• Premier John Horgan, Male

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passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 12:28 PM
To: s.15; s.22
Subject: RE: Helijet -s.15

Yes, slightly earlier in the morning as he may have to travel via the airport as there are no helijet flights.

From: s.15; s.22
Sent: Tuesday, November 6, 2018 12:16 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Helijet -s.15

Same times on the 14th? If so, then we do not need seats.

s.15; s.22

>>> On 2018/11/06 at 10:12 AM, in message
s.15

"Parkinson, Elizabeth PREM:EX"

<Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi s.15; s.22

The 13th Helijet is being cancelled and moved to the 14th. Do you still not want a seat?

Elizabeth

From: s.15; s.22
Sent: Tuesday, November 6, 2018 8:41 AM
To: Parkinson, Elizabeth PREM:EX
Cc: s.15; s.22
s.15; s.22
Subject: Helijet -s.15

Good morning Elizabeth. s.15 will not need seats on the following Helijet flights.

Tuesday November 13 - cancel our seat on both flights

Thursday November 15 - cancel our seat on both flights

Thanks Elizabeth.

s.15; s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 12:27 PM
To: Flesh, Cindy AEST:EX
Subject: RE: quick question

s.22

From: Flesh, Cindy AEST:EX
Sent: Tuesday, November 6, 2018 12:26 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: quick question

s.22

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 12:25 PM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: quick question

s.22

From: Flesh, Cindy AEST:EX
Sent: Tuesday, November 6, 2018 12:10 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: quick question

s.22

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 11:23 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: quick question

s.22

From: Flesh, Cindy AEST:EX
Sent: Tuesday, November 6, 2018 11:18 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: quick question

s.22

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 11:17 AM
To: Flesh, Cindy AEST:EX <Cindy.Flesh@gov.bc.ca>
Subject: RE: quick question

From: Flesh, Cindy AEST:EX
Sent: Tuesday, November 6, 2018 11:14 AM
To: Parkinson, Elizabeth PREM:EX
Subject: quick question

s.22

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 12:00 PM
To: 'Beal, Jenna'
Subject: RE: Shred-it contact information

Thank you Jenna.

From: Beal, Jenna [mailto:Jenna.Beal@stericycle.com]
Sent: Tuesday, November 6, 2018 11:59 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Shred-it contact information

Hi Elizabeth,

It was a pleasure speaking with you today.

As per our discussion, I am the dedicated Inside Sales Executive for your account. I specialize in the one time services and year end clean ups.

Should anything arise, please let me know and I will get everything taken care of for you.

Have a great day ☺

Jenna Beal-Channaa

Inside Sales Executive

O: +1 800-697-4733 | F: +1 905-662-0368 | stericycle.ca | shredit.com

428 Millen Rd, Unit 23, Stoney Creek, Ontario L8E 3N9

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 11:57 AM
To: Nash, Amber PREM:EX
Subject: Helijet Nov. 14 to Van

Hi Amber,

Helijet are sold out and already have a long waitlist to Vancouver Nov. 14th. Can I look at flying out of the airport?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (11:20 AM)
Location: Flight #713

Start: Wed 2018-11-14 11:20 AM
End: Wed 2018-11-14 11:55 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Wednesday, November 14, 2018

HELIJET Flight # 713

Depart Vancouver Harbour at 11:20 AM
Arrive Victoria Harbour at 11:55 AM

CONFIRMATIONS: Premier s.22
Evan & Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 11:48 AM
To: Wade, Debbie PREM:EX
Subject: RE: REMINDER: PECSF 50/50 Ticket Sales Tomorrow

It's Thursday they come around... The Leg people aren't usually in here.

From: Wade, Debbie PREM:EX
Sent: Tuesday, November 6, 2018 11:44 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: REMINDER: PECSF 50/50 Ticket Sales Tomorrow

Do you mind letting me know when they come by tomorrow if you around?

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

From: Legislative Human Resources [mailto:Human.Resources@leg.bc.ca]
Sent: Tuesday, November 6, 2018 11:28 AM
Subject: REMINDER: PECSF 50/50 Ticket Sales Tomorrow

The final 50/50 ticket sales & draw for PECSF is tomorrow!

Ticket Sales: 1 for \$2, 3 for \$5 or 7 for \$10 | Wednesdays from 8:30am – 1:30pm | November 7th
PECSF reps will circulate on 50/50 draw days so everyone has an opportunity to purchase tickets, time permitting.

Draws at 3:00pm at Human Resource Operations, 614 Government Street

Tickets are available from the following PECSF Representatives:

Clarisse Bourne, Graham Caverhill, Scott Clare, Noah Mitchell, Christine Newton, Amy Reiswig, Lyn Stinson and Artour Sogomonian.

The **Winner will be called and announced on draw dates via email at 3:00pm and winners have 1 hour to claim their ticket!** If no reply is received within 1 hour of the email date stamp then another number is drawn. This continues every hour until the new number drawn has a winner. If you think you'll be away from your computer at the draw time please write your name and phone number on your ticket(s) and have a co-worker watch the emails, if you're a winner they can notify us and pick up your prize on your behalf.

Good Luck! If you have any questions, please contact Human Resources at human.resources@leg.bc.ca or 250-387-5532

All proceeds will benefit the Canadian Red Cross-for Services in BC



Actual odds depend on number of tickets sold

BC Gaming Licence #107673

Problem Gambling Help Line 1-888-795-6111

www.bcreponsiblegambling.ca

Know your limit, play within it.

19+

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 11:48 AM
To: Seiferling, Eric CITZ:EX
Subject: RE: UC - Porting date for PREM office main line

Thanks Eric. The 2-4th of January would be best.

From: Seiferling, Eric CITZ:EX
Sent: Tuesday, November 6, 2018 11:46 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Smith, Jason FIN:EX; White, Juliana FIN:EX; Preston, Olivia C CITZ:EX
Subject: RE: UC - Porting date for PREM office main line

Apologies – I meant to suggest Dec. 21 below, not the 31st.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Seiferling, Eric CITZ:EX
Sent: November 6, 2018 11:35 AM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Cc: Smith, Jason FIN:EX <Jason.Smith@gov.bc.ca>; White, Juliana FIN:EX <Juliana.White@gov.bc.ca>; Preston, Olivia C CITZ:EX <Olivia.Preston@gov.bc.ca>
Subject: UC - Porting date for PREM office main line

Good morning Elizabeth,

I am looking to schedule a day to port of 2503871715 into UC. On this day, we would require that somebody be present in the office before normal operating hours (approximately 7:30 AM) to allow us access and assist us in testing the number after the change.

The deployment of new UC numbers is scheduled for Dec. 13/14. We would be looking to schedule the port for about 1 week after, allowing you to have time to get used to the new phones before removing the old ones and switching the main line over.

Would somebody be available on Friday, Dec. 31 for this? It would be ideal if Don were present, as he will be the one answering the line for the majority of the time.

Thank you for your assistance with this!

Eric Seiferling
UC Consultant
Network Communications and Collaboration Services
OCIO Enterprise Services, Office of the Government Chief Information Officer
PO Box 9412, Stn Prov Gov, Victoria BC V8W 9V1
Phone: 778-698-2667
Eric.seiferling@gov.bc.ca

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 11:36 AM
To: Nash, Amber PREM:EX
Subject: FW: Flights for the Premier to Montreal options

Hi Amber,

Here are the options.

Dec 6- Victoria to Montreal

Option 1: \$391

Depart Victoria at 05:30, arrive in Vancouver at 06:00
Depart Vancouver at 07:00, arrive in Montreal at 14:55

Option 2: economy - \$391 / Premium economy- \$773

Depart Victoria at 07:00, arrive in Vancouver at 07:30
Depart Vancouver at 09:20, arrive in Montreal at 17:01

Option 3: economy - \$391 / Premium economy- \$773

Depart Victoria at 08:20 , arrive in Vancouver at 08:50
Depart Vancouver at 11:30 , arrive in Montreal at 19:10

Option 4: \$391

Depart Victoria at 14:10 , arrive in Vancouver at 14:40
Depart Vancouver at 16:45 , arrive in Montreal at 00:32 (Nov 7)

Dec 7- Montreal to Victoria

Option 1: economy - \$421 / Premium economy- \$793

Depart Montreal at 18:30, arrive in Vancouver at 21:06
Depart Vancouver at 21:55, arrive in Victoria at 22:25

Please let me know if you have any questions or need anything further .

Tamra Bartilucci | Team Leader
Flight Centre Flight Centre Business Travel
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Tuesday, November 06, 2018 11:00 AM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>
Subject: Flights for the Premier to Montreal

Hi Tamra,

Are you able to send me the options for the below flights?

Dec 6th – Vancouver to Montreal

Dec 7th – Montreal to Victoria (this will likely have a connection)
Late afternoon (4pm) or Evening.

If nothing that late on Dec 7th to get home. Please let me know the earliest available flights for Dec 8th

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 11:29 AM
To: Hamilton, Michael LASS:EX
Subject: RE: RE Safety Courses

We're happy to soak up your knowledge Michael. Once you have a time and date I'll talk to people here.

From: Hamilton, Michael [<mailto:Michael.Hamilton@leg.bc.ca>]
Sent: Tuesday, November 6, 2018 11:18 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: RE Safety Courses

Got It ...
I missed that !

I think he will show you a video called RUN ... HIDE .. FIGHT which is pretty good but in my opinion should be followed up with a practical demo .

I am more than happy to do this ..

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Tuesday, November 06, 2018 11:13 AM
To: Hamilton, Michael <Michael.Hamilton@leg.bc.ca>
Subject: RE: RE Safety Courses

Thank you Michael. And it did say in the top line that it included Active Shooter training.

From: Hamilton, Michael [<mailto:Michael.Hamilton@leg.bc.ca>]
Sent: Tuesday, November 6, 2018 11:08 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: RE Safety Courses

Thanks Elizabeth ,

I think this is fire warden training ..

I'll try and organize some Active shooter training ...

I normally do it for the new tour guides early in the year ..I'll make sure you get involved

It doesn't take long and its very practical and effective

Thanks

Michael

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Tuesday, November 06, 2018 10:47 AM
To: Hamilton, Michael <Michael.Hamilton@leg.bc.ca>
Subject: RE Safety Courses

Hi Michael,

Below is the email that was sent to us at the beginning of November. I'm certain staff would like to have the active shooter course training from you as you're the best person to teach us how best to handle the situation should it arise and how to best stay out of officers way in this situation.

Thanks,

Elizabeth

From: Stone, Noel [<mailto:Noel.Stone@leg.bc.ca>]
Sent: 01 November 2018 12:28
Subject: Safety Briefing (to include Active Shooter)

Hello fellow Fire Wardens,

This is to inform you that I am conducting a couple Safety Briefings here at the legislature as follows:

Date: November 14, 2019

Times: 9:00 am – 10:00 am; or
1:00 pm – 2:00 pm

This is very important information for New Fire Wardens.

As Fire wardens this training will enlighten you to the procedures we have in place to keep everyone safe in many different situations.

Please pass on this information to the staff in your office as these briefings are open to all staff at the Legislature.

Contact me if you wish to attend. Details will be given out to those interested in attending.

Thanks,
Noel Stone
Sergeant-At-Arms Training Officer
Legislative Assembly Protective Services
139 – 431 Menzies St. Victoria BC V8V 2H2
Phone: 250-387-5504
Cell: 250-360-7490
Fax: 250-363-2252
E-mail: Noel.Stone@Leg.bc.ca

From: Hamilton, Michael [<mailto:Michael.Hamilton@leg.bc.ca>]
Sent: Monday, November 5, 2018 11:41 AM

To: Parkinson, Elizabeth PREM:EX
Subject: Contact

Hi Elizabeth ,

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (1:45)
Location: Flight 718

Start: Thu 2018-11-15 1:45 PM
End: Thu 2018-11-15 2:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX

Thursday, November 15, 2018

Helijet Flight # 718

Depart Victoria Harbour at 1:45 PM
Arrive Vancouver Harbour at 2:20 PM

CONFIRMATION s: Premier^{s.22}
Evan

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (8:20 AM)
Location: Flight #706

Start: Tue 2018-11-13 8:20 AM
End: Tue 2018-11-13 8:55 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX

Tuesday, November 13, 2018

HELIJET Flight #706

Depart Victoria Harbour at 8:20 AM
Arrive Victoria Harbour at 8:55 AM

CONFIRMATIONS Premier s.22
Evan & Sheena

Helijet tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (11:20 AM)
Location: Flight #713

Start: Tue 2018-11-13 11:20 AM
End: Tue 2018-11-13 11:55 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Tuesday, November 13, 2018

HELIJET Flight # 713

Depart Vancouver Harbour at 11:20 AM
Arrive Victoria Harbour at 11:55 AM

CONFIRMATIONS: Premier s.22
Evan & Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:55 AM
To: 'patm@selectexpress.com'
Subject: RE: Select Express Courier - 34294 is Ready

Hi Pat,

Are you able to send me the details of this package?

