

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 9:06 AM  
**To:** Smith, Jason FIN:EX  
**Subject:** RE: Bruce Fogg - Not in UC workbook

Hi Jason,

Bruce works out of the constituency as an EA.

Thanks,

Elizabeth

---

**From:** Smith, Jason FIN:EX  
**Sent:** Monday, December 3, 2018 10:10 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Seiferling, Eric CITZ:EX; White, Juliana FIN:EX  
**Subject:** Bruce Fogg - Not in UC workbook  
**Importance:** High

Hi Elizabeth,

It appears that Bruce Fogg was missed on the UC workbook. Please let us know if you want him added to the UC workbook, and which device he would like.

I will give you a follow up call about this tomorrow when you return.

Thanks,  
Jason

**Jason A. Smith** – Intermediate Technology Analyst  
**Operational Support Services**  
Ministry of Finance, Information Management Branch  
*Serving the Ministries of Finance, the Office of the Premier and various other entities*  
PH: (250) 812-4714  
Email: [Jason.Smith@gov.bc.ca](mailto:Jason.Smith@gov.bc.ca)

## Shortt, Amanda PREM:EX

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 9:17 AM  
**To:** Privett, Don PREM:EX; McLaren, Chris PREM:EX  
**Subject:** FYI- for Refresh

- Q&A
  - What software/documents will be carried over from the old workstation to the refreshed workstation?
    - Most of what is on the desktop, the H drive, and signatures will be carried over to the refreshed workstation
    - Nothing from the downloads folder or pictures if they're on the C drive. If staff have anything outside of the standard stored on their C drive or applications installed then they will have to back these up and re-install them themselves.



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 9:33 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: Staff home mailing list

Thanks Keira. Susan can deliver them to your office.

Elizabeth

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Monday, December 3, 2018 10:36 AM  
**To:** Shortt, Amanda PREM:EX; Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Staff home mailing list

Hi Elizabeth,

We don't keep a list of home addresses, other than for DMs which is the list I send out. Could these come to our offices or do you need home addresses? In past years they have always arrived at our offices.

Thanks,

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister  
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4  
Ph: (250) 356-2206

---

**From:** Shortt, Amanda PREM:EX  
**Sent:** Monday, December 3, 2018 10:10 AM  
**To:** Higgins, Keira PREM:EX  
**Subject:** FW: Staff home mailing list

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**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*

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## Shortt, Amanda PREM:EX

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 9:34 AM  
**To:** s.15; s.22  
**Subject:** FW:s.15; s.22 check in and get to your room faster.

---

s.15  
**From:**  
**Sent:** Tuesday, December 4, 2018 9:27 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** s.15; s.22 check in and get to your room faster.

s.15

s.15; s.22

USE MOBILE CHECK-IN NOW AND

# Get to your room faster

## HERE'S HOW:

1. Download the app and sign-in or join  
s.15
2. Check in for your upcoming stay
3. Explore our newly designed app!

## DOWNLOAD TODAY

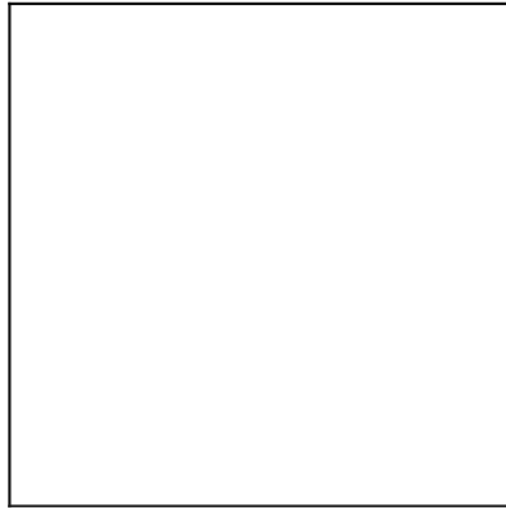


## BEFORE YOU ARRIVE...

Start making mobile  
requests using our app

Get extra towels, feather-free pillows  
and anything else.

DOWNLOAD THE APP



THROUGHOUT YOUR STAY...

Enjoy these benefits because you've booked direct

**ROOM READY ALERTS** ☐

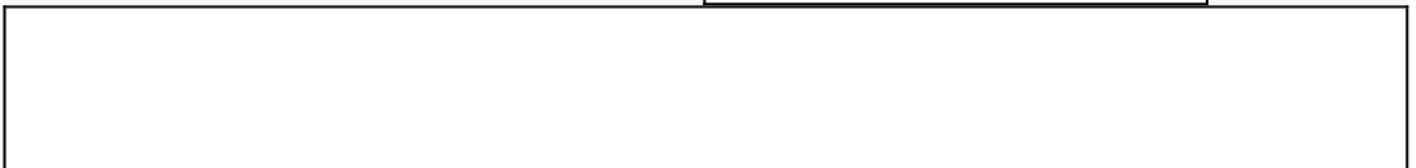
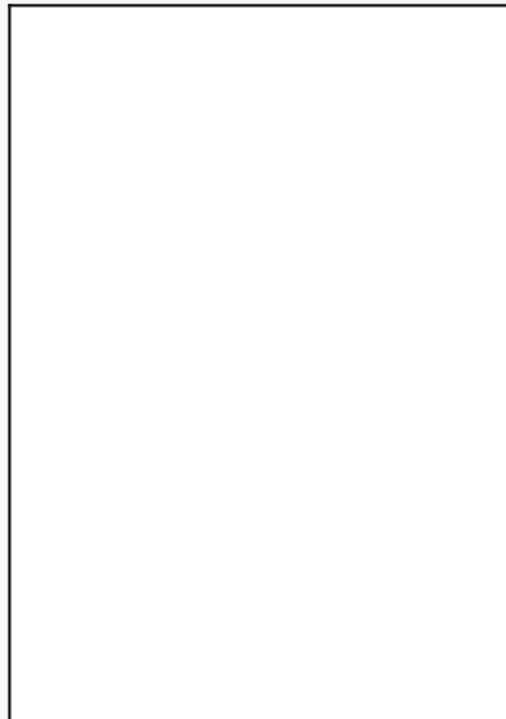
Find out the instant your room is ready.

**MOBILE REQUESTS** ☐

Chat with us anytime, anywhere.

**MOBILE CHECK-OUT** ☐

Leave the key and hit the road.



Page 007 of 348

Withheld pursuant to/removed as

s.15

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 9:57 AM  
**To:** Farmer, Susan PREM:EX  
**Subject:** RE: addresses needed  
**Attachments:** 2018 Xmas List - PO Premier's CO.xlsx

Hi Susan,

Here's the updated list.

Elizabeth

---

**From:** Farmer, Susan PREM:EX  
**Sent:** Friday, November 30, 2018 2:51 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** addresses needed

**Susan Farmer**

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

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 10:04 AM  
**To:** Henry, David A FIN:EX  
**Subject:** RE: Erin Richards surface is here.

Thanks David.

---

**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, December 4, 2018 10:02 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Erin Richards surface is here.

Thanks Elizabeth! We will pickup and ensure it is ready for use.

David



---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 9:35 AM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>  
**Subject:** Erin Richards surface is here.



*Elizabeth Parkinson*

Finance and Administration Officer  
Office of the Premier  
Direct: 250-387-1805  
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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 10:06 AM  
**To:** Fogg, Bruce PREM:EX  
**Cc:** Smith, Jason FIN:EX  
**Subject:** Unified Communications

Hi Bruce,

You may have heard that all of gov't are getting new phone devices? Our office is being switched over to new UC devices on Dec. 13/14. I'm going to cc. Jason who would like to chat with you about when you would like to be switched over and what device you would like.

Thanks,



*Elizabeth Parkinson*

Finance and Administration Officer

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 10:19 AM  
**To:** Holmwood, Jen PREM:EX  
**Subject:** FW: Jennifer, Enhance Your Stay!

Hi Jen,

Your hotel attached. Did you have flights also? Can you please send them to me?

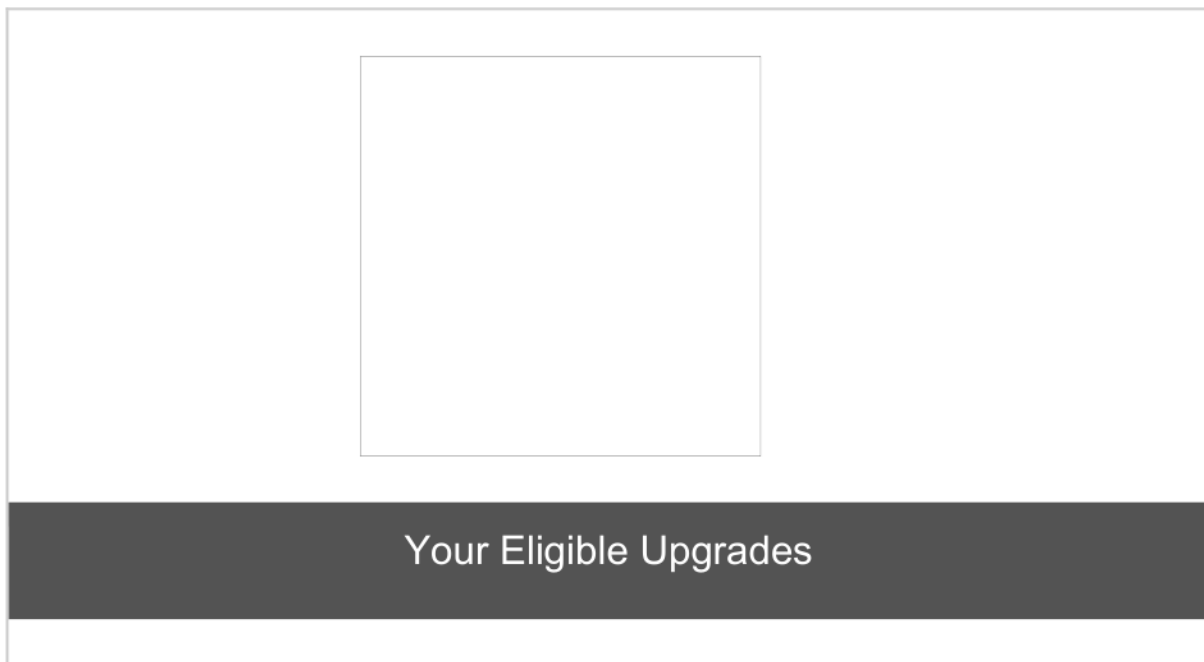
Thanks,

Elizabeth

---

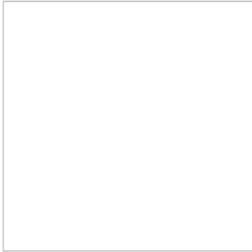
**From:** s.15  
**Sent:** Tuesday, December 4, 2018 10:00 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Jennifer, Enhance Your Stay!

[View in Browser](#)



Name on Reservation	Check-In Date
<b>Jennifer Holmwood</b>	
<div></div>	
<div>s.15</div> <div></div>	

## Request Harbour View



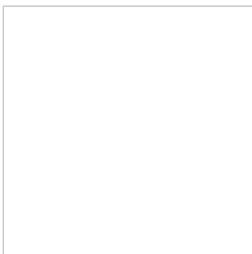
### Breakfast Buffet

As a direct booking guest, we are happy to offer you our breakfast buffet for \$21, regularly retailing at \$27.00.

Breakfast never tasted better!

**\$21.00**

## Add Breakfast Buffet

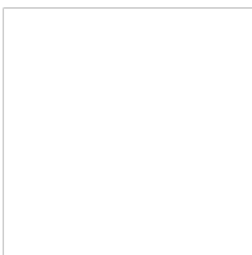


### Late Check-Out

Late flight, or just want to sleep in a little longer? Book our late check-out option to leave at 3pm. Subject to availability.

**\$25.00**

## Add Late Check-Out



### Fitness Training Class

Hotel guests can enjoy a one-on-one fitness class with our  
s.15

**Book a Training Session**



## **Local Attractions**

Experience local attractions in Vancouver, and pick up your tickets when you check in. Soar over Canada's iconic landscapes from your seat at FlyOver Canada, or cruise and choose from over 20 stops at world-class attractions with West Coast Sightseeing's Bus Tours

**View Attractions**

Check out the full list of available Amenities

[View All Upgrades](#)

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Follow us and keep updated on Vancouver

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## Shortt, Amanda PREM:EX

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 10:23 AM  
**To:** Tsang, Robin FIN:EX  
**Subject:** RE: Question from Refresh

Hi Robin,

My question is about the desktop information. Will it be automatically moved over to the new devices? It sounds like it won't.

---

**From:** Tsang, Robin FIN:EX  
**Sent:** Tuesday, December 4, 2018 10:20 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Question from Refresh

Hi Elizabeth:

If you have downloaded and installed any software yourself, those won't be transferred.

The tech will do the setup but one of us is always there if help is needed. Also, the old machine will be kept for a few days if anything missing.

Thanks,  
Robin

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>  
Date: 2018-12-04 9:25 AM (GMT-08:00)  
To: "Tsang, Robin FIN:EX" <Robin.Tsang@gov.bc.ca>  
Subject: Question from Refresh

Hi Robin,

Are you able to confirm that we will lose what's on our desktops if it's not backed up? If so, are you able to help us to save our documents?

Thanks,

Elizabeth

- Q&A
  - What software/documents will be carried over from the old workstation to the refreshed workstation?
    - Most of what is on the desktop, the H drive, and signatures will be carried over to the refreshed workstation
    - Nothing from the downloads folder or pictures if they're on the C drive. If staff have anything outside of the standard stored on their C drive or applications installed then they will have to back these up and re-install them themselves.



*Elizabeth Parkinson*

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**Subject:** Dinner: <sup>s.15</sup> Premier, Geoff & Bob  
**Location:** s.15  
  
**Start:** Tue 2018-12-04 6:30 PM  
**End:** Tue 2018-12-04 8:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** <sup>s.17</sup>  
**Required Attendees** Meggs, Geoff PREM:EX; Dewar, Bob PREM:EX

s.15

2 tables confirmed: Tabel of 3 and table of 2

**Reservation under 'Evan Brown' in private room.**

Elizabeth-04-12-18

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 10:54 AM  
**To:** Gustafson, Charlynnne FIN:EX  
**Subject:** RE: PREM Refresh: Leg Pre-Deployment Meeting Minutes 28-Nov-2018

Perfect!

---

**From:** Gustafson, Charlynnne FIN:EX  
**Sent:** Tuesday, December 4, 2018 10:42 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: PREM Refresh: Leg Pre-Deployment Meeting Minutes 28-Nov-2018

Perfect, thanks Elizabeth!

We have it scheduled on January 7<sup>th</sup> as well, glad to hear we're all on the same page. 😊

**Executive Office Cutover: January 7, 2019 at 7:30am (porting window 7:30-8:00am)**  
• **Staff Member who will be on-site to assist with testing: Don Privett at 7:30am**

Thank you,

**Charlynnne Gustafson**

Communications Lead & Event Planner, MFIN Workstation Refresh  
Mobile: (250) 661-2198

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 9:16 AM  
**To:** Gustafson, Charlynnne FIN:EX  
**Subject:** RE: PREM Refresh: Leg Pre-Deployment Meeting Minutes 28-Nov-2018

Hi Charlynnne,  
Don has it scheduled for his main line on January 7<sup>th</sup>.

Thanks,

Elizabeth

---

**From:** Gustafson, Charlynnne FIN:EX  
**Sent:** Friday, November 30, 2018 5:05 PM  
**To:** Hendry, Jackie PREM:EX; Parkinson, Elizabeth PREM:EX; Shortt, Amanda PREM:EX  
**Cc:** PREM Tech; PREM Refresh PREM:EX  
**Subject:** PREM Refresh: Leg Pre-Deployment Meeting Minutes 28-Nov-2018

Hi Jackie, Elizabeth, and Amanda,

Thank you for meeting with us this week.

Please see the attached deployment schedules, summary of action items, and the minutes from our meeting below:

## Summary of Action Items:

- **Action --> Amanda:** to follow up on staff availability on Dec 13th (COMPLETED)
  - Flexible Dec 13/14 deployment date for:
    - Keira Higgins
    - Alison Wensink
    - Eleanor Mulloy
    - Amanda Shortt
- **Action --> Charlynnne:** Mention to UC team the need to communicate to staff that the new number will take around 24 hours to be updated in the GAL (COMPLETED)
  - This message will be delivered by Bonnie through the Service Desk via email and follow-up support
- **Action --> Charlynnne:** Confirm with Eric the cutover dates and times for the PREM DMO and Executive Office (COMPLETED)
  - **Executive Office Cutover: January 7, 2019 at 7:30am (porting window 7:30-8:00am)**
    - **Staff Member who will be on-site to assist with testing: Don Privett at 7:30am**
  - **PREM DMO Office Cutover: December 21, 2018 at 7:30am ( window 7:00am-7:30am)**
    - **Staff Member who will be on-site to assist with testing: Jackie Hendry at 7:30am**
- **Action --> Charlynnne:** Follow up with PREM Tech re: Chambers workstations (COMPLETED)
  - Refresh techs will deploy 2 of the ordered boardroom workstations to Chambers
- **Action --> Charlynnne:** Follow up with UC Lead re: Allison Witter and Selena Bassi - no refresh, UC enabled, but need UC devices (COMPLETED)
  - Allison Witter: UC Device will be deployed during this event
  - Selena Basi: UC Device will be deployed during this event
  - Eric Kristianson: No Action Required
- **Action --> Charlynnne:** Book Post-Deployment meeting the week following the Executive Office Cutover

## Minutes

- Device Shipment
  - Workstations and UC Devices are scheduled to be shipped on Friday Nov 30, 2018
    - David's Team is listed as a contact for the delivery
    - On the day there will be a 4 hour window confirmed for delivery
    - Delivery will be through the East Annex off of Government Street
  - UC devices and workstations will be stored and staged (pre-setup done) in the Hemlock Room
  - Staging (pre-setup work) will occur on December 3rd and consist of workstations being connected to the network to receive updates
- Deployment Day
  - What to expect
    - Activity is expected to start around 8:30/9am
    - Soon after the techs arrive they will begin deploying the workstations, staggering them with UC deployments
      - Ex. A workstation will be deployed to a staff member, during which the staff member will receive an orientation expected to last around 15 minutes, longer if the staff member requires
      - Once the workstation deployment is complete the UC tech will step in and set-up the new UC device, during which the staff member will receive a 15 minute orientation for their new UC phone, longer if the staff member requires
  - Site Contact Deployment Day Responsibilities
    - Purchasing cables and adapters
      - PREM Tech has ordered the cables and adapters required
        - Not including Surface Pro Docks or any extra hardware
        - I've contacted the MO about purchasing the docks
      - One free HDMI to DVI adapter is included with every laptop
    - Report any project level issues immediately to Jason or Charlynnne
    - Answer questions from on-site techs

- Ensure on-site techs can either set-up workstations for staff who are away or deploy new workstations for set-up at a later date
- Deployment Day Assistance Path
  - Please engage an on-site Tech, or Refresh Team member if you experience any issues with your new UC device or workstation on the deployment date

- Post-Deployment Assistance Path

Once Refresh deployment day support is complete, contact tech support through standard process:

PREM Tech Support  
 Email: [Prem.tech@gov.bc.ca](mailto:Prem.tech@gov.bc.ca)  
 Contact #: 250-953-5151

**OR**

OCIO/ 77000  
 Email: [77000@gov.bc.ca](mailto:77000@gov.bc.ca)  
 Contact #: 250-387-7000

- Post Deployment Cleanup - What to expect

- As a part of the PREM Integrated Project workstations will need to be removed during the last week of deployments

- Cutover – What to expect

- Ported number becomes active on UC and Telus lines cut-off on week of Dec 17 - 21
- UC Team will be on-site during cutover to support
  - **Executive Office Cutover: January 7, 2019 at 7:30am (porting window 7:30-8:00am)**
    - **Staff Member who will be on-site to assist with testing: Don Privett at 7:30am**
  - **PREM DMO Office Cutover: December 21, 2018 at 7:30am ( window 7:00am-7:30am)**
    - **Staff Member who will be on-site to assist with testing: Jackie Hendry at 7:30am**

Common Cutover Questions:

- What happens to calls that come in prior to cutover? (transition from Telus line to UC line)
  - A call that was begun prior to cutover will be dropped if in progress. However, it will remain active if it was forwarded to a cell phone.
- What happens to calls that come in during cutover?
  - The lines are down during the cutover time frame, no calls will be able to come in or go out.
- Can the existing number be setup in Skype or Lync so that it automatically forwards to another phone during cutover?
  - No, phone calls cannot be forwarded during the cutover time frame because the line is inactive for that period of time.

- Communications

- Pre-Deployment and Deployment Day communications
  - Discussed communications package and email from Juliana
  - Determined no additional communications required at this time

- Upgrading workstations from Window 7 to Windows 10

- PREM Tech will be organizing the work to transition newer workstations with Windows 7 to Windows 10 and Office 2016

- Other:

- Post-Deployment Meeting
  - **Action --> Charlyne**: Book Post-Deployment meeting the week following the Executive Office Cutover
- Q&A
  - What software/documents will be carried over from the old workstation to the refreshed workstation?
    - Most of what is on the desktop, the H drive, and signatures will be carried over to the refreshed workstation
    - Nothing from the downloads folder or pictures if they're on the C drive. If staff have anything outside of the standard stored on their C drive or applications installed then they will have to back these up and re-install them themselves
  - Main line

- This line and other ported lines will receive a UC device on the deployment day, but the number will not transition to the UC device until it's ported
- **Action --> Charlynne:** Mention to UC team the need to communicate to staff that the new number will take around 24 hours to be updated in the GAL
- PREM DMO Cutover: Dec 21 at 7:30am
  - Jackie will be in the office at 7:30am to assist with testing the main line for PREM DMO
- PREM Executive Office Cutover: January at
  - Don Privett will be in the office at 7:30am to assist with testing the main line for the PREM Executive Office
- What will happen to the extra monitors?
  - PREM Tech will store extra (new or newer) monitors

Rose room has been booked 8:30am to 12pm for Refresh on Dec 13th (Charlynne will update Jackie as soon as the Refresh is complete and the room is free)

Thank you,  
 Charlynne Gustafson  
 Communications Lead  
 PREM UC/Workstation Refresh Team  
[PREM.Refresh@gov.bc.ca](mailto:PREM.Refresh@gov.bc.ca)

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## Shortt, Amanda PREM:EX

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 12:09 PM  
**To:** Privett, Don PREM:EX  
**Subject:** Missing receipts

Hi Don,

I'm missing the following receipts. Can I ask you to please give these to me when an order is charged so I don't have to bug you for them?

Staples	Nov. 15	16.77
Staples	Nov. 23	178.07
Corp. Express	Nov. 24	79.33
Staples	Nov. 29	510.71
Amazon	Nov. 30	71.72
Bby market	Nov. 30	97.64

Thanks,

Elizabeth



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 12:11 PM  
**To:** 'Tamra Bartilucci'  
**Subject:** RE: Correct Invoice for Evan Brown - 30 Nov

No problem Tamra!

---

**From:** Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]  
**Sent:** Tuesday, December 4, 2018 12:01 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Correct Invoice for Evan Brown - 30 Nov

Sorry for the Mix up !

---

### 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**

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



**I'm only a call or email away!**

---

CPBC #42324 | TICO #4671384 | OPC #702971

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 1:25 PM  
**To:** 'Brent Humphrey'  
**Subject:** RE: Connecting Brent

Hi Brent!! So happy to hear you are back with us! I'll get the ball rolling on your requirements and see you when you arrive here. Can't wait!

Elizabeth

---

**From:** Brent Humphrey [mailto:<sup>s.22</sup>]  
**Sent:** Tuesday, December 4, 2018 1:10 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Connecting Brent

Thank you, Maura!

Hi, Elizabeth! Great to work with you again!

I'm offsite and meeting w folks today/tomorrow around the precinct...no big rush on the above; plus I've seen Kelly in security for the photo...expect new badge will be ready when I'm next entering the building.

CU soon.

bh

On Dec 4, 2018, at 12:58 PM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hello Elizabeth – by way of this email I am connecting you with Ministerial Advisor Brent Humphrey who is joining the Premier's Office.

He has started in your office but not physically moved in yet. He is going to be sharing an office with Jon Robinson.

Per our conversation Brent will need to get set up with email, phone, laptop, and anything else he needs.

Don P was taking care of getting him his Legislative ID so I think that has already happened.

Danny Loubert will send onboarding forms for payroll and benefits once he is settled.

Brent's phone number is<sup>s.22</sup>

Thank you very much,

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377



**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 2:08 PM  
**To:** Robinson, Jon PREM:EX  
**Subject:** RE: Office mate

Thanks Jon.

---

**From:** Robinson, Jon PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:07 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Office mate

I did. Thanks Elizabeth.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:06 PM  
**To:** Robinson, Jon PREM:EX <Jon.Robinson@gov.bc.ca>  
**Subject:** RE: Office mate

Thanks Jon. Have you received your business cards?

---

**From:** Robinson, Jon PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:06 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Office mate

That should do it I think.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:04 PM  
**To:** Robinson, Jon PREM:EX <[Jon.Robinson@gov.bc.ca](mailto:Jon.Robinson@gov.bc.ca)>  
**Subject:** Office mate

Hi Jon,

Brent will be coming into your office in a couple days. Can you advise if he needs anything other than the computer and phone?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 2:47 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Connecting Brent

Thanks Maura. I've begun the process.

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, December 4, 2018 2:46 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Connecting Brent

Hi Elizabeth – I think he may just need a cell phone. M

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:05 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Connecting Brent

Hi Maura,

Should I order Brent business cards? And by phone do you mean a cell or a desk phone?

Thanks,

Elizabeth

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, December 4, 2018 12:59 PM  
**To:** Parkinson, Elizabeth PREM:EX; 'Brent Humphrey'  
**Subject:** Connecting Brent

Hello Elizabeth – by way of this email I am connecting you with Ministerial Advisor Brent Humphrey who is joining the Premier's Office.

He has started in your office but not physically moved in yet. He is going to be sharing an office with Jon Robinson.

Per our conversation Brent will need to get set up with email, phone, laptop, and anything else he needs.

Don P was taking care of getting him his Legislative ID so I think that has already happened.

Danny Loubert will send onboarding forms for payroll and benefits once he is settled.

Brent's phone number is 222-2222.

Thank you very much,

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 3:48 PM  
**To:** Wade, Debbie PREM:EX  
**Subject:** RE: BMO Spend Dynamics Statement Ready

I'll check with Finance.

---

**From:** Wade, Debbie PREM:EX  
**Sent:** Tuesday, December 4, 2018 3:47 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: BMO Spend Dynamics Statement Ready

Sure, if it's not to much work. s.22

I usually just give him the hard copy when it arrives.

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, December 4, 2018 3:46 PM  
**To:** Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>  
**Subject:** RE: BMO Spend Dynamics Statement Ready

I don't have his password for this new site Debbie. ☹ I believe the login is s.17  
up his password. Do we want to reset it?

but I didn't set-

Elizabeth

---

**From:** Wade, Debbie PREM:EX  
**Sent:** Tuesday, December 4, 2018 3:37 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FW: BMO Spend Dynamics Statement Ready

Hi Elizabeth;

Are you able to check to see what his balance is?

*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:** Meggs, Geoff PREM:EX  
**Sent:** Tuesday, December 4, 2018 3:31 PM  
**To:** Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>  
**Subject:** Fwd: BMO Spend Dynamics Statement Ready

How much?

Sent from my iPhone

Begin forwarded message:

**From:** "BMO Administration" <[do-not-reply@spenddynamics.com](mailto:do-not-reply@spenddynamics.com)>  
**Date:** December 4, 2018 at 3:08:04 PM PST  
**To:** [Geoff.Meggs@gov.bc.ca](mailto:Geoff.Meggs@gov.bc.ca)  
**Subject:** BMO Spend Dynamics Statement Ready  
**Reply-To:** [do-not-reply-spenddynamics@bmo.com](mailto:do-not-reply-spenddynamics@bmo.com)

---

#### Your BMO Statement is Available

We are pleased to advise that the statement for your corporate card is available for review.

To review your statement, simply click on the following link and select eStatement on the home page once you are logged in: <https://www.bmospenddynamics.com>

If you have any questions or require further support, please contact your organization's Card Program Administrator, or visit the help menu on the BMO Spend Dynamics™ home page once you're logged in.

Thank you for using BMO Spend Dynamics.

This message is intended only for the person or entity to whom it is addressed and may contain information that is privileged, confidential or otherwise protected from disclosure. If you are not the intended recipient, you are hereby notified that any dissemination or copying of this communication is strictly prohibited. If you have received this communication in error, please delete the message and its attachments and notify your Card Program Administrator immediately.

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 3:53 PM  
**To:** Holman, Melissa FIN:EX  
**Subject:** RE: Re-set password for Geoff Meggs

Thanks Melissa!

---

**From:** Holman, Melissa FIN:EX  
**Sent:** Tuesday, December 4, 2018 3:52 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Re-set password for Geoff Meggs

Hi Elizabeth,

I've sent Geoff an email with a BMO password reset.

-Melissa

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 3:49 PM  
**To:** Cleaver, Sheila C FIN:EX; Holman, Melissa FIN:EX  
**Subject:** Re-set password for Geoff Meggs

Hi Melissa,

Geoff Meggs has forgotten his login and password for his BMO MC. Is it possible to have it re-set?

Thanks,



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 3:53 PM  
**To:** Wade, Debbie PREM:EX  
**Subject:** Finance just sent Geoff an email to re-set it.



*Elizabeth Parkinson*

Finance and Administration Officer

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 4:05 PM  
**To:** Henry, David A FIN:EX  
**Subject:** RE: Brent Humphrey

Thanks David. I have a cell and Surface here. I'll check with Brent to check that he's ok with a Surface and get right back to you.

---

**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, December 4, 2018 4:02 PM  
**To:** Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Thanks Elizabeth.

We will get the device – is he getting Erin's surface(?) – ready. Do you have a phone? We can get one through Lana @ Ralph's if not.

**Don:** a service request (note to make it an emergency) should be submitted for the account, mailbox etc.

Cheers,  
David

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 2:46 PM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Privett, Don PREM:EX <Don.Privett@gov.bc.ca>  
**Subject:** FW: Brent Humphrey

His title is Ministerial Advisor.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:45 PM  
**To:** Privett, Don PREM:EX  
**Cc:** Henry, David A FIN:EX  
**Subject:** Brent Humphrey

Hi Don and David,

Can you please set-up Brent through the system with an IDIR (through OOP) and into the GAL? He will need a laptop and a phone which I guess means our spares are gone David. They're here if someone can set-up. He'll be here in the office on Thursday.

Thanks,

Elizabeth





*Elizabeth Parkinson*

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 4:06 PM  
**To:** 'Brent Humphrey'  
**Subject:** RE: Connecting Brent

Hey Brent,

Are you ok with a Surface Pro and Iphone6?

---

**From:** Brent Humphrey [mailto:<sup>s.22</sup>]  
**Sent:** Tuesday, December 4, 2018 1:29 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Connecting Brent

Cool. Me too, Elizabeth!  
B

On Dec 4, 2018, at 1:24 PM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Brent!! So happy to hear you are back with us! I'll get the ball rolling on your requirements and see you when you arrive here. Can't wait!

Elizabeth

---

**From:** Brent Humphrey [mailto:<sup>s.22</sup>]  
**Sent:** Tuesday, December 4, 2018 1:10 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Connecting Brent

Thank you, Maura!  
Hi, Elizabeth! Great to work with you again!  
I'm offsite and meeting w folks today/tomorrow around the precinct...no big rush on the above; plus I've seen Kelly in security for the photo...expect new badge will be ready when I'm next entering the building.  
CU soon.  
bh

On Dec 4, 2018, at 12:58 PM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hello Elizabeth – by way of this email I am connecting you with Ministerial Advisor Brent Humphrey who is joining the Premier's Office.  
He has started in your office but not physically moved in yet. He is going to be sharing an office with Jon Robinson.  
Per our conversation Brent will need to get set up with email, phone, laptop, and anything else he needs.  
Don P was taking care of getting him his Legislative ID so I think that has already happened.  
Danny Loubert will send onboarding forms for payroll and benefits once he is settled.  
Brent's phone number is <sup>s.22</sup>  
Thank you very much,  
Maura



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 4:32 PM  
**To:** Henry, David A FIN:EX; Privett, Don PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Hi David,

No access to the Premier's calendar please. At this time <sup>s.22</sup>  
necessary. Strictly a laptop and cell phone.

I'm told no UC device is

Elizabeth

---

**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, December 4, 2018 4:27 PM  
**To:** Privett, Don PREM:EX; Parkinson, Elizabeth PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Hi Don, see below in **BOLD**.  
David

---

**From:** Privett, Don PREM:EX  
**Sent:** December 4, 2018 4:18 PM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: Brent Humphrey

David, which specific Service Request Form items will I be submitting?

IDIR / Email ... **YES**  
Workstation ... **YES**  
Telephony, in light of UC ... **REQUEST UC Phone**  
**Mobile device (iPhone access) Airwatch I think it is called.**  
**Share access: same as someone in office?**  
**Access to calprem (Premier's office calendar)?**

I'll need to collect required data as I have none other than name and title.

Thx,  
Don

---

**From:** Henry, David A FIN:EX  
**Sent:** 04 December 2018 16:02  
**To:** Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Thanks Elizabeth.

We will get the device – is he getting Erin's surface(?) – ready. Do you have a phone? We can get one through Lana @ Ralphs's if not.

**Don:** a service request (note to make it an emergency) should be submitted for the account, mailbox etc.

Cheers,  
David

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 2:46 PM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>; Privett, Don PREM:EX <[Don.Privett@gov.bc.ca](mailto:Don.Privett@gov.bc.ca)>  
**Subject:** FW: Brent Humphrey

His title is Ministerial Advisor.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:45 PM  
**To:** Privett, Don PREM:EX  
**Cc:** Henry, David A FIN:EX  
**Subject:** Brent Humphrey

Hi Don and David,

Can you please set-up Brent through the system with an IDIR (through OOP) and into the GAL? He will need a laptop and a phone which I guess means our spares are gone David. They're here if someone can set-up. He'll be here in the office on Thursday.

Thanks,

Elizabeth



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 4:47 PM  
**To:** Hockin, Amber PREM:EX  
**Subject:** Computer access for Brent Humphrey

Hi Amber,

I'm setting up Brent's start-up requirements and wanted to check with you about what computer drives he should have access to? Is there someone else who has similar access I can ask IT to duplicate?

Thanks,



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Vancouver to Victoria (2:10 PM)  
**Location:** Flight # 719

**Start:** Wed 2018-12-05 2:10 PM  
**End:** Wed 2018-12-05 2:45 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

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

Wednesday, December 5, 2018

HELIJET Flight # 719

Depart Vancouver Harbour at 2:10 PM  
Arrive Victoria Harbour at 2:45 PM

CONFIRMATION #<sup>s.22</sup>

Helijet tel # 1-800-665-4354

Elizabeth-05-12-18

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 9:10 AM  
**To:** Dewar, Bob PREM:EX  
**Subject:** Accepted: HELIJET: Vancouver to Victoria (2:10 PM)



## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: 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:** Free

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** PREM CAL PREM:EX

**Required Attendees** Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Dewar, Bob PREM:EX

**Optional Attendees:** s.17

**Importance:** High

Wednesday, December 5, 2018

OVERNIGHT: s.15

**CONFIRMATIONS:** Premier s.22  
Bob  
Evan  
Sheena

s.15 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

## Shortt, Amanda PREM:EX

---

**Subject:** OVERNIGHT:<sup>s.15</sup>  
**Location:** s.15

**Start:** Wed 2018-12-05 12:00 AM  
**End:** Thu 2018-12-06 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; Dewar, Bob PREM:EX

**Optional Attendees**<sup>s.17</sup>

Wednesday, December 5, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier s.22  
Bob  
Evan  
Sheena

s.15 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

## Shortt, Amanda PREM:EX

---

**Subject:** OVERNIGHT:<sup>s.15</sup>  
**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 Attendees** McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Dewar, Bob PREM:EX

**Optional Attendees**<sup>s.17</sup>

Thursday, December 6, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier<sup>s.22</sup> - 2 nights  
s.15; s.22

Bob	<sup>s.22</sup>	- 2 nights
Sheena	i	2 nights
Evan	i	- 2 nights

Check-in: 3:00 pm  
Check-out: 12:00 pm

s.15 room at \$159 per night plus taxes

Elizabeth-06-11-18

## Shortt, Amanda PREM:EX

---

**Subject:** OVERNIGHT<sup>s.15</sup>  
**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 Attendees** McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Dewar, Bob PREM:EX

**Optional Attendees**<sup>s.17</sup>

Thursday, December 6, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier<sup>s.22</sup> - 2 nights  
s.15; s.22

Bob	<sup>s.22</sup>	- 2 nights
Sheena		2 nights
Evan		- 2 nights

Check-in: 3:00 pm  
Check-out: 12:00 pm

<sup>s.22</sup> room at \$159 per night plus taxes

Elizabeth-06-11-18

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 9:36 AM  
**To:** Henry, David A FIN:EX  
**Subject:** RE: Brent Humphrey

Hi David,

Brent would like the Surface Pro and the Iphone. I can set up the phone as I have Erin's here now.

Thanks,

Elizabeth

---

**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, December 4, 2018 4:27 PM  
**To:** Privett, Don PREM:EX; Parkinson, Elizabeth PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Hi Don, see below in **BOLD**.  
David

---

**From:** Privett, Don PREM:EX  
**Sent:** December 4, 2018 4:18 PM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: Brent Humphrey

David, which specific Service Request Form items will I be submitting?

IDIR / Email ... **YES**  
Workstation ... **YES**  
Telephony, in light of UC ... **REQUEST UC Phone**  
**Mobile device (iPhone access) Airwatch I think it is called.**  
**Share access: same as someone in office?**  
**Access to calprem (Premier's office calendar)?**

I'll need to collect required data as I have none other than name and title.

Thx,  
Don

---

**From:** Henry, David A FIN:EX  
**Sent:** 04 December 2018 16:02  
**To:** Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Thanks Elizabeth.

We will get the device – is he getting Erin's surface(?) – ready. Do you have a phone? We can get one through Lana @ Ralphs's if not.

**Don:** a service request (note to make it an emergency) should be submitted for the account, mailbox etc.

Cheers,  
David

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 2:46 PM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>; Privett, Don PREM:EX <[Don.Privett@gov.bc.ca](mailto:Don.Privett@gov.bc.ca)>  
**Subject:** FW: Brent Humphrey

His title is Ministerial Advisor.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:45 PM  
**To:** Privett, Don PREM:EX  
**Cc:** Henry, David A FIN:EX  
**Subject:** Brent Humphrey

Hi Don and David,

Can you please set-up Brent through the system with an IDIR (through OOP) and into the GAL? He will need a laptop and a phone which I guess means our spares are gone David. They're here if someone can set-up. He'll be here in the office on Thursday.

Thanks,

Elizabeth



*Elizabeth Parkinson*

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 9:37 AM  
**To:** Richards, Erin GCPE:EX  
**Subject:** RE: Do you have the iphone charger?

Thanks Erin!

---

**From:** Richards, Erin GCPE:EX  
**Sent:** Wednesday, December 5, 2018 9:37 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Do you have the iphone charger?

Yep! Will bring it and the headphones over this afternoon.

Erin Richards  
250-361-6901

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 9:36 AM  
**To:** Richards, Erin GCPE:EX <Erin.Richards@gov.bc.ca>  
**Subject:** Do you have the iphone charger?



*Elizabeth Parkinson*

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 9:39 AM  
**To:** s.15  
**Subject:** RE: Booking for the Premier, Dec. 5

Thank you Angela! You're a treasure!

---

**From:** s.15  
**Sent:** Wednesday, December 5, 2018 9:38 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Booking for the Premier, Dec. 5

I have updated this reservation and just sent you the revised confirmation. As we do not have a credit card on file for Mr. Dewar, he will just need to present one at time of check-in.  
Thanks again Elizabeth!

---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 05, 2018 9:23 AM  
**To:** s.15  
**Subject:** RE: Booking for the Premier, Dec. 5

Thank you so much Angela!

---

**From:** s.15  
**Sent:** Wednesday, December 5, 2018 9:21 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Booking for the Premier, Dec. 5

Perfect – thanks so much. Yes, that is no problem for me to change the name on Ms. Hockin's reservation to Mr. Dewar. The confirmation will be the same and I will send you the revised confirmation letter shortly.

Thanks again!  
Angela

---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 05, 2018 9:14 AM  
**To:** s.15  
**Subject:** RE: Booking for the Premier, Dec. 5

Hi Angela,

Evan Brown will be checking in the Premier today and may do it later this afternoon possibly around 5:00 pm. We are going to have a staff change in one of the rooms. Amber Hockin will not be travelling and Bob Dewar will be staying in her room. Are you able to make that change for me?

Elizabeth



**From:** s.15

**Sent:** Wednesday, December 5, 2018 9:10 AM

**To:** Parkinson, Elizabeth PREM:EX

**Cc:** s.15

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

Hi Elizabeth,

Although I am in the hotel this morning, s.22

Front Office leaders and our s.15

well should you need to pass along any information or have any questions at all. If you could let us all know the Premier's arrival time and confirm if s.15

wonderful.

Thanks so much Elizabeth!

Angela

---

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

**Sent:** Thursday, November 29, 2018 10:58 AM

**To:** s.15

**Subject:** RE: BOOKING FOR THE PREMIER, Dec. 5

Thank you Angela. I will get in touch once the schedule is confirmed.

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.17 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.

Hope all is well.

Angela

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 Angela! I hope you're well? I don't yet have all the details of the Premier's day on Dec. 5<sup>th</sup> 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.17 and that is the best card for billing. All other staff should also have their own government cards on file. They will all be flying out early the next morning, so I'm sure a fast checkout would be appreciated.

Thank you Angela 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; s.15

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

Hi Elizabeth,

So nice to hear from you. I am s.22 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!

Angela

---

**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 Angela,

I hope you're well. I'd like to book for the Premier Evan Brown, Sheena McConnell and Amber Hockin on Dec. 5<sup>th</sup>. 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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 9:49 AM  
**To:** 'Tamra Bartilucci'  
**Subject:** RE: Flights for Bob Dewar

That's the one Tamra. Please book all ☺

---

**From:** Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]  
**Sent:** Wednesday, December 5, 2018 9:46 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Flights for Bob Dewar

Hi Elizabeth

Sorry I thought you mentioned the direct flight.

This is the flight you would like , correct ?

AC 403T 08DEC J Montreal to Toronto 800A 926A  
AC 261T 08DEC Toronto to Winnipeg 1015A 1154A

Thanks

**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, December 05, 2018 9:41 AM  
**To:** Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>  
**Subject:** RE: Flights for Bob Dewar

Hi Tamra,

Everything looks good but the flight to Winnipeg was at 8:00 am through Toronto. Is that available?

---

**From:** Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]  
**Sent:** Wednesday, December 5, 2018 9:37 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Flights for Bob Dewar

Hi Elizabeth

Please confirm if these are the changes you would like done for Bob:

Book Bob Dewar new flight :

\$292

AC8076T 05DEC W Victoria to Vancouver 635P 705P

Change Amber Hockin's flight to Bob Dewar :

AC 398H 06DEC Q Vancouver to Montreal 700A 255

AC 373S 08DEC Montreal to Winnipeg 510P 715P

And lastly cancel Bob's flight from Victoria to Winnipeg

If all looks correct please let me know and I will get it changed

---

## 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

## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: 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:** Free

**Recurrence:** (none)

**Meeting Status:** Not yet responded

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

**Importance:** High

Saturday, December 8, 2018

AIR CANADA Flight # AC 8056

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

CONFIRMATION #<sup>s.22</sup>      Seat #<sup>s.15</sup>

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

Elizabeth-29-11-18

## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: 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:** Free

**Recurrence:** (none)

**Meeting Status:** Not yet responded

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

**Importance:** High

Saturday, December 8, 2018

AIR CANADA Flight # AC 0290

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

CONFIRMATION #<sup>s.22</sup>      Seat #<sup>s.15</sup>

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

Elizabeth-29-11-18

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 9:51 AM  
**To:** Privett, Don PREM:EX  
**Subject:** RE: Brent Humphrey

Thanks Don.

---

**From:** Privett, Don PREM:EX  
**Sent:** Wednesday, December 5, 2018 9:51 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Brent Humphrey

I'll sort it out and submit the requests based on what you and David are saying.  
D.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** 05 December 2018 09:43  
**To:** Henry, David A FIN:EX; Privett, Don PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Hi Don and David,

Brent would need the same access as Jon Robinson to start. Can that be set-up for now?

Thanks,

Elizabeth

---

**From:** Henry, David A FIN:EX  
**Sent:** Tuesday, December 4, 2018 4:27 PM  
**To:** Privett, Don PREM:EX; Parkinson, Elizabeth PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Hi Don, see below in **BOLD**.  
David

---

**From:** Privett, Don PREM:EX  
**Sent:** December 4, 2018 4:18 PM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** PREM Tech <PREM.Tech@gov.bc.ca>  
**Subject:** RE: Brent Humphrey

David, which specific Service Request Form items will I be submitting?

IDIR / Email ... **YES**  
Workstation ... **YES**



Telephony, in light of UC ... **REQUEST UC Phone**  
**Mobile device (iPhone access) Airwatch I think it is called.**  
**Share access: same as someone in office?**  
**Access to calprem (Premier's office calendar)?**

I'll need to collect required data as I have none other than name and title.

Thx,  
Don

---

**From:** Henry, David A FIN:EX  
**Sent:** 04 December 2018 16:02  
**To:** Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX  
**Cc:** PREM Tech  
**Subject:** RE: Brent Humphrey

Thanks Elizabeth.

We will get the device – is he getting Erin's surface(?) – ready. Do you have a phone? We can get one through Lana @ Ralphs's if not.

**Don:** a service request (note to make it an emergency) should be submitted for the account, mailbox etc.

Cheers,  
David

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 4, 2018 2:46 PM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>; Privett, Don PREM:EX <[Don.Privett@gov.bc.ca](mailto:Don.Privett@gov.bc.ca)>  
**Subject:** FW: Brent Humphrey

His title is Ministerial Advisor.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Tuesday, December 4, 2018 2:45 PM  
**To:** Privett, Don PREM:EX  
**Cc:** Henry, David A FIN:EX  
**Subject:** Brent Humphrey

Hi Don and David,

Can you please set-up Brent through the system with an IDIR (through OOP) and into the GAL? He will need a laptop and a phone which I guess means our spares are gone David. They're here if someone can set-up. He'll be here in the office on Thursday.

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**Subject:** CHECK IN at airport

**Start:** Thu 2018-12-06 5:55 AM

**End:** Thu 2018-12-06 6:00 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; Dewar, Bob PREM:EX

**Optional Attendees** s.17

## Shortt, Amanda PREM:EX

---

**Subject:** CHECK IN at airport

**Start:** Thu 2018-12-06 5:55 AM

**End:** Thu 2018-12-06 6:00 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; Dewar, Bob PREM:EX

**Optional Attendees** s.17

## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: TRAVEL<sup>s.15</sup>  
**Location:** s.15

**Start:** Thu 2018-12-06 11:55 AM  
**End:** Thu 2018-12-06 12:30 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; Dewar, Bob PREM:EX

**Optional Attendees**<sup>s.17</sup>

**Importance:** High

25 Minutes

## Shortt, Amanda PREM:EX

---

**Subject:** TRAVEL: 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 Attendees** Brown, Evan PREM:EX; McConnell, Sheena PREM:EX; Dewar, Bob PREM:EX

**Optional Attendees** s.17

25 Minutes

## Shortt, Amanda PREM:EX

---

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

**Location:** Flight # AC 0301

**Start:** Sat 2018-12-08 7:20 AM

**End:** Sat 2018-12-08 9:52 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**<sup>s.17</sup>

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 # <sup>s.22</sup>	, Seat <sup>s.15</sup>
	Sheena #	Seat
	Evan #	Seat

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

Elizabeth-28-11-18

## Shortt, Amanda PREM:EX

---

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

**Location:** Flight # AC 0301

**Start:** Sat 2018-12-08 7:20 AM

**End:** Sat 2018-12-08 9:52 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**<sup>s.17</sup>

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 # <sup>s.22</sup>	Seat <sup>s.15</sup>
	Sheena #	Seat
	Evan #	Seat

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

Elizabeth-28-11-18



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 10:47 AM  
**To:** Aaron, Sage PREM:EX  
**Subject:** RE: travel back from Vancouver

**Importance:** High

The last flight out would be at 2:20 from YVR on Harbour Air. Helijet had nothing available when I called earlier but I'll check again. Or I could fly you Air Canada?

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Wednesday, December 5, 2018 10:43 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: travel back from Vancouver

Thank you!

Sage  
778-678-0832  
Sent from my mobile device

On Dec 5, 2018, at 10:38 AM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Sage,

I don't see any travel for you here either. I'm on the line with Helijet and will try Harbour Air after. Will get right back to you.

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Wednesday, December 5, 2018 10:34 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** travel back from Vancouver

Hi Elizabeth,  
I don't see travel back from Vancouver in my calendar for today. Do you know if a flight is booked? If not, could you get me in somewhere? The latest flight possible would be great. 😊  
Thanks,

**Sage Aaron, Communications Director**  
Office of the Premier | Government of BC  
501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832

## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: 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:** Free

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** s.17

**Required Attendees** McConnell, Sheena PREM:EX; Brown, Evan PREM:EX; Dewar, Bob PREM:EX

**Importance:** High

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 # <sup>s.22</sup>	Seat # <sup>s.15</sup>
	Sheena #	Seat #
	Evan #	Seat #
	Bob #	, Seat :

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

Elizabeth-07-11-18

## Shortt, Amanda 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; Dewar, Bob 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 i <sup>s.22</sup>	Seat # <sup>s.15</sup>
	Sheena #	Seat #
	Evan #	Seat #
	Bob #	, Seat i

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

Elizabeth-07-11-18

## Shortt, Amanda PREM:EX

---

**Subject:** AIR CANADA: Montreal to Toronto (8:00 AM)  
**Location:** AC Flight # 403T

**Start:** Sat 2018-12-08 5:00 AM  
**End:** Sat 2018-12-08 6:26 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 # 403T

Depart Montreal Airport at 8:00 AM  
Arrive Toronto Airport (Terminal 1) at 9:26 AM

CONFIRMATION # <sup>s.22</sup>      Seat # <sup>s.15</sup>

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

Elizabeth-05-12-18

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 10:56 AM  
**To:** Dewar, Bob PREM:EX  
**Subject:** Accepted: AIR CANADA: Montreal to Toronto (8:00 AM)

## Shortt, Amanda PREM:EX

---

**Subject:** AIR CANADA: Toronto to Winnipeg (10:15 AM)  
**Location:** Flight # 0261

**Start:** Sat 2018-12-08 7:15 AM  
**End:** Sat 2018-12-08 9:54 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 # 0261

Depart Toronto Airport (Terminal 1) at 10:15 AM  
Arrive Winnipeg Airport at 11:54 AM

CONFIRMATION #<sup>s.22</sup> , Seat #<sup>s.15</sup>

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

Elizabeth -05-12-18

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 10:57 AM  
**To:** Dewar, Bob PREM:EX  
**Subject:** Accepted: AIR CANADA: Toronto to Winnipeg (10:15 AM)

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 11:01 AM  
**To:** Aaron, Sage PREM:EX  
**Subject:** RE: travel back from Vancouver - YVR to Victoria

OK, It's confirmed. I'll put it into your calendar now. You may have to put it onto your credit card unless you have a ticket on you? I will claim it back on your travel.

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Wednesday, December 5, 2018 10:56 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: travel back from Vancouver

I'll take the 220 on Harbour Air as it's the surest bet. Thanks, Elizabeth.

Sage  
778-678-0832  
Sent from my mobile device

On Dec 5, 2018, at 10:52 AM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Sage,

I have you waitlisted on the 2:10 Heli from the harbour (Bob is on it) but that's all that's available. What would you prefer?

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Wednesday, December 5, 2018 10:43 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: travel back from Vancouver

Thank you!

Sage  
778-678-0832  
Sent from my mobile device

On Dec 5, 2018, at 10:38 AM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Sage,

I don't see any travel for you here either. I'm on the line with Helijet and will try Harbour Air after.  
Will get right back to you.

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Wednesday, December 5, 2018 10:34 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** travel back from Vancouver



Hi Elizabeth,

I don't see travel back from Vancouver in my calendar for today. Do you know if a flight is booked?

If not, could you get me in somewhere? The latest flight possible would be great. 😊

Thanks,

**Sage Aaron, Communications Director**

Office of the Premier | Government of BC

501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 11:05 AM  
**To:** Aaron, Sage PREM:EX  
**Subject:** RE: travel back from Vancouver

Bob had a Harbour Air and it's long gone. They have nothing after this flight.

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Wednesday, December 5, 2018 11:04 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: travel back from Vancouver

Actually, Bob cancelled his spot on the 4 Heli -could you pretty pleas check if his spot is available?

Sage  
778-678-0832  
Sent from my mobile device

On Dec 5, 2018, at 10:55 AM, Aaron, Sage PREM:EX <[Sage.Aaron@gov.bc.ca](mailto:Sage.Aaron@gov.bc.ca)> wrote:

I'll take the 220 on Harbour Air as it's the surest bet. Thanks, Elizabeth.

Sage  
778-678-0832  
Sent from my mobile device

On Dec 5, 2018, at 10:52 AM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

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**Sent:** Wednesday, December 5, 2018 10:43 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: travel back from Vancouver

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Sage  
778-678-0832  
Sent from my mobile device

On Dec 5, 2018, at 10:38 AM, Parkinson, Elizabeth PREM:EX  
<[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

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Will get right back to you.

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Wednesday, December 5, 2018 10:34 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** travel back from Vancouver

Hi Elizabeth,  
I don't see travel back from Vancouver in my calendar for today. Do you know if a flight is booked?  
If not, could you get me in somewhere? The latest flight possible would be great. 😊  
Thanks,

**Sage Aaron, Communications Director**  
Office of the Premier | Government of BC  
501 Belleville St, Victoria, BC V8V 2L8 | 778-678-0832

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 11:35 AM  
**To:** Privett, Don PREM:EX  
**Subject:** RE: Legislature Keychain

Ask them if I can pay it by MC I will need a receipt.

---

**From:** Privett, Don PREM:EX  
**Sent:** Wednesday, December 5, 2018 11:30 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Legislature Keychain

Elizabeth,  
Do I tell the gift shop to charge it to the PO?  
Anything else I should consider?  
Don

---

**From:** Nash, Amber PREM:EX  
**Sent:** 05 December 2018 09:53  
**To:** Privett, Don PREM:EX  
**Cc:** Parkinson, Elizabeth PREM:EX  
**Subject:** Legislature Keychain

Hi Don,

Can you please swing by the gift shop and purchase a Legislature keychain on behalf of the Premier?

We need the keychain to attach to a key fob for a Pacifica housing unit in Langford.

**Amber Nash**, Executive Coordinator  
Office of the Premier  
Direct: 250-356-0210  
Mobile: 778-584-3330

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 11:39 AM  
**To:** s.15; s.22  
**Subject:** FW:s.15; s.22 check in and get to your room faster.