Thanks,

Elizabeth

From: patm@selectexpress.com [mailto:patm@selectexpress.com]
Sent: Thursday, November 1, 2018 3:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Select Express Courier - 34294 is Ready

Your bill is ready. Please copy and paste the link below into a web browser to view it.
<http://cc.selectexpress.com/ccweb/Invoice.aspx?cid=s.17 &itemid=34294>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:52 AM
To: 'Greer, Paul (Times-Colonist)'
Subject: RE: Times Colonist Receipt

Thank you!

Elizabeth

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

From: Greer, Paul (Times-Colonist) [mailto:PGreer@timescolonist.com]
Sent: Tuesday, November 6, 2018 10:49 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Times Colonist Receipt

Please see the attached PDF File.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:50 AM
To: Robinson, Jon PREM:EX
Subject: RE: J Drive access

Great! He'll call you shortly.

From: Robinson, Jon PREM:EX
Sent: Tuesday, November 6, 2018 10:50 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: J Drive access

Yes that works.

Thanks,
Jon

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 10:49 AM
To: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>
Subject: J Drive access

Hi Jon,

Joe says that the J Drive may need to be manually mapped. He said he can call you and walk you through it if you'd like? Would 11:10 work?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:49 AM
To: Wansbrough, Joe FIN:EX
Subject: RE: iStore #907252 - 62968 - Jon Robinson - LAN Access

Yes. Thanks!

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, November 6, 2018 10:49 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: iStore #907252 - 62968 - Jon Robinson - LAN Access

The number in the GAL is 250-893-4538, is that correct?

I will give him a call at 11:15.

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:48 AM
To: Wansbrough, Joe FIN:EX <Joe.Wansbrough@gov.bc.ca>
Subject: RE: iStore #907252 - 62968 - Jon Robinson - LAN Access

Thank you Joe. Jon is busy until about 11:10. Do you have his number?

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, November 6, 2018 10:46 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: iStore #907252 - 62968 - Jon Robinson - LAN Access

Hi Elizabeth,

Jon definitely has the correct access. He may need to manually map the J: drive if it is not showing up under 'This PC.'

If he needs help with that, I don't mind giving him a call if he is available.

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:39 AM
To: Wansbrough, Joe FIN:EX <Joe.Wansbrough@gov.bc.ca>
Subject: FW: iStore #907252 - 62968 - Jon Robinson - LAN Access

Hi Joe,

I was just with Jon and he restarted his computer twice but the ^{s.15} doesn't show up. Can you please check it?

Thanks,

Elizabeth

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 9:53 AM
To: Wansbrough, Joe FIN:EX
Subject: RE: iStore #907252 - 62968 - Jon Robinson - LAN Access

Thank you Joe!

Elizabeth

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, November 6, 2018 9:53 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: iStore #907252 - 62968 - Jon Robinson - LAN Access

Thanks Elizabeth,

As requested, the folders under ^{s.15}
Government
Non-Government
Templates
Stakeholder Relations
PJH Remarks
have been updated by adding change access for the user (^{s.15} | specified via groups:
PREM_A_LP_S68100
PREM_A_LP_S68100_Stakeholder Relations
PREM_A_PJHRemarks.

Restart may be required to apply the new access. Manual mapping of drive may be required.

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 9:27 AM
To: Wansbrough, Joe FIN:EX <Joe.Wansbrough@gov.bc.ca>
Subject: FW: PREM: LAN Access

Hi Joe,

Can you please grant Robinson, Jon PREM:EX access to the following folders of the^{s.15}
have a J: drive currently.

I believe he doesn't

Government, Non-Government, Templates, Stakeholder Relations and PJH Remarks.

Thanks,

Elizabeth

From: Wensink, Alison PREM:EX
Sent: Tuesday, November 6, 2018 9:08 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Wansbrough, Joe FIN:EX
Subject: RE: PREM: LAN Access

Hi Elizabeth,

Can you please confirm with Joe what folders Jon is needing access to? I know you mentioned you spoke with PREM Tech but I believe it will need to go through as a service request.

Thanks so much!

Alison

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, November 6, 2018 9:01 AM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Hi Alison,

Have you been able to determine what level of access Jon needs?

Let me know, thanks!

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912

From: Wensink, Alison PREM:EX
Sent: October 31, 2018 11:02 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Wansbrough, Joe FIN:EX
Subject: FW: PREM: LAN Access

Hi Elizabeth,

Please see the below note. I am trying to switch Jon's LAN access from ours to yours. Can you please confirm which folders Jon should have access to? I know he needs access to the "Government" folder but are there others he should have access to?

Thanks!

Alison

From: Wansbrough, Joe FIN:EX
Sent: Wednesday, October 31, 2018 10:57 AM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Hi Alison,

I've received notification that Jon has been removed from s.15, but Shared Services was not able to grant access to the root directory s.15 as noted below.

From Shared Services:

"Change access to the s.15 can not be granted. The subfolders of this share are separately secured therefore Change access to the share/root can not be granted in this case.

Please let me know if you want s.15 to be granted Change access to the all 8 subfolders or just one or two or three of the subfolders of s.15. If one or a few please list the folder names."

Could you please let me know if Jon requires change access to all of the subfolders? If he only requires access to a few of the folders, please provide the names of the folders.

Thanks,

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>

From: Alison.Wensink@gov.bc.ca
Sent: October 25, 2018 10:20 AM

To: FIN IMB Service Desk (78912) FIN:EX ; Wensink, Alison PREM:EX

Subject: PREM: LAN Access

Checkout Information

On-Site Contact Name: Alison Wensink

On-Site Contact Phone: (250)387-2987

Account: PREM-DEPUTY MINISTER'S OFFICE

Ministry Number: 004

Responsibility Centre: 36B10

Service Code: 36205

Project Number: 3600000

Expense Authority: Jacqueline Hendry

Service Requests

Access - LAN Access

First Name: Jon

Last Name: Robinson

IDIR: s.15

Access By: File Path

Path: s.15

Existing User: Elizabeth Parkinson

Comments: Please remove Jon's access to s.15

Thank you!

and give him access to the above mentioned LAN.

Requestor: Wensink, Alison PREM:EX

Email: Alison.Wensink@gov.bc.ca

Time: 2018-10-25 10:19:54

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:34 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: iStore #907252 - 62968 - Jon Robinson - LAN Access

Hi Joe,

I was just with Jon and he restarted his computer twice but the ^{s.15} doesn't show up. Can you please check it?

Thanks,

Elizabeth

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 9:53 AM
To: Wansbrough, Joe FIN:EX
Subject: RE: iStore #907252 - 62968 - Jon Robinson - LAN Access

Thank you Joe!

Elizabeth

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, November 6, 2018 9:53 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Wensink, Alison PREM:EX
Subject: iStore #907252 - 62968 - Jon Robinson - LAN Access

Thanks Elizabeth,

As requested, the folders under ^{s.15}
Government
Non-Government
Templates
Stakeholder Relations
PJH Remarks
have been updated by adding change access for the user (^{s.15} specified via groups:
PREM_A_LP_S68100
PREM_A_LP_S68100_Stakeholder Relations
PREM_A_PJHRemarks.

Restart may be required to apply the new access. Manual mapping of drive may be required.

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 9:27 AM
To: Wansbrough, Joe FIN:EX <Joe.Wansbrough@gov.bc.ca>
Subject: FW: PREM: LAN Access

Hi Joe,

Can you please grant Robinson, Jon PREM:EX access to the following folders of the^{s.15} . I believe he doesn't have a J: drive currently.

Government, Non-Government, Templates, Stakeholder Relations and PJH Remarks.

Thanks,

Elizabeth

From: Wensink, Alison PREM:EX
Sent: Tuesday, November 6, 2018 9:08 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Wansbrough, Joe FIN:EX
Subject: RE: PREM: LAN Access

Hi Elizabeth,

Can you please confirm with Joe what folders Jon is needing access to? I know you mentioned you spoke with PREM Tech but I believe it will need to go through as a service request.

Thanks so much!

Alison

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, November 6, 2018 9:01 AM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Hi Alison,

Have you been able to determine what level of access Jon needs?

Let me know, thanks!

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912

From: Wensink, Alison PREM:EX
Sent: October 31, 2018 11:02 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Wansbrough, Joe FIN:EX
Subject: FW: PREM: LAN Access

Hi Elizabeth,

Please see the below note. I am trying to switch Jon's LAN access from ours to yours. Can you please confirm which folders Jon should have access to? I know he needs access to the "Government" folder but are there others he should have access to?

Thanks!

Alison

From: Wansbrough, Joe FIN:EX
Sent: Wednesday, October 31, 2018 10:57 AM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Hi Alison,

I've received notification that Jon has been removed from s.15 but Shared Services was not able to grant access to the root directory s.15 as noted below.

From Shared Services:

"Change access to the s.15 can not be granted. The subfolders of this share are separately secured therefore Change access to the share/root can not be granted in this case.

Please let me know if you want s.15 to be granted Change access to the all 8 subfolders or just one or two or three of the subfolders of s.15 If one or a few please list the folder names."

Could you please let me know if Jon requires change access to all of the subfolders? If he only requires access to a few of the folders, please provide the names of the folders.

Thanks,

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gww.fin.gov.bc.ca/>

From: Alison.Wensink@gov.bc.ca
Sent: October 25, 2018 10:20 AM

To: FIN IMB Service Desk (78912) FIN:EX ; Wensink, Alison PREM:EX

Subject: PREM: LAN Access

Checkout Information

On-Site Contact Name: Alison Wensink

On-Site Contact Phone: (250)387-2987

Account: PREM-DEPUTY MINISTER'S OFFICE

Ministry Number: 004

Responsibility Centre: 36B10

Service Code: 36205

Project Number: 3600000

Expense Authority: Jacqueline Hendry

Service Requests

Access - LAN Access

First Name: Jon

Last Name: Robinson

IDIR:s.15

Access By: File Path

Path:s.15

Existing User: Elizabeth Parkinson

Comments: Please remove Jon's access to s.15

Thank you!

and give him access to the above mentioned LAN.

Requestor: Wensink, Alison PREM:EX

Email: Alison.Wensink@gov.bc.ca

Time: 2018-10-25 10:19:54

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:23 AM
To: Robinson, Jon PREM:EX
Subject: RE: Access to J Drive

OK. Coming down now.

From: Robinson, Jon PREM:EX
Sent: Tuesday, November 6, 2018 10:21 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Access to J Drive

Hi Elizabeth.

Thanks. Yes, I am downstairs. Pop down anytime.

Jon

From: Parkinson, Elizabeth PREM:EX
Sent: Tuesday, November 6, 2018 9:55 AM
To: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>
Subject: Access to J Drive

Hi Jon,

You should have access now. They advise you do a restart of your computer. Are you downstairs? I can come down and show you where they are when you have a moment.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 10:05 AM
To: s.15; s.22
Subject: RE: Helijet - s.15 seats

Thanks s.15; s.22 I'll call Helijet and make the changes.

Elizabeth

From: s.15; s.22
Sent: Tuesday, November 6, 2018 8:41 AM
To: Parkinson, Elizabeth PREM:EX
Cc: s.15; s.22
s.15; s.22
Subject: Helijet - s.15 seats

Good morning Elizabeth. s.15 will not need seats on the following Helijet flights.

Tuesday November 13 - cancel our seat on both flights

Thursday November 15 - cancel our seat on both flights

Thanks Elizabeth.

s.15; s.22

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 9:51 AM
To: OOP FOI PREM:EX
Subject: RE: Harms on OOP-2018-86367 - Response DUE by November 16, 2018

Thank you Alison. It looks fine.

Elizabeth

From: OOP FOI PREM:EX
Sent: Tuesday, November 6, 2018 9:06 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Harms on OOP-2018-86367 - Response DUE by November 16, 2018

Hi Elizabeth,

Apologies for the delay in getting back to you. Attached are the exceptions to disclosure. If you could confirm whether or not you have any harms after reviewing the exceptions that would be great!

As for the duplicates, all email chains get captured in this request, which results in multiple duplicates. Ideally we want staff to be deleting earlier email chains and keeping only the final email chain, as per proper records management.