---

**From:** s.15  
**Sent:** Wednesday, December 5, 2018 11:36 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** s.15; s.22 check in and get to your room faster.

s.15

s.15; s.22

USE MOBILE CHECK-IN NOW AND

# Get to your room faster

## HERE'S HOW:

1. Download the app and sign-in or join  
s.15

2. Check in for your upcoming stay

3. Explore our newly designed app!

DOWNLOAD TODAY

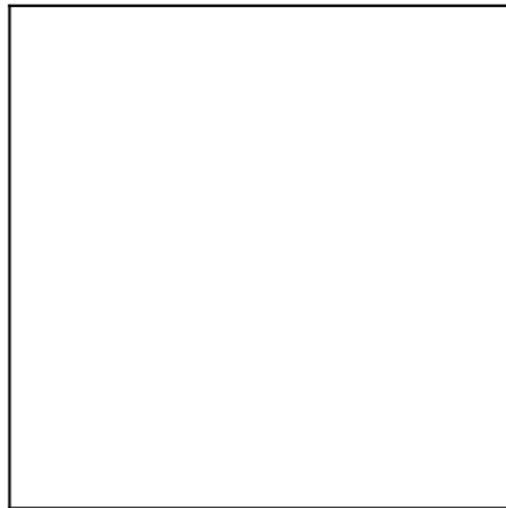


BEFORE YOU ARRIVE...

## Start making mobile requests using our app

Get extra towels, feather-free pillows and anything else.

DOWNLOAD THE APP



THROUGHOUT YOUR STAY...

Enjoy these benefits because you've booked direct

ROOM READY ALERTS ☐

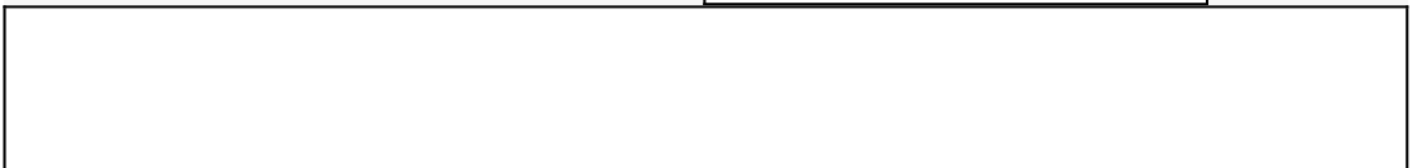
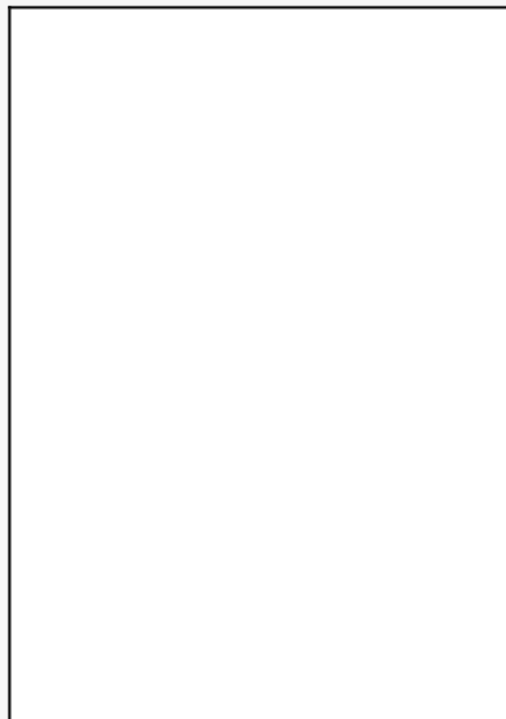
Find out the instant your room is ready.

MOBILE REQUESTS ☐

Chat with us anytime, anywhere.

MOBILE CHECK-OUT ☐

Leave the key and hit the road.



Page 081 of 348

Withheld pursuant to/removed as

s.15

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 12:31 PM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87466 Records Due December 12, 2018

No records.

Elizabeth

---

**From:** OOP FOI PREM:EX  
**Sent:** Wednesday, December 5, 2018 11:54 AM  
**To:** LP PO Deputy Minister; LP PO Executive Office; LP Premiers Vancouver Office  
**Subject:** Call for Records OOP-2018-87466 Records Due December 12, 2018

Hello,

Please see the below request and please let me know by December 12<sup>th</sup> whether or not you have any records:

**Canvassed: All Staff**

---

All correspondence regarding <sup>s.22</sup>

(Date Range for Record Search: From 08/17/2018 To 11/23/2018) 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



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 12:54 PM  
**To:** Ennis, Randall LASS:EX  
**Subject:** RE: Staff picture

Thanks Randy!

---

**From:** Ennis, Randall [mailto:Randall.Ennis@leg.bc.ca]  
**Sent:** Wednesday, December 5, 2018 12:49 PM  
**To:** Parkinson, Elizabeth PREM:EX; CardlockPC  
**Subject:** FW: Staff picture

Hi Kelly,

Please action – thanks!

RE

---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** December-05-18 11:45 AM  
**To:** Security, Inquiries & Requests <Security@leg.bc.ca>  
**Subject:** Staff picture

Hi Kelly and Michelle,

Is it possible to get a copy of Bob Dewar's photo from his pass? I need a picture for his security pass while travelling with the Premier.

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 1:06 PM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Reminder: Call for Records OOP-2018-87319 Records Due November 26, 2018

Thanks Alison.

---

**From:** OOP FOI PREM:EX  
**Sent:** Wednesday, December 5, 2018 12:58 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Reminder: Call for Records OOP-2018-87319 Records Due November 26, 2018

Hi Elizabeth,

No problem at all, I can do that ☺ I'm<sup>s.22</sup> but I'll try to pop down before I leave,  
otherwise I'll connect with you to find a time tomorrow.

Thanks so much!

Alison

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Wednesday, December 5, 2018 11:20 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Reminder: Call for Records OOP-2018-87319 Records Due November 26, 2018

Hey Alison,  
If you don't mind doing your magic on my computer as I can't seem to get them to copy, I'm here all day. ☺

---

**From:** OOP FOI PREM:EX  
**Sent:** Tuesday, December 4, 2018 11:19 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Reminder: Call for Records OOP-2018-87319 Records Due November 26, 2018

Hi Elizabeth,

Just a reminder for this request.

Thank you,

Alison

---

**From:** OOP FOI PREM:EX  
**Sent:** Friday, November 9, 2018 1:45 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Call for Records OOP-2018-87319 Records Due November 26, 2018

Hi Elizabeth,

Please see the request below and please let me know by November 26<sup>th</sup> whether or not you have any records. Please PDF records into this folder:

Z:\Government\FOI\OOP-2018-87319 - Elizabeth all sent September\Records

Please let Alison know if you need any help with PDF'ing these records.

**To PDF records:**

- Shift and up arrow to select emails (batches of about 100-150 emails at a time)
- File, Print, change printer to Adobe PDF
- Save in LAN folder

---

*Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages – excluding attachments - sent from Elizabeth Parkinson.*

*(Date Range for Record Search: From 09/01/2018 To 09/30/2018) Date Format is MM/DD/YYYY*

---

**Amanda Shortt, Administrative Assistant**  
Deputy Minister's Office | Office of the Premier  
Room 272 - West Annex, Parliament Buildings  
Victoria BC V8W 9E1

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 2:07 PM  
**To:** Aaron, Sage PREM:EX  
**Subject:** FW: Desk  
**Attachments:** Elizabeth HAT.pdf

Hi Sage,

Here is the quote for your height adjustable desk. Does this all look correct?

Thanks,

Elizabeth

---

**From:** Steve Nagy [mailto:[snagy@graphicoffice.com](mailto:snagy@graphicoffice.com)]  
**Sent:** Sunday, December 2, 2018 10:21 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Desk

Hi Elizabeth,

Here is the quote for the height adjustable desk. It has gone up a little due to steel tariffs.

If all looks good just send me back an email and I will order.

Thanks,

Steve

**Steve Nagy**

**GRAPHIC**  
OFFICE INTERIORS

GRAPHIC OFFICE INTERIORS LTD.

1751 Sean Heights

Saanichton BC V8M 0B3

d | 250.544.3501 m | 250.883.2699

e | [snagy@graphicoffice.com](mailto:snagy@graphicoffice.com) | [www.graphicoffice.com](http://www.graphicoffice.com)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 2:24 PM  
**To:** 'Lévesque, Simon'  
**Subject:** RE: Form won't submit

Thank you Simon. I have checked everything three times and it is all correct. I'll try one more time now and if it doesn't work I will send to you. Bob is replacing Amber Hockin, previously registered, <sup>s.22</sup>.

Much thanks!

Elizabeth

---

**From:** Lévesque, Simon [mailto:Simon.Levesque@scics.ca]  
**Sent:** Wednesday, December 5, 2018 2:09 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Form won't submit

Hi Elizabeth,

All fields with a \* are mandatory and need to be filled. Also, the system accepts each email address only once. Photos should be in Jpg format and less than 8Mb. This is usually what prevents it from working.

Should it still not work for you Please send me a photo of Bob Dewar and his official title, I will register him

### Simon Lévesque

Conference Administrative Officer / Agent administratif de conférences

Conference Services / Services aux conférences

C. 613-293-6586

[simon.levesque@scics.ca](mailto:simon.levesque@scics.ca)

222, rue Queen St – Ottawa ON – K1P 5V9



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Intergovernmental  
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Secretariat

Secrétariat  
des conférences  
intergouvernementales  
canadiennes



---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 05, 2018 4:57 PM  
**To:** Lévesque, Simon <Simon.Levesque@SCICS.CA>  
**Subject:** Form won't submit

Hi! I'm filling in the form for Bob Dewar who will be attending the FMM with Premier John Horgan and it will not submit the form. Help!

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 2:29 PM  
**To:** 'Steve Nagy'  
**Subject:** RE: Desk

Hi Steve,

Please order the desk.

Much 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](mailto:elizabeth.parkinson@gov.bc.ca)

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---

**From:** Steve Nagy [<mailto:snagy@graphicoffice.com>]  
**Sent:** Sunday, December 2, 2018 10:21 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Desk

Hi Elizabeth,

Here is the quote for the height adjustable desk. It has gone up a little due to steel tariffs.

If all looks good just send me back an email and I will order.

Thanks,

Steve

**Steve Nagy**

**GRAPHIC**  
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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 2:55 PM  
**To:** 'giftshop@leg.bc.ca'  
**Subject:** Payment

Hi! I'd like to pay the receipt from this morning's purchase, \$5.19. Can I call you with a credit card number?

Thanks,



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 3:15 PM  
**To:** 'Lévesque, Simon'  
**Subject:** RE: Bob Dewar registration

Thank you Simon!

---

**From:** Lévesque, Simon [mailto:Simon.Levesque@scics.ca]  
**Sent:** Wednesday, December 5, 2018 3:01 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Bob Dewar registration

Thanks Elizabeth, Amber Hockin's registration has been replaced by Bob Dewar's.

### Simon Lévesque

Conference Administrative Officer / Agent administratif de conférences  
Conference Services / Services aux conférences  
C. 613-293-6586  
[simon.levesque@scics.ca](mailto:simon.levesque@scics.ca)  
222, rue Queen St – Ottawa ON – K1P 5V9



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Secretariat

Secrétariat  
des conférences  
intergouvernementales  
canadiennes



---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 05, 2018 5:27 PM  
**To:** Lévesque, Simon <Simon.Levesque@SCICS.CA>  
**Subject:** (Suspect URL / URL Suspect) Bob Dewar registration

Hi Simon,

Still won't allow me to submit. Attached is the form with Bob's details and his picture.

Thanks again,

Elizabeth

- Your Email Address doesn't match the Confirm Your Email Address.

## Delegate Registration

By submitting your personal information, you are consenting to its collection, use and disclosure in accordance with the Privacy Notice Statement.

\*Mandatory fields

## General Information

Please note that anyone who will be present the day of the meeting needs to register and provide photo ID, regardless of whether or not they will be in the meeting room.

\*Salutation:

\*First Name:

\*Last Name:

\*Email Address:

\*Confirm Email Address:

Full name as it will appear on the badge:

\*Job Title:

Division/Branch:

\*Company/Organization/Department:

\*Jurisdiction:

Federal  
Provincial  
Territorial  
Other

\*Province:

Country:

\*Office phone Number:

Cell Phone Number (not for publication):

Special Needs:

\*Status:

Participant  
Speaker/panelist  
Conference personnel  
Access to documents only  
Other

Conferences (December 6)

Private Dinner (Prime Minister and Premiers Only)

\*Please see invitation email and/or logistics note for information regarding timing for dinner.

\*Conferences (December 7)

First Ministers' Meeting  
Meeting of First Ministers and Indigenous Leaders

\*Please see invitation email and/or logistics note for information regarding meeting timing.

---

## Additional Personal Information

\*Meal Preference?

Non-Vegetarian  
Vegetarian

For any special dietary or other needs, please contact [Theresa.Vanasse@pco-bcp.gc.ca](mailto:Theresa.Vanasse@pco-bcp.gc.ca).

\*Will you be staying at the Marriott Chateau Champlain the night of December 6?

No  
Yes

\*Please see invitation email and/or logistics note for hotel block information. Individuals are required to book their own hotel room.

---

## Photograph

Please upload a photo (format .gif or .jpg) which we will print on your ID badge. It must be a color photo of your face and approximately 1.5" tall and 1" wide (passport format). When you click on "Submit" at the bottom of the registration form, the attached photo will be automatically uploaded.

\*All participants, delegates, presenters and support staff are required to upload a photo so that an identification badge can be made for them. This photo ID will be required in order to access the meeting room level, the press conference and delegations' breakout rooms.

\*Photograph:

[ VIEW CURRENT FILE]

---

## Emergency Contact

First Name:

Last Name:

Telephone Number:

Email Address:

Confirm Email Address:

---

## If you are completing this form on behalf of another person:

Your First Name:

Your Last Name:

Your Telephone Number:

Your Email Address:

Confirm Your Email Address:

I need access to documents.

---

## Consent

\*Your personal information is being collected to facilitate your attendance. Your personal information is collected under the authority of Order-in-Council DORS/73-710. Your personal information may be provided to the conference host and conference administration, including the host facility, host hospitality services and host security. If you have any questions or concerns regarding the handling of your personal information, you can contact [info@scics.ca](mailto:info@scics.ca). If you are not satisfied that we have adequately respected your privacy, you may wish to contact the Office of the Privacy Commissioner by calling 1-800-267-0441 or via the Internet at [BLOCKEDpriv\[.\]gc\[.\]caBLOCKED](#).

I, the undersigned, hereby declare that the information provided in this form is accurate, up-to-date and complete. I consent to the personal information being collected, used and shared for the above purposes.

[Please click here if you require assistance in filling out this form](#)

---

**From:** Lévesque, Simon [<mailto:Simon.Levesque@scics.ca>]

**Sent:** Wednesday, December 5, 2018 2:09 PM

**To:** Parkinson, Elizabeth PREM:EX

**Subject:** RE: Form won't submit

Hi Elizabeth,

All fields with a \* are mandatory and need to be filled. Also, the system accepts each email address only once. Photos should be in Jpg format and less than 8Mb. This is usually what prevents it from working.

Should it still not work for you Please send me a photo of Bob Dewar and his official title, I will register him

Simon Lévesque

Conference Administrative Officer / Agent administratif de conférences

Conference Services / Services aux conférences

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[simon.levesque@scics.ca](mailto:simon.levesque@scics.ca)

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Conference  
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Secrétariat  
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intergouvernementales  
canadiennes



---

**From:** Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]

**Sent:** Wednesday, December 05, 2018 4:57 PM

**To:** Lévesque, Simon <[Simon.Levesque@SCICS.CA](mailto:Simon.Levesque@SCICS.CA)>

**Subject:** Form won't submit

Hi! I'm filling in the form for Bob Dewar who will be attending the FMM with Premier John Horgan and it will not submit the form. Help!

Thanks,

Elizabeth



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 3:25 PM  
**To:** Beale, William TRAN:EX  
**Subject:** Meeting Friday with Bob Dewar

Hi Will,

Bob is no longer available for this meeting on Friday at 11:00 am as he is travelling with the Premier. Sorry for the inconvenience.



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 3:30 PM  
**To:** Farrance, Melissa LASS:EX  
**Subject:** Nanaimo

Hi Melissa,

Bob is travelling with the Premier and has asked me to check with you about a possible concall/meeting on Monday, December 10<sup>th</sup> in the morning (Pacific time). Are you able to suggest times that would work?

Thanks,



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

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Office: 250-387-1715

E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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Withheld pursuant to/removed as

s.22



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 5:04 PM  
**To:** Privett, Don PREM:EX  
**Subject:** Decorations

Hi Don,

Can you please ask Surjit if the empty tree boxes can go downstairs in the vault for now? Also, I think there are a couple more boxes of decorations for the trees and we need them for the other tree. Can they bring them up?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 9:00 AM  
**To:** Garland, Karen CITZ:EX  
**Subject:** RE: Cards

Hi Karen,

How about just before noon? The Premier isn't here, but I'd love to give you a mini tour and introduce you to people if you have the time.

Elizabeth

---

**From:** Garland, Karen CITZ:EX  
**Sent:** Thursday, December 6, 2018 8:36 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Cards

Good morning Elizabeth  
I'd be delighted to pop over and bring back the originals.  
Is there a particular time that works best for you? My day is open.

Thanks,  
Karen

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

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 5, 2018 4:56 PM  
**To:** Garland, Karen CITZ:EX <Karen.Garland@gov.bc.ca>  
**Subject:** Cards

Hi Karen,

THANK YOU so much for getting the cards to us so quickly! They look wonderful. Will you be stopping by with the originals tomorrow or can I get Gary to pick them up? I'd love to show you what we've done with some of the other artwork in the office if you're able to come by for a while.

Thanks again!



*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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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 9:01 AM  
**To:** Farmer, Susan PREM:EX  
**Subject:** Originals are coming back at noon. I'll bring them to you.



*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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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 9:40 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Recent Legislative Assembly Requests

Hi Alison,

I'm not aware of such a list.

Elizabeth

---

**From:** OOP FOI PREM:EX  
**Sent:** Thursday, December 6, 2018 9:30 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Recent Legislative Assembly Requests  
**Importance:** High

Hi Elizabeth,

Would you or anyone in Exec hold records for the following request:

A list of all payments for goods and services to Legislative Assembly, by date, invoice number, transaction number, dollar amount, and description of the goods and services, for April 1, 2018 to present day.”

Do you know if such a list would exist?

Thanks so much!

Alison

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 9:46 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** BEA for Premier's Tuxedo, Premier's Awards  
**Attachments:** Scan\_20181206.pdf

**From:** <sup>s.15</sup> [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Thursday, December 6, 2018 9:45 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 9:47 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** BEA for Last day of Session breakfast  
**Attachments:** Scan\_20181206.pdf

**From:** s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Thursday, December 6, 2018 9:45 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 11:22 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Coding Sheet: Bob Dewar Consulting Nov.  
**Attachments:** Scan\_20181206.pdf

**From** s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Thursday, December 6, 2018 10:16 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 12:14 PM  
**To:** McLaren, Chris PREM:EX  
**Subject:** FW: Ticket 64044 - Question: Conference call lines  
**Attachments:** teleconference\_global\_toll\_free\_countries\_gobc.pdf

FYI-

---

**From:** Lee, Penny FIN:EX  
**Sent:** Thursday, December 6, 2018 12:13 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Ticket 64044 - Question: Conference call lines

Hi Elizabeth, I am not aware of a local number to call in to. The audio conference has always offered the toll free line. If you have the Minister calling into a conference from Asia I have pasted the information you need here:

If a participant is out of the country and need to call in, please refer to the attached "Teleconference Global Toll Free Countries" document.

Eg. If a participant is from China they would dial <sup>s.15; s.17</sup> and then they are in the conferencing for the government of BC. In some cases, they will be prompted to key in the participants code (this is the number that you provide all participants when they call in for a conference call) and other instances, there will be a live body to help connect.

If the country is not listed in the above document. The options available to them are:

The participant can call long distance to the Canadian local number <sup>s.15; s.17</sup> and the long distance charges would go to the participant. Once the participant calls the number, they will be prompted for the Participant ID: to get into the conference call.

or

The moderator, while in the conference, can dial \*0 to request operator assistance. The operator will then be able to dial-out to the participant in the other country. Please be sure to have the participant's number readily available.

I hope this helps and I understood your question. If not, please let me know how I can help you further. Thank you.

Penny Lee  
Telephone Coordinator  
Ministry of Finance, Corporate Services, Information Management Branch

Supporting Finance, Office of the Premier and various other agencies  
9-250-387-8912

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 11:52 AM  
**To:** Lee, Penny FIN:EX <Penny.Lee@gov.bc.ca>  
**Subject:** Question: Conference call lines

Hi Penny,

Are you able to confirm we should have a local line affiliated with our conference call lines for the Premiers Office for people calling outside of Canada? I don't see any local numbers on the information I have for these numbers and we're trying to look in a Minister who will be in Asia. Are you able to help?

**Premier's Office concall line**  
Tel:s.15; s.17

Participant code:<sup>s.15; s.17</sup>  
Moderator code:

**Premier's Private Line:**  
Tel:s.15; s.17

Participant code:<sup>s.15; s.17</sup>  
Moderator code:

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 12:16 PM  
**To:** Lee, Penny FIN:EX  
**Subject:** RE: Ticket 64044 - Question: Conference call lines

Thank you Penny! This is very helpful!

Elizabeth

---

**From:** Lee, Penny FIN:EX  
**Sent:** Thursday, December 6, 2018 12:13 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Ticket 64044 - Question: Conference call lines

Hi Elizabeth, I am not aware of a local number to call in to. The audio conference has always offered the toll free line. If you have the Minister calling into a conference from Asia I have pasted the information you need here:

If a participant is out of the country and need to call in, please refer to the attached "Teleconference Global Toll Free Countries" document.

Eg. If a participant is from China they would dial <sup>s.15; s.17</sup> and then they are in the conferencing for the government of BC. In some cases, they will be prompted to key in the participants code (this is the number that you provide all participants when they call in for a conference call) and other instances, there will be a live body to help connect.

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The participant can call long distance to the Canadian local number <sup>s.15; s.17</sup> and the long distance charges would go to the participant. Once the participant calls the number, they will be prompted for the Participant ID: to get into the conference call.

or

The moderator, while in the conference, can dial \*0 to request operator assistance. The operator will then be able to dial-out to the participant in the other country. Please be sure to have the participant's number readily available.

I hope this helps and I understood your question. If not, please let me know how I can help you further. Thank you.

Penny Lee  
Telephone Coordinator

Ministry of Finance, Corporate Services, Information Management Branch  
Supporting Finance, Office of the Premier and various other agencies  
9-250-387-8912

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 11:52 AM  
**To:** Lee, Penny FIN:EX <Penny.Lee@gov.bc.ca>  
**Subject:** Question: Conference call lines

Hi Penny,

Are you able to confirm we should have a local line affiliated with our conference call lines for the Premiers Office for people calling outside of Canada? I don't see any local numbers on the information I have for these numbers and we're trying to look in a Minister who will be in Asia. Are you able to help?

**Premier's Office concall line**  
Tel: s.15; s.17

Participant code: s.15; s.17  
Moderator code:

**Premier's Private Line:**  
Tel: s.15; s.17

Participant code: s.15; s.17  
Moderator code:

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](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 2:45 PM  
**To:** Tsang, Robin FIN:EX  
**Subject:** RE: Brent's IDIR

Thanks Robin!

---

**From:** Tsang, Robin FIN:EX  
**Sent:** Thursday, December 6, 2018 2:45 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Privett, Don PREM:EX  
**Subject:** Brent's IDIR

Forgot to mention, his password was changed to:

s.15

Thanks,  
Robin

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 3:05 PM  
**To:** Dixon, Olivia PREM:EX  
**Subject:** RE: Documents from Vanessa Geary - December 6th

Thanks Olivia!

---

**From:** Dixon, Olivia PREM:EX  
**Sent:** Thursday, December 6, 2018 2:52 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Documents from Vanessa Geary - December 6th

Hi Elizabeth!

Here are the three (3) documents from Vanessa 😊

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**O:** 604-398-5799 | **B:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 3:15 PM  
**To:** Hahn, Andra EDUC:EX  
**Subject:** RE: Out of Province Travel to Toronto

Thanks Andra!

---

**From:** Hahn, Andra EDUC:EX  
**Sent:** Thursday, December 6, 2018 3:11 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Out of Province Travel to Toronto

Ok, will do tomorrow,  
Thanks, E  
Andra

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 2:55 PM  
**To:** Hahn, Andra EDUC:EX <Andra.Hahn@gov.bc.ca>  
**Subject:** RE: Out of Province Travel to Toronto

We usually request the original Travel form be sent here.

---

**From:** Hahn, Andra EDUC:EX  
**Sent:** Thursday, December 6, 2018 2:44 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Out of Province Travel to Toronto

Hi Elizabeth  
I sent the original of MRF's form in the last email. I'm don't really understand what you are asking.

I will send Veronica's tomorrow, once she is back in the office to sign her form.  
Andra

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 2:42 PM  
**To:** Hahn, Andra EDUC:EX <[Andra.Hahn@gov.bc.ca](mailto:Andra.Hahn@gov.bc.ca)>  
**Subject:** RE: Out of Province Travel to Toronto

Hi Andra, Any staff travelling out of Province needs their travel signed by COS. Can you send us the originals that are signed so you have the original copies?

---

**From:** Hahn, Andra EDUC:EX  
**Sent:** Thursday, December 6, 2018 2:37 PM  
**To:** Parkinson, Elizabeth PREM:EX

**Cc:** Hahn, Andra EDUC:EX  
**Subject:** RE: Out of Province Travel to Toronto

Thanks Elizabeth.

Minister's travel form is attached. I understand Veronica's (Sr. M.A.) can just be signed by Minister, or does hers need to be approved by Geoff as well?

Thanks  
Andra

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 2:01 PM  
**To:** Hahn, Andra EDUC:EX <[Andra.Hahn@gov.bc.ca](mailto:Andra.Hahn@gov.bc.ca)>  
**Subject:** RE: Out of Province Travel to Toronto

Hi Andra,

The Travel Authorization will need to be approved and signed by Geoff Meggs for out of Province travel. Any out of country Travel needs to be signed by the Premier. Send the forms over and we'll try to get thrm through asap.

---

**From:** Hahn, Andra EDUC:EX  
**Sent:** Thursday, December 6, 2018 12:50 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Hahn, Andra EDUC:EX  
**Subject:** Out of Province Travel to Toronto

Hi Elizabeth,

I have been asked by our MA to double check with the Premier's office in regards to Out Of Province Travel. Attached are Travel Authorization forms signed by Minister Fleming for travel in January to Toronto. Based on my understanding of the policy, Minister simply signs these forms himself for his own travel and that of his MA's and I can book travel with just his signature.

Let me know if I'm wrong on this and if it is necessary to contact the Premier's office and/or request signature.

Thanks,  
Andra

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

**From:**<sup>s.15</sup> <[Andra.Hahn@gov.bc.ca](mailto:Andra.Hahn@gov.bc.ca)>  
**Sent:** December 6, 2018 12:41 PM  
**To:** Hahn, Andra EDUC:EX <[Andra.Hahn@gov.bc.ca](mailto:Andra.Hahn@gov.bc.ca)>  
**Subject:** Scan From <Device Name>



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 3:18 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Cc:** McKinstry, Cindy D FIN:EX  
**Subject:** Employee number for Bruce Fogg

Hi Cindy,

Are you able to help? Bruce Fogg is having his system updated by PremTech and needs his employee number to sign back in.



*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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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 3:26 PM  
**To:** Fogg, Bruce PREM:EX  
**Subject:** RE: Found my employee ID ## THANK YOU!!!!

Perfect.

---

**From:** Fogg, Bruce PREM:EX  
**Sent:** Thursday, December 6, 2018 3:23 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Found my employee ID ## THANK YOU!!!!

Bruce Fogg  
Executive Assistant (Constituency)  
Premier John Horgan, MLA  
Langford-Juan de Fuca  
c) 250-208-2179

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 3:33 PM  
**To:** Laird, Patricia FIN:EX  
**Subject:** RE: Bruce Fogg's Employee Number

Thank you Patricia!

---

**From:** Laird, Patricia FIN:EX  
**Sent:** Thursday, December 6, 2018 3:29 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Bruce Fogg's Employee Number  
**Importance:** High

Hi Elizabeth,

Cindy asked me to reply to your email.

Bruce Fogg – Employee number<sup>s.22</sup>

Pat

Pat Laird  
Ministry of Finance  
Corporate Services Division  
Executive Financial Clerk  
Phone: 778 698-8590  
Serving the Ministries of Finance, the Office of the Premier, all Minister's Offices and various other entities

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 6, 2018 5:04 PM  
**To:** Lee, Bonnie FIN:EX  
**Subject:** RE: Question: Premier's Office Main Line - Login Credentials

Hi Bonnie,

I don't recall getting a password. Who would have sent it?

---

**From:** Lee, Bonnie FIN:EX  
**Sent:** Thursday, December 6, 2018 4:53 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Question: Premier's Office Main Line - Login Credentials

Hello Elizabeth,

The mailbox account for the Premier's Office main line was created last month, and a password should have been sent to you directly. Would it be possible for you to share the password with me? I would be using this only to assist your office with managing the call forwarding settings, and to make some changes to the account settings in preparation for your Workstation and UC deployment next week.

Alternatively, I can come over to your office and assist you with the set up, or you can provide the temporary password to someone else in your office and I can assist them.

Please let me know if you have any questions or concerns about this.

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/>

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---

**From:** Lee, Bonnie FIN:EX  
**Sent:** November 13, 2018 1:11 PM  
**To:** Seiferling, Eric CITZ:EX <Eric.Seiferling@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** Lee, Penny FIN:EX <Penny.Lee@gov.bc.ca>  
**Subject:** RE: Question: Premier's Office Main Line - Mailbox Name

Thanks Eric and Elizabeth.

iStore #911310 has been submitted using the information below. If the mailbox owner needs to be updated, I can do that after the mailbox has been created.

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/>

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---

**From:** Seiferling, Eric CITZ:EX  
**Sent:** 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](mailto:Bonnie.Lee@gov.bc.ca)>  
**Cc:** Seiferling, Eric CITZ:EX <[Eric.Seiferling@gov.bc.ca](mailto: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 [Premier.Phone@gov.bc.ca](mailto:Premier.Phone@gov.bc.ca)
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  
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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 9:46 AM  
**To:** Russell, Shannon CITZ:EX  
**Subject:** Are you here 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](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 10:58 AM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87742 Records Due December 19, 2018

No records.

Elizabeth

---

**From:** OOP FOI PREM:EX  
**Sent:** Friday, December 7, 2018 10:12 AM  
**To:** LP PO Executive Office  
**Subject:** Call for Records OOP-2018-87742 Records Due December 19, 2018

Hello,

Please see the below request and please let me know by December 19<sup>th</sup> whether or not you have any records:

**Canvassed: All Exec staff**

---

*All communication between Andrew Weaver and the Minister/Premier/Minister of State or their staff*

*(Date Range for Record Search: From 08/01/2018 To 11/30/2018) Date Format is MM/DD/YYYY*

---

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

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

**Amanda Shortt, Administrative Assistant**  
Deputy Minister's Office | Office of the Premier  
Room 272 - West Annex, Parliament Buildings  
Victoria BC V8W 9E1



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 11:09 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: FICOM - RFP - Steering Committee

Hi Vanessa,

I just received this email below from Lori Banister at Finance. I don't believe it would be appropriate for me to respond. Is this something you work with Vanessa?

Elizabeth

---

**From:** Banister, Lori FIN:EX  
**Sent:** Thursday, December 6, 2018 5:30 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FICOM - RFP - Steering Committee

Hi Elizabeth,

I have a question from a new manager at FICOM, Peter Mountstevens, who is responsible for the attached RFP which was prepared/posted by their former manger, Jimmy Kim. s.13

s.13

My thanks! Lori

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

---

**From:** Mountstevens, Peter FIN:EX  
**Sent:** December 6, 2018 11:45 AM  
**To:** Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>  
**Subject:** RE: Vendor suggested products' license costs

Hello Lori

A continuation question please. I have added the RFP just in case you want to see it.

We have an evaluation committee who will evaluate based on the RFP. They will make an Award recommendation to a Steering Committee based on the evaluation rules. s.13; s.17

s.13; s.17

s.13; s.17

Peter

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 11:15 AM  
**To:** Lee, Bonnie FIN:EX  
**Subject:** RE: Create mailbox account iStore order #911310 / Line 1 is Resolved

Thank you Bonnie.

---

**From:** Lee, Bonnie FIN:EX  
**Sent:** Friday, December 7, 2018 11:15 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Create mailbox account iStore order #911310 / Line 1 is Resolved

This is it! Thank you!

I will share the password with you and the others who have access to this mailbox once I have changed it to a permanent one.

Sent from my iPhone

On Dec 7, 2018, at 10:06 AM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Is this it Bonnie?

---

**From:** MacDonald, Laurie E ISMC:EX  
**Sent:** Tuesday, November 13, 2018 8:34 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Create mailbox account iStore order #911310 / Line 1 is Resolved

Password: <sup>s.15</sup>

**Laurie MacDonald**  
Identity and Access Management  
ISM Canada providing services to:  
Office of the Chief Information Officer  
Service Desk Email: [77000@gov.bc.ca](mailto:77000@gov.bc.ca)  
Service Desk Tel: 250 387-7000 (toll-free 1 866 660-0811)  
Online: <http://77000.gov.bc.ca>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 11:23 AM  
**To:** Humphrey, Brent PREM:EX  
**Cc:** Privett, Don PREM:EX  
**Subject:** Contact sheets  
**Attachments:** MO Staff List - Dec. 3rd, 2018.docx; Pink Sheet Oct-30, 2018.xlsx; GoldenRod - Updated Jul 3, 2018 - Political Staff PRIVATE.xlsx

Hi Brent,

Attaching the most current contact lists I have for you. Don can you please have a look at what I've sent and make sure it's the most current list you have? If not, then can you send Brent the updated sheets?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Vancouver to Victoria (2:10 PM)  
**Location:** Flight # 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.22 Premier, Evan<sup>s.15</sup> Sheena, Amber

Helijet tel # 1-800-665-4354

Elizabeth-09-11-18

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 11:36 AM  
**To:** 'Tamra Bartilucci'  
**Subject:** Bob Dewar

Hi Tamra,

I'm just checking that you have Bob's aeroplane number on file.

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 11:43 AM  
**To:** Wade, Debbie PREM:EX  
**Subject:** RE: Dec. 10 Heli for Amber

You too Debbie! Thanks for letting me know.

---

**From:** Wade, Debbie PREM:EX  
**Sent:** Friday, December 7, 2018 11:37 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Dec. 10 Heli for Amber

Hi Elizabeth

Thanks<sup>s.22</sup>

s.22

Amber still needs those flights as shes returning to Victoria for a workshop on Sunday. I appreciated you checking!

Have a great weekend!

Sent from my Samsung Galaxy smartphone.

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

From: "Parkinson, Elizabeth PREM:EX" <Elizabeth.Parkinson@gov.bc.ca>  
Date: 2018-12-07 11:25 AM (GMT-08:00)  
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>  
Subject: Dec. 10 Heli for Amber

Hi Debbie,

s.22

Are you able to confirm if Amber needs the Helijet to  
Vancouver on Dec. 10<sup>th</sup>. If not, this will need to be cancelled today.

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](mailto:elizabeth.parkinson@gov.bc.ca)

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Page 131 of 348

Withheld pursuant to/removed as

s.15 ; s.22

## Shortt, Amanda PREM:EX

---

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

**Start:** Fri 2019-01-18 12:00 AM  
**End:** Sat 2019-01-19 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

Friday, January 18, 2018

OVERNIGHT: s.15

CONFIRMATIONS: Premier #  
Evan # -in room next to Premier  
Sheena#  
s.15

Government rate to be confirmed by Christina and Katrine this afternoon.

Elizabeth-07-12-18

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 12:22 PM  
**To:** 'Greer, Paul (Times-Colonist)'  
**Subject:** RE: Times Colonist Receipt

Thank you Paul!

Elizabeth

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

From: Greer, Paul (Times-Colonist) [mailto:PGreer@timescolonist.com]  
Sent: Friday, December 7, 2018 11:53 AM  
To: Parkinson, Elizabeth PREM:EX  
Subject: Times Colonist Receipt

Please see the attached PDF File.

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 12:23 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** FW: Jan. 22 flights to Prince George

Hi Amber,

The flight options below for Prince George.

Elizabeth

---

**From:** Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]  
**Sent:** Friday, December 7, 2018 12:07 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Jan. 22 flights to Prince George

Hi Elizabeth  
Here are the flight options

### Jan 22 - Vancouver to Prince George

WS 3297 E 22JAN Vancouver to Prince George 17:30 18:50 - WestJet

AC8211L 22JAN Vancouver to Prince George 545P 701P- Air Canada

### Jan 23- Prince George to Vancouver

WS3284Y 23JAN Prince George to Vancouver 325P 445P - WestJet

AC8212Y 23JAN Prince George to Vancouver 425P 544P - Air Canada

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:** Friday, December 07, 2018 11:59 AM

**To:** Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>

**Subject:** Jan. 22 flights to Prince George

Hi Tamra,

Are you able to check availability Vancouver to Prince George (between 5:00-7:00 pm) returning the next day around 3:00 pm?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 12:30 PM  
**To:** 'Lana Garraway'  
**Subject:** RE: New phone set-up

Thank you Lana.

---

**From:** Lana Garraway [mailto:[lane@ralphs.ca](mailto:lane@ralphs.ca)]  
**Sent:** Friday, December 7, 2018 12:30 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: New phone set-up

Hi Elizabeth, should be. Sorry I am in meetings all day. Will see when she is going to be going.

**Lana Garraway**  
**Ralph's Radio Ltd.**  
815 View St, Victoria BC V8W 1K1  
Cellular: (250)896-4866  
Office: 778-404-7232  
Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)



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---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>  
**Sent:** December 7, 2018 12:29 PM  
**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>  
**Subject:** RE: New phone set-up

Thank you Lana. We may be leaving around 2:30. Is that still ok?

---

**From:** Lana Garraway [mailto:[lane@ralphs.ca](mailto:lane@ralphs.ca)]  
**Sent:** Friday, December 7, 2018 12:27 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: New phone set-up

Hi Elizabeth, my coworker will drop it by for you.

We usually suggest using a paperclip ☺

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)



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---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>

**Sent:** December 7, 2018 12:24 PM

**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>

**Subject:** RE: New phone set-up

Hi Lana,

Just checking that you are still coming today? Do you have a pin to exchange the SIM?

Thanks,

Elizabeth

---

**From:** Lana Garraway [<mailto:lane@ralphs.ca>]

**Sent:** Thursday, December 6, 2018 3:10 PM

**To:** Parkinson, Elizabeth PREM:EX

**Subject:** RE: New phone set-up

Hi Elizabeth, I will be by tomorrow with this! New number is 250-380-8106

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)



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---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>

**Sent:** December 6, 2018 11:32 AM

**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>

**Subject:** RE: New phone set-up

Thanks Lana.

---

**From:** Lana Garraway [<mailto:lane@ralphs.ca>]

**Sent:** Thursday, December 6, 2018 10:04 AM

**To:** Parkinson, Elizabeth PREM:EX

**Subject:** RE: New phone set-up

Hi Elizabeth, absolutely!

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)





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---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>

**Sent:** December 5, 2018 4:19 PM

**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>

**Subject:** RE: New phone set-up

*Think a new number would be best. Can you send the SIM?*

---

**From:** Lana Garraway [<mailto:lane@ralphs.ca>]

**Sent:** Wednesday, December 5, 2018 4:16 PM

**To:** Parkinson, Elizabeth PREM:EX

**Subject:** RE: New phone set-up

Hi Elizabeth,

Sorry that must be her new number for new Ministry.

We can resume the number you had cancelled OR we can activate a new number with a new SIM. Let me know!

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)

[www.ralphs.ca](http://www.ralphs.ca)



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---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>  
**Sent:** December 5, 2018 4:04 PM  
**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>  
**Subject:** RE: New phone set-up

Hi Lana,

This is for 250-896-6322. I cut off the line yesterday. But want to reissue it to another new staff member, Brent Humphrey. I don't see the number you mention on my list.

Elizabeth

---

**From:** Lana Garraway [<mailto:lane@ralphs.ca>]  
**Sent:** Wednesday, December 5, 2018 4:01 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: New phone set-up

Hi Elizabeth, is this for number 2503616901? If so, it is still active so the phone can be set up for the new user and I will have the username changed with Telus.

**Lana Garraway**  
**Ralph's Radio Ltd.**  
815 View St, Victoria BC V8W 1K1  
Cellular: (250)896-4866  
Office: 778-404-7232  
Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)



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---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>  
**Sent:** December 5, 2018 2:52 PM  
**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>  
**Subject:** New phone set-up

Hi Lana,

I'd like to set-up the phone we had set-up for Erin Richards <sup>s.22</sup>  
Brent Humphrey. Can I just call Telus to activate? Will it be the same number?

for a new employee,

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 12:34 PM  
**To:** 'Tamra Bartilucci'  
**Subject:** RE: Jan. 22 flights to Prince George

Hi Tamra,

I forgot to say that on the return from PG they will be coming to Victoria. Can you add that?

Thanks,

Elizabeth

---

**From:** Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]  
**Sent:** Friday, December 7, 2018 12:07 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Jan. 22 flights to Prince George

Hi Elizabeth  
Here are the flight options

### Jan 22 - Vancouver to Prince George

WS 3297 E 22JAN Vancouver to Prince George 17:30 18:50 - WestJet

AC8211L 22JAN Vancouver to Prince George 545P 701P- Air Canada

### Jan 23- Prince George to Vancouver

WS3284Y 23JAN Prince George to Vancouver 325P 445P - WestJet

AC8212Y 23JAN Prince George to Vancouver 425P 544P - Air Canada

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:** Friday, December 07, 2018 11:59 AM  
**To:** Tamra Bartilucci <tamra.bartilucci@flightcentre.ca>  
**Subject:** Jan. 22 flights to Prince George

Hi Tamra,

Are you able to check availability Vancouver to Prince George (between 5:00-7:00 pm) returning the next day around 3:00 pm?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 12:56 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: thank you

You're very welcome Vanessa. It was a great introduction.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Friday, December 7, 2018 12:53 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** thank you

For the Hansard! Very nice ...

Page 145 of 348

Withheld pursuant to/removed as

s.15 ; s.22

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:07 PM  
**To:** Hockin, Amber PREM:EX  
**Subject:** RE: Jan. 22 flights to Prince George

I'm sorry Amber. I meant to send this to Amber Nash ☺ It looks like a speech to BC Natural Resources Forum.

---

**From:** Hockin, Amber PREM:EX  
**Sent:** Friday, December 7, 2018 1:05 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Van Meer-Mass, Kate PREM:EX  
**Subject:** Re: Jan. 22 flights to Prince George

Thanks Elizabeth. Do we know what we are doing there?

Amber Hockin  
Deputy Chief of Staff  
s.17

[Amber.hockin@gov.bc.ca](mailto:Amber.hockin@gov.bc.ca)  
Sent from my iPhone

On Dec 7, 2018, at 12:59 PM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Returning to Victoria

---

**From:** Tamra Bartilucci [<mailto:tamra.bartilucci@flightcentre.ca>]  
**Sent:** Friday, December 7, 2018 12:37 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FW: Jan. 22 flights to Prince George

Hi Elizabeth

The flight options are as follows:

### Jan 22 - Vancouver to Prince George

WS 3297 E 22JAN Vancouver to Prince George 17:30 18:50 - WestJet

AC8211L 22JAN Vancouver to Prince George 545P 701P- Air Canada

### 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

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:** Tamra Bartilucci

**Sent:** Friday, December 07, 2018 12:07 PM

**To:** 'Parkinson, Elizabeth PREM:EX' <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>

**Subject:** RE: Jan. 22 flights to Prince George

Hi Elizabeth

Here are the flight options

Jan 22 - Vancouver to Prince George

WS 3297 E 22JAN Vancouver to Prince George 17:30 18:50 - WestJet

AC8211L 22JAN Vancouver to Prince George 545P 701P- Air Canada

Jan 23- Prince George to Vancouver

WS3284Y 23JAN Prince George to Vancouver 325P 445P - WestJet

AC8212Y 23JAN Prince George to Vancouver 425P 544P - Air Canada

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:** Friday, December 07, 2018 11:59 AM  
**To:** Tamra Bartilucci <[tamra.bartilucci@flightcentre.ca](mailto:tamra.bartilucci@flightcentre.ca)>  
**Subject:** Jan. 22 flights to Prince George

Hi Tamra,

Are you able to check availability Vancouver to Prince George (between 5:00-7:00 pm) returning the next day around 3:00 pm?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:18 PM  
**To:** s.15; s.22  
**Cc:**  
**Subject:** HELIJET: Dec. 10, Van - Vic

s.15 per your request.

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Friday, December 7, 2018 11:49 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.17
Name	Premier John Horgan
Company	Premier Of British Columbia

### Booking s.22

Monday, December 10, 2018

719

14:10 Vancouver Harbour (Downtown)

14:45 Victoria Harbour (Downtown)

35 minutes

Invoice #348214	
FARE-YWH-FULL_Winter18-19	\$1,547.60
+ GST	\$77.40
Billing	\$1,547.60
Taxes	\$77.40
<b>Grand Total</b>	<b>\$1,625.00</b>

**Confirmed****4 Passengers - Full-Fare**

- **Amber Hockin, Female**
- **Evan Brown, Male**
- **Premier John Horgan, Male**
- **Sheena McConnell, 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)

**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](http://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](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

**Login to your account at [helijet.com](http://helijet.com)**

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Vancouver to Victoria (2:10 PM)

**Location:** Flight # 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: #<sup>s.22</sup> Premier, Evan, Sheena, Amber

Helijet tel # 1-800-665-4354

Elizabeth-09-11-18

## Shortt, Amanda PREM:EX

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:21 PM  
**To:** s.15; s.22  
**Cc:**  
**Subject:** Helijet: Vic-Van-Vic, Jan. 11

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Friday, December 7, 2018 11:52 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.17
Name	Premier John Horgan
Company	Premier Of British Columbia

### Booking s.22

Friday, January 11, 2019

708

08:40 Victoria Harbour (Downtown)

09:15 Vancouver Harbour (Downtown)

35 minutes

Invoice #361491

FARE-YWH-FULL_Winter18-19	\$1,547.60
---------------------------	------------

+ GST	\$77.40
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Billing	\$1,547.60
---------	------------

Taxes	\$77.40
-------	---------

<b>Grand Total</b>	<b>\$1,625.00</b>
--------------------	-------------------

**Confirmed****4 Passengers - Full-Fare**

- Evan Brown, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, 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****Friday, January 11, 2019****731****18:45 Vancouver Harbour (Downtown)****19:20 Victoria Harbour (Downtown)****35 minutes****Confirmed****4 Passengers - Full-Fare**

- Evan Brown, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, Female

**Add to Calendar**

Invoice #361492

FARE-YWH-FULL\_Winter18-19 \$1,238.08

+ GST \$61.92

Billing \$1,238.08

Taxes \$61.92

**Grand Total \$1,300.00**

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](http://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.  
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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:**

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[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

## Shortt, Amanda PREM:EX

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:23 PM  
**To:** s.15; s.22  
**Subject:** HELIJET: Feb. 3 Vic-Van-Vic

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Friday, December 7, 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.17
	Name	Premier John Horgan
	Company	Premier Of British Columbia

### Booking s.22

Sunday, February 3, 2019

782

09:00 Victoria Harbour (Downtown)

09:35 Vancouver Harbour (Downtown)

35 minutes

Invoice #361497

FARE-YWH-OffPeak_2018	\$876.20
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+ GST	\$43.80
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Billing	\$876.20
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Taxes	\$43.80
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<b>Grand Total</b>	<b>\$920.00</b>
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**Confirmed****4 Passengers - Off-Peak**

- Evan Brown, Male
- Premier John Horgan, Male  
s.15
- Sheena McConnell, 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**Sunday, February 3, 2019****789****17:30 Vancouver Harbour (Downtown)****18:05 Victoria Harbour (Downtown)****35 minutes****Confirmed****4 Passengers - Off-Peak**

- Evan Brown, Male
- Premier John Horgan, Male  
s.15
- Sheena McConnell, Female

**Add to Calendar**

Invoice #361498

FARE-YWH-OffPeak\_2018 \$876.20

+ GST \$43.80

Billing \$876.20

Taxes \$43.80

**Grand Total \$920.00**

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

Passenger Travel Information:  
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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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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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[Login to your account at helijet.com](#)

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

## Shortt, Amanda PREM:EX

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:24 PM  
**To:** s.15; s.22  
**Cc:**  
**Subject:** HELIJET: Jan. 31 & Feb 1: Vic-Van-Vic

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Friday, December 7, 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.17
Name	Premier John Horgan
Company	Premier Of British Columbia

### Booking s.22

Thursday, January 31, 2019

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Invoice #361495	
FARE-YWH-FULL_Winter18-19	\$1,238.08
+ GST	\$61.92
Billing	\$1,238.08
Taxes	\$61.92
Grand Total	\$1,300.00

**Confirmed****4 Passengers - Full-Fare**

- Evan Brown, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, 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

**Friday, February 1, 2019****729****17:45 Vancouver Harbour (Downtown)****18:20 Victoria Harbour (Downtown)****35 minutes****Confirmed****4 Passengers - Full-Fare**

- Evan Brown, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, Female

**Add to Calendar**

Invoice #361496

FARE-YWH-FULL\_Winter18-19 \$1,238.08

+ GST \$61.92

Billing \$1,238.08

Taxes \$61.92

**Grand Total \$1,300.00**

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)

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GST#:  
R102320165

Passenger Travel Information:  
For detailed Travel Information visit [helijet.com](http://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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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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**Transportation upon arrival:**

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**Accessibility:**

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**Pets on Helijet:**

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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](mailto:passengerservices@helijet.com)

## Shortt, Amanda PREM:EX

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:26 PM  
**To:** s.15; s.22  
**Subject:** HELIJET: Jan. 28: Vic-Van-Vic

**From:** passengerservices@helijet.com [mailto:passengerservices@helijet.com]  
**Sent:** Friday, December 7, 2018 11:53 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.17
Name	Premier John Horgan
Company	Premier Of British Columbia

### Booking s.22

Monday, January 28, 2019

704

07:50 Victoria Harbour (Downtown)

08:25 Vancouver Harbour (Downtown)

35 minutes

Invoice #361493	
FARE-YWH-FULL_Winter18-19	\$1,238.08
+ GST	\$61.92
Billing	\$1,238.08
Taxes	\$61.92
<b>Grand Total</b>	<b>\$1,300.00</b>

**Confirmed****4 Passengers - Full-Fare**

- Evan Brown, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, Female

**Add to Calendar**

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

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**Booking**

s.22

**Monday, January 28, 2019****725****16:40 Vancouver Harbour (Downtown)****17:15 Victoria Harbour (Downtown)****35 minutes****Confirmed****4 Passengers - Full-Fare**

- Evan Brown, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, Female

**Add to Calendar**

Invoice #361494

FARE-YWH-FULL\_Winter18-19 \$1,238.08

+ GST \$61.92

Billing \$1,238.08

Taxes \$61.92

**Grand Total \$1,300.00**

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

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Aircraft Type:  
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Travel Documentation:  
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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.

**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](http://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](mailto:passengerservices@helijet.com)

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:37 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** RE: Jan. 22 flights to Prince George

Ok.I'll let Tamra know that we'll have one more.

---

**From:** Nash, Amber PREM:EX  
**Sent:** Friday, December 7, 2018 1:36 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Jan. 22 flights to Prince George

We will have to send someone else. Just not sure who is joinng the group yet.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:35 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** RE: Jan. 22 flights to Prince George

Are you able to confirm it's for the Premier, Evan, Sheena and ?

---

**From:** Nash, Amber PREM:EX  
**Sent:** Friday, December 7, 2018 1:25 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Jan. 22 flights to Prince George

And this one please.

Option 2; Westjet  
WS3284T 23JAN W Prince George to Vancouver 325P 445P  
WS3183T 23JAN W Vancouver to Victoria 530P 607P

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 1:08 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** FW: Jan. 22 flights to Prince George

---

**From:** Tamra Bartilucci [mailto:tamra.bartilucci@flightcentre.ca]  
**Sent:** Friday, December 7, 2018 12:37 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FW: Jan. 22 flights to Prince George

Hi Elizabeth

The flight options are as follows:

Jan 22 - Vancouver to Prince George

WS 3297 E 22JAN Vancouver to Prince George 17:30 18:50 - WestJet

AC8211L 22JAN Vancouver to Prince George 545P 701P- Air Canada

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

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:** Tamra Bartilucci

**Sent:** Friday, December 07, 2018 12:07 PM

**To:** 'Parkinson, Elizabeth PREM:EX' <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>

**Subject:** RE: Jan. 22 flights to Prince George

Hi Elizabeth

Here are the flight options

an 22 - Vancouver to Prince George

WS 3297 E 22JAN Vancouver to Prince George 17:30 18:50 - WestJet

AC8211L 22JAN Vancouver to Prince George 545P 701P- Air Canada



Jan 23- Prince George to Vancouver

WS3284Y 23JAN Prince George to Vancouver 325P 445P - WestJet

AC8212Y 23JAN Prince George to Vancouver 425P 544P - Air Canada

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:** Friday, December 07, 2018 11:59 AM  
**To:** Tamra Bartilucci <[tamra.bartilucci@flightcentre.ca](mailto:tamra.bartilucci@flightcentre.ca)>  
**Subject:** Jan. 22 flights to Prince George

Hi Tamra,

Are you able to check availability Vancouver to Prince George (between 5:00-7:00 pm) returning the next day around 3:00 pm?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

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

**Start:** Mon 2019-01-28 7:50 AM  
**End:** Mon 2019-01-28 8:25 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

Monday, January 28, 2018

HELIJET Flight # 704

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

CONFIRMATION<sup>s.22</sup> Premier, Evan, Sheena,<sup>s.15</sup>

Helijet tel # 1-800-665-4354

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Vancouver to Victoria (4:40 PM)  
**Location:** Flight # 725

**Start:** Mon 2019-01-28 4:40 PM  
**End:** Mon 2019-01-28 5:15 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** s.17

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

Monday, January 28, 2018

HELIJET Flight # 725

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

CONFIRMATION : s.22 -Premier, Evan, Sheena, s.15

Helijet Tel # 1-800-665-4354

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 2:17 PM  
**To:** 'singlecopy PNG'  
**Subject:** RE:s.17 November 2018 Pacific Newspaper Group Invoice

Thank you John!

---

**From:** singlecopy PNG [mailto:singlecopy@postmedia.com]  
**Sent:** Friday, December 7, 2018 2:11 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** s.17 - November 2018 Pacific Newspaper Group Invoice  
**Importance:** High

Good afternoon,

Please find the November invoice attached, along with the 2019 Publication Calendar.

Reminder: there will be no publications (Vancouver Sun, The Province, or National Post) on Tuesday, December 25 or Tuesday, January 1 in observance of Christmas and New Year's Day.