Thanks so much!

Alison

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 1, 2018 1:01 PM
To: OOP FOI PREM:EX
Subject: RE: Harms on OOP-2018-86367 - Response DUE by November 16, 2018

Hi Alison,

Is it possible for me to receive a copy of the reasons for severing items? For the attached emails I don't see anything that concerns me. Why are the emails duplicated so many times? Ken Boone I believe sent this email as member of a private group.

Thanks,

Elizabeth

From: OOP FOI PREM:EX
Sent: Thursday, November 1, 2018 11:38 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Harms on OOP-2018-86367 - Response DUE by November 16, 2018

Hi Elizabeth,

IAO is wondering if you can please review the attached pages and let me know if you have any additional harms for any of your emails. They have also asked the following specific question:

Page 53 to 58 of the attached PDF (Page 78 to 83 of 195 in the footer) deal with a letter from Ken Boone to the Premier. What was the subject matter he was writing about? It sounds like he is representing a land owners association and one of the attachments mentions an eviction. Is Ken acting in a business capacity, or a private one? If he is acting as a private citizen his name may need to be severed.

Thanks so much!

Alison

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 9:27 AM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Thanks Alison.

From: Wensink, Alison PREM:EX
Sent: Tuesday, November 6, 2018 9:08 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Wansbrough, Joe FIN:EX
Subject: RE: PREM: LAN Access

Hi Elizabeth,

Can you please confirm with Joe what folders Jon is needing access to? I know you mentioned you spoke with PREM Tech but I believe it will need to go through as a service request.

Thanks so much!

Alison

From: Wansbrough, Joe FIN:EX
Sent: Tuesday, November 6, 2018 9:01 AM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Hi Alison,

Have you been able to determine what level of access Jon needs?

Let me know, thanks!

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>

From: Wensink, Alison PREM:EX
Sent: October 31, 2018 11:02 AM
To: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>
Cc: Wansbrough, Joe FIN:EX <Joe.Wansbrough@gov.bc.ca>
Subject: FW: PREM: LAN Access

Hi Elizabeth,

Please see the below note. I am trying to switch Jon's LAN access from ours to yours. Can you please confirm which folders Jon should have access to? I know he needs access to the "Government" folder but are there others he should have access to?

Thanks!

Alison

From: Wansbrough, Joe FIN:EX
Sent: Wednesday, October 31, 2018 10:57 AM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Hi Alison,

I've received notification that Jon has been removed from ^{s.15} but Shared Services was not able to grant access to the root directory ^{s.15} as noted below.

From Shared Services:

"Change access to the share/root ^{s.15} can not be granted. The subfolders of this share are separately secured therefore Change access to the share/root can not be granted in this case.

Please let me know if you want ^{s.15} to be granted Change access to the all 8 subfolders or just one or two or three of the subfolders of ^{s.15} . If one or a few please list the folder names."

Could you please let me know if Jon requires change access to all of the subfolders? If he only requires access to a few of the folders, please provide the names of the folders.

Thanks,

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>

From: Alison.Wensink@gov.bc.ca
Sent: October 25, 2018 10:20 AM
To: FIN IMB Service Desk (78912) FIN:EX ; Wensink, Alison PREM:EX
Subject: PREM: LAN Access

Checkout Information

On-Site Contact Name: Alison Wensink
On-Site Contact Phone: (250)387-2987
Account: PREM-DEPUTY MINISTER'S OFFICE
Ministry Number: 004
Responsibility Centre: 36B10

Service Code: 36205
Project Number: 3600000
Expense Authority: Jacqueline Hendry

Service Requests

Access - LAN Access

First Name: Jon

Last Name: Robinson

IDIR: s.15

Access By: File Path

Path: s.15

Existing User: Elizabeth Parkinson

Comments: Please remove Jon's access to s.15

Thank you!

and give him access to the above mentioned LAN.

Requestor: Wensink, Alison PREM:EX

Email: Alison.Wensink@gov.bc.ca

Time: 2018-10-25 10:19:54

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 9:25 AM
To: Privett, Don PREM:EX
Subject: FW: Jon Robinson's access to J drive folders

Hi Don,

Can you please send in this service request for Jon?

Thanks,

Elizabeth

From: Tsang, Robin FIN:EX
Sent: Friday, November 2, 2018 8:37 AM
To: Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX
Cc: Robinson, Jon PREM:EX; PREM Tech
Subject: RE: Jon Robinson's access to J drive folders

Morning Elizabeth:

The permission setup is through our Service Desk. I cc Don here to submit the Service Request.

Hi Don:

The wording of the request is to grant Robinson, Jon PREM:EX access to the following folders of the s.15 I believe he doesn't have a J: drive currently.

Government, Non-Government, Templates, Stakeholder Relations and PJH Remarks.

Thanks,
Robin

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 3:48 PM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca>; Andruz, Dean FIN:EX <Dean.Andruz@gov.bc.ca>
Cc: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>
Subject: Jon Robinson's access to J drive folders

Hi Robin and Dean,

Are you able to set up Jon's access to the J Drive folders as below?

Government, Non-Government, Templates, Stakeholder Relations and PJH Remarks.

Thanks very much.



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

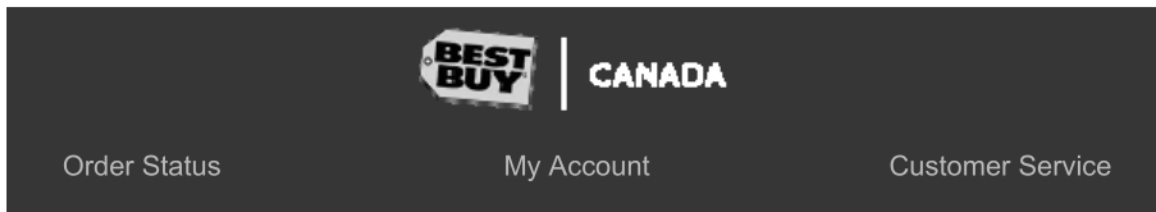
From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 9:00 AM
To: Privett, Don PREM:EX
Subject: RE: Your order has shipped #697845133

Woohoo!

From: Privett, Don PREM:EX
Sent: Tuesday, November 6, 2018 8:52 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Your order has shipped #697845133

Microwave has been picked up in Richmond and is enroute, Expected delivery is tomorrow, Nov 7.

From: Best Buy Canada [mailto:noreply@bestbuy.ca]
Sent: 05 November 2018 20:32
To: Privett, Don PREM:EX
Subject: Your order has shipped #697845133



Hello Elizabeth

The item(s) listed below have been shipped!

Track shipment

Please wait for up to 24 hours after the item(s) are shipped for tracking to be available.

Your receipt is attached to this email. You can also view or print your receipt by visiting your Order Status page.

Holiday Delays

During the busy holiday season our carriers sometimes experience delays and the tracking information for your order might not stay updated.

Our customer service team will only have access to the same delivery estimate information you'll see from the carrier, but if you need help with anything else, please don't hesitate to get in touch.

Item(s)shipped	Shipping ID: 200977921	Quantity
Panasonic 1.3 Cu. Ft. Microwave (NNSG656W) - White		1
Environmental Handling Fee for Panasonic 1.3 Cu. Ft. Microwave (NNSG656W) - White		1

Shipping Address

Elizabeth Parkinson
PO Box 9041 Stn Prov Govt
Victoria, BC
Canada, V8W 9E1

The shipping charge shown is for shipping by Canada Post Expedited.

What about my items that haven't shipped yet?

For faster delivery we'll ship any additional item(s) to you as they become available, at no extra cost. You'll only be charged for an item when it ships and you'll get an email (like this one) each time.

Check out the status or edit the payment method of your non-shipped item(s) anytime by viewing your [Order Status](#).

Can I still cancel my order?

Since our delivery system is designed to ship products as quickly as possible, there's a limited window during which an order can be cancelled. Check the Order FAQ page for more information.

Thank you for shopping at BestBuy.ca

This email was sent from an outgoing-only address that cannot accept incoming emails. If you still have questions, please visit our [help centre](#) for more information.

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 6, 2018 8:59 AM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Thanks Karen.

From: Felker, Karen IGRS:EX
Sent: Tuesday, November 6, 2018 7:45 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

It's \$90.

Karen Felker

Manager | [Office of Protocol](#)
and Coordinator | [Honours and Awards Secretariat](#)
[Intergovernmental Relations Secretariat](#) | Office of the Premier
Office Location | 620 Superior Street, Victoria, BC V8V 1V2
250.356.1139 (office) 250.415.2910 (cell) karen.felker@gov.bc.ca



Where ideas work



From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 5, 2018 4:41 PM
To: Felker, Karen IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Karen,

Do you happen to know what the cost of the wreath will be?

Thanks,

Elizabeth



Elizabeth Parkinson

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

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From: Brown, Evan PREM:EX
Sent: Monday, November 5, 2018 3:44 PM
To: Nash, Amber PREM:EX
Subject: FW: Chinatown Community Remembrance Day Ceremony

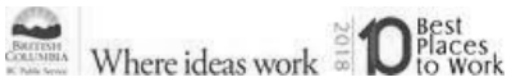
From: Felker, Karen IGRS:EX
Sent: Monday, November 5, 2018 3:38 PM
To: Brown, Evan PREM:EX
Cc: Lobmeier, Lucy S IGRS:EX; Elliott, Genevieve IGRS:EX
Subject: RE: Chinatown Community Remembrance Day Ceremony

Hi Evan, our office looks after coordinating the Premier's attendance (or his designates) and the associated wreaths for the ceremonies at Victory Square in Vancouver and the Cenotaph at the Legislature in Victoria.

Wreaths outside of these ceremonies are covered out of the MLA office budget (i.e., Moe has arranged for the wreaths for the Langford and Sooke ceremonies). Do you have someone attending the Chinatown ceremony as his designate? Wreaths can be ordered by emailing victoriapoppyfund@shaw.ca and requesting a #20 wreath with a ribbon reading "Province of BC". Happy to help if required (I don't think we have any money in our budget to cover additional wreaths). Copying Lucy/Genevieve in case this has changed.

Karen Felker

Manager | [Office of Protocol](#)
and Coordinator | [Honours and Awards Secretariat](#)
[Intergovernmental Relations Secretariat](#) | Office of the Premier
Office Location | 620 Superior Street, Victoria, BC V8V 1V2
250.356.1139 (office) 250.415.2910 (cell) karen.felker@gov.bc.ca



From: Brown, Evan PREM:EX
Sent: Monday, November 5, 2018 3:31 PM
To: Felker, Karen IGRS:EX
Subject: Chinatown Community Remembrance Day Ceremony

Good afternoon Karen,

Amber Nash has asked me to connect with you in regards to sending a wreath to the Chinatown Community Remembrance Day Ceremony. The Premier is unable to attend as he will be attending the ceremony in his community of Langford.

We were hoping to get a letter and wreath to them and were curious if this is something that falls within Protocol.

Look forward to hearing back from you, thank you.

Evan

Evan Brown, Executive Assistant to the Premier
Office of the Premier | Government of BC
501 Belleville St, Victoria BC, V8V 2L8 | 250.387.1715

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 5:03 PM
To: Gustafson, Charlynn FIN:EX
Subject: Accepted: PREM Integrated UC/Workstation Refresh: Pre-Deployment Meeting

Parkinson, Elizabeth PREM:EX

Subject: SHEENA: HELIJET: Vancouver to Victoria (6:45 PM)
Location: Flight # 731

Start: Thu 2018-11-15 6:45 PM
End: Thu 2018-11-15 7:20 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees McConnell, Sheena PREM:EX

Thursday, November 15, 2018

HELIJET Flight # 731

Depart Vancouver Harbour at 6:45 PM
Arrive Victoria Harbour at 7:20 PM

CONFIRMATION #s.22

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: SHEENA & SAGE: HELIJET: Victoria to Vancouver (12:25 PM)
Location: FLIGHT #716

Start: Thu 2018-11-15 12:25 PM
End: Thu 2018-11-15 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Aaron, Sage PREM:EX; McConnell, Sheena PREM:EX

Thursday, November 15, 2018

Helijet Flight # 716

Depart Victoria Harbour at 12:25 PM
Arrive Vancouver Harbour at 1:00 PM

CONFIRMATION: Sage #s.22
Sheena

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: SAGE: HELIJET: Vancouver to Victoria (5:45 PM)
Location: Flight # 729

Start: Fri 2018-11-16 5:45 PM
End: Fri 2018-11-16 6:20 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Aaron, Sage PREM:EX

Friday, November 16, 2018

HELIJET Flight # 729

Depart Vancouver Harbour at 5:45 PM
Arrive Victoria Harbour at 6:20 PM

CONFIRMATION: s.22

HElijet tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: SAGE: HELIJET: Victoria to Vancouver (12:25 PM)
Location: fLIGHT #716

Start: Thu 2018-11-15 12:25 PM
End: Thu 2018-11-15 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required AttendeesAaron, Sage PREM:EX

Thursday, November 15, 2018

Helijet Flight # 716

Depart Victoria Harbour at 12:25 PM
Arrive Vancouver Harbour at 1:00 PM

CONFIRMATION:^{s.22}

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 4:08 PM
To: McConnell, Sheena PREM:EX
Subject: RE: Nov. 15 flight to vic

OK, I have you flying back at 5:45 and waitlisted for the 5:10 which the Premier is on. My mistake. But which flight are you flying to Vancouver on? Are you staying overnight the 15th? I'm confused 😊

From: McConnell, Sheena PREM:EX
Sent: Monday, November 5, 2018 3:52 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Nov. 15 flight to vic

Perfect!