Thank you,

**John DeAngeli**  
Single Copy  
Vancouver Sun | The Province

T: 604.605.2149 EXT #2  
400 – 2985 Virtual Way  
Vancouver, BC V5M 4X  
[singlecopy@sunprovince.com](mailto:singlecopy@sunprovince.com)



**The Province**

 **POSTMEDIA**

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**From:** BUS470@POSTMEDIA.COM [mailto:BUS470@POSTMEDIA.COM]  
**Sent:** Wednesday, December 05, 2018 10:52 AM  
**To:** singlecopy PNG  
**Subject:** s.17

## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Victoria to Vancouver (7:50 AM)

**Location:** Flight # 704

**Start:** Thu 2019-01-31 7:50 AM

**End:** Thu 2019-01-31 8:25 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

Thursday, January 31, 2018

HELIJET Flight # 704

Depart Victoria Harbour at 7:50 AM

Arrive Vancouver Harbour at 8:25 AM

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

Helijet Tel # 1-800-655-4354

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Vancouver to Victoria (5:45 PM)  
**Location:** Flight # 729

**Start:** Fri 2019-02-01 5:45 PM  
**End:** Fri 2019-02-01 6:20 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, February 1, 2018

HELIJET Flight # 729

Depart Vancouver Harbour at 5:45 PM  
Arrive Victoria Harbour at 6:20 PM

CONFIRMATIONS s.22 Premier, Evan, Sheena, s.15

Helijet Tel # 1-800-665-4354

Elizabeth-07-12

## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Victoria to Vancouver (9:00 AM)  
**Location:** Flight # 782

**Start:** Sun 2019-02-03 9:00 AM  
**End:** Sun 2019-02-03 9:35 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

Sunday, February 3, 2018

HELIJET Flight # 782

Depart Victoria Harbour at 9:00 AM  
Arrive Vancouver Harbour at 9:35 AM

CONFIRMATIONS s.22 Premier, Evan, Sheena, s.15

Helijet tel # 1-800-665-4354

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Vancouver to Victoria (5:30 PM)  
**Location:** Flight # 789

**Start:** Sun 2019-02-03 5:30 PM  
**End:** Sun 2019-02-03 6:05 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

Sunday, February 3, 2018

HELIJET Flight # 789

Depart Vancouver Harbour at 5:30 PM  
Arrive Victoria Harbour at 6:05 PM

CONFIRMATIONS s.22 Premier, Evan, Sheena and s.15

Helijet tel # 1-800-665-4354

Elizabeth-07-12-18



## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: HELIJET: Victoria to Vancouver (8:40 AM)  
**Location:** Flight # 708

**Start:** Fri 2019-01-11 8:40 AM  
**End:** Fri 2019-01-11 9:15 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

**Importance:** High

Friday, January 11, 2018

Helijet Flight # 708

Depart Victoria Harbour at 8:40 AM  
Arrive Vancouver Harbour at 9:15 AM

CONFIRMATION<sup>s.22</sup> Premier, Evan, Sheena &<sup>s.15</sup>

Helijet Tel # 1-800-665-4354

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: HELIJET: Vancouver to Victoria (6:45 PM)  
**Location:** Flight # 731

**Start:** Fri 2019-01-11 6:45 PM  
**End:** Fri 2019-01-11 7:20 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, January 11, 2019

HELIJET Flight # 731

Depart Vancouver Harbour at 6:45 PM  
Arrive Victoria Harbour at 7:20 PM

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

Helijet tel # 1-800-665-4354

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 7, 2018 3:44 PM  
**To:** Banister, Lori FIN:EX  
**Subject:** RE: FICOM - RFP - Steering Committee

LOL, Thanks Lori!

---

**From:** Banister, Lori FIN:EX  
**Sent:** Friday, December 7, 2018 2:59 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: FICOM - RFP - Steering Committee

Thanks Elizabeth,<sup>s.22</sup>

Hello Vanessa, please disregard the email below.

Best, Lori

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December-07-18 11:10 AM  
**To:** Banister, Lori FIN:EX  
**Subject:** RE: FICOM - RFP - Steering Committee

Hi Lori,

I've forwarded your email to Vanessa Geary for assistance as this isn't my area.

Elizabeth

---

**From:** Banister, Lori FIN:EX  
**Sent:** Thursday, December 6, 2018 5:30 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FICOM - RFP - Steering Committee

Hi Elizabeth,

I have a question from a new manager at FICOM, Peter Mountstevens, who is responsible for the attached RFP which was prepared/posted by their former manger, Jimmy Kim. <sup>s.13</sup>

s.13

My thanks! Lori

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

---

**From:** Mountstevens, Peter FIN:EX  
**Sent:** December 6, 2018 11:45 AM  
**To:** Banister, Lori FIN:EX <Lori.Banister@gov.bc.ca>  
**Subject:** RE: Vendor suggested products' license costs

Hello Lori

A continuation question please. I have added the RFP just in case you want to see it.

We have an evaluation committee who will evaluate based on the RFP. They will make an Award recommendation to a Steering Committee based on the evaluation rules.<sup>s.13; s.17</sup>  
s.13; s.17

Peter

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 9:56 AM  
**To:** s.15; s.22  
**Subject:** FW: Your WEDNESDAY DECEMBER 5, 2018 - SATURDAY DECEMBER 8, 2018 Stay at s.15  
s.15  
**Attachments:** FOLIOs.22 .pdf

FYI-

---

**From:** s.15  
**Sent:** Saturday, December 8, 2018 3:27 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Your WEDNESDAY DECEMBER 5, 2018 - SATURDAY DECEMBER 8, 2018 Stay at s.15  
s.15

Thank you for choosing our hotel for your recent stay. If you have any questions, please contact the hotel at the phone number in the attached folio.

To learn more about your sleep experience or products from your stay, please visit our official retail store

s.15

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 9:59 AM  
**To:** Tsang, Robin FIN:EX  
**Subject:** Brent's phone

Hi Brent,

Are you able to set-up Brent's phone? He's in the basement.

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 10:14 AM  
**To:** s.15; s.22  
**Cc:**  
**Subject:** FW: Prince george  
**Attachments:** Travel Reservation January 22 for MR JOHN HORGAN SHEENA MCCONNELL AND EVAN BROWN.pdf

Flight for Prince George. Still working on accommodation. Will book you 2 rooms.

Elizabeth

---

**From:** Sarah Dohan [mailto:sarah.dohan@flightcentre.ca]  
**Sent:** Friday, December 7, 2018 2:42 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Tamra Bartilucci  
**Subject:** RE: Prince george

Hi Elizabeth,

Please find the reservation attached. Thanks again! I will get the invoices to you as soon as I can.

Have a wonderful weekend if we don't chat.

---

### SARAH DOHAN

*Travel Manager*

Flight Centre Business Travel Victoria



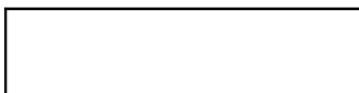
**Office: +1 250 360 2058** **Toll Free: +1 866 420 4410**



615 Broughton St  
Victoria BC V8W 1C8



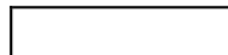
**After Hours Emergency Assist: +1 250 415 2330**



Years in the industry: **5**  
Countries visited: **12**  
Favourite Destination: **Kenya**  
Next trip: **TBA**



**I'm only a call, text or email away!**



CPBC #42324 | TICO #4671384 | OPC #702971

---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Friday, December 07, 2018 2:18 PM  
**To:** Sarah Dohan <sarah.dohan@flightcentre.ca>  
**Subject:** RE: Prince george

Thank you Sarah!

---

**From:** Sarah Dohan [mailto:sarah.dohan@flightcentre.ca]  
**Sent:** Friday, December 7, 2018 2:08 PM

**To:** Parkinson, Elizabeth PREM:EX; Tamra Bartilucci  
**Subject:** RE: Prince george

Hi Elizabeth,

s.22 I can get these booked 100%.

I will send over the documents shortly.

Thank you!

---

## SARAH DOHAN

**Travel Manager**

**Flight Centre Business Travel Victoria**

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

☐ 615 Broughton St  
Victoria BC V8W 1C8

☐ **After Hours Emergency Assist: +1 250 415 2330**

Years in the industry: **5**  
Countries visited: **12**  
Favourite Destination: **Kenya**  
Next trip: **TBA**

☐ **I'm only a call, text or email away!**

---

CPBC #42324 | TICO #4671384 | OPC #702971

---

**From:** Parkinson, Elizabeth PREM:EX [<mailto:Elizabeth.Parkinson@gov.bc.ca>]

**Sent:** Friday, December 07, 2018 1:40 PM

**To:** Tamra Bartilucci <[tamra.bartilucci@flightcentre.ca](mailto:tamra.bartilucci@flightcentre.ca)>

**Subject:** Prince george

Hi Tamra,

Can I please book these flights for the Premier, Evan and Sheena? We may have one more, but I/m sure who yet.

AC8211L 22JAN Vancouver to Prince George 545P 701P- Air Canada

Option 2; Westjet

WS3284T 23JAN W Prince George to Vancouver 325P 445P

WS3183T 23JAN W Vancouver to Victoria 530P 607P

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

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

**Start:** Thu 2018-12-13 3:00 PM  
**End:** Thu 2018-12-13 3:35 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

Thursday, December 13, 2018

HARBOUR AIR Flight # 218

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

CONFIRMATION #<sup>s.22</sup>

Harbour Air Tel # 1-800-665-0212

Elizabeth-10-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** KATE: HARBOUR AIR: Vancouver to Victoria (12:30 PM)  
**Location:** Flight # 2130

**Start:** Sun 2018-12-16 12:30 PM  
**End:** Sun 2018-12-16 1:05 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

Sunday, December 16, 2018

HARBOUR AIR Flight # 2130

Depart Vancouver Harbour at 12:30 PM  
Arrive Victoria Harbour at 1:05 PM

CONFIRMATION #<sup>s.22</sup>

Harbour Air Tel # 1-800-665-0212

Elizabeth-10-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** OVERNIGHT: s.15

**Location:** s.15

**Start:** Tue 2019-01-22 12:00 AM

**End:** Wed 2019-01-23 12:00 AM

**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

Tuesday, January 22, 2018

OVERNIGHT: s.15

s.15 room \$ 125 per night plus taxes

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

Elizabeth-10-12-19

## Shortt, Amanda PREM:EX

---

**Subject:** AIR CANADA: Vancouver to Prince George (5:45 PM)  
**Location:** Flight # 8211

**Start:** Tue 2019-01-22 5:45 PM  
**End:** Tue 2019-01-22 7:01 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

Tuesday, January 22, 2018

AIR Canada Flight # 8211

Depart Vancouver Airport (Main terminal) at 5:45 pm  
Arrive Prince George airport at 7:01 PM

CONFIRMATION	Premier <sup>s.22</sup>	Seat # <sup>s.15</sup>
	Sheena	Seat #
	Evan	Seat #

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

Elizabeth-10-12-18

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 11:35 AM  
**To:** Tsang, Robin FIN:EX  
**Cc:** Humphrey, Brent PREM:EX  
**Subject:** RE: VPN

Yes, will have Don do it now.

---

**From:** Tsang, Robin FIN:EX  
**Sent:** Monday, December 10, 2018 11:34 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Humphrey, Brent PREM:EX  
**Subject:** VPN

Hi Elizabeth:

We found that Brent doesn't have VPN. Can you (or Don?) submit a Service Request to order VPN for him?

Thanks,  
Robin

Page 193 of 348

Withheld pursuant to/removed as

s.15 ; s.22

## Shortt, Amanda PREM:EX

---

**Subject:** AIR CANADA: PRINCE George to Vancouver ( 3:00 PM)  
**Location:** Flight # AC 8211

**Start:** Wed 2019-01-23 3:25 PM  
**End:** Wed 2019-01-23 4:45 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

Wednesday, January 23, 2018

AIR CANADA Flight T AC 8211

Depart Prince George Airport at 3:25 PM  
Arrive Vancouver Airport (Main Terminal) at 4:45 PM

CONFIRMATION #	Premier <sup>s.22</sup>	Seat # <sup>s.15</sup>
	Evan :	Seat #
	Sheena :	Sea #

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

Elizabeth-10-12-18



## Shortt, Amanda PREM:EX

---

**Subject:** AIR CANADA: PRINCE George to Vancouver ( 3:00 PM)  
**Location:** Flight # AC 8211

**Start:** Wed 2019-01-23 3:25 PM  
**End:** Wed 2019-01-23 4:45 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

Wednesday, January 23, 2018

AIR CANADA Flight T AC 8211

Depart Prince George Airport at 3:25 PM  
Arrive Vancouver Airport (Main Terminal) at 4:45 PM

CONFIRMATION #	Premier <sup>s.22</sup>	Seat # <sup>s.15</sup>
	Evan	Seat #
	Sheena	Sea #

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

Elizabeth-10-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** OVERNIGHT:<sup>s.15</sup>  
**Location:** s.15

**Start:** Tue 2019-01-22 12:00 AM  
**End:** Wed 2019-01-23 12:00 AM  
**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

Tuesday, January 22, 2018

OVERNIGHT: s.15

King, Traditional room \$ 125 per night plus taxes

CONFIRMATIONS: Premier<sup>s.22</sup>  
Evan  
Sheena  
s.15; s.22

Elizabeth-10-12-19

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 12:11 PM  
**To:** s.15; s.22  
**Subject:** FW: Your RESERVED Booking Notification  
**Attachments:** s.15; s.22

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

From:s.15  
Sent: Monday, December 10, 2018 11:48 AM  
To: Parkinson, Elizabeth PREM:EX  
Subject: Your RESERVED Booking Notification

To Enroll, Stay and Earn with<sup>s.15</sup>  
email as we are unable to respond from this address.

Please do not reply to this

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 12:13 PM  
**To:** s.15; s.22  
**Subject:** FW: Your RESERVED Booking Notification  
**Attachments:** s.15; s.22

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

From: s.15  
Sent: Monday, December 10, 2018 11:50 AM  
To: Parkinson, Elizabeth PREM:EX  
Subject: Your RESERVED Booking Notification

To Enroll, Stay and Earn with<sup>s.15</sup>  
email as we are unable to respond from this address.

Please do not reply to this

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 12:33 PM  
**To:** Poldrugovac, Saija FIN:EX; Geary, Vanessa PREM:EX  
**Subject:** RE: FOR REVIEW: November Monthly Proactive Release of Premier's Travel Receipts

Hi Saija,

It looks good to me.

Elizabeth

---

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Monday, December 10, 2018 7:40 AM  
**To:** Geary, Vanessa PREM:EX  
**Cc:** Parkinson, Elizabeth PREM:EX  
**Subject:** FOR REVIEW: November 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 22<sup>nd</sup> 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](mailto:Saija.Poldrugovac@gov.bc.ca)

**Website:** <http://www.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

## Shortt, Amanda PREM:EX

---

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

**Start:** Thu 2019-01-31 12:00 AM  
**End:** Fri 2019-02-01 12:00 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

Thursday, January 31, 2018

OVERNIGHT: s.15

**CONFIRMATIONS:** Premier s.22  
Evan  
Sheena

King Bed, Government rate \$ 135 per night plus taxes

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Victoria to Vancouver (9:00 AM)  
**Location:** Flight # 782

**Start:** Sun 2019-02-03 9:00 AM  
**End:** Sun 2019-02-03 9:35 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

Sunday, February 3, 2018

HELIJET Flight # 782

Depart Victoria Harbour at 9:00 AM  
Arrive Vancouver Harbour at 9:35 AM

CONFIRMATIONS s.22 Premier, Evan, Sheena, s.15

Helijet tel # 1-800-665-4354

Elizabeth-07-12-18

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 1:01 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** BEAs. Premier's Tuxedo and Session breakfast  
**Attachments:** Scan\_20181206.pdf

**From:** s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Thursday, December 6, 2018 4:55 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 9:22 AM  
**To:** McConnell, Sheena PREM:EX  
**Subject:** Webster Awards travel

Hi Sheena,

I don't think I have your claim for your travel to the Webster's in October. Are we missing travel for 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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 9:39 AM  
**To:** Dewar, Bob PREM:EX  
**Subject:** travel expenses

Hi Bob,

I think you have some travel expenses you are owed. I'm<sup>s.22</sup> , but if you want to send it to me I'll put it through.

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](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 10:17 AM  
**To:** Poldrugovac, Saija FIN:EX; FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Direct Award Justification: Natasha Heughan Tony  
**Attachments:** Scan\_20181211.pdf

**From:** s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Tuesday, December 11, 2018 10:08 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 10:19 AM  
**To:** Poldrugovac, Saija FIN:EX; FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** GSA: Natasha Heughan Tony  
**Attachments:** Scan\_20181211.pdf

**From**<sup>s.15</sup> [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Tuesday, December 11, 2018 10:10 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 10:21 AM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Jen Holmwood, TV#E130093

Ok, thanks for that info Saija. They stayed at <sup>s.15</sup> because the awards were held there.

---

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Tuesday, December 11, 2018 10:11 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Jen Holmwood, TV#E130093

No the hotel list isn't based on price it was a procurement process that hotels submitted bids to be included. We should be following if possible those locations and rates when possible. If not, they require approval.

Thanks  
~Saija

On Dec 11, 2018, at 9:36 AM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Saija,

I have Vanessa here today and will get her to sign Jen's travel. Sheena hasn't yet put in her claim. A question for you about the choices for hotels. Is the hotel list based on price? I ask because the last option is actually \$279, \$10 more expensive than <sup>s.15</sup>

Thanks,

Elizabeth

---

**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 <sup>s.15</sup> 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 <sup>s.15</sup> ?

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 t s.15 was fully booked. The Premier stayed at t 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 29<sup>th</sup>? 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 the s.15 on Oct 29<sup>th</sup>.

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>

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 11:27 AM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** BMO Dec. 3 statement, EPARKINSON  
**Attachments:** Scan\_20181211.pdf

**From:** s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Tuesday, December 11, 2018 11:26 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 12:14 PM  
**To:** Lee, Bonnie FIN:EX  
**Subject:** RE: LP client VPN access: Brent Humphrey

Thank you Bonnie!

---

**From:** Lee, Bonnie FIN:EX  
**Sent:** Tuesday, December 11, 2018 11:59 AM  
**To:** Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX  
**Cc:** Humphrey, Brent PREM:EX; Lee, Penny FIN:EX; PREM Tech  
**Subject:** RE: LP client VPN access: Brent Humphrey

Hello,

I followed up with 7-7000 this morning and was advised the order was completed today. Don confirmed he received the notification and will forward it to Brent. Please let me know if he continues to have issues using VPN. I have cc'd the PREM Tech team as an FYI

Thanks,  
Bonnie

---

**From:** Lee, Bonnie FIN:EX  
**Sent:** December 10, 2018 1:51 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; Privett, Don PREM:EX <Don.Privett@gov.bc.ca>  
**Cc:** Humphrey, Brent PREM:EX <Brent.Humphrey@gov.bc.ca>; Lee, Penny FIN:EX <Penny.Lee@gov.bc.ca>  
**Subject:** RE: LP client VPN access: Brent Humphrey

Thank you Elizabeth. This is with the VPN team to resolve for now. I'm heading out of the office for an offsite meeting shortly so Penny Lee will be my back up on this for the rest of the day. I'll keep an eye on my emails as well.

-Bonnie

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 10, 2018 1:30 PM  
**To:** Lee, Bonnie FIN:EX <Bonnie.Lee@gov.bc.ca>; Privett, Don PREM:EX <Don.Privett@gov.bc.ca>  
**Cc:** Humphrey, Brent PREM:EX <Brent.Humphrey@gov.bc.ca>; Lee, Penny FIN:EX <Penny.Lee@gov.bc.ca>  
**Subject:** RE: LP client VPN access: Brent Humphrey

Hi Bonnie,

This is from a government workstation.

Elizabeth



---

**From:** Lee, Bonnie FIN:EX  
**Sent:** Monday, December 10, 2018 1:30 PM  
**To:** Privett, Don PREM:EX  
**Cc:** Parkinson, Elizabeth PREM:EX; Humphrey, Brent PREM:EX; Lee, Penny FIN:EX  
**Subject:** RE: LP client VPN access: Brent Humphrey

Hello Don,

While I wait for Shared Services to resolve this issue on their end, can you or Elizabeth confirm if Brent is using VPN on a government workstation or from a personal workstation? If he has a government workstation with him, then no further action is required while this is being looked into. If it is from a personal workstation, we'll need to know the workstation number for the computer he is trying to remote on to, since we'll need to submit a request for admin/remote rights.

Thanks,  
Bonnie

Bonnie Lee  
Service Desk Team Lead

---

**From:** Privett, Don PREM:EX  
**Sent:** December 10, 2018 1:06 PM  
**To:** Lee, Bonnie FIN:EX <[Bonnie.Lee@gov.bc.ca](mailto:Bonnie.Lee@gov.bc.ca)>  
**Cc:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>; Humphrey, Brent PREM:EX <[Brent.Humphrey@gov.bc.ca](mailto:Brent.Humphrey@gov.bc.ca)>  
**Subject:** RE: LP client VPN access: Brent Humphrey

Acknowledged.  
Thx,  
Don

---

**From:** Lee, Bonnie FIN:EX  
**Sent:** 10 December 2018 12:59  
**To:** Henry, David A FIN:EX; FIN IMB Service Desk (78912) FIN:EX  
**Cc:** Privett, Don PREM:EX  
**Subject:** RE: LP client VPN access

I can confirm that VPN was requested in the iStore order, but it is still showing as "awaiting shipping". I'll call in and make sure that the VPN is made an emergency as well.

When the VPN account is created, the notification should go straight to Don. Don, can you notify Brent at that time? Jerome submitted the original order so the other notifications will go to him but he iss.22 .

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/>

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---

**From:** Henry, David A FIN:EX  
**Sent:** December 10, 2018 12:39 PM  
**To:** FIN IMB Service Desk (78912) FIN:EX <[78912@gov.bc.ca](mailto:78912@gov.bc.ca)>; Lee, Bonnie FIN:EX <[Bonnie.Lee@gov.bc.ca](mailto:Bonnie.Lee@gov.bc.ca)>  
**Cc:** Privett, Don PREM:EX <[Don.Privett@gov.bc.ca](mailto:Don.Privett@gov.bc.ca)>  
**Subject:** !!: LP client VPN access  
**Importance:** High

Bonnie and ServiceDesk team: would you please check on VPN access for Brent, and request as an emergency if not there?

Please keep Don updated?

Many thanks,  
David

---

**From:** Privett, Don PREM:EX  
**Sent:** December 10, 2018 12:33 PM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>  
**Subject:** FW: Brent VPN

Hi David,  
Elizabeth is reporting the Brent Hathaway does not have VPN access.  
We requested it with the original request.  
How should I fix this? Email message or submit a new Service Request?  
Thx,  
Don

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** 10 December 2018 12:14  
**To:** Privett, Don PREM:EX  
**Subject:** RE: Brent

He doesn't have VPN. So they need to fix it.

---

**From:** Privett, Don PREM:EX  
**Sent:** Monday, December 10, 2018 12:00 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Brent

We did request VPN access in the original request, "same as Jon Robinson"; is there an issue?  
We can send them a note or resubmit a request, speak to or cc David Henry for clarification.

D.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** 10 December 2018 11:35  
**To:** Privett, Don PREM:EX  
**Subject:** Brent

Hi Don,

Can you please arrange for Brent to VPN access?



*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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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 12:15 PM  
**To:** Privett, Don PREM:EX  
**Subject:** RE: Adding the<sup>s.15</sup> mailbox folder to your Outlook

Done! Thanks!

---

**From:** Privett, Don PREM:EX  
**Sent:** Tuesday, December 11, 2018 11:48 AM  
**To:** Parkinson, Elizabeth PREM:EX; McLaren, Chris PREM:EX; Brown, Evan PREM:EX  
**Subject:** Adding the<sup>s.15</sup> mailbox folder to your Outlook

Elizabeth, Chris, Evan,

This note pertains to adding the Main Office Line folder/mailbox to your Outlook for the new phone/UC/PC system.

Subject to when the phone service switches from Telus to UC in early January, certain staff members are now authorized to add the<sup>s.15</sup> telephone folder to their Outlook application. This will enable you to access the Main Line UC telephone application from your own desktop. This applies in the instance where you may be assisting managing main line (250-387-1715) incoming phone calls and voice mail (in Don's absence).

How this affects you:

- You can add the folder anytime, before or after the Dec. 13, only takes a few minutes; if you do, it will remain empty/inactive until the phone switch over in January.
- Bonnie has provided step by step instructions in a Word document attached. I have a printed copy at my desk.
- You do not have to do this before Dec 13, only if you want to, it will come into effect Jan 7.
- I can assist with the process, anytime, at a mutually convenient time.

FYI, Bonnie's original note on this procedure runs as follows.

1. A new mailbox with the following details has been created for your main line (250-387-1715). This is the account the main line will be associated with:

Account Name:<sup>s.15</sup>  
IDIR:<sup>s.15</sup>

**Action Required: You have been granted access to this mailbox, and will need to add it will your Outlook profile [in order to have access after the phone switch in January].**

Don

---

**DON PRIVETT** | Administrative Assistant | Office of the Premier  
Phone: 250.387.1715 / 250.387.1716 | [don.privett@gov.bc.ca](mailto:don.privett@gov.bc.ca)  
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



LEGISLATIVE ASSEMBLY  
*of* BRITISH COLUMBIA

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 1:00 PM  
**To:** Privett, Don PREM:EX  
**Subject:** FW: Requesting your phone numbers for GAL Update...

---

**From:** Privett, Don PREM:EX  
**Sent:** Tuesday, December 11, 2018 12:45 PM  
**To:** Aaron, Sage PREM:EX; Brown, Evan PREM:EX; Dewar, Bob PREM:EX; Fogg, Bruce PREM:EX; Hockin, Amber PREM:EX; Holmwood, Jen PREM:EX; McConnell, Sheena PREM:EX; McLaren, Chris PREM:EX; Meggs, Geoff PREM:EX; Nash, Amber PREM:EX; Parkinson, Elizabeth PREM:EX; Privett, Don PREM:EX; Robinson, Jon PREM:EX; Van Meer-Mass, Kate PREM:EX; Viaud, Chantille PREM:EX; Wade, Debbie PREM:EX; Humphrey, Brent PREM:EX  
**Subject:** Requesting your phone numbers for GAL Update...

Hi Folks,

Bonnie Lee has graciously offered to update the phone numbers in GAL for the PO staff relative to the system change over.

GAL has two fields for phones: Telephone (land) and Mobile (cell); you can elect to display one, both, or neither.

A new UC number will be assigned to those getting one, and Bonnie will fill in those forthcoming numbers, if you check an X under "New (UC)"

You can elect to use the Main Line (250-387-1715) as your Telephone number.

Remember that these entries can be edited at any time in the future, you can even do it yourself.

I'd like to get the list to her today, but don't worry if you don't make this deadline.

Reply to this note with your selections in the cells below.

Thanks,

Don

**Fill in the cell(s) next to your name with what phone number(s) you want to appear in the GAL:**

Name	Current GAL Number	Telephone Land				Mobile Cell
		Same	New (UC)	Main Line	Other Telephone (type in number)	Mobile (Cell number—type in number or leave blank)
<i>Ex. Bonnie Lee</i>	<i>123-445-1234</i>		X			
Evan Brown	No number					
Don Privett	250-387-1715					
Chris McLaren	250-387-1806					
Elizabeth Parkinson	250-387-1805		X			

Bruce Fogg	No number					
Geoff Meggs	250-356-6271					
Amber.Nash	250-356-0210					
Debbie Wade	250-387-2785					
Sheena.McConnell	250-387-1688					
Sage.Aaron	250-387-1398					
Amber Hockin	250-356-0273					
Kate.VanMeer-Mass	250-356-2988					
Jen.Holmwood	250-818-4881					
Brent.Humphrey	?					
Bob Dewar	No number					
Chantille Viaud	?					
Jon.Robinson	250-893-4538					

###

-----  
**DON PRIVETT** | Administrative Assistant | Office of the Premier  
 Phone: 250.387.1715 / 250.387.1716 | [don.privett@gov.bc.ca](mailto:don.privett@gov.bc.ca)  
 West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



**LEGISLATIVE ASSEMBLY**  
*of* BRITISH COLUMBIA

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 1:23 PM  
**To:** Felker, Karen IGRS:EX  
**Subject:** RE: Vancouver Chinatown event

Thank you Karen! Thanks again for arranging this too!