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 5, 2018 3:48 PM
To: McConnell, Sheena PREM:EX
Subject: RE: Nov. 15 flight to vic

The Premier is coming back at 1:45. There's no room on that flight but I can put you on the 2:10.

From: McConnell, Sheena PREM:EX
Sent: Monday, November 5, 2018 3:07 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Nov. 15 flight to vic

Can I head home at 5?

On Nov 5, 2018, at 2:52 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Sheena,

What time would you like to fly back to Victoria?

<image001.png>

Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 3:56 PM
To: 'Simons, Nicholas'
Subject: RE: Hello EP!

Great! I can't wait to catch up with him.

From: Simons, Nicholas s.17
Sent: Monday, November 5, 2018 3:49 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Hello EP!

Yes, both Rob and Michelle arrived today.

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Monday, November 5, 2018 3:48 PM
To: Simons, Nicholas s.17
Subject: RE: Hello EP!

Awesome! Does that mean Rob is here?

From: Simons, Nicholas s.17
Sent: Monday, November 5, 2018 3:47 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Hello EP!

Apparently others know about it. Very casual...some will drop by with their dinner, some are eating with their spouse, some are entertaining their CA's who have invaded Victoria...

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Monday, November 5, 2018 3:45 PM
To: Simons, Nicholas s.17
Subject: RE: Hello EP!

Are you able to check? It def. in his calendar.

From: Simons, Nicholas s.17
Sent: Monday, November 5, 2018 3:44 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Hello EP!

Ok. I'm not sure I've heard anyone else talking about it, so I was checking.

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Monday, November 5, 2018 3:42 PM
To: Simons, Nicholas s.17
Subject: RE: Hello EP!

Hi N,

Yes, It says dinner with caucus members at 6:00 pm tonight.

From: Simons, Nicholas^{s.17}
Sent: Monday, November 5, 2018 3:14 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Hello EP!
Importance: High

Hi EP,

I've got "Dinner with the Premier" in the Caucus Office on my calendar.

I don't know anything about it, but luckily I know the Premier, I like dinner, and I know where the Caucus Room is...

Thanks!

N

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 3:56 PM
To: Dewar, Bob PREM:EX
Subject: The stools are here.



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

CONFIDENTIALITY NOTICE: The above message contains confidential information intended for a specified individual and purpose. The information is private and protected by law. Any copying or disclosure of this transmission by anyone other than the intended recipient is prohibited. If you are not the intended recipient, please notify the sender immediately and delete this message and any attachments from your system. Thank you.

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 3:49 PM
To: Hill, Robert LASS:EX
Subject: Are you in town?



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: SAGE: HELIJET : Vancouver to Victoria (9:30 AM)
Location: Flight # 709

Start: Fri 2018-11-09 9:30 AM
End: Fri 2018-11-09 10:05 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Aaron, Sage PREM:EX

Friday, November 9, 2018

HELIJET Flight # 709

Depart Vancouver Harbour at 9:30 AM
Arrive Victoria Harbour at 10:05 AM

CONFIRMATION #s.22

Helijet tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (5:10 AM)
Location: Flight # 727

Start: Fri 2018-11-16 5:10 PM
End: Fri 2018-11-16 5:45 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX

Friday, November 16, 2018

HELIJET Flight # 727

Depart Vancouver Harbour at 5:10 PM
Arrive Victoria Harbour at 5:45 PM

CONFIRMATIONS:	Premier s.15	s.15; s.22
	Evan	s.22

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (1:45)
Location: Flight 718

Start: Thu 2018-11-15 1:45 PM
End: Thu 2018-11-15 2:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX

Thursday, November 15, 2018

Helijet Flight # 718

Depart Victoria Harbour at 1:45 PM
Arrive Vancouver Harbour at 2:20 PM

CONFIRMATION s: Premier s.22
s.15; s.22
Evan s.22

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: JEN: HEL:IJET: Vancouver to Victoria (2:10 PM)

Location: Flight # 719

Start: Fri 2018-11-09 2:10 PM

End: Fri 2018-11-09 2:45 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Holmwood, Jen PREM:EX

Friday, November 9, 2018

Helijet Flight # 719

Depart Vancouver Harbour at 2:10 PM

Arrive Victoria Harbour at 2:45 PM

CONFIRMATION #s.22

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 3:12 PM
To: s.15; s.22
Cc:
Subject: HELIJET: Nov. 13, Vic-Van

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 5, 2018 2:37 PM
To: Parkinson, Elizabeth 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	Premier John Horgan
	Company	Premier Of British Columbia

Booking s.22

Tuesday, November 13, 2018

706

08:20 Victoria Harbour (Downtown)

08:55 Vancouver Harbour (Downtown)

35 minutes

Invoice s.22	
FARE-YWH-FULL_Winter18-19	\$619.04
+ GST	\$30.96
Billing	\$619.04
Taxes	\$30.96
Grand Total	\$650.00

Confirmed**2 Passengers - Full-Fare**

- Premier John Horgan, Male
- s.15

[Add to Calendar](#)

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)

Booking # s.22**Tuesday, November 13, 2018****713****11:20 Vancouver Harbour (Downtown)****11:55 Victoria Harbour (Downtown)****35 minutes****Confirmed****2 Passengers - Full-Fare**

- Premier John Horgan, Male
- s.15

[Add to Calendar](#)

Invoice # s.22

FARE-YWH-FULL_Winter18-19	\$619.04
+ GST	\$30.96

Billing	\$619.04
Taxes	\$30.96
Grand Total	\$650.00

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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.

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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

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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:

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Pets on Helijet:

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Weather Conditions:

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Reservations:

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Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 3:11 PM
To: s.15; s.22
Subject: Helijet: Nov. 15, Vic-Van

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 5, 2018 2:41 PM
To: Parkinson, Elizabeth 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	Premier John Horgan
	Company	Premier Of British Columbia

Booking #s.22

Thursday, November 15, 2018

718

13:45 Victoria Harbour (Downtown)

14:20 Vancouver Harbour (Downtown)

35 minutes

Invoice s.22	
FARE-YWH-FULL_Winter18-19	\$619.04
+ GST	\$30.96
Billing	\$619.04
Taxes	\$30.96
Grand Total	\$650.00

Confirmed**2 Passengers - Full-Fare**

- Premier John Horgan, Male
- s.15

[Add to Calendar](#)

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Booking # s.22**Friday, November 16, 2018****727****17:10 Vancouver Harbour (Downtown)****17:45 Victoria Harbour (Downtown)****35 minutes****Confirmed****2 Passengers - Full-Fare**

- Premier John Horgan, Male
- s.15

[Add to Calendar](#)

Invoice # s.22

FARE-YWH-FULL_Winter18-19	\$619.04
+ GST	\$30.96

Billing	\$619.04
Taxes	\$30.96
Grand Total	\$650.00

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Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (11:20 AM)
Location: Flight #713

Start: Tue 2018-11-13 11:20 AM
End: Tue 2018-11-13 11:55 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX

Tuesday, November 13, 2018

HELIJET Flight # 713

Depart Vancouver Harbour at 11:20 AM
Arrive Victoria Harbour at 11:55 AM

CONFIRMATIONS: Premier & s.15 s.15; s.22
Evan & Sheena s.22

Helijet Tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Victoria to Vancouver (8:20 AM)
Location: Flight #706

Start: Tue 2018-11-13 8:20 AM
End: Tue 2018-11-13 8:55 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: s.17

Required Attendees McConnell, Sheena PREM:EX; Brown, Evan PREM:EX

Tuesday, November 13, 2018

HELIJET Flight #706

Depart Victoria Harbour at 8:20 AM
Arrive Victoria Harbour at 8:55 AM

CONFIRMATIONS	Premier s.15	s.15; s.22
	Evan & Sheena	s.22

Helijet tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT:s.15
Location: s.15

Start: Thu 2018-11-15 12:00 AM
End: Fri 2018-11-16 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required AttendeesBrown, Evan PREM:EX; Aaron, Sage PREM:EX

Thursday, November 15, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premiers.s.22
Evan
Sage

s.22 room, gov't rate \$135 per night plus taxes

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: OVERNIGHT: s.15
Location: s.15

Start: Thu 2018-11-08 12:00 AM
End: Fri 2018-11-09 12:00 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Aaron, Sage PREM:EX; McConnell, Sheena PREM:EX; Meggs, Geoff PREM:EX;
Dewar, Bob PREM:EX; Holmwood, Jen PREM:EX

Optional Attendees: s.17

Thursday, November 8, 2018

OVERNIGHT: s.15

CONFIRMATIONS:

Premier s.22
Evan ‡
Sheena ‡
Geoff ‡
Sage ‡
Bob ‡
Jen H ‡

s.22 room \$205, plus taxes, s.22

Elizabeth-19-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 2:10 PM
To: Nash, Amber PREM:EX
Subject: RE: Helijets

Sure.

From: Nash, Amber PREM:EX
Sent: Monday, November 5, 2018 2:09 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Helijets

Ok.

Can you also book flights for the week of the 13th as I've got held in the calendar?

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 5, 2018 1:57 PM
To: Nash, Amber PREM:EX
Subject: RE: Helijets

Jen asked for the 1:45 Helijet.

From: Nash, Amber PREM:EX
Sent: Monday, November 5, 2018 11:11 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Helijets

Hi E,

Can you please add Jen H to the Thursday 4:30pm helijet (Vic to Van)
She'll need overnight too pls.

And change the flight on Friday to 1pm (home).

Thanks!!

A

Parkinson, Elizabeth PREM:EX

Subject: JEN: HELIJET: Victoria to vancouver (1:45 PM)
Location: Flight # 718

Start: Thu 2018-11-08 1:45 PM
End: Thu 2018-11-08 2:20 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Holmwood, Jen PREM:EX

Thursday, November 8, 2018

HELIJET Flight # 718

Depart Victoria Harbour at 1:45 PM
Arrive Vancouver Harbour at 2:20 PM

CONFIRMATION #s.22

Helijet tel # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (1:20 PM)

Location: Flight # 717

Start: Fri 2018-11-09 1:20 PM

End: Fri 2018-11-09 1:55 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Dewar, Bob PREM:EX

Optional Attendees s.17

Friday, November 9, 2018

HELIJET Flight # 717

Depart Vancouver Harbour at 1:20 PM

Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier s.22
s.15; s.22
Evan s.22
Bob

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 1:51 PM
To: s.15; s.22
Subject: Helijet: Nov. 5 time change

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 5, 2018 11:25 AM
To: Parkinson, Elizabeth 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	s.15

Booking s.22

Friday, November 9, 2018

717

13:20 Vancouver Harbour (Downtown)

13:55 Victoria Harbour (Downtown)

35 minutes

Confirmed

Invoice s.22

FARE-YWH-FULL_Winter18-19	\$309.52
+ GST	\$15.48

Billing	\$309.52
Taxes	\$15.48
Grand Total	\$325.00

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

1 Passengers - Full-Fare

s.15

[Add to Calendar](#)

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.