Elizabeth

---

**From:** Felker, Karen IGRS:EX  
**Sent:** Tuesday, December 11, 2018 1:21 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FW: Vancouver Chinatown event

Hi Elizabeth, I received the invoice for the wreath for this ceremony so have flipped it your way 😊

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** November 7, 2018 2:10 PM  
**To:** Felker, Karen IGRS:EX <Karen.Felker@gov.bc.ca>  
**Subject:** Vancouver Chinatown event

**From:** <sup>s.15</sup> <mailto:Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** Wednesday, November 7, 2018 2:09 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 1:49 PM  
**To:** Van Meer-Mass, Kate PREM:EX  
**Subject:** RE: Dec. 13/14 - New workstations and Unified Communications

It should all happen on the 13<sup>th</sup> in the am. ☺

---

**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** Tuesday, December 11, 2018 1:48 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Dec. 13/14 - New workstations and Unified Communications

s.22

Sent from my iPhone

On Dec 11, 2018, at 1:47 PM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hello,

Between **December 13 – 14** changes are coming to each of you. Not everyone will be impacted by each change. We will be installing new workstations for some staff (you will know who you are) and all staff will be receiving a new telephone device.

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 should be in the morning of Dec. 13<sup>th</sup>. This may take around 30-40 minutes. They will remove your current computer only when your new computer is successfully deployed.

### ***Transition to Unified Communications***

During this same time frame, you will also receive your new Unified Communications (telephone) 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.

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 Dec. 13-14 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 assistant or front office 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.

Please let me know if you have any questions.

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](mailto: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.*

**From:** [Parkinson, Elizabeth PREM:EX](#)  
**To:** [Farmer, Susan PREM:EX](#)  
**Subject:** RE: FYI - Leg Dining Rm Holiday Closure  
**Date:** December 11, 2018 2:49:12 PM

---

Wow! Nice break! Thanks Susan.

---

**From:** Farmer, Susan PREM:EX  
**Sent:** Tuesday, December 11, 2018 2:47 PM  
**To:** LP PO Executive Office  
**Subject:** FYI - Leg Dining Rm Holiday Closure

Hi everyone – just sharing as an FYI in case any of you are regular (or semi-regular) users of the dining room.

Friday, Dec 21, will be their last day of service until Monday, Jan 7.

**Susan Farmer**

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

**From:** Parkinson, Elizabeth PREM:EX  
**To:** Nash, Amber PREM:EX  
**Subject:** RE: Starwood (Marriott) Guest Reservation Database Security Incident  
**Date:** December 11, 2018 3:15:39 PM

---

I think she has also received it, but I will forward.. It goes back to 2014 !

---

**From:** Nash, Amber PREM:EX  
**Sent:** Tuesday, December 11, 2018 3:14 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FW: Starwood (Marriott) Guest Reservation Database Security Incident  
May want to let Vanessa know.

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** December 11, 2018 3:10 PM  
**To:** FIN FSA Purchasing Card Cardholder; FIN FSA TRAVEL CARD CONTACTS  
**Cc:** McKinstry, Cindy D FIN:EX; Holman, Melissa FIN:EX; Poldrugovac, Saija FIN:EX  
**Subject:** Starwood (Marriott) Guest Reservation Database Security Incident  
To: BMO Purchase cardholders and Travel cardholders

Please see Email below from Starwood Hotels regarding a Database Security Incident. Below that Email, there is also an announcement from the OCIO-Office of the Chief Information Officer.

If you have stayed at a Starwood and are impacted you will be receiving a notification from the Marriott - [starwoodhotels@email-marriott.com](mailto:starwoodhotels@email-marriott.com).

Action Required if you do receive a notification:

- 1) If you have an account with Starwood
  - a. change the Starwood password
  - b. change your IDIR password (if it is the same as your Starwood password)
- 2) If you used a government credit card
  - a. review your government credit card statement for unauthorized changes
  - b. Consider a credit monitoring service, Marriott is providing guests the opportunity to enroll in WebWatcher free of charge for one year.
- 3) Monitor your statements and Email me if you see any transactions you do not recognize.
- 4) If your BMO Corporate card has been compromised, please Email me to re-issue you a new purchase/travel card.

Information from BMO regarding the incident:

- On November 30, 2018, Starwood Hotels and Resorts (W Hotels, St. Regis, Sheraton, Westin, Marriott, Element and more) announced it had detected unauthorized access to its guest database network. The unauthorized access was detected on or before September 10, 2018 but may date back as far as 2014. Starwood Hotels is actively investigating the breach and contacting customers in the U.S., U.K. and Canada to inform them about the possible compromise of personal information.
- BMO uses fraud monitoring tools to review transactions on behalf of all our customers and these tools also help us identify fraudulent activity.
- BMO credit card customers are not liable for unauthorized transactions which are reported in a timely manner.
- We will replace credit cards if cardholders are worried their personal banking information may have been compromised.

Starwood has set up dedicated resources to support customer inquiries. Customers should be directed to the website or call centre for more information.

Starwood Guest Reservation Database Security Incident (<https://answers.kroll.com/> / Starwood  
Call Centre (Canada): 1-877-273-9481

Thank You.

*Sheila Cleaver*

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

**Phone#** (778) 698-8586

\*\*\*\*\*

**From:** Starwood Hotels [<mailto:starwoodhotels@email-marriott.com>]

**Sent:** Monday, December 3, 2018 3:21 PM

**To:** Nyland, Dirk TRAN:EX

**Subject:** Starwood Guest Reservation Database Security Incident



[California Residents](#) | [California - Español](#)

[العربية](#) | [繁體中文](#) | [简体中文](#) | [Deutsch](#)

[Español \(España\)](#) | [Español \(Latinoamérica\)](#)

[Français \(Canadien\)](#) | [Français](#) | [Italiano](#)

[日本語](#) | [Português \(Europeu\)](#) | [Português \(Brasil\)](#)

[한국어](#) | [Русский](#)

Dear Valued Guest,  
Marriott values our guests and understands the importance of protecting your personal information. We have taken measures to investigate and address a data security incident involving the Starwood guest reservation database. The investigation has determined that there was unauthorized access to the database, which contained guest information relating to reservations at Starwood properties\* on or before September 10, 2018. This notice explains what happened, measures we have taken, and some steps you can take in response.

### **Starwood Guest Reservation Database Security Incident**

On September 8, 2018, Marriott received an alert from an internal security tool regarding an attempt to access the Starwood guest reservation database. Marriott quickly engaged leading security experts to help determine what occurred. Marriott learned during the

investigation that there had been unauthorized access to the Starwood network since 2014. Marriott recently discovered that an unauthorized party had copied and encrypted information, and took steps towards removing it. On November 19, 2018, Marriott was able to decrypt the information and determined that the contents were from the Starwood guest reservation database.

Marriott has not finished identifying duplicate information in the database, but believes it contains information on up to approximately 500 million guests who made a reservation at a Starwood property. For approximately 327 million of these guests, the information includes some combination of name, mailing address, phone number, email address, passport number, Starwood Preferred Guest ("SPG") account information, date of birth, gender, arrival and departure information, reservation date, and communication preferences. For some, the information also includes payment card numbers and payment card expiration dates, but the payment card numbers were encrypted using Advanced Encryption Standard encryption (AES-128). There are two components needed to decrypt the payment card numbers, and at this point, Marriott has not been able to rule out the possibility that both were taken. For the remaining guests, the information was limited to name and sometimes other data such as mailing address, email address, or other information.

Marriott reported this incident to law enforcement and continues to support their investigation. The company is also notifying regulatory authorities.

Marriott deeply regrets this incident happened. From the start, we moved quickly to contain the incident and conduct a thorough investigation with the assistance of leading security experts. Marriott is working hard to ensure our guests have answers to questions about their personal information with a dedicated website and call center. We are supporting the efforts of law enforcement and working with leading security experts to improve. Marriott is also devoting the resources necessary to phase out Starwood systems and accelerate the ongoing security enhancements to our network.

### **Guest Support**

Marriott has taken the following steps to help you monitor and protect your information:

### **Dedicated Call Center**

Marriott has established a dedicated call center to answer questions you may have about this incident. The call center is open seven days a week, and is available in multiple languages. Our dedicated call center may experience high volume initially, and we appreciate your patience.

### **Email notification**

Marriott began sending emails on a rolling basis on November 30, 2018 to affected guests whose email addresses are in the Starwood guest reservation database.

### **Free WebWatcher Enrollment**

Marriott is providing guests the opportunity to enroll in WebWatcher free of charge for one year. WebWatcher monitors internet sites where personal information is shared and generates an alert to the consumer if evidence of the consumer's personal information is found. Due to regulatory and other reasons, WebWatcher or similar products are not available in all countries. Guests from the United States who complete the WebWatcher enrollment process will also be provided fraud consultation services and reimbursement coverage for free.

The section below provides additional information on steps you can take. If you have questions about this notification and to enroll in WebWatcher (if it is available in your country), please visit [info.starwoodhotels.com](http://info.starwoodhotels.com).

\* Starwood brands include: W Hotels, St. Regis, Sheraton Hotels & Resorts, Westin Hotels & Resorts, Element Hotels, Aloft Hotels, The Luxury Collection, Tribute Portfolio, Le Méridien Hotels & Resorts, Four Points by Sheraton and Design Hotels. Starwood branded timeshare properties are also included.

Best wishes,



Arne Sorenson

### **MORE INFORMATION ON STEPS YOU CAN TAKE**

Regardless of where you reside, below are some additional steps you can take.

- Monitor your SPG account for any suspicious activity.
- Change your password regularly. Do not use easily guessed passwords. Do not use the same passwords for multiple accounts.
- Review your payment card account statements for unauthorized activity and immediately report unauthorized activity to the bank that issued your card.
- Be vigilant against third parties attempting to gather information by deception (commonly known as "phishing"), including through links to fake websites. Marriott will not ask you to provide your password by phone or email.
- If you believe you are the victim of identity theft or your personal data has been misused, you should immediately contact your national data protection authority or local law enforcement.

### **If you are a resident of the United States:**

We remind you it is always advisable to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

*Equifax*, PO Box 740241, Atlanta, GA 30374,  
[www.equifax.com](http://www.equifax.com), 1-800-685-1111  
*Experian*, PO Box 2002, Allen, TX 75013,



[www.experian.com](http://www.experian.com), 1-888-397-3742

*TransUnion*, PO Box 2000, Chester, PA 19016,

[www.transunion.com](http://www.transunion.com), 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

*Federal Trade Commission*, Consumer Response Center, 600 Pennsylvania Avenue, NW  
Washington, DC 20580, 1-877-IDTHEFT (438-4338), [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)

**If you are a resident of Connecticut, Maryland, Massachusetts, North Carolina, or Rhode Island**, you may contact and obtain information from your state attorney general at:

*Connecticut Attorney General's Office*, 55 Elm Street, Hartford, CT 06106, [www.ct.gov/ag](http://www.ct.gov/ag), 1-860-808-5318

*Maryland Attorney General's Office*, 200 St. Paul Place, Baltimore, MD 21202,  
[www.oag.state.md.us](http://www.oag.state.md.us), 1-888-743-0023 or 1-410-576-6300

*Office of the Massachusetts Attorney General*, One Ashburton Place, Boston, MA 02108,  
[www.mass.gov/ago/contact-us.html](http://www.mass.gov/ago/contact-us.html), 1-617-727-8400

*North Carolina Attorney General's Office*, 9001 Mail Service Center, Raleigh, NC 27699,  
[www.ncdoj.gov](http://www.ncdoj.gov), 1-919-716-6400 or 1-877-566-7226

*Rhode Island Attorney General's Office*, 150 South Main Street, Providence, RI 02903,  
[www.riag.ri.gov](http://www.riag.ri.gov), 1-401-274-4400

**If you are a resident of Massachusetts or Rhode Island**, note that pursuant to Massachusetts or Rhode Island law, you have the right to file and obtain a copy of a police report. You also have the right to request a security freeze.

**If you are a resident of West Virginia**, you have the right to ask that nationwide consumer reporting agencies place “fraud alerts” in your file to let potential creditors and others know that you may be a victim of identity theft, as described below. You also have a right to place a security freeze on your credit report, as described below.

**Fraud Alerts:** There are two types of fraud alerts you can place on your credit report to put your creditors on notice that you may be a victim of fraud—an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least 90 days. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by contacting any of the three national credit reporting agencies.

**Credit Freezes:** You have the right to put a credit freeze, also known as a security freeze, on your credit file, free of charge, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate a freeze. A security freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a security freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a security freeze may delay your ability to obtain credit.

There is no fee to place or lift a security freeze. Unlike a fraud alert, you must separately place a security freeze on your credit file at each credit reporting company. For

information and instructions to place a security freeze, contact each of the credit reporting agencies at the addresses below:

**Experian Security Freeze**, PO Box 9554, Allen, TX 75013, [www.experian.com](http://www.experian.com)

**TransUnion Security Freeze**, PO Box 2000, Chester, PA 19016, [www.transunion.com](http://www.transunion.com)

**Equifax Security Freeze**, PO Box 105788, Atlanta, GA 30348, [www.equifax.com](http://www.equifax.com)

To request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.)
2. Social Security number
3. Date of birth
4. If you have moved in the past five years, provide the addresses where you have lived over the prior five years
5. Proof of current address such as a current utility bill or telephone bill
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.)
7. If you are a victim of identity theft, include a copy of the police report, investigative report, or complaint to a law enforcement agency concerning identity theft

The credit reporting agencies have one business day after receiving your request by toll-free telephone or secure electronic means, or three business days after receiving your request by mail, to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five business days and provide you with a unique personal identification number ("PIN") or password or both that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, or to lift a security freeze for a specified period of time, you must submit a request through a toll-free telephone number, a secure electronic means maintained by a credit reporting

agency, or by sending a written request via regular, certified, or overnight mail to the credit reporting agencies and include proper identification (name, address, and Social Security number) and the PIN number or password provided to you when you placed the security freeze as well as the identity of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. The credit reporting agencies have one business day after receiving your request by toll-free telephone or secure electronic means, or three business days after receiving your request by mail, to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must submit a request through a toll-free telephone number, a secure electronic means maintained by a credit reporting agency, or by sending a written request via regular, certified, or overnight mail to each of the three credit bureaus and include proper identification (name, address, and Social Security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have one business day after receiving your request by toll-free telephone or secure electronic means, or three business days after receiving your request by mail, to remove the security freeze.

**Fair Credit Reporting Act:** You also have rights under the federal Fair Credit Reporting Act, which promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. The FTC has published a list of the primary rights created by the FCRA (<https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>), and that article refers individuals seeking more information to visit [www.ftc.gov/credit](http://www.ftc.gov/credit). The FTC's list of FCRA rights includes:

- You have the right to receive a copy of your credit report. The copy of your report must contain all the information in your file at the time of your request.
- Each of the nationwide credit reporting

companies – Equifax, Experian, and TransUnion – is required to provide you with a free copy of your credit report, at your request, once every 12 months.

- You are also entitled to a free report if a company takes adverse action against you, like denying your application for credit, insurance, or employment, and you ask for your report within 60 days of receiving notice of the action. The notice will give you the name, address, and phone number of the credit reporting company. You are also entitled to one free report a year if you're unemployed and plan to look for a job within 60 days; if you are on welfare; or if your report is inaccurate because of fraud, including identity theft.
- You have the right to ask for a credit score.
- You have the right to dispute incomplete or inaccurate information.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.
- Consumer reporting agencies may not report outdated negative information.
- Access to your file is limited. You must give your consent for reports to be provided to employers.
- You may limit "prescreened" offers of credit and insurance you receive based on information in your credit report.
- You may seek damages from violators.
- Identity theft victims and active duty military personnel have additional rights.

**If You Are A European Union Data Subject**, you may contact or obtain information from your Data Protection Authority at:

*Austria:* Österreichische Datenschutzbehörde,  
Wickenburggasse 8, 1080 Vienna, +43 1 52 152 0,  
Email: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)

*Belgium:* De Gegevensbeschermingsautoriteit  
(GBA), Rue de la Presse 35, 1000 Brussels, +32  
(0)2 274 48 00, Email: [contact@apd-gba.be](mailto:contact@apd-gba.be)

*Bulgaria:* Commission for Personal Data Protection

(CPDP), 2 Prof. Tsvetan Lazarov Blvd., Sofia 1592,  
+359 899 877 156, Email: [kzld@cpdp.bg](mailto:kzld@cpdp.bg)

*Croatia*: Croatian Personal Data Protection Agency  
(AZOP), Fra Grge Martica 14, HR-10 000 Zagreb,  
+385 (0)1 4609-000, Email: [azop@azop.hr](mailto:azop@azop.hr)

*Cyprus*: Office of the Commissioner for Personal  
Data Protection, Iasonos 1, 1082 Nicosia (office  
address), P.O. Box 23378, 1682 Nicosia, Cyprus  
(postal address), +357 22818456, Email:  
[commissioner@dataprotection.gov.cy](mailto:commissioner@dataprotection.gov.cy)

*Czechia (Czech Republic)*: The Office for Personal  
Data Protection, Pplk. Sochora 27, 170 00 Praha 7,  
+420 234 665 111, Email: [posta@uoou.cz](mailto:posta@uoou.cz)

*Denmark*: Datatilsynet, Borgergade 28, 5, 1300  
København, +45 33 19 32 00 (Monday – Thursday  
9:00am to 12:00pm and 12:30 to 3:30pm, Friday  
9:30am to 12:00pm), Email: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

*Estonia*: Andmekaitse Inspektsioon, 19 Väike-  
Ameerika St., 10129 Tallinn, +372 627 4135,  
Email: [info@aki.ee](mailto:info@aki.ee)

*Finland*: Tietosuojavaltuutetun toimisto,  
Ratapihantie 9, 6th Floor, 00520, Helsinki (office  
address), P.O. Box 800, 00521 Helsinki (postal  
address), +358 29 566 6700, Email (registry):  
[tietosuoja@om.fi](mailto:tietosuoja@om.fi)

*France*: Commission nationale de l'informatique et  
des libertés (CNIL), 3 Place de Fontenoy TSA  
80715, 75334 PARIS CEDEX 07, +33 01 53 73 22  
22 (Monday to Thursday 9:00am to 6:30pm, Friday  
9:00am to 6:00pm)

*Germany*: Die Bundesbeauftragte für den  
Datenschutz und die Informationsfreiheit (BfDI),  
Husarenstr. 30 - 53117 Bonn, +49 (0)228-997799-  
0, Email: [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de). (You may also  
contact the Data Protection Agency in your  
Bundesland.)

*Greece*: Data Protection Authority Offices, Kifissias  
1-3, 115 23 Athens, +30-210 6475600, Email:  
[contact@dpa.gr](mailto:contact@dpa.gr)

*Hungary*: Nemzeti Adatvédelmi és  
Információszabadság Hatóság, H-1125 Budapest,

Szilágyi Erzsébet fasor 22/C, +36 1 391 1400,  
Email: [privacy@naih.hu](mailto:privacy@naih.hu)

*Ireland:* Data Protection Commission (Comisiún Cosanta Sonraí), Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois, +353 57 868 4800, +353 (0761) 104 800, Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

*Italy:* Garante per la protezione dei dati personali, Piazza Venezia 11 – 00187 Roma, +39 06 6967 71, +39 06 6967 72917, Email: [urp@gpdp.it](mailto:urp@gpdp.it)

*Latvia:* Data State Inspectorate, Blaumana Street 11 / 13–11, Riga, LV–1011, +371 67 22 31 31 (1:00 to 3:00pm), Email: [info@dvi.gov.lv](mailto:info@dvi.gov.lv)

*Lithuania:* Valstybine duomenu apsaugos inspekcija, A. Juozapaviciaus g. 6, 09310 Vilnius 6, 09310 Vilnius, +370 (8 5) 271 2804, 279 1445, Email: paštas [ada@ada.lt](mailto:ada@ada.lt)

*Luxembourg:* Commission Nationale Pour La Protection Des Données (CPND), 1, avenue du Rock'n'Roll, L-4361 Esch-sur-Alzette, +352 26 10 60 – 1

*Malta:* Office of the Information and Data Protection Commissioner (IDPC), Level 2, Airways House, High Street, Sliema SLM 1549, +356 2328 7100, Email: [idpc.info@idpc.org.mt](mailto:idpc.info@idpc.org.mt)

*Netherlands:* Autoriteit Persoonsgegevens, Postbus 93374, 2509 AJ DEN HAAG, +31 (0)70 888 85 00

*Poland:* Urząd Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warszawa, +48 22 531 03 00, Email: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl)

*Portugal:* Comissão Nacional de Protecção de Dados (CNPd), Av. D. Carlos I, 134 - 1.º, 1200-651 Lisboa, +351 21 392 84 00, Email: [geral@cnpd.pt](mailto:geral@cnpd.pt)

*Romania:* Autoritatea Nationala de Supraveghere a Prelucrării Datelor cu Caracter Personal (ANSPDCP), 28-30 G-ral Gheorghe Magheru Bld., District 1, post code 010336, Bucharest, +40 318 059 211, Email: [presa@dataprotection.ro](mailto:presa@dataprotection.ro), [anspdcp@dataprotection.ro](mailto:anspdcp@dataprotection.ro)

*Slovakia:* Úrad na ochranu osobných údajov, Hranicná 12, 820 07, Bratislava 27, +421 2

32313214, Email: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk)

*Slovenia*: Informacijski pooblaščenec, Dunajska cesta 22, SI-1000 Ljubljana, +386 1 230 97 30, Email: [gp.ip@ip-rs.si](mailto:gp.ip@ip-rs.si)

*Spain*: Agencia Española de Protección de Datos (AEPD), Jorge Juan, 6, 28001 Madrid, +34 913 996 207, Email: [contratacion@agpd.es](mailto:contratacion@agpd.es)

*Sweden*: Datainspektionen, Box 8114, 104 20 Stockholm, +46 08 657 61 00 (Monday, Tuesday, Thursday, Friday: 9:00 to 11:00am; Wednesday: 9:30 to 11:30am), Email:

[datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se)

*United Kingdom*: Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, +44 0303 123 1113, +44 01625 545 745, Email: [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk)

TERMS & CONDITIONS OF THE SPG PROGRAM TERMS OF USE PRIVACY POLICY

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**OCIO** | Office of the Chief Information Officer



Ref:

The Vulnerability and Risk Management (VRM) Team is aware of a breach which has affected Marriott's Starwood Guest Reservation Database that may impact government business travellers.

The Starwood information breach occurred between 2014 and its discovery September 10, 2018. Starwood brands include:

- W Hotels
- St. Regis
- Sheraton Hotels & Resorts
- Westin Hotels & Resorts
- Element Hotels
- Aloft Hotels
- The Luxury Collection
- Tribute Portfolio
- Le Méridien Hotels & Resorts
- Four Points by Sheraton
- Design Hotels that participate in the Starwood Preferred Guest (SPG) program
- Starwood branded timeshare properties are also included



**From:** [Parkinson, Elizabeth PREM:EX](#)  
**To:** [Geary, Vanessa PREM:EX](#)  
**Subject:** FW: Starwood (Marriott) Guest Reservation Database Security Incident  
**Date:** December 11, 2018 3:16:10 PM

---

Did you also receive this email Vanessa? The breach goes back to 2014.

---

**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Tuesday, December 11, 2018 3:10 PM  
**To:** FIN FSA Purchasing Card Cardholder; FIN FSA TRAVEL CARD CONTACTS  
**Cc:** McKinstry, Cindy D FIN:EX; Holman, Melissa FIN:EX; Poldrugovac, Saija FIN:EX  
**Subject:** Starwood (Marriott) Guest Reservation Database Security Incident  
To: BMO Purchase cardholders and Travel cardholders

Please see Email below from Starwood Hotels regarding a Database Security Incident. Below that Email, there is also an announcement from the OCIO-Office of the Chief Information Officer. If you have stayed at a Starwood and are impacted you will be receiving a notification from the Marriott - [starwoodhotels@email-marriott.com](mailto:starwoodhotels@email-marriott.com).

Action Required if you do receive a notification:

- 1) If you have an account with Starwood
  - a. change the Starwood password
  - b. change your IDIR password (if it is the same as your Starwood password)
- 2) If you used a government credit card
  - a. review your government credit card statement for unauthorized changes
  - b. Consider a credit monitoring service, Marriott is providing guests the opportunity to enroll in WebWatcher free of charge for one year.
- 3) Monitor your statements and Email me if you see any transactions you do not recognize.
- 4) If your BMO Corporate card has been compromised, please Email me to re-issue you a new purchase/travel card.

Information from BMO regarding the incident:

- On November 30, 2018, Starwood Hotels and Resorts (W Hotels, St. Regis, Sheraton, Westin, Marriott, Element and more) announced it had detected unauthorized access to its guest database network. The unauthorized access was detected on or before September 10, 2018 but may date back as far as 2014. Starwood Hotels is actively investigating the breach and contacting customers in the U.S., U.K. and Canada to inform them about the possible compromise of personal information.
- BMO uses fraud monitoring tools to review transactions on behalf of all our customers and these tools also help us identify fraudulent activity.
- BMO credit card customers are not liable for unauthorized transactions which are reported in a timely manner.
- We will replace credit cards if cardholders are worried their personal banking information may have been compromised.

Starwood has set up dedicated resources to support customer inquiries. Customers should be directed to the website or call centre for more information.

Starwood Guest Reservation Database Security Incident (<https://answers.kroll.com/> / Starwood Call Centre (Canada): 1-877-273-9481

Thank You.

*Sheila Cleaver*

Corporate CardCoordinator-Purchase Card/Travel Card/BTA  
Min of Finance, Minister's Offices and the Office of the Premier  
3rd Fl. 617 Government St. Victoria, BC V8W 9V1  
**Phone#** (778) 698-8586  
\*\*\*\*\*

**From:** Starwood Hotels [<mailto:starwoodhotels@email-marriott.com>]

**Sent:** Monday, December 3, 2018 3:21 PM

**To:** Nyland, Dirk TRAN:EX

**Subject:** Starwood Guest Reservation Database Security Incident



[California Residents](#) | [California - Español](#)  
[العربية](#) | [繁體中文](#) | [简体中文](#) | [Deutsch](#)  
[Español \(España\)](#) | [Español \(Latinoamérica\)](#)  
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[日本語](#) | [Português \(Europeu\)](#) | [Português \(Brasil\)](#)  
[한국어](#) | [Русский](#)

Dear Valued Guest,  
Marriott values our guests and understands the importance of protecting your personal information. We have taken measures to investigate and address a data security incident involving the Starwood guest reservation database. The investigation has determined that there was unauthorized access to the database, which contained guest information relating to reservations at Starwood properties\* on or before September 10, 2018. This notice explains what happened, measures we have taken, and some steps you can take in response.

### **Starwood Guest Reservation Database Security Incident**

On September 8, 2018, Marriott received an alert from an internal security tool regarding an attempt to access the Starwood guest reservation database. Marriott quickly engaged leading security experts to help determine what occurred. Marriott learned during the investigation that there had been unauthorized access to the Starwood network since 2014. Marriott recently discovered that an unauthorized party had copied and encrypted information, and took steps towards removing

it. On November 19, 2018, Marriott was able to decrypt the information and determined that the contents were from the Starwood guest reservation database. Marriott has not finished identifying duplicate information in the database, but believes it contains information on up to approximately 500 million guests who made a reservation at a Starwood property. For approximately 327 million of these guests, the information includes some combination of name, mailing address, phone number, email address, passport number, Starwood Preferred Guest ("SPG") account information, date of birth, gender, arrival and departure information, reservation date, and communication preferences. For some, the information also includes payment card numbers and payment card expiration dates, but the payment card numbers were encrypted using Advanced Encryption Standard encryption (AES-128). There are two components needed to decrypt the payment card numbers, and at this point, Marriott has not been able to rule out the possibility that both were taken. For the remaining guests, the information was limited to name and sometimes other data such as mailing address, email address, or other information. Marriott reported this incident to law enforcement and continues to support their investigation. The company is also notifying regulatory authorities. Marriott deeply regrets this incident happened. From the start, we moved quickly to contain the incident and conduct a thorough investigation with the assistance of leading security experts. Marriott is working hard to ensure our guests have answers to questions about their personal information with a dedicated website and call center. We are supporting the efforts of law enforcement and working with leading security experts to improve. Marriott is also devoting the resources necessary to phase out Starwood systems and accelerate the ongoing security enhancements to our network.