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GST#:

R102320165

Passenger Travel Information:

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

Payment:

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Aircraft Type:

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Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (1:20 PM)

Location: Flight # 717

Start: Fri 2018-11-09 4:00 PM

End: Fri 2018-11-09 4:35 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Dewar, Bob PREM:EX

Optional Attendees s.17

Friday, November 9, 2018

HELIJET Flight # 717

Depart Vancouver Harbour at 1:20 PM

Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier#s.22
s.15; s.22

Evan s.22

Bob

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Vancouver to Victoria (1:20 PM)
Location: Flight # 717

Start: Fri 2018-11-09 4:00 PM
End: Fri 2018-11-09 4:35 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; Dewar, Bob PREM:EX
Optional Attendees s.17

Importance: High

Friday, November 9, 2018

HELIJET Flight # 717

Depart Vancouver Harbour at 1:20 PM
Arrive Victoria Harbour at 1:55 PM

CONFIRMATIONS: Premier s.22
s.15; s.22
Evan s.22
Bob

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 1:31 PM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: KATE: OVERNIGHTs.15

It's been added Kate. ☺

From: Van Meer-Mass, Kate PREM:EX
Sent: Monday, November 5, 2018 11:34 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: KATE: OVERNIGHT: s.15

Hi Elizabeth,

I'm going to need a room for the night of the 29th as well please!

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

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, October 24, 2018 4:49 PM
To: Parkinson, Elizabeth PREM:EX; Van Meer-Mass, Kate PREM:EX
Subject: KATE: OVERNIGHT:s.15
When: Tuesday, November 27, 2018 12:00 AM to Thursday, November 29, 2018 12:00 AM (UTC-08:00) Pacific Time (US & Canada).
Where:s.15

Tuesday & Wednesday, November 27, 28, 2018

OVERNIGHT: s.15

CONFIRMATION #s.22

Two nights, s.22 \$161 (gov't rate)

Cancel before 6:00 pm November 26

Elizabeth-24-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 1:27 PM
To: Geary, Vanessa PREM:EX
Subject: Accepted: Team meeting

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 12:29 PM
To: Brown, Evan PREM:EX
Subject: Introduction today?

Hi Evan,

s.22

Can

the Premier introduce them?^{s.22} is also a constituent who lives in Sooke.

Their names are : s.22

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 12:14 PM
To: Hamilton, Michael LASS:EX
Subject: RE: Contact

Hi Michael! I'll get you the info.

From: Hamilton, Michael [mailto:Michael.Hamilton@leg.bc.ca]
Sent: Monday, November 5, 2018 11:41 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Contact

Hi Elizabeth ,

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 11:38 AM
To: Privett, Don PREM:EX
Subject: RE: Microwave at Best Buy

Go ahead and order Don.

From: Privett, Don PREM:EX
Sent: Monday, November 5, 2018 11:04 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Microwave at Best Buy

Best Buy has this Panasonic on sale for \$109 until November 15, save \$30

1.3 cu foot, 1,100 watts, white

<https://www.bestbuy.ca/en-ca/product/panasonic-panasonic-1-3-cu-ft-microwave-nnsg656w-white-nnsg656w/10414389.aspx?>

“Free delivery arrives by Wednesday Nov. 7th if ordered by 2:00 PM PST. “

Don

DON PRIVETT | Administrative Assistant | Office of the Premier
Phone: 250.387.1715 / 250.387.1716 | don.privett@gov.bc.ca
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 11:38 AM
To: Wade, Debbie PREM:EX
Subject: RE: Thank you for choosing to take off with Helijet!

No problem!

From: Wade, Debbie PREM:EX
Sent: Monday, November 5, 2018 11:29 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

Sorry it was ambers that I saw – got mixed up!! ☺

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785*

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 5, 2018 10:55 AM
To: Wade, Debbie 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

Amber Hockin

Booking #s.22**Tuesday, November 6, 2018****851****06:15 Vancouver Airport (YVR-
Richmond)****07:35 Victoria Harbour (Downtown)****1 hour(s), 20 minutes****Confirmed****1 Passengers - Full-Fare****. Amber Hockin, Female**[Add to Calendar](#)

Invoice #s.22

FARE-YWH-FULL_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

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)

Booking #s.22**Thursday, November 8, 2018****718****13:45 Victoria Harbour (Downtown)****14:20 Vancouver Harbour (Downtown)****35 minutes****Confirmed****1 Passengers - Sale****. Amber Hockin, Female**[Add to Calendar](#)

Invoice #s.22

FARE-YWH-OffPeak_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.

Does not qualify for combination with Kids Fly Free promotions.

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

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 11:27 AM
To: Geary, Vanessa PREM:EX
Subject: RE: Microwave

Thanks!

From: Geary, Vanessa PREM:EX
Sent: Monday, November 5, 2018 11:20 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Microwave

approved

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 5, 2018 11:13 AM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Microwave

<https://www.bestbuy.ca/en-ca/product/panasonic-panasonic-1-3-cu-ft-microwave-nnsg656w-white-nnsg656w/10414389.aspx>

Hi Vanessa,

The office microwave died on Friday. Can I order a new one? Attached is a link to one on sale at Best Buy for \$109.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 11:20 AM
To: Holmwood, Jen PREM:EX
Subject: RE: Travel Thursday the 8th

Amber wants him flying back at 1:00 pm on Friday. I'll book you in.

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

From: Holmwood, Jen PREM:EX
Sent: Monday, November 5, 2018 10:49 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Travel Thursday the 8th

Hi,
Sheena is going as well on Thursday. I will need to be over that for that evening (I could go on an earlier helijet that day, any time after 1pm) and will need to stay the night. I will be staffing the premier for Friday's events, so will need to fly back with him at 4pm. Thanks!

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

From: Parkinson, Elizabeth PREM:EX
Sent: Monday, November 5, 2018 9:49 AM
To: Holmwood, Jen PREM:EX
Subject: RE: Travel Thursday the 8th

Hi Jen,

Sage and Sheena are booked on the 4:20 on Thursday with the Premier. Should Sheena be switched out for you?

Thanks,

Elizabeth

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

From: Holmwood, Jen PREM:EX
Sent: Friday, November 2, 2018 3:30 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Travel Thursday the 8th

Hi Elizabeth,
Sage and I will need to have helijet booked to go to Vancouver on Thursday late afternoon and hotel rooms that night.

Thanks!

Jen Holmwood
Deputy Communications Director
Office of the Premier | Government of BC
250-818-4881

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 11:17 AM
To: Van Meer-Mass, Kate PREM:EX
Subject: RE: Winter Holidays

Hi Kate,

s.22

Thanks,

Elizabeth

From: Van Meer-Mass, Kate PREM:EX
Sent: Monday, November 5, 2018 11:07 AM
To: LP PREM Directors; McConnell, Sheena PREM:EX; Holmwood, Jen PREM:EX; Nash, Amber PREM:EX; Kingston, Charlotte PREM:EX; Viaud, Chantille PREM:EX; McLaren, Chris PREM:EX; Privett, Don PREM:EX; Parkinson, Elizabeth PREM:EX; Brown, Evan PREM:EX
Subject: Winter Holidays

Hi Folks,

Can you please send me the dates you are thinking of taking holidays this winter? Of course the dates will need to be approved by your superior but I am trying to get a sense of coverage over December and January.

Kate

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 11:16 AM
To: Dewar, Bob PREM:EX
Subject: RE: Stool rental

Apparently they are from Pedersen rentals. I've asked them to bring them here today and we will have them until the 13th due to the holiday.

From: Dewar, Bob PREM:EX
Sent: Monday, November 5, 2018 11:14 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Stool rental

Yup right in his office. I would like the stools we used yesterday.

Sent from my iPhone

On Nov 5, 2018, at 11:09 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

West Annex?

From: Dewar, Bob PREM:EX
Sent: Monday, November 5, 2018 11:03 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Stool rental

Premier's office.

Sent from my iPhone

On Nov 5, 2018, at 10:09 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Bob,

I've been asked to look at a stool rental for 5 days. Where do you need them? I will have to arrange for them to be delivered and picked up. Should caucus be paying for this?

Thanks,

Elizabeth

<image001.png>

Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 11:14 AM
To: Wade, Debbie PREM:EX
Subject: RE: Thank you for choosing to take off with Helijet!

This was the closest flight time.

From: Wade, Debbie PREM:EX
Sent: Monday, November 5, 2018 11:12 AM
To: Parkinson, Elizabeth PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

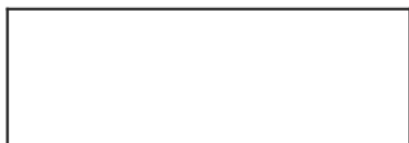
Thanks for this Elizabeth,

Am I correct in assuming they did not have an 11:00am flight back to Vic available?

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
250-356-2785

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 5, 2018 10:55 AM
To: Wade, Debbie 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

Amber Hockin

Booking # s.22**Tuesday, November 6, 2018****851****06:15 Vancouver Airport (YVR-
Richmond)****07:35 Victoria Harbour (Downtown)****1 hour(s), 20 minutes****Confirmed****1 Passengers - Full-Fare**. **Amber Hockin, Female**[Add to Calendar](#)

Invoice # s.22

FARE-YWH-FULL_Winter18-19 \$309.52

+ GST \$15.48

Billing \$309.52

Taxes \$15.48

Grand Total \$325.00

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.

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Booking # s.22**Thursday, November 8, 2018****718****13:45 Victoria Harbour (Downtown)****14:20 Vancouver Harbour (Downtown)****35 minutes****Confirmed**

Invoice # s.22

FARE-YWH-OffPeak_2018 \$219.05

+ GST \$10.95

Billing \$219.05

Taxes \$10.95

Grand Total \$230.00

1 Passengers - Sale

• **Amber Hockin, Female**

Add to Calendar

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

Does not qualify for combination with Kids Fly Free promotions.

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GST#:

R102320165

Passenger Travel Information:

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

Payment:

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Passenger Check-in:

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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.

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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:

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Login to your account at helijet.com

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 11:07 AM
To: 'Miriam Cloutier'
Subject: RE: Today's visit

Awe, thank you Miriam! Yes, I'd love that. Anytime you're in the neighbourhood or if you decide it's been such a lot of fun and you want to come back. We have a Floyds here now just behind the precinct...

From: Miriam Cloutier [mailto:miriam.cloutier@flightcentre.ca]
Sent: Monday, November 5, 2018 10:44 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Today's visit

Hi Elizabeth from the office of the Premier,

So sorry you are unable to join us for lunch. Just means we have to have lunch another time ☺ Thank you again for arranging this I am so excited.

Miriam Cloutier | Travel Manager
Flight Centre Business Travel Victoria
(250) 360-2058

CPBC #42324 | TICO #4671384 | OPC #702971

From: Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]
Sent: Monday, November 05, 2018 10:23 AM
To: Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>; Miriam Cloutier <miriam.cloutier@flightcentre.ca>
Subject: Today's visit

Hi Tamra & Miriam,

I'm not going to be able to join you for lunch today as something has come up. But everything else is a go and I have a reservation for you in the dining room so you're set. I'm sorry I won't get the chance to hang out with you ☹. I'll see you at 11:40 at security at the front door.

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 10:27 AM
To: Nash, Amber PREM:EX
Subject: Visitors today

Hi Amber,

s.22 are attending QP and having lunch in the dining room today. The Premier is their MLA. Can he introduce them if I give you their names?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 10:24 AM
To: Security, Legislative E LASS:EX
Subject: Front desk: Visitors today

Hi!

s.22 will be visiting the buildings today and attending QP and having lunch.
Can you please issue them with passes? I will meet them at security at 11:40 am.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 10:08 AM
To: Fogg, Bruce PREM:EX
Subject: RE: Gift to PJH ?

Hi Bruce,

It's only if the value of the gift is over \$250 that it needs to be declared. It sounds like this will be ok.

Elizabeth

From: Fogg, Bruce PREM:EX
Sent: Friday, November 2, 2018 11:23 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Mitchell-Starkey, Maureen LASS:EX
Subject: Gift to PJH ?

Morning Elizabeth.

Chief Russell Chips dropped off a case of canned salmon for MLA Horgan yesterday as a gift for not being able to eat lunch earlier this week. s.22

s.22

Do I need to declare this as gift? If so how? Value off the grocery store shelf would probably be \$120, wholesale probably \$50. Because it's The Nation probably gets it below that wholesale price.

Let me know if I need to do anything else

Bruce Fogg
Executive Assistant (Constituency)
Premier John Horgan, MLA
Langford-Juan de Fuca
c) 250-208-2179

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 9:36 AM
To: Nash, Amber PREM:EX
Subject: RE: s.22

I have no idea who this is...

From: Nash, Amber PREM:EX
Sent: Monday, November 5, 2018 9:30 AM
To: McLaren, Chris PREM:EX; Fogg, Bruce PREM:EX; Parkinson, Elizabeth PREM:EX; Wade, Debbie PREM:EX
Subject: s.22

Any reason there is a "s.22" in the Premier's calendar on Thursday at 4pm?

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 9:35 AM
To: Wade, Debbie PREM:EX
Subject: FW: Thank you for choosing to take off with Helijet!

FYI-

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Monday, November 5, 2018 9:31 AM
To: Parkinson, Elizabeth 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	Evan Brown
Company	Office Of The Premier

Booking #s.22

Friday, November 9, 2018

713

11:20 Vancouver Harbour (Downtown)

11:55 Victoria Harbour (Downtown)

35 minutes

Invoice #s.22	
FARE-YWH-SENIOR_Winter	\$204.76
+ GST	\$10.24
Billing	\$204.76
Taxes	\$10.24
Grand Total	\$215.00

Confirmed**1 Passengers - Full-Fare**

• Geoffrey Meggs, Male

Add to Calendar

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

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (11:20 AM)
Location: Flight # 713

Start: Fri 2018-11-09 11:20 AM
End: Fri 2018-11-09 11:55 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees Meggs, Geoff PREM:EX

Friday, November 9, 2018

HELIJET Flight # 713

Depart Vancouver Harbour at 11:20 AM
Arrive Victoria Harbour at 11:55 AM

CONFIRMATION #s.22

Helijet # 1-800-665-4354

Elizabeth-05-11-18

Parkinson, Elizabeth PREM:EX

Subject: HELIJET: Vancouver to Victoria (4:00 PM)

Location: Flight # 723

Start: Fri 2018-11-09 4:00 PM

End: Fri 2018-11-09 4:35 PM

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Dewar, Bob PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Friday, November 9, 2018

HELIJET Flight # 723

Depart Vancouver Harbour at 4:00 PM

Arrive Victoria Harbour at 4:35 PM

CONFIRMATIONS: Premier#s.22

s.15; s.22

Evan s.22

Bob

Sage

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: HELIJET: Vancouver to Victoria (4:00 PM)

Location: Flight # 723

Start: Fri 2018-11-09 4:00 PM

End: Fri 2018-11-09 4:35 PM

Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX

Required Attendees Brown, Evan PREM:EX; Dewar, Bob PREM:EX; Aaron, Sage PREM:EX

Optional Attendees s.17

Importance: High

Friday, November 9, 2018

HELIJET Flight # 723

Depart Vancouver Harbour at 4:00 PM

Arrive Victoria Harbour at 4:35 PM

CONFIRMATIONS: Premier; s.22

s.15; s.22

Evan s.22

Bob

Sage

Helijet tel # 1-800-665-4354

Elizabeth-01-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 9:24 AM
To: Henry, David A FIN:EX
Subject: RE: Star Phone/Cordless Polycom in the Premier's office

Thank you David!

From: Henry, David A FIN:EX
Sent: Monday, November 5, 2018 9:23 AM
To: Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Nash, Amber PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Brown, Evan PREM:EX; Tsang, Robin FIN:EX; McLean, Gordon FIN:EX
Subject: Re: Star Phone/Cordless Polycom in the Premier's office

Good morning Elizabeth,
Will follow-up on this ASAP.
Will keep you updated,
David

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-05 9:14 AM (GMT-08:00)
To: "Privett, Don PREM:EX" <Don.Privett@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Cc: "Van Meer-Mass, Kate PREM:EX" <Kate.VanMeer-Mass@gov.bc.ca>, "Brown, Evan PREM:EX" <Evan.Brown@gov.bc.ca>, "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>, "Henry, David A FIN:EX" <David.Henry@gov.bc.ca>, "McLean, Gordon FIN:EX" <Gordon.x.McLean@gov.bc.ca>
Subject: RE: Star Phone/Cordless Polycom in the Premier's office

Hi all,

This option that was set-up on Friday will work temporarily but the Premier has been very specific that he needs a wireless Polycom. How do I go about ordering one?

Thanks,

Elizabeth

From: Privett, Don PREM:EX
Sent: Friday, November 2, 2018 2:01 PM
To: Nash, Amber PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX; Brown, Evan PREM:EX; Tsang, Robin FIN:EX; Henry, David A FIN:EX
Subject: RE: Star Phone/Cordless Polycom in the Premier's office

Amber, and others,

Robin and Eric, the UC expert installer/contractor, came by today Friday and installed a UC phone handset and a matching Bluetooth wireless Polycom unit (star phone) in the Premier's office.

The star phone device is small, about the size of two decks of cards, but powerful.

We tested it repeatedly for function and performance and for conference call compatibility.

It seems to work as well as the previous wired Polycom/star phone; but an actual trial will determine its suitability.

They confirmed that the Premier's office is also slated to be installed with a wired UC Polycom unit of the style being installed in the other five offices in December.

A temporary number has been assigned to the UC handset phone and the Premier's current Telus number will be ported over to this digital phone in December.

Lastly, the existing Telus equipment—the telephone and star phone—will remain in the office fully functional alongside the new equipment until late December.

I have typed up instructions for the use of the handset-Polycom and Robin and David Henry will be available all next week to come by and assist with the operation of the new phone/Polycom as required.

Don

DON PRIVETT | Administrative Assistant | Office of the Premier
Phone: 250.387.1715 / 250.387.1716 | don.privett@gov.bc.ca
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

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From: Nash, Amber PREM:EX
Sent: 01 November 2018 17:30
To: Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX
Cc: Van Meer-Mass, Kate PREM:EX
Subject: Star Phone

The Premier has asked again for a cordless star phone in his office. We need to get one in there ASAP. Even though we are switching over to the other system – he would like this to happen now.

Can we discuss this and ensure this happens?

Amber

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 9:21 AM
To: Brown, Evan PREM:EX
Subject: FW: Request a^{s.15}

Hi Evan,

Can you look into this for yourself and the regulars?

From: s.15
Sent: Saturday, November 3, 2018 9:44 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Request a^{s.15}

Page 1001 of 1050 to/à Page 1003 of 1050

Withheld pursuant to/removed as

s.15

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 9:19 AM
To: Seiferling, Eric CITZ:EX
Subject: RE: Reception lines

Thanks Eric. These numbers are not known to the public.

Elizabeth

From: Seiferling, Eric CITZ:EX
Sent: Friday, November 2, 2018 1:54 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Reception lines

Hi Elizabeth,

Danny identified them and marked those for removal. The concept of “multiple lines” on a set is obsolete in the new framework – one line can handle as many calls as an individual can handle. Multiple numbers are no longer needed for these. Thus only the public facing number is saved and applied to the generic IDIR.

If you are saying that either of these extra lines are public-facing, we will have to discuss further.

Best regards,

Eric Seiferling
UC Consultant – OCIO

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 11:58 AM
To: Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>
Subject: Reception lines

Hi Eric,

As it was Danny who finished the UC workbook for us can I confirm that he identified the extra incoming lines? We have s.15; s.17 and s.15; s.17

Thanks,



Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 9:18 AM
To: Hemming, Angela LASS:EX
Subject: RE: Still in the office?

Thanks for sending them over Angela!

From: Hemming, Angela [<mailto:Angela.Hemming@leg.bc.ca>]
Sent: Thursday, November 1, 2018 4:52 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Still in the office?

I'm here until the House adjourns.

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Thursday, November 1, 2018 4:45 PM
To: Hemming, Angela <Angela.Hemming@leg.bc.ca>
Subject: RE: Still in the office?

Thanks Angela. How long will you be there?

From: Hemming, Angela [<mailto:Angela.Hemming@leg.bc.ca>]
Sent: Thursday, November 1, 2018 4:41 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Still in the office?

Yes I am, and I have your tickets.

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Thursday, November 1, 2018 4:36 PM
To: Hemming, Angela <Angela.Hemming@leg.bc.ca>
Subject: Still in the office?

Hi Angela,

I was hoing to pick up 3 QP tickets for Monday. Are you still there?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 9:16 AM
To: Wynans, Tim ISMC:EX
Subject: RE: Refresh 2018

Hi Tim,

9:00 am on Dec. 13th would be great!

Thanks,

Elizabeth

From: Wynans, Tim ISMC:EX
Sent: Friday, November 2, 2018 1:33 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Refresh 2018

Hello Elizabeth,

Your work station refresh is on December 13th, and I need to schedule a time for me to come and switch your workstations.

If you could please let me know what time, or times work best for you, that would be much appreciated.

Tim Wynans

ISM Canada providing services to:
OCIO Enterprise Services

Deskside Services - Enhanced Executive Support Analyst

E: Tim.Wynans@gov.bc.ca
P: 778-698-8225

Service Desk: 250-387-7000
Toll Free: 1-866-660-0811

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 5, 2018 9:05 AM
To: Tsang, Robin FIN:EX; McLean, Gordon FIN:EX; Henry, David A FIN:EX
Subject: RE: Help!

Hi all,

Thanks for this option. There is one issue still and that is that the polycom needs to be wireless to enable Evan to sign in for calls outside the Premier's office and then be able to take the polycom back into the office. Do I need to order one of these or do we have one somewhere that we can steal for the Premier?

Thanks,

Elizabeth

From: Tsang, Robin FIN:EX
Sent: Friday, November 2, 2018 11:56 AM
To: Parkinson, Elizabeth PREM:EX; Nash, Amber PREM:EX
Cc: PREM Tech; McLean, Gordon FIN:EX
Subject: RE: Help!

This is completed Amber, Elizabeth.

Eric from OCIO UC team brought over a UC desk phone and a wireless UC speakerphone. Just finished setting them up for the Premier. Don has been trained how to use it.

Any questions, don't hesitate to contact David or I.

Thanks,
Robin

From: Tsang, Robin FIN:EX
Sent: November 1, 2018 8:16 PM
To: McLean, Gordon FIN:EX <Gordon.x.McLean@gov.bc.ca>
Cc: Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; PREM Tech <PREM.Tech@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: Re: Help!

Hi Elizabeth, Amber:

While we are trying to locate the demo/loaner wireless UC speakerphone for the Premier, please purchase one from DCV, website link below.

https://www.dcv.gov.bc.ca/Product/Details/7520368040_S

Thanks,
Robin

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

From: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>
Date: 2018-11-01 7:17 PM (GMT-08:00)
To: "McLean, Gordon FIN:EX" <Gordon.x.McLean@gov.bc.ca>
Cc: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>, PREM Tech <PREM.Tech@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Subject: Re: Help!

Hi Elizabeth, Amber:

I had a reply from the OCIO UC team.

They can implement the wireless UC option David suggested for the Premier as soon as tomorrow morning.

They will configure an UC Polycom with a UC phone number. Then, bring it over to install and connect to a wireless hub that David has.

What times is the Premier's office available?

Thanks,
Robin

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

From: "McLean, Gordon FIN:EX" <Gordon.x.McLean@gov.bc.ca>
Date: 2018-11-01 6:38 PM (GMT-08:00)
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>
Cc: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>, PREM Tech <PREM.Tech@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Subject: Re: Help!

Hi Elizabeth,

It doesn't look like there is one in the Parliament Building or in the Finance building. Robin is reaching out to the UC team at CITZ and will be escalating if that contact needs assistance in finding one.

If it is possible to get one, it will happen.

We will look at the possibility of purchase if CITZ is unable to assist.

Regards,

Gordon McLean

On Nov 1, 2018, at 6:34 PM, Tsang, Robin FIN:EX <Robin.Tsang@gov.bc.ca> wrote:

Hi Elizabeth:

I will look into right away and get back to you asap.

Thanks,
Robin

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

From: "McLean, Gordon FIN:EX" <Gordon.x.McLean@gov.bc.ca>
Date: 2018-11-01 5:48 PM (GMT-08:00)
To: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>, PREM Tech
<PREM.Tech@gov.bc.ca>
Cc: "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Subject: Re: Help!

Hi Elizabeth,

Prem.Tech always has someone manning the email and phone and I have no doubt will take this on to start this evening and find something in the morning. I expect whoever is on the standby list will also reply in a few moments that they are on top of it.

Robin/Brett/Dean please let me know if you encounter any road blocks and keep my in loop.

Regards,

Gordon McLean

On Nov 1, 2018, at 5:44 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Gordon,

s.22

The

Premier has been asking for a wireless polycom as you know. He would like one right away and not wait for the UC refresh. Is there one in the building we can borrow? Is there one we can purchase asap? s.22 Amber would like this as soon as possible. Are you able to help?

Thanks,

<image001.png>

Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 5:24 PM
To: Hemming, Angela LASS:EX
Subject: RE: Still in the office?

s.22 Is there any way you could put them in the interoffice mail to me?

From: Hemming, Angela [<mailto:Angela.Hemming@leg.bc.ca>]
Sent: Thursday, November 1, 2018 4:52 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Still in the office?

I'm here until the House adjourns.