### **Guest Support**

Marriott has taken the following steps to help you monitor and protect your information:

#### **Dedicated Call Center**

Marriott has established a dedicated call center to answer questions you may have about this incident. The call center is open seven days a week, and is available in multiple languages. Our dedicated call center may experience high volume initially, and we appreciate your patience.

### **Email notification**

Marriott began sending emails on a rolling basis on November 30, 2018 to affected guests whose email addresses are in the Starwood guest reservation database.

### **Free WebWatcher Enrollment**

Marriott is providing guests the opportunity to enroll in WebWatcher free of charge for one year. WebWatcher monitors internet sites where personal information is shared and generates an alert to the consumer if evidence of the consumer's personal information is found. Due to regulatory and other reasons, WebWatcher or similar products are not available in all countries. Guests from the United States who complete the WebWatcher enrollment process will also be provided fraud consultation services and reimbursement coverage for free.

The section below provides additional information on steps you can take. If you have questions about this notification and to enroll in WebWatcher (if it is available in your country), please visit [info.starwoodhotels.com](http://info.starwoodhotels.com).

\* Starwood brands include: W Hotels, St. Regis, Sheraton Hotels & Resorts, Westin Hotels & Resorts, Element Hotels, Aloft Hotels, The Luxury Collection, Tribute Portfolio, Le Méridien Hotels & Resorts, Four Points by Sheraton and Design Hotels. Starwood branded timeshare properties are also included.  
Best wishes,



Arne Sorenson

### **MORE INFORMATION ON STEPS YOU CAN TAKE**

Regardless of where you reside, below are some additional steps you can take.

- Monitor your SPG account for any suspicious activity.
- Change your password regularly. Do not use easily guessed passwords. Do not use the same passwords for multiple accounts.
- Review your payment card account statements for unauthorized activity and immediately report unauthorized activity to the bank that issued your card.
- Be vigilant against third parties attempting to gather information by deception (commonly known as "phishing"), including through links to fake websites. Marriott will not ask you to provide your password by phone or email.
- If you believe you are the victim of identity theft or your personal data has been misused, you should immediately contact your national data protection authority or local law enforcement.

### **If you are a resident of the United States:**

We remind you it is always advisable to be vigilant for incidents of fraud or identity theft by reviewing your account statements and free credit reports for any unauthorized activity. You may obtain a copy of your credit report, free of charge, once every 12 months from each of the three nationwide credit reporting companies. To order your annual free credit report, please visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll free at 1-877-322-8228. Contact information for the three nationwide credit reporting companies is as follows:

*Equifax*, PO Box 740241, Atlanta, GA 30374,  
[www.equifax.com](http://www.equifax.com), 1-800-685-1111  
*Experian*, PO Box 2002, Allen, TX 75013,

[www.experian.com](http://www.experian.com), 1-888-397-3742

*TransUnion*, PO Box 2000, Chester, PA 19016,

[www.transunion.com](http://www.transunion.com), 1-800-916-8800

If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General's office in your state. You can obtain information from these sources about steps an individual can take to avoid identity theft as well as information about fraud alerts and security freezes. You should also contact your local law enforcement authorities and file a police report. Obtain a copy of the police report in case you are asked to provide copies to creditors to correct your records. Contact information for the Federal Trade Commission is as follows:

*Federal Trade Commission*, Consumer Response Center, 600 Pennsylvania Avenue, NW  
Washington, DC 20580, 1-877-IDTHEFT (438-4338), [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft)

**If you are a resident of Connecticut, Maryland, Massachusetts, North Carolina, or Rhode Island**, you may contact and obtain information from your state attorney general at:

*Connecticut Attorney General's Office*, 55 Elm Street, Hartford, CT 06106, [www.ct.gov/ag](http://www.ct.gov/ag), 1-860-808-5318

*Maryland Attorney General's Office*, 200 St. Paul Place, Baltimore, MD 21202,  
[www.oag.state.md.us](http://www.oag.state.md.us), 1-888-743-0023 or 1-410-576-6300

*Office of the Massachusetts Attorney General*, One Ashburton Place, Boston, MA 02108,  
[www.mass.gov/ago/contact-us.html](http://www.mass.gov/ago/contact-us.html), 1-617-727-8400

*North Carolina Attorney General's Office*, 9001 Mail Service Center, Raleigh, NC 27699,  
[www.ncdoj.gov](http://www.ncdoj.gov), 1-919-716-6400 or 1-877-566-7226

*Rhode Island Attorney General's Office*, 150 South Main Street, Providence, RI 02903,  
[www.riag.ri.gov](http://www.riag.ri.gov), 1-401-274-4400

**If you are a resident of Massachusetts or Rhode Island**, note that pursuant to Massachusetts or Rhode Island law, you have the right to file and obtain a copy of a police report. You also have the right to request a security freeze.

**If you are a resident of West Virginia**, you have the right to ask that nationwide consumer reporting agencies place “fraud alerts” in your file to let potential creditors and others know that you may be a victim of identity theft, as described below. You also have a right to place a security freeze on your credit report, as described below.

**Fraud Alerts:** There are two types of fraud alerts you can place on your credit report to put your creditors on notice that you may be a victim of fraud—an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least 90 days. You may have an extended alert placed on your credit report if you have already been a victim of identity theft with the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by contacting any of the three national credit reporting agencies.

**Credit Freezes:** You have the right to put a credit freeze, also known as a security freeze, on your credit file, free of charge, so that no new credit can be opened in your name without the use of a PIN number that is issued to you when you initiate a freeze. A security freeze is designed to prevent potential credit grantors from accessing your credit report without your consent. If you place a security freeze, potential creditors and other third parties will not be able to get access to your credit report unless you temporarily lift the freeze. Therefore, using a security freeze may delay your ability to obtain credit.

There is no fee to place or lift a security freeze. Unlike a fraud alert, you must separately place a security freeze on your credit file at each credit reporting company. For

information and instructions to place a security freeze, contact each of the credit reporting agencies at the addresses below:

**Experian Security Freeze**, PO Box 9554, Allen, TX 75013, [www.experian.com](http://www.experian.com)

**TransUnion Security Freeze**, PO Box 2000, Chester, PA 19016, [www.transunion.com](http://www.transunion.com)

**Equifax Security Freeze**, PO Box 105788, Atlanta, GA 30348, [www.equifax.com](http://www.equifax.com)

To request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.)
2. Social Security number
3. Date of birth
4. If you have moved in the past five years, provide the addresses where you have lived over the prior five years
5. Proof of current address such as a current utility bill or telephone bill
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.)
7. If you are a victim of identity theft, include a copy of the police report, investigative report, or complaint to a law enforcement agency concerning identity theft

The credit reporting agencies have one business day after receiving your request by toll-free telephone or secure electronic means, or three business days after receiving your request by mail, to place a security freeze on your credit report. The credit bureaus must also send written confirmation to you within five business days and provide you with a unique personal identification number ("PIN") or password or both that can be used by you to authorize the removal or lifting of the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, or to lift a security freeze for a specified period of time, you must submit a request through a toll-free telephone number, a secure electronic means maintained by a credit reporting



agency, or by sending a written request via regular, certified, or overnight mail to the credit reporting agencies and include proper identification (name, address, and Social Security number) and the PIN number or password provided to you when you placed the security freeze as well as the identity of those entities or individuals you would like to receive your credit report or the specific period of time you want the credit report available. The credit reporting agencies have one business day after receiving your request by toll-free telephone or secure electronic means, or three business days after receiving your request by mail, to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must submit a request through a toll-free telephone number, a secure electronic means maintained by a credit reporting agency, or by sending a written request via regular, certified, or overnight mail to each of the three credit bureaus and include proper identification (name, address, and Social Security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have one business day after receiving your request by toll-free telephone or secure electronic means, or three business days after receiving your request by mail, to remove the security freeze.

**Fair Credit Reporting Act:** You also have rights under the federal Fair Credit Reporting Act, which promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. The FTC has published a list of the primary rights created by the FCRA (<https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>), and that article refers individuals seeking more information to visit [www.ftc.gov/credit](http://www.ftc.gov/credit). The FTC's list of FCRA rights includes:

- You have the right to receive a copy of your credit report. The copy of your report must contain all the information in your file at the time of your request.
- Each of the nationwide credit reporting

companies – Equifax, Experian, and TransUnion – is required to provide you with a free copy of your credit report, at your request, once every 12 months.

- You are also entitled to a free report if a company takes adverse action against you, like denying your application for credit, insurance, or employment, and you ask for your report within 60 days of receiving notice of the action. The notice will give you the name, address, and phone number of the credit reporting company. You are also entitled to one free report a year if you're unemployed and plan to look for a job within 60 days; if you are on welfare; or if your report is inaccurate because of fraud, including identity theft.
- You have the right to ask for a credit score.
- You have the right to dispute incomplete or inaccurate information.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.
- Consumer reporting agencies may not report outdated negative information.
- Access to your file is limited. You must give your consent for reports to be provided to employers.
- You may limit "prescreened" offers of credit and insurance you receive based on information in your credit report.
- You may seek damages from violators.
- Identity theft victims and active duty military personnel have additional rights.

**If You Are A European Union Data Subject**, you may contact or obtain information from your Data Protection Authority at:

*Austria:* Österreichische Datenschutzbehörde,  
Wickenburggasse 8, 1080 Vienna, +43 1 52 152 0,  
Email: [dsb@dsb.gv.at](mailto:dsb@dsb.gv.at)

*Belgium:* De Gegevensbeschermingsautoriteit  
(GBA), Rue de la Presse 35, 1000 Brussels, +32  
(0)2 274 48 00, Email: [contact@apd-gba.be](mailto:contact@apd-gba.be)

*Bulgaria:* Commission for Personal Data Protection

(CPDP), 2 Prof. Tsvetan Lazarov Blvd., Sofia 1592,  
+359 899 877 156, Email: [kzld@cpdp.bg](mailto:kzld@cpdp.bg)

*Croatia*: Croatian Personal Data Protection Agency  
(AZOP), Fra Grge Martica 14, HR-10 000 Zagreb,  
+385 (0)1 4609-000, Email: [azop@azop.hr](mailto:azop@azop.hr)

*Cyprus*: Office of the Commissioner for Personal  
Data Protection, Iasonos 1, 1082 Nicosia (office  
address), P.O. Box 23378, 1682 Nicosia, Cyprus  
(postal address), +357 22818456, Email:  
[commissioner@dataprotection.gov.cy](mailto:commissioner@dataprotection.gov.cy)

*Czechia (Czech Republic)*: The Office for Personal  
Data Protection, Pplk. Sochora 27, 170 00 Praha 7,  
+420 234 665 111, Email: [posta@uoou.cz](mailto:posta@uoou.cz)

*Denmark*: Datatilsynet, Borgergade 28, 5, 1300  
København, +45 33 19 32 00 (Monday – Thursday  
9:00am to 12:00pm and 12:30 to 3:30pm, Friday  
9:30am to 12:00pm), Email: [dt@datatilsynet.dk](mailto:dt@datatilsynet.dk)

*Estonia*: Andmekaitse Inspektsioon, 19 Väike-  
Ameerika St., 10129 Tallinn, +372 627 4135,  
Email: [info@aki.ee](mailto:info@aki.ee)

*Finland*: Tietosuojavaltuutetun toimisto,  
Ratapihantie 9, 6th Floor, 00520, Helsinki (office  
address), P.O. Box 800, 00521 Helsinki (postal  
address), +358 29 566 6700, Email (registry):  
[tietosuoja@om.fi](mailto:tietosuoja@om.fi)

*France*: Commission nationale de l'informatique et  
des libertés (CNIL), 3 Place de Fontenoy TSA  
80715, 75334 PARIS CEDEX 07, +33 01 53 73 22  
22 (Monday to Thursday 9:00am to 6:30pm, Friday  
9:00am to 6:00pm)

*Germany*: Die Bundesbeauftragte für den  
Datenschutz und die Informationsfreiheit (BfDI),  
Husarenstr. 30 - 53117 Bonn, +49 (0)228-997799-  
0, Email: [poststelle@bfdi.bund.de](mailto:poststelle@bfdi.bund.de). (You may also  
contact the Data Protection Agency in your  
Bundesland.)

*Greece*: Data Protection Authority Offices, Kifissias  
1-3, 115 23 Athens, +30-210 6475600, Email:  
[contact@dpa.gr](mailto:contact@dpa.gr)

*Hungary*: Nemzeti Adatvédelmi és  
Információszabadság Hatóság, H-1125 Budapest,

Szilágyi Erzsébet fasor 22/C, +36 1 391 1400,  
Email: [privacy@naih.hu](mailto:privacy@naih.hu)

*Ireland:* Data Protection Commission (Comisiún Cosanta Sonraí), Canal House, Station Road, Portarlinton, R32 AP23 Co. Laois, +353 57 868 4800, +353 (0761) 104 800, Email: [info@dataprotection.ie](mailto:info@dataprotection.ie)

*Italy:* Garante per la protezione dei dati personali, Piazza Venezia 11 – 00187 Roma, +39 06 6967 71, +39 06 6967 72917, Email: [urp@gpdp.it](mailto:urp@gpdp.it)

*Latvia:* Data State Inspectorate, Blaumana Street 11 / 13–11, Riga, LV–1011, +371 67 22 31 31 (1:00 to 3:00pm), Email: [info@dvi.gov.lv](mailto:info@dvi.gov.lv)

*Lithuania:* Valstybine duomenu apsaugos inspekcija, A. Juozapaviciaus g. 6, 09310 Vilnius 6, 09310 Vilnius, +370 (8 5) 271 2804, 279 1445, Email: paštas [ada@ada.lt](mailto:ada@ada.lt)

*Luxembourg:* Commission Nationale Pour La Protection Des Données (CPND), 1, avenue du Rock'n'Roll, L-4361 Esch-sur-Alzette, +352 26 10 60 – 1

*Malta:* Office of the Information and Data Protection Commissioner (IDPC), Level 2, Airways House, High Street, Sliema SLM 1549, +356 2328 7100, Email: [idpc.info@idpc.org.mt](mailto:idpc.info@idpc.org.mt)

*Netherlands:* Autoriteit Persoonsgegevens, Postbus 93374, 2509 AJ DEN HAAG, +31 (0)70 888 85 00

*Poland:* Urząd Ochrony Danych Osobowych, ul. Stawki 2, 00-193 Warszawa, +48 22 531 03 00, Email: [kancelaria@uodo.gov.pl](mailto:kancelaria@uodo.gov.pl)

*Portugal:* Comissão Nacional de Protecção de Dados (CNPd), Av. D. Carlos I, 134 - 1.º, 1200-651 Lisboa, +351 21 392 84 00, Email: [geral@cnpd.pt](mailto:geral@cnpd.pt)

*Romania:* Autoritatea Nationala de Supraveghere a Prelucrării Datelor cu Caracter Personal (ANSPDCP), 28-30 G-ral Gheorghe Magheru Bld., District 1, post code 010336, Bucharest, +40 318 059 211, Email: [presa@dataprotection.ro](mailto:presa@dataprotection.ro), [anspdcpc@dataprotection.ro](mailto:anspdcpc@dataprotection.ro)

*Slovakia:* Úrad na ochranu osobných údajov, Hranicná 12, 820 07, Bratislava 27, +421 2

32313214, Email: [statny.dozor@pdp.gov.sk](mailto:statny.dozor@pdp.gov.sk)

*Slovenia*: Informacijski pooblaščenec, Dunajska cesta 22, SI-1000 Ljubljana, +386 1 230 97 30, Email: [gp.ip@ip-rs.si](mailto:gp.ip@ip-rs.si)

*Spain*: Agencia Española de Protección de Datos (AEPD), Jorge Juan, 6, 28001 Madrid, +34 913 996 207, Email: [contratacion@agpd.es](mailto:contratacion@agpd.es)

*Sweden*: Datainspektionen, Box 8114, 104 20 Stockholm, +46 08 657 61 00 (Monday, Tuesday, Thursday, Friday: 9:00 to 11:00am; Wednesday: 9:30 to 11:30am), Email:

[datainspektionen@datainspektionen.se](mailto:datainspektionen@datainspektionen.se)

*United Kingdom*: Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, +44 0303 123 1113, +44 01625 545 745, Email: [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk)

TERMS & CONDITIONS OF THE SPG PROGRAM TERMS OF USE PRIVACY POLICY

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**OCIO** | Office of the Chief Information Officer



Ref:

The Vulnerability and Risk Management (VRM) Team is aware of a breach which has affected Marriott's Starwood Guest Reservation Database that may impact government business travellers.

The Starwood information breach occurred between 2014 and its discovery September 10, 2018. Starwood brands include:

- W Hotels
- St. Regis
- Sheraton Hotels & Resorts
- Westin Hotels & Resorts
- Element Hotels
- Aloft Hotels
- The Luxury Collection
- Tribute Portfolio
- Le Méridien Hotels & Resorts
- Four Points by Sheraton
- Design Hotels that participate in the Starwood Preferred Guest (SPG) program
- Starwood branded timeshare properties are also included

**From:** [Parkinson, Elizabeth PREM:EX](#)  
**To:** [Felker, Karen IGRS:EX](#)  
**Subject:** RE: Vancouver Chinatown event  
**Date:** December 11, 2018 4:10:43 PM

---

Thanks Karen ☺

---

**From:** Felker, Karen IGRS:EX  
**Sent:** Tuesday, December 11, 2018 4:10 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Vancouver Chinatown event

The receipt came by mail so we've sent it over via house mail. I was just flipping you the email with the invite so you would remember the conversation.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 1:24 PM  
**To:** Felker, Karen IGRS:EX <[Karen.Felker@gov.bc.ca](mailto:Karen.Felker@gov.bc.ca)>  
**Subject:** RE: Vancouver Chinatown event

Hi Karen,

This is the invitation to the event. Do you have the receipt?

---

**From:** Felker, Karen IGRS:EX  
**Sent:** Tuesday, December 11, 2018 1:21 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FW: Vancouver Chinatown event

Hi Elizabeth, I received the invoice for the wreath for this ceremony so have flipped it your way

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** November 7, 2018 2:10 PM  
**To:** Felker, Karen IGRS:EX <[Karen.Felker@gov.bc.ca](mailto:Karen.Felker@gov.bc.ca)>  
**Subject:** Vancouver Chinatown event

s.15  
**From:** [\[mailto:Elizabeth.Parkinson@gov.bc.ca\]](mailto:Elizabeth.Parkinson@gov.bc.ca)  
**Sent:** Wednesday, November 7, 2018 2:09 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

**From:** [Parkinson, Elizabeth PREM:EX](#)  
**To:** s.15  
**Subject:** RE: Copies of invoices  
**Date:** December 11, 2018 4:43:20 PM

---

Thank you very much!

Elizabeth

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

From: s.15  
Sent: Tuesday, December 11, 2018 4:20 PM  
To: Parkinson, Elizabeth PREM:EX  
Subject: Copies of invoices

Hello,

As requested, here are the copies of your invoices.

Best regards.

s.15

Page 250 of 348

Withheld pursuant to/removed as

s.22



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 10:45 AM  
**To:** Holmwood, Jen PREM:EX  
**Subject:** RE: Travel

Can I pop down and make this change?

---

**From:** Holmwood, Jen PREM:EX  
**Sent:** Wednesday, December 12, 2018 9:55 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Travel

I am now.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Wednesday, December 12, 2018 9:18 AM  
**To:** Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>  
**Subject:** Travel

Hi Jen,

Are you in your office? I need to change one of your profile settings on your travel.



*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)

**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.

## Shortt, Amanda PREM:EX

---

**Subject:** HARBOUR AIR: Vancouver to Victoria (3:30 PM)  
**Location:** Flight # 2190

**Start:** Sun 2018-12-16 3:30 PM  
**End:** Sun 2018-12-16 4:05 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Parkinson, Elizabeth PREM:EX  
**Required Attendees**Hockin, Amber PREM:EX

HARBOUR AIR Flight # 2190

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

CONFIRMATION # <sup>s.22</sup>

Harbour Air Tel # 1-800-665-0212

Elizabeth-12-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** HELIJET: Victoria to Vancouver (3:50 PM)  
**Location:** Flight # 722

**Start:** Wed 2018-12-19 3:50 PM  
**End:** Wed 2018-12-19 4:25 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Parkinson, Elizabeth PREM:EX  
**Required Attendees**Hockin, Amber PREM:EX

HELIJET Flight # 722

Depart Victoria Harbour at 3:50 PM  
Arrive Vancouver Harbour at 4:25 PM

CONFIRMATION # s.22

Helijet Tel # 1-800-665-4354

Elizabeth – 12-12-18

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 12:15 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: New contract: Natasha Heughan Tony

Thanks Vanessa.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Wednesday, December 12, 2018 12:15 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: New contract: Natasha Heughan Tony

No I haven't - can't do til I actually turn my Surface which I haven't had a chance to do but will when I get back to COV - but thanks for the reminder

Sent from my iPhone

On Dec 12, 2018, at 11:24 AM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Vanessa,

Just checking that you've approved the new contract for Natasha.

Elizabeth

---

**From:** CFFSHELP, FIN FIN:EX  
**Sent:** Wednesday, December 12, 2018 11:14 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: New contract: Natasha Heughan Tony

Hello Elizabeth!

This REQ is still "In process" please remind the EA to Approve it so we can create the contract.

Thank you!

Rebeca

<image002.png>

---

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** December 12, 2018 7:26 AM  
**To:** CFFSHELP, FIN FIN:EX  
**Subject:** FW: New contract: Natasha Heughan Tony

FYI – To go with my emails yesterday.  
~S

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 10:25 AM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** New contract: Natasha Heughan Tony

Good morning Saija! I have not sent to CFFShelp per your instructions.

Please auto create the attached contract.

C19PREM1521  
EA: Vanessa Geary  
Supplier#<sup>s</sup>.22

Thanks,

<image003.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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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 12:41 PM  
**To:** Lee, Bonnie FIN:EX  
**Subject:** RE: CONFIDENTIAL: Password for Main Line Account

All sounds good Bonnie. Thank you for your help.

Elizabeth

---

**From:** Lee, Bonnie FIN:EX  
**Sent:** Wednesday, December 12, 2018 12:39 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: CONFIDENTIAL: Password for Main Line Account

The password below is different, it is a permanent password now but you can change it to something else. I meant to include that in my email below, so I apologize for not including that.

I logged on to the account just to set up delegates and to make sure the account was ready for the UC team set up call forwarding settings tomorrow, and have shared this information with anyone else. Please note the call forwarding won't take into effect until the main line is ported to UC, which I believe is next month for your office. Setting it up in advance just helps the cutover day run smoother.

Please let me know if you have any questions or concerns about this.

Thanks,  
Bonnie

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 12:15 PM  
**To:** Lee, Bonnie FIN:EX <Bonnie.Lee@gov.bc.ca>  
**Subject:** RE: CONFIDENTIAL: Password for Main Line Account

Thank you Bonnie! This is the same one I sent to you correct?

---

**From:** Lee, Bonnie FIN:EX  
**Sent:** Wednesday, December 12, 2018 12:13 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Privett, Don PREM:EX  
**Subject:** CONFIDENTIAL: Password for Main Line Account

Hello Elizabeth and Don,

Here is the login information for the OfficeofthePremier Phone account:  
IDIR:s.15  
Password:s.15

Don – the UC techs will assist you with logging on to the account to set up call forwarding settings. Please keep this password in a secure place as you will need it if the call forwarding settings need to be updated in the future.

Please let me know if you have any questions about this.

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/>

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 12:56 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Your yellow Cab is here Vanessa



*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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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 1:02 PM  
**To:** Henry, David A FIN:EX  
**Cc:** Holmwood, Jen PREM:EX  
**Subject:** RE: Printer in 063

Thank you David!! Jen will have to get back to you with her availability.

Elizabeth

---

**From:** Henry, David A FIN:EX  
**Sent:** Wednesday, December 12, 2018 1:01 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Cc:** Holmwood, Jen PREM:EX  
**Subject:** RE: Printer in 063

Thanks Elizabeth! Working with HP and Jen for the printer delivery and setup.

Can one of the team be over this afternoon if convenient o look at the Surface?

David

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 12:18 PM  
**To:** Henry, David A FIN:EX <David.Henry@gov.bc.ca>  
**Cc:** Holmwood, Jen PREM:EX <Jen.Holmwood@gov.bc.ca>  
**Subject:** RE: Printer in 063

Hi David,

Yes this is near Jen Holmwood and is still needed. Jen's Surface is also not working properly and keeps shutting off. Are you able to help her with that?

Thanks,

Elizabeth

---

**From:** Henry, David A FIN:EX  
**Sent:** Wednesday, December 12, 2018 12:16 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Printer in 063

Hi Elizabeth, yes, this was/is for the area where Jen and Erin were sitting? Is it needed there still?

Thanks,  
David

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 11:09 AM

**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>

**Subject:** FW: Printer in 063

Hi David,

Am I to understand the printer is here for install?

Elizabeth

---

**From:** Mulloy, Eleanor PREM:EX

**Sent:** Wednesday, December 12, 2018 11:00 AM

**To:** Parkinson, Elizabeth PREM:EX; Henry, David A FIN:EX

**Cc:** Holmwood, Jen PREM:EX

**Subject:** FW: Printer in 063

Hello Elizabeth, please see the notes below and attached email as there is now a printer for Jen Holmwood which they are wanting to install in Room 061. Erin Richards was the contact name but, from what I understand, this should now be you.

Thanks for getting all this organized David!

Eleanor Mulloy, Executive Administrative Assistant

Office of the Premier

Office Phone: 250-356-2605

Cell Phone: 250-208-6194

UC Phone: 778-698-8971

*"One moment can change a day, one day can change a life and one life can change the world"*

---

**From:** Henry, David A FIN:EX

**Sent:** Saturday, December 1, 2018 2:17 PM

**To:** Mulloy, Eleanor PREM:EX

**Cc:** PREM Tech; Hendry, Jackie PREM:EX

**Subject:** RE: Printer in 063

Much appreciated Eleanor! Good to know. There is a printer request in for this room, will check on status for it. Will advise also when LASS decide to do the move of their device.

Thanks,  
David

---

**From:** Mulloy, Eleanor PREM:EX

**Sent:** November 28, 2018 8:47 AM

**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>; Hendry, Jackie PREM:EX <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)>

**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>

**Subject:** RE: Printer in 063

Hi David, I popped downstairs and chatted with Tim Howlett, Executive Director, Issues Management, GCPE and looked at the printer situation down in Room 063 and Room 067. From what I understand, his staff and Jen Holmwood (Deputy Director of Communications, Office of the Premier) have been using the Caucus staff printer (E154MB10620) as they need a printer with a feed function to print off the QP binders and the only other printer down in that area (Room 067 – MPS5549) does not have that function, it is a printer only. They also use the printer in Room 095 (MPS4199) as a stop gap measure.

From what I understand, Jen Holmwood has put in a request for a printer for that area that she and the Issues Management Staff would use.

I hope this helps.

---

**From:** Henry, David A FIN:EX  
**Sent:** Wednesday, November 28, 2018 8:09 AM  
**To:** Hendry, Jackie PREM:EX; Mulloy, Eleanor PREM:EX  
**Cc:** PREM Tech  
**Subject:** ??: Printer in 063

Hi Jackie and Eleanor,

Are there OOP clients in the basement in rooms next to 063? Looks like they have been using a LASS copier. Do we need another MFP down there or...? I recall some moved back to the West Annex?