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Thursday, November 1, 2018 4:45 PM
To: Hemming, Angela <Angela.Hemming@leg.bc.ca>
Subject: RE: Still in the office?

Thanks Angela. How long will you be there?

From: Hemming, Angela [<mailto:Angela.Hemming@leg.bc.ca>]
Sent: Thursday, November 1, 2018 4:41 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Still in the office?

Yes I am, and I have your tickets.

From: Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]
Sent: Thursday, November 1, 2018 4:36 PM
To: Hemming, Angela <Angela.Hemming@leg.bc.ca>
Subject: Still in the office?

Hi Angela,

I was hoing to pick up 3 QP tickets for Monday. Are you still there?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 4:37 PM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Hi Alison,

I've confirmed with staff and sent the request to PremTech to change for Jon.

Thanks,

Elizabeth

From: Wensink, Alison PREM:EX
Sent: Wednesday, October 31, 2018 11:02 AM
To: Parkinson, Elizabeth PREM:EX
Cc: Wansbrough, Joe FIN:EX
Subject: FW: PREM: LAN Access

Hi Elizabeth,

Please see the below note. I am trying to switch Jon's LAN access from ours to yours. Can you please confirm which folders Jon should have access to? I know he needs access to the "Government" folder but are there others he should have access to?

Thanks!

Alison

From: Wansbrough, Joe FIN:EX
Sent: Wednesday, October 31, 2018 10:57 AM
To: Wensink, Alison PREM:EX
Subject: RE: PREM: LAN Access

Hi Alison,

I've received notification that Jon has been removed from ^{s.15} but Shared Services was not able to grant access to the root directory ^{s.15} as noted below.

From Shared Services:

"Change access to the ^{s.15} can not be granted. The subfolders of this share are separately secured therefore Change access to the share/root can not be granted in this case.

Please let me know if you want ^{s.15} to be granted Change access to the all 8 subfolders or just one or two or three of the subfolders of ^{s.15} If one or a few please list the folder names."

Could you please let me know if Jon requires change access to all of the subfolders? If he only requires access to a few of the folders, please provide the names of the folders.

Thanks,

Joe Wansbrough

Senior Service Desk Analyst, FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance,
Office of the Premier and various other Agencies, Boards & Commissions
Telephone: 250-387-8912
E-mail: FIN IMB Service Desk (78912) FIN:EX
Web Site <http://gwww.fin.gov.bc.ca/>

From: Alison.Wensink@gov.bc.ca <Alison.Wensink@gov.bc.ca>

Sent: October 25, 2018 10:20 AM

To: FIN IMB Service Desk (78912) FIN:EX <78912@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>

Subject: PREM: LAN Access

Checkout Information

On-Site Contact Name: Alison Wensink
On-Site Contact Phone: (250)387-2987
Account: PREM-DEPUTY MINISTER'S OFFICE
Ministry Number: 004
Responsibility Centre: 36B10
Service Code: 36205
Project Number: 3600000
Expense Authority: Jacqueline Hendry

Service Requests

Access - LAN Access

First Name: Jon

Last Name: Robinson

IDIR:s.15

Access By: File Path

Path:s.15

Existing User: Elizabeth Parkinson

Comments: Please remove Jon's access to s.15

Thank you!

and give him access to the above mentioned LAN.

Requestor: Wensink, Alison PREM:EX

Email: Alison.Wensink@gov.bc.ca

Time: 2018-10-25 10:19:54

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 3:48 PM
To: 'Pat M'
Subject: RE: Select Express Courier - 34294 is Ready

Thank you!

From: Pat M [mailto:patm@selectexpress.com]
Sent: Thursday, November 1, 2018 3:46 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Select Express Courier - 34294 is Ready

Hi ^{s.22} will follow up this on Monday. Thanks Pat

Sent from my Samsung device

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>
Date: 2018-11-01 3:37 PM (GMT-08:00)
To: Pat M <patm@selectexpress.com>
Subject: RE: Select Express Courier - 34294 is Ready

Hi,

Can you please send me details of who sent this package? I'm not aware of any courier packages being sent out.

Thanks,

ELizabeth

From: patm@selectexpress.com [mailto:patm@selectexpress.com]
Sent: Thursday, November 1, 2018 3:04 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Select Express Courier - 34294 is Ready

Your bill is ready. Please copy and paste the link below into a web browser to view it.
<http://cc.selectexpress.com/ccweb/Invoice.aspx?cid=s.17 &itemid=34294>

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 3:45 PM
To: Oreck, Mira PREM:EX
Subject: RE: Access

Thank you Mira.

From: Oreck, Mira PREM:EX
Sent: Thursday, November 1, 2018 3:44 PM
To: Parkinson, Elizabeth PREM:EX; Nash, Amber PREM:EX
Subject: RE: Access

No issue on my end to have access to SR's.

Thanks, Elizabeth.

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 1, 2018 3:25 PM
To: Oreck, Mira PREM:EX <Mira.Oreck@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: FW: Access

Hi Mira and Amber,

Can you please confirm if Don is correct in his belief that Jon should have the access below?

Thanks,

Elizabeth

From: Bain, Don PREM:EX
Sent: Thursday, November 1, 2018 3:01 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: RE: Access

Hello Elizabeth,

He should have access to the folders Government, Non-Government, Templates.

Ask Mira if Jon should have access to Stakeholder Relations. Ask Amber Nash if Jon should have access to PJH Remarks.

I understand the other folders are private folders regarding PO operations.

Hope this helps.

Don

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 1, 2018 2:45 PM
To: Bain, Don PREM:EX <Don.Bain@gov.bc.ca>
Subject: Access

Hi Don,

Are you able to advise what access to J drive Jon Robinson should have? Vanessa said you might be able to help. ☺

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 3:44 PM
To: Aaron, Sage PREM:EX
Subject: RE: Access

Thanks Sage

From: Aaron, Sage PREM:EX
Sent: Thursday, November 1, 2018 3:42 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: Access

Yes.

Sage
778-678-0832
Sent from my mobile device

On Nov 1, 2018, at 3:34 PM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:

Hi Sage,

Can you please confirm if Jon Robinson should have access to PJH Remarks folder?

Thanks,

Elizabeth

From: Bain, Don PREM:EX
Sent: Thursday, November 1, 2018 3:01 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: RE: Access

Hello Elizabeth,

He should have access to the folders Government, Non-Government, Templates.

Ask Mira if Jon should have access to Stakeholder Relations. Ask Amber Nash if Jon should have access to PJH Remarks.

I understand the other folders are private folders regarding PO operations.

Hope this helps.

Don

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 1, 2018 2:45 PM
To: Bain, Don PREM:EX <Don.Bain@gov.bc.ca>
Subject: Access

Hi Don,

Are you able to advise what access to J drive Jon Robinson should have? Vanessa said you might be able to help. ☺

Thanks,

<image001.png>

Elizabeth Parkinson

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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 3:38 PM
To: Privett, Don PREM:EX
Subject: RE: Safety Briefing (to include Active Shooter)

If you see Michael or Dave outside can you ask them if they think we should attend?

From: Privett, Don PREM:EX
Sent: Thursday, November 1, 2018 3:37 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Safety Briefing (to include Active Shooter)

Okay; I'm going to book the morning session.
D.

From: Parkinson, Elizabeth PREM:EX
Sent: 01 November 2018 15:36
To: Privett, Don PREM:EX
Subject: RE: Safety Briefing (to include Active Shooter)

I thought it may be interesting and heaven forbid we have that situation I'd want to know where best to go.

From: Privett, Don PREM:EX
Sent: Thursday, November 1, 2018 3:24 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Safety Briefing (to include Active Shooter)

I guess I should, although it says important for "New" wardens, but it does cover Active Shooter...
Are you thinking of going? Probably the morning session would be better to attend.
Don

From: Parkinson, Elizabeth PREM:EX
Sent: 01 November 2018 14:32
To: Privett, Don PREM:EX
Subject: RE: Safety Briefing (to include Active Shooter)

Are you going to this Don?

From: Privett, Don PREM:EX
Sent: Thursday, November 1, 2018 12:30 PM
To: LP PO Executive Office
Subject: FW: Safety Briefing (to include Active Shooter)

FYI
Please pass on this information to the staff in your office as these briefings are open to all staff at the Legislature.

From: Stone, Noel [mailto:Noel.Stone@leg.bc.ca]
Sent: 01 November 2018 12:28
Subject: Safety Briefing (to include Active Shooter)

Hello fellow Fire Wardens,

This is to inform you that I am conducting a couple Safety Briefings here at the legislature as follows:

Date: November 14, 2019

Times: 9:00 am – 10:00 am; or
1:00 pm – 2:00 pm

This is very important information for New Fire Wardens.

As Fire wardens this training will enlighten you to the procedures we have in place to keep everyone safe in many different situations.

Please pass on this information to the staff in your office as these briefings are open to all staff at the Legislature.

Contact me if you wish to attend. Details will be given out to those interested in attending.

Thanks,
Noel Stone
Sergeant-At-Arms Training Officer
Legislative Assembly Protective Services
139 – 431 Menzies St. Victoria BC V8V 2H2
Phone: 250-387-5504
Cell: 250-360-7490
Fax: 250-363-2252
E-mail: Noel.Stone@Leg.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 3:24 PM
To: Bain, Don PREM:EX
Subject: RE: Access

Thank you DON!

From: Bain, Don PREM:EX
Sent: Thursday, November 1, 2018 3:01 PM
To: Parkinson, Elizabeth PREM:EX
Cc: Geary, Vanessa PREM:EX
Subject: RE: Access

Hello Elizabeth,

He should have access to the folders Government, Non-Government, Templates.

Ask Mira if Jon should have access to Stakeholder Relations. Ask Amber Nash if Jon should have access to PJH Remarks.

I understand the other folders are private folders regarding PO operations.

Hope this helps.

Don

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 1, 2018 2:45 PM
To: Bain, Don PREM:EX <Don.Bain@gov.bc.ca>
Subject: Access

Hi Don,

Are you able to advise what access to J drive Jon Robinson should have? Vanessa said you might be able to help. ☺

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 3:23 PM
To: Brown, Evan PREM:EX
Subject: PSA contact

Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 3:21 PM
To: Geary, Vanessa PREM:EX
Subject: UC update

Hi Vanessa,

I met with Eric Seiferling and Juliana White from UC this morning about the final touches to our phones. One of their questions was about whether or not we want our numbers to show when we dial out or say Province of BC and be re-dialable. I spoke with Amber and she thinks it should say Province of BC and not be re-dialable, as if we want to leave a return number we will leave that number on the message. We especially don't want the Premier's number to show a name/number when calling out from his desk. I wanted to check with you because they mentioned that VCO is not going to be set-up that way. It will show the numbers and the name. Does the Premier use the phone in his office there? It's our thoughts that his phone calls should not show the number and should not have voicemail as he will never return any messages from that desk. Most of his calls are from his cell phone. The exception to this will be reception. What do you think?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 2:52 PM
To: Robinson, Jon PREM:EX
Subject: RE: Prem access

Hi Jon,

I'm just confirming which folders you need. I can show you how to access them or we may need to have PremTech come by to set it up, so they could do that.

Thanks,

From: Robinson, Jon PREM:EX
Sent: Thursday, November 1, 2018 10:42 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Prem access

Hi Elizabeth,

To be honest, I'm not sure what folders I should have or how to access them.

Could someone give me a quick tutorial?

Thanks,

Jon Robinson, Director of Policy
Office of the Premier | Government of BC
501 Belleville St, Victoria, BC V8V 2L8 | 250-893-4538

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, October 31, 2018 11:11 AM
To: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>
Subject: Prem access

Hi Jon,

Are you able to confirm the folder access you should have now so I ensure it's given to you?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 2:44 PM
To: Geary, Vanessa PREM:EX
Subject: RE: Prem access

Perfect! Thanks Vanessa.

From: Geary, Vanessa PREM:EX
Sent: Thursday, November 1, 2018 2:44 PM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Prem access

I have access to J and H drive but to be honest, I don't know what Jon should have. Maybe ask Don Bain what he has? Or Amber H?

From: Parkinson, Elizabeth PREM:EX
Sent: Thursday, November 1, 2018 12:13 PM
To: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: FW: Prem access

Hi Vanessa,

Are you able to help with this question below from Jon Robinson? I can show him where to access other areas but I'm not sure what access he should have.

Thanks,

Elizabeth

From: Robinson, Jon PREM:EX
Sent: Thursday, November 1, 2018 10:42 AM
To: Parkinson, Elizabeth PREM:EX
Subject: RE: Prem access

Hi Elizabeth,

To be honest, I'm not sure what folders I should have or how to access them.

Could someone give me a quick tutorial?

Thanks,

Jon Robinson, Director of Policy
Office of the Premier | Government of BC
501 Belleville St, Victoria, BC V8V 2L8 | 250-893-4538

From: Parkinson, Elizabeth PREM:EX
Sent: Wednesday, October 31, 2018 11:11 AM
To: Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>
Subject: Prem access

Hi Jon,

Are you able to confirm the folder access you should have now so I ensure it's given to you?

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 12:57 PM
To: Wade, Debbie PREM:EX
Subject: FW: Important update from Helijet!

Hi Debbie,

Does Geoff want this waitlist?

Elizabeth

From: passengerservices@helijet.com [mailto:passengerservices@helijet.com]
Sent: Thursday, November 1, 2018 12:28 PM
To: Parkinson, Elizabeth PREM:EX
Subject: Important update from Helijet!



This is an important update from Helijet.

****PLEASE CALL 800.665.4354 TO CONFIRM YOUR WAITLISTED FLIGHT****

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

Customer Information

Account

Customer #	s.22
Name	Geoffrey Meggs

Advisory

****PLEASE CALL 800.665.4354 TO CONFIRM YOUR WAITLISTED FLIGHT****

Booking #s.22

Friday, November 2, 2018

Invoices.22	
FARE-YWH-SENIOR_Winter	\$204.76

706

08:20 Victoria Harbour (Downtown)

08:55 Vancouver Harbour (Downtown)

35 minutes

Confirmed WL Cleared

1 Passengers - Full-Fare

• Geoffrey Meggs, Male

[Add to Calendar](#)

+ GST

\$10.24

Billing

\$204.76

Taxes

\$10.24

Grand Total

\$215.00

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)

[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

passengerservices@helijet.com

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 12:26 PM
To: s.15; s.22
Subject: FW:s.15 Reservation Cancellation

From: s.15
Sent: Thursday, November 1, 2018 12:17 PM
To: Parkinson, Elizabeth PREM:EX
Cc: s.15
Subject: s.15 Reservation Cancellation

Your reservation has been cancelled, Confirmation Number: s.22

Cancellation Confirmation

Dear Elizabeth Parkinson :

Your reservation s.15 has been cancelled. If this has occurred in error, please reply to this e-mail or contact us at s.15

We hope you will keep us in mind should your future plans call for travel to our area. For reservations, please visit s.15

Sincerely,
s.15

Guest Info

Elizabeth Parkinson
Email: elizabeth.parkinson@gov.bc.ca
Phone: 2503871805

501 Belleville St
Room 156
Victoria, British Columbia V8V 1X4
CANADA

Credit Card Info

Card Type: MASTERCARD
Card Number: *****s.22
Expiration Date: xx/xx
Card Holder: Elizabeth Parkinson

Reservation Info

Confirmation Number s.22
Book Date: October 2, 2018
Number of Rooms: 1
Number of Adults: 1
Number of Children: 0
Check In: November 3, 2018
Check Out: November 4, 2018
Total Stay: 1 night(s)

Charge

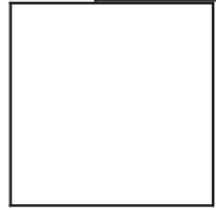
CAD 154.00

Room Type:s.22	
Rate Type: BC Provincial Government Rate	
Daily Rate: Discounted rate for BC Provincial Government employees on Government business. ID required upon check in.	
Enhancements: N/A	CAD 0.00
Tax	CAD 26.64
Total Charge	CAD 180.64
Service Requests	
Service Request: N/A	
Comments or Special Request	
N/A	

Hotel Info	
Hotel Description	s.15
Rating:3 Stars	
s.15	
Checkin Time: 4 PM	
Checkout Time: 11 AM	

s.15

REXE



s.22



Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 12:25 PM
To: s.15; s.22
Subject: FW:s.15 Reservation Cancellation

Hi s.15; s.22

I just cancelled the re4servations for yourself s.15; s.22

Elizabeth

From: s.15
Sent: Thursday, November 1, 2018 12:19 PM
To: Parkinson, Elizabeth PREM:EX
Cc: s.15
Subject: s.15 Reservation Cancellation



Your reservation has been cancelled, Confirmation Number: s.22

Cancellation Confirmation

Dear Elizabeth Parkinson :

Your reservation s.15 has been cancelled. If this has occurred in error, please reply to this e-mail or contact us at s.15.

We hope you will keep us in mind should your future plans call for travel to our area. For reservations, please visit s.15

Sincerely,
s.15

Guest Info

Elizabeth Parkinson
Email: elizabeth.parkinson@gov.bc.ca
Phone: 2503871805

501 Belleville St
Room 156
Victoria, British Columbia V8V 1X4
CANADA

Credit Card Info

Card Type: MASTERCARD
Card Number: *****s.22
Expiration Date: xx/xx
Card Holder: Elizabeth Parkinson

Reservation Info

Confirmation Number: s.22
Book Date: October 2, 2018
Number of Rooms: 1
Number of Adults: 1

Charge

CAD 154.00

Number of Children: 0 Check In: November 3, 2018 Check Out: November 4, 2018 Total Stay: 1 night(s)	
Room Type: s.22	
Rate Type: BC Provincial Government Rate	
Daily Rate: Discounted rate for BC Provincial Government employees on Government business. ID required upon check in.	
Enhancements: N/A	CAD 0.00
Tax	CAD 26.64
Total Charge	CAD 180.64
Service Requests	
Service Request: N/A	
Comments or Special Request	
N/A	

Hotel Info	
Hotel Description	s.15
Rating: 3 Stars	
s.15	
Checkin Time: 4 PM	
Checkout Time: 11 AM	

s.15

REXE

s.22

Parkinson, Elizabeth PREM:EX

Subject: Canceled: OVERNIGHT:s.15
Location: s.15

Start: Sat 2018-11-03 12:00 AM
End: Sun 2018-11-04 12:00 AM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees Brown, Evan PREM:EX; McConnell, Sheena PREM:EX
Optional Attendees s.17 Nash, Amber PREM:EX

Importance: High

Saturday, November 3, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22
Evan #
Sheena #
s.15; s.22

s.22 , gov't rate, \$\$154 plus taxes per night, one night.

Elizabeth-02-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 12:21 PM
To: Shortt, Amanda PREM:EX
Subject: 86914 records
Attachments: 86914 records.pdf



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 11:56 AM
To: Seiferling, Eric CITZ:EX
Cc: Shortt, Amanda PREM:EX
Subject: Follow-up questions

Hi Eric,

I was speaking with Amanda Shortt this morning and she mentioned that she thinks they should also have 2 staff members trained on the new polycoms when that is arranged.

Thanks,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: Canceled: SHEENA: HELIJET: Vancouver to Victoria (6:45 PM)
Location: Flight #731

Start: Fri 2018-11-02 6:45 PM
End: Fri 2018-11-02 7:20 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees McConnell, Sheena PREM:EX

Importance: High

Friday, November 2, 2018

HELIJET Flight # 731

Depart Vancouver Harbour at 6:45 PM
Arrive Victoria Harbour at 7:20 PM

CONFIRMATION #s.22

Helijet tel # 1-800-665-4354

Elizabeth-29-10-18

Parkinson, Elizabeth PREM:EX

Subject: Canceled: SHEENA: HELIJET: Victoria to Vancouver (12:25 PM)
Location: Flight # 716

Start: Fri 2018-11-02 12:25 PM
End: Fri 2018-11-02 1:00 PM
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Parkinson, Elizabeth PREM:EX
Required Attendees McConnell, Sheena PREM:EX

Importance: High

Friday, November 2, 2018

HELIJET Flight # 716

Depart Victoria Harbour at 12:25 PM
Arrive Vancouver Harbour at 1:00 PM

CONFIRMATION #^{s.22}

Helijet Tel # 1-800-665-4354

Elizabeth-29-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 9:54 AM
To: s.15; s.22
Subject: FW: s.15 confirmations

Hi s.15; s.22

Any luck with these names s.15 ?

Elizabeth

From: s.15; s.22
Sent: Monday, October 22, 2018 11:58 AM
To: Parkinson, Elizabeth PREM:EX
Subject: Re: s.15 confirmations

Hi Elizabeth. We haven't assigned this yet. I'll get back to you ASAP.

s.15; s.22

>>> On 2018/10/19 at 11:46 AM, in message
<5aa1be54570043f9b174fdb37d49a38@E3PMBX19.idir.BCGOV>, "Parkinson, Elizabeth PREM:EX"
<Elizabeth.Parkinson@gov.bc.ca> wrote:



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

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 9:44 AM
To: Nash, Amber PREM:EX
Subject: Premier's computer

Hi Amber,

The Premier is eligible for an upgrade to Office 365 and Premtech would like it done before the Refresh. Someone will be contacting you shortly to arrange it as it takes several hours.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 9:42 AM
To: Wade, Debbie PREM:EX
Subject: Geoff's computer

Hi Debbie,

Geoff is also eligible for a Windows 10 update on his computer so he should be getting a call about that too. The updates require a lot of time so this is why PremTech is doing it direct.

Thanks,



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

Subject: Sheena: HELIJET: Vancouver to Victoria (7:00 AM)
Location: Flight #851

Start: Fri 2018-11-09 7:00 AM
End: Fri 2018-11-09 7:35 AM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: PREM CAL PREM:EX
Required Attendees McConnell, Sheena PREM:EX

Friday, November 9, 2018

HELIJET Flight # 851

Depart Vancouver Harbour at 7:00 AM
Arrive Victoria Harbour at 7:35 AM

CONFIRMATION #^{s.22}

Helijet Tel # 1-800-665-4354

Elizabeth-31-10-18

Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 9:34 AM
To: Robinson, Jon PREM:EX; Aaron, Sage PREM:EX; McConnell, Sheena PREM:EX; Richards, Erin PREM:EX; Hockin, Amber PREM:EX; Van Meer-Mass, Kate PREM:EX; Nash, Amber PREM:EX; Holmwood, Jen PREM:EX; Brown, Evan PREM:EX; Wade, Debbie PREM:EX; Meggs, Geoff PREM:EX; Fogg, Bruce PREM:EX
Subject: PREM Office 2016 Upgrade
Importance: High

Hello,

Your computer is eligible for an upgrade to Office 2016.

A PREM Tech team member will be visiting your office in the following weeks to discuss performing the upgrade during a time that works for you.

If you have any questions please reach out to:

PREM Tech Support
Email: Prem.tech@gov.bc.ca
Contact #: 250-953-5151

Thank you,

Elizabeth



Elizabeth Parkinson

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

Office: 250-387-1715

E-mail: elizabeth.parkinson@gov.bc.ca

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Parkinson, Elizabeth PREM:EX

From: Parkinson, Elizabeth PREM:EX
Sent: November 1, 2018 9:24 AM
To: Gustafson, Charlynn FIN:EX; Hendry, Jackie PREM:EX
Cc: McLean, Gordon FIN:EX; PREM Refresh PREM:EX
Subject: RE: Windows 10 and Office 2016 Upgrade Communications

Thank you for your email Charlynn. I will send this out to our staff this morning as per the list you sent to me yesterday.

Elizabeth

From: Gustafson, Charlynn FIN:EX
Sent: Thursday, November 1, 2018 9:17 AM
To: Hendry, Jackie PREM:EX; Parkinson, Elizabeth PREM:EX
Cc: McLean, Gordon FIN:EX; PREM Refresh PREM:EX
Subject: Windows 10 and Office 2016 Upgrade Communications

Hi Jackie and Elizabeth,

PREM Tech and the Refresh Project met yesterday to discuss the approach recommended at Tuesday's meeting. Thank you for voicing your concerns in regards to overwhelming staff with another task they would consider Refresh related.

With your feedback in mind, we're choosing not to send out a communication containing a sense of urgency, but to present a simple and more personalized touch for your staff.

We will aim for the upgrades to be completed by the end of the Refresh deployment in December, however, we will not treat that as a hard date. PREM Tech will continue to work with staff on an individual basis to upgrade their workstations to Windows 10 and Office 2016.

With this in mind, please see the attached communications templates for the message regarding the upgrade to Windows 10 and Office 2016.

Please let me know if you have any questions or would like me to make any changes to the messages.

Thank you,

Charlynn Gustafson

Communications Lead & Event Planner, MFIN Workstation Refresh
Information Management Branch
Corporate Services Division
Mobile: (250) 661-2198
Charlynn.Gustafson@gov.bc.ca

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