Thanks,  
David

---

**From:** Henry, David A FIN:EX  
**Sent:** November 5, 2018 12:52 PM  
**To:** Brown, Graeme W LASS:EX <[Graeme.Brown@leg.bc.ca](mailto:Graeme.Brown@leg.bc.ca)>  
**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>; Bowen, Bev LASS:EX <[Bev.Bowen@leg.bc.ca](mailto:Bev.Bowen@leg.bc.ca)>; Hanson, Derrick LASS:EX <[Derrick.Hanson@leg.bc.ca](mailto:Derrick.Hanson@leg.bc.ca)>; Johansen, Ken LASS:EX <[Ken.Johansen@leg.bc.ca](mailto:Ken.Johansen@leg.bc.ca)>  
**Subject:** RE: Printer in 063

Thanks for the head's up Graeme. Will look into getting the BC Gov clients a device.

David

---

**From:** Brown, Graeme <[Graeme.Brown@leg.bc.ca](mailto:Graeme.Brown@leg.bc.ca)>  
**Sent:** October 30, 2018 3:14 PM  
**To:** Henry, David A FIN:EX <[David.Henry@gov.bc.ca](mailto:David.Henry@gov.bc.ca)>  
**Cc:** PREM Tech <[PREM.Tech@gov.bc.ca](mailto:PREM.Tech@gov.bc.ca)>; Bowen, Bev LASS:EX <[Bev.Bowen@leg.bc.ca](mailto:Bev.Bowen@leg.bc.ca)>; Hanson, Derrick LASS:EX <[Derrick.Hanson@leg.bc.ca](mailto:Derrick.Hanson@leg.bc.ca)>; Johansen, Ken LASS:EX <[Ken.Johansen@leg.bc.ca](mailto:Ken.Johansen@leg.bc.ca)>  
**Subject:** Printer in 063

Hi David.

It has come to our attention that a Legislative Assembly Ricoh copier is in Room 063 and being used by government staff. I wanted to let you know that we will be making arrangements to have the copier removed from that room. As soon as I have a timescale for the move I'll let you know.

Regards

Graeme



**Graeme Brown**, Director | Information Technology Branch | [Legislative Assembly of British Columbia](#) | Victoria, BC  
V8V 1X4 | Tel: 250.356.1712 | Cell: 250.661.5169 | Follow us on [Facebook](#) and [Twitter](#)

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 1:06 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Bookings

Thanks Vanessa. Don is here if I'm off and able to book flights in that event.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Wednesday, December 12, 2018 1:05 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Re: Bookings

Yes - you will also need to sort out alternative for days you are off. Thanks V

Sent from my iPhone

On Dec 12, 2018, at 12:38 PM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Vanessa,

Amber has asked me if I am ok to have staff contact me directly when there are flight/accommodation or weather concerns rather than the staff member contacting her and then her not booking it correctly on our accounts. There have been issues with flights being on wrong billing accounts etc that needed to be fixed when I return from days off and also with people having to pay themselves because our accounts are set up so that not just anyone can call in to add to our account. I'm ok with doing this as it actually saves me having to fix the billing issues when I return. For contact though I would need a phone and possibly the calendars I have now so that I can see the flights. Are you ok with this?

<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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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 1:22 PM  
**To:** Holmwood, Jen PREM:EX  
**Subject:** RE: Dec 5/6 travel claim

Hi Jen,

Did you pay for the HA yourself? It doesn't say that it was on your credit card.

Elizabeth

---

**From:** Holmwood, Jen PREM:EX  
**Sent:** Wednesday, December 12, 2018 1:20 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Dec 5/6 travel claim

Hey Elizabeth,  
I didn't see the reimbursement for Harbour Air on the travel claim that just came through. Will it be on a different one?

Thanks!  
Jen

**From:** reservation@harbourair.com [mailto:reservation@harbourair.com]  
**Sent:** Wednesday, December 5, 2018 8:06 AM  
**To:** Holmwood, Jen 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](http://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	Jen Holmwood

## Booking

Wednesday, December 5, 2018

### Flight #2040

08:30 Victoria Harbour / Map 

09:05 Vancouver Harbour / Map !



35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

Jen Holmwood, Female

[Add to Calendar](#)

Invoice	s.17
Air Transportation Charges	
Sked 200/300 : (St) GO Flex	\$186.64
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	\$9.85

Billing	\$197.15
Taxes	\$9.85
<b>Grand Total</b>	<b>\$207.00</b>

Visa	\$207.00
------	----------

Date / Time	December 5, 2018 @ 8:05:13 AM
Summary	#####s.17
Expiration	02 / 2021
Authorization	053638

### 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](http://www.harbourair.com)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 1:28 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: BEA for Evan Brown

Sure. Would you like me to print it and re-scan to you?

---

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Wednesday, December 12, 2018 1:24 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: BEA for Evan Brown

Ok! Do you mind just correcting the explanation and I'll process it.  
~S

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 1:23 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: BEA for Evan Brown

Hi Saija,

This was a night the Premier and Evan were here late for Session. That was my error on the BEA.

Elizabeth

---

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Wednesday, December 12, 2018 1:14 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** FW: BEA for Evan Brown

---

**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

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

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 1:29 PM  
**To:** Hockin, Amber PREM:EX  
**Subject:** RE: Travel booking request  
**Attachments:** s.22

Welcome Amber!  
s.22

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

From: Hockin, Amber PREM:EX  
Sent: Wednesday, December 12, 2018 1:24 PM  
To: Parkinson, Elizabeth PREM:EX  
Subject: Re: Travel booking request

Thanks!

Amber Hockin  
Deputy Chief of Staff  
s.17

Amber.hockin@gov.bc.ca  
Sent from my iPhone

> On Dec 12, 2018, at 11:29 AM, Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca> wrote:  
>

> All booked Amber. I'll send them to your calendar now.  
>

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

> From: Hockin, Amber PREM:EX  
> Sent: Wednesday, December 12, 2018 10:51 AM  
> To: Parkinson, Elizabeth PREM:EX  
> Cc: Wade, Debbie PREM:EX  
> Subject: Travel booking request  
>

> Elizabeth. Could you please book a harbour air flight vancouver to Victoria this Sunday around 2 or 3?  
> And could you book a helijet from Victoria to vancouver December 19 around 330? Thanks. Amber  
>

> Amber Hockin  
> Deputy Chief of Staff  
> s.17

> Amber.hockin@gov.bc.ca  
> Sent from my iPhone

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 1:40 PM  
**To:** Henry, David A FIN:EX  
**Subject:** New phone, calendar and email set-up

Hi David,

I'm having a phone delivered tomorrow by Lana. Can you please put my email and calendars on tomorrow if I call as soon as it arrives?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 2:05 PM  
**To:** 'Lana Garraway'  
**Subject:** RE: New phone

That would be great Lana. I will be hear all day tomorrow. ☺

---

**From:** Lana Garraway [mailto:[lane@ralphs.ca](mailto:lane@ralphs.ca)]  
**Sent:** Wednesday, December 12, 2018 2:02 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: New phone

We do have one I can show you. Its \$24.99 less 15%

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)  
[www.ralphs.ca](http://www.ralphs.ca)



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airtime
- Special Phone  
Pricing

 **TELUS** | authorized dealer

---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>  
**Sent:** December 12, 2018 1:52 PM  
**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>  
**Subject:** RE: New phone

Thanks Lana. I've sent David Henry a note. Do you have clear cases?

---

**From:** Lana Garraway [mailto:[lane@ralphs.ca](mailto:lane@ralphs.ca)]  
**Sent:** Wednesday, December 12, 2018 1:51 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: New phone

Hi Elizabeth, yes they will need to help with your setup!

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)

[www.ralphs.ca](http://www.ralphs.ca)



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 **TELUS** | authorized dealer\*

---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>

**Sent:** December 12, 2018 1:37 PM

**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>

**Subject:** RE: New phone

Thank you Lana! I guess I will have to have PremTech put the calendars on it too.

---

**From:** Lana Garraway [<mailto:lane@ralphs.ca>]

**Sent:** Wednesday, December 12, 2018 1:36 PM

**To:** Parkinson, Elizabeth PREM:EX

**Subject:** RE: New phone

Hi Elizabeth,

I will have a new number activated for you today with a Rose Gold iPhone 7 device and have it delivered tomorrow.

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)

[www.ralphs.ca](http://www.ralphs.ca)



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airtime
- Special Phone  
Pricing



---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>

**Sent:** December 12, 2018 1:26 PM

**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>

**Subject:** RE: New phone

An iphone please, not black please as <sup>s.22</sup>

. My IDIR is <sup>s.15</sup>

---

**From:** Lana Garraway [<mailto:lane@ralphs.ca>]

**Sent:** Wednesday, December 12, 2018 1:18 PM

**To:** Parkinson, Elizabeth PREM:EX

**Subject:** RE: New phone

Hi Elizabeth, absolutely. What device and what is the username?

**Lana Garraway**

**Ralph's Radio Ltd.**

815 View St, Victoria BC V8W 1K1

Cellular: (250)896-4866

Office: 778-404-7232

Please note: I have a new email address [lane@ralphs.ca](mailto:lane@ralphs.ca)

[www.ralphs.ca](http://www.ralphs.ca)



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for Government Employees**



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airtime
- Special Phone  
Pricing



---

**From:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>  
**Sent:** December 12, 2018 1:08 PM  
**To:** Lana Garraway <[lane@ralphs.ca](mailto:lane@ralphs.ca)>  
**Subject:** New phone

Hi Lana,

Are you able to set me up with a phone on our account? <sup>s.22</sup>  
get it before I leave end of day?

will it be possible to

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 2:09 PM  
**To:** s.15  
**Subject:** RE: Folio for Premier

s.22

Elizabeth

---

**From:** s.15  
**Sent:** Wednesday, December 12, 2018 2:01 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Folio for Premier

s.22

Angela

---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 12, 2018 1:51 PM  
**To:** s.15  
**Subject:** RE: Folio for Premier

s.22

Elizabeth

---

**From:** s.15  
**Sent:** Wednesday, December 12, 2018 1:07 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Folio for Premier

s.22

---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 12, 2018 1:04 PM

**To:** s.15

**Subject:** RE: Folio for Premier

s.22

---

**From:** s.15

**Sent:** Wednesday, December 12, 2018 1:02 PM

**To:** Parkinson, Elizabeth PREM:EX

**Subject:** RE: Folio for Premier

s.22

Take care!

---

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

**Sent:** Wednesday, December 12, 2018 1:00 PM

**To:** s.15

**Subject:** RE: Folio for Premier

Thank you Angela! It's always a pleasure for the Premier to stay with you! Thank you again for all your help taking care of him and our staff. Sending you wishes for a restful, relaxing Christmas season!

s.22

Elizabeth

---

**From:** s.15

**Sent:** Wednesday, December 12, 2018 12:49 PM

**To:** Parkinson, Elizabeth PREM:EX

**Subject:** RE: Folio for Premier

Hi Elizabeth,

Here is the Premier's receipt. I hope that he enjoyed his time with us.

Wishing you a wonderful Christmas season and I look forward to working with you again in the New Year!  
Angela

s.15

---

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

**Sent:** Wednesday, December 12, 2018 12:44 PM

**To:** s.15

**Subject:** Folio for Premier

Hi Angela,

Are you able to send me a copy of the folio for the Premier from his Dec. 5<sup>th</sup> stay?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 2:21 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: Evan Brown, Nov. 26

Thank you!

---

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** Wednesday, December 12, 2018 2:19 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Evan Brown, Nov. 26

Thanks!

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 1:48 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** BEA: Evan Brown, Nov. 26

**From:** s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 12, 2018 1:43 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 2:22 PM  
**To:** Brubacher, Kelly IGRS:EX  
**Subject:** FW: Business card translation request  
**Attachments:** Scan\_20181212.pdf; Scan\_20181212.pdf

Hi Kelly,

Is it possible to get a Japanese and Korean translation for Evan too?

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Wednesday, December 12, 2018 10:06 AM  
**To:** Brubacher, Kelly IGRS:EX  
**Subject:** Business card translation request

Hi Kelly,

Are you able to arrange a translation for Evan Brown's business card, attached, to Chinese? I'm attaching the Premier's as a reference.

Thanks,

Elizabeth

**From:** s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 12, 2018 10:00 AM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 3:06 PM  
**To:** s.15  
**Subject:** Receipt for Bob Dewar

Hi Angela,

Are you still in the office? If yes, can you please send me a copy of Bob Dewar's folio?

Much thanks!



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 3:12 PM  
**To:** Dewar, Bob PREM:EX  
**Subject:** Hotel receipts for expenses  
**Attachments:** Scan\_20181212.pdf

Here you go Bob. Sending you best wishes for a Merry Christmas!  
Elizabeth

**From:**<sup>s.15</sup> [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 12, 2018 3:11 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 3:21 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** BEA: Remembrance Wreath  
**Attachments:** Scan\_20181212.pdf

**From:** s.15 [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Wednesday, December 12, 2018 3:18 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** Scan From <Device Name>



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 3:25 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Evan lunch

Thanks!

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Wednesday, December 12, 2018 3:25 PM  
**To:** Parkinson, Elizabeth PREM:EX  
**Subject:** RE: Evan lunch

Yes, thanks

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Wednesday, December 12, 2018 3:24 PM  
**To:** Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Subject:** Evan lunch

Hi Vanessa,

Evan went with the Premier to a lunch meeting today. He can't claim the meal through travel as it's local. Can I reimburse him through a BEA claim?

Thanks,



*Elizabeth Parkinson*

Finance and Administration Officer

Office of the Premier

Direct: 250-387-1805

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E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 12, 2018 3:53 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Preparer Communication - Unified Communications (UC) Transfer Process

Sure Vanessa. Some may not apply to me but still informative.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Wednesday, December 12, 2018 3:32 PM  
**To:** Loubert, Danny PREM:EX; Parkinson, Elizabeth PREM:EX  
**Subject:** FW: Preparer Communication - Unified Communications (UC) Transfer Process

Do you two want or need to get these from me?

---

**From:** iStore Communications CITZ:EX  
**Sent:** Wednesday, December 12, 2018 2:16 PM  
**To:** iStore Communications CITZ:EX <iStoreCommunications@gov.bc.ca>  
**Subject:** Preparer Communication - Unified Communications (UC) Transfer Process

The logo for the Office of the Chief Information Officer (OCIO) is displayed. It features the acronym "OCIO" in a large, bold, white sans-serif font, followed by a vertical line and the full name "Office of the Chief Information Officer" in a smaller, white sans-serif font. The background is dark with a subtle, light-colored wave pattern.

**To:** iStore Preparers

## Unified Communications (UC) Transfer Process

Once an employee receives a Unified Communications (UC) telephone number this number will remain with them through their entire career.

A [Unified Communications Transfer Guide](#) has been created which describes the scenarios and steps required for transferring UC Services. It is important to follow these processes to ensure UC number, device and UC functionality (e.g. unified messaging/voice mail) transfers correctly from their current location/sector/ministry to their new one.

If you have issues or questions, please contact the [Service Desk](#) online by email at [77000@gov.bc.ca](mailto:77000@gov.bc.ca) or call 250-387-7000 (toll-free 1 866 660-0811), Option 3.

Thank you,  
iStore Communications

To view all previous Preparer Communications, please go to the [Client Resource Centre](#).

**Note:** The purpose of these communications is to notify iStore Preparers (only) of upcoming changes to iStore or the ordering process. The distribution list used for these communications is provided by CAS and consists of all currently active iStore Preparers (it does not include Expense Authorities). Please reach out to your Ministry contact to submit a request to CAS to remove iStore access if this is no longer required. Once access has been removed you will no longer receive iStore Preparer Communications.

Page 285 of 348 to/à Page 286 of 348

Withheld pursuant to/removed as

s.22

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 10:38 AM  
**To:** CFFSHELP, FIN FIN:EX  
**Subject:** RE: New contract: Natasha Heughan Tony

Hi Rebecca,

I'm just being refreshed and UC'ed this morning. We're not quite finished. I'll call you as soon as I can.

Elizabeth

---

**From:** CFFSHELP, FIN FIN:EX  
**Sent:** December 13, 2018 9:25 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>  
**Subject:** RE: New contract: Natasha Heughan Tony

Hello Elizabeth!

I'm about to send the contract for approval but the columns below are opposite.

Operating Unit	Finance Supported Entit	Created	13-DEC-
PO, Rev	C19PREM1521	0	Type Standard
Supplier	TONY, NATASHA HEUGHAN		Site s.22
Ship-To	FS	Bill-To	FS
Buyer	LOZANO, REBECA	Status	Incomple
Description	Natasha Heughan Tony		

Lines

Price Reference

Reference Documents

More

Num	Type	Item	Rev	Category	De
1	Receipt - Goo			AI.AI00	Nat
2	Receipt - Goo			AI.AI00	Nat

Is this a one time off invoice or do you know if there are many invoices coming up, more than one?

Rebeca

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** December 12, 2018 7:26 AM  
**To:** CFFSHELP, FIN FIN:EX  
**Subject:** FW: New contract: Natasha Heughan Tony

FYI – To go with my emails yesterday.  
~S

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 10:25 AM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** New contract: Natasha Heughan Tony

Good morning Saija! I have not sent to CFFShelp per your instructions.

Please auto create the attached contract.

C19PREM1521  
EA: Vanessa Geary  
Supplier#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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

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

**Start:** Thu 2018-12-13 3:00 PM  
**End:** Thu 2018-12-13 3:35 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

Thursday, December 13, 2018

HARBOUR AIR Flight # 218

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

CONFIRMATION #<sup>s.22</sup>

Harbour Air Tel # 1-800-665-0212

Elizabeth-10-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** KATE: HELIJET: Victoria to Vancouver (3:50 PM)

**Location:** Flight # 722

**Start:** Thu 2018-12-13 3:50 PM

**End:** Thu 2018-12-13 4:25 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

HELIJET Flight # 722

Depart Victoria Harbour at 3:50 PM

Arrive Vancouver Harbour at 4:25 PM

CONFIRMATION #<sup>s.22</sup>

-

Helijet Tel # 1-800-665-4354

Elizabeth-13-12-18



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:02 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** FW: Thank you

FYI- The email version. 😊

---

**From:** s.22  
**Sent:** December 13, 2018 11:44 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Thank you

Hi Elizabeth,

I wanted to write a personal thank you for everything that the NDP Party has been doing to help middle class families live more affordably. Myself and my husband are extremely grateful as we have just been approved under the Affordable Childcare Benefit and our childcare provider has also opted into the Childcare Fee Reduction Initiative. With 2 kids under the age of 4 and the current costs of living, this has been a complete life changer for us and we can't say thank you enough!

Please extend my thanks to the Premier and the whole team that is working hard to make such positive changes towards affordable living!

s.22

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:04 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Travel Voucher: E130256, Jen Holmwood  
**Attachments:** Scan\_20181213.pdf

s.15  
**From:** <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 9:16 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:20 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Travel Voucher: Sheena McConnell #E130244  
**Attachments:** Scan\_20181213.pdf

s.15

**From:** Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 9:16 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:21 PM  
**To:** OOP FOI PREM:EX  
**Subject:** RE: Call for Records OOP-2018-87781 Records Due December 21, 2018

No records.

Elizabeth

---

**From:** OOP FOI PREM:EX  
**Sent:** December 13, 2018 12:16 PM  
**To:** LP PO Deputy Minister <LPPODM@Victoria1.gov.bc.ca>; LP PO Executive Office <LPPOEO@Victoria1.gov.bc.ca>; LP  
Premiers Vancouver Office <LPPVO@Victoria1.gov.bc.ca>  
**Subject:** Call for Records OOP-2018-87781 Records Due December 21, 2018

Hello,

Please see the below request and please let me know by December 21<sup>st</sup> whether or not you have any records:

**Canvassed: All Staff**

---

*Any records referring to Brilliant Circle Holdings International Ltd., a company involved in land development in B.C.*

*(Date Range for Record Search: From: **01/01/2014 To: 12/01/2018**) 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

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:25 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** Open House Tuesday

Hi Jackie,

I'm going to be picking up the food and drinks for the Open House at <sup>s.15</sup> on Monday and bringing it in. I wanted to share the list to make sure its ok with your office plan.

Sliced cheeses  
Sliced meats  
Crackers – Box of 4 types  
Veggies and dip  
Fruit platter and grapes  
Rolls  
Pop-Coke and ginger ale  
Cranberry juice  
Mayo  
Tray of squares

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:28 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Evan Brown, Travel Voucher # E130250  
**Attachments:** Scan\_20181213.pdf

**From:** s.15 <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 9:16 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:30 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Sheena McConnell Travel Voucher # E130249  
**Attachments:** Scan\_20181213.pdf

**From** s.15 <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 9:14 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:31 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Sheena McConnell Travel Voucher #E130236  
**Attachments:** Scan\_20181213.pdf

**From** s.15 <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 9:12 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>



**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:32 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Evan Brown Travel Voucher #E130251  
**Attachments:** Scan\_20181213.pdf

**From** s.15 <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 9:11 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:51 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** BEA: Evan Brown Lunch  
**Attachments:** Scan\_20181213.pdf

Hi Vanessa,

I' don't think I sent you the actual forms for the approval.

Thanks,

Elizabeth

**From:** <sup>s.15</sup> <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 9:09 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:58 PM  
**To:** Felker, Karen IGRS:EX  
**Subject:** RE: Contact number for Poppy Fund?

No, only an address on the invoice. I'll call. Thanks for your help!

---

**From:** Felker, Karen IGRS:EX  
**Sent:** December 13, 2018 12:56 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** RE: Contact number for Poppy Fund?

You can call the Vancouver protocol event coordinator at 604-873-7279 or email [erp@vancouver.ca](mailto:erp@vancouver.ca) to get the number for payment if it's not on the invitation. I don't have the direct number for the Vancouver Poppy Office as it's an online order form.

Jim Howard is the administrator of the Vancouver Poppy Fund. Is the number not on the invoice?

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 12:36 PM  
**To:** Felker, Karen IGRS:EX <[Karen.Felker@gov.bc.ca](mailto:Karen.Felker@gov.bc.ca)>  
**Subject:** Contact number for Poppy Fund?

Hi Karen,

I'd like to pay this on our Purchasing card. Do you have a telephone number for them?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 1:05 PM  
**To:** Van Meer-Mass, Kate PREM:EX  
**Subject:** RE: Refresh: your computer and phone tomorrow

Thanks

---

**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** December 13, 2018 1:00 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>  
**Subject:** Re: Refresh: your computer and phone tomorrow

Will do!

Sent from my iPhone

On Dec 13, 2018, at 12:59 PM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Kate,

Are you able to leave your login details for Amber to sign in to your computer tomorrow so the Refresh people can set-up your new desktop and phone?

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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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 1:13 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** RE: Refresh: your computer and phone tomorrow

I will speak directly to Charlyne to make sure the timing is respected Amber.

Elizabeth

---

**From:** Nash, Amber PREM:EX  
**Sent:** December 13, 2018 1:11 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>  
**Subject:** RE: Refresh: your computer and phone tomorrow

Just a reminder that the Premier will be here in the morning tomorrow – out after 11am.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 1:00 PM  
**To:** Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>  
**Cc:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>  
**Subject:** Refresh: your computer and phone tomorrow  
**Importance:** High

Hi Kate,

Are you able to leave your login details for Amber to sign in to your computer tomorrow so the Refresh people can set-up your new desktop and phone?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 1:26 PM  
**To:** Gustafson, Charlynnne FIN:EX  
**Subject:** RE: Bob Dewar

Hi Charlynnne,

I don't have Bob's information. I will try him now. He's getting a laptop correct?

---

**From:** Gustafson, Charlynnne FIN:EX  
**Sent:** December 13, 2018 1:25 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Bob Dewar

Hi Elizabeth,

Do you have the login information for Bob Dewar?

Thank you,

Charlynnne

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 2:04 PM  
**To:** Dewar, Bob PREM:EX  
**Subject:** RE: Login for new computer

Thank you Bob!

---

**From:** Dewar, Bob PREM:EX  
**Sent:** December 13, 2018 2:00 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Re: Login for new computer

s.15; s.22

Sent from my iPhone

On Dec 13, 2018, at 3:27 PM, Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)> wrote:

Hi Bob,

We're refreshing the computers and phones today and tomorrow and I forgot to ask for your login information. Can you please send asap?

Thanks,

<image001.png> *Elizabeth Parkinson*  
Finance and Administration Officer  
Office of the Premier  
Direct: 778-974-6082  
Reception: 250-387-1715  
E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 2:50 PM  
**To:** Gustafson, Charlynn FIN:EX  
**Subject:** RE: Main line orientation

Thanks Charlynn, Sorry but I have some stuff to finish now.

---

**From:** Gustafson, Charlynn FIN:EX  
**Sent:** December 13, 2018 2:37 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Main line orientation

Hi Elizabeth, we worked out the password situation if you want to come up again?

Thank you,  
Charlynn

Sent from my Samsung Galaxy smartphone.



## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 2:53 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** FW: Thank you

---

**From:** s.22  
**Sent:** December 13, 2018 11:57 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** RE: Thank you

Thank you!! I'm absolutely over the moon right now!

Enjoy the rest of your day. 😊

s.22

---

**From:** Parkinson, Elizabeth PREM:EX [mailto:Elizabeth.Parkinson@gov.bc.ca]  
**Sent:** Thursday, December 13, 2018 11:50 AM  
**To:** s.22  
**Subject:** RE: Thank you

Thank you so much for your personal note<sup>s.22</sup> ! It's wonderful to hear stories like yours and how these changes have impacted your family in such a positive way. You've just made my day. I will make sure the Premier sees your note and hears your story. This is wonderful news.

Elizabeth

---

**From:** s.22  
**Sent:** December 13, 2018 11:44 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Thank you

Hi Elizabeth,

I wanted to write a personal thank you for everything that the NDP Party has been doing to help middle class families live more affordably. Myself and my husband are extremely grateful as we have just been approved under the Affordable Childcare Benefit and our childcare provider has also opted into the Childcare Fee Reduction Initiative. With 2 kids under the age of 4 and the current costs of living, this has been a complete life changer for us and we can't say thank you enough!

Please extend my thanks to the Premier and the whole team that is working hard to make such positive changes towards affordable living!

s.22

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:00 PM  
**To:** Privett, Don PREM:EX  
**Subject:** RE: John and the gingerbread on Global

I have no sound...?

---

**From:** Privett, Don PREM:EX  
**Sent:** December 13, 2018 2:57 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** John and the gingerbread on Global

First video. If you can get through the commercials, it plays.  
<https://globalnews.ca/news/4757534/john-horgan-dental-coverage-health-system/>

---

**DON PRIVETT** | Administrative Assistant | Office of the Premier  
Phone: 250.387.1715 / 250.387.1716 | [don.privett@gov.bc.ca](mailto:don.privett@gov.bc.ca)  
West Annex, Room 156 | Parliament Buildings, Victoria, BC V8W 9E1



LEGISLATIVE ASSEMBLY  
of BRITISH COLUMBIA

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:18 PM  
**To:** Horgan.MLA, John LASS:EX  
**Subject:** RE: Newsletter-attn: Hans

Thank you Hans!

---

**From:** Horgan.MLA, John <John.Horgan.MLA@leg.bc.ca>  
**Sent:** December 13, 2018 2:49 PM  
**To:** OfficeofthePremier, Office PREM:EX <Premier@gov.bc.ca>  
**Cc:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** FW: Newsletter-attn: Hans

Fyi .Hans

---

**From:** Rosa Willner [<mailto:rwillner@sd62.bc.ca>]  
**Sent:** Thursday, December 13, 2018 2:12 PM  
**To:** Horgan.MLA, John <[John.Horgan.MLA@leg.bc.ca](mailto:John.Horgan.MLA@leg.bc.ca)>  
**Cc:** Bryan Johnson <[bjohnson@sd62.bc.ca](mailto:bjohnson@sd62.bc.ca)>  
**Subject:** Newsletter-attn: Hans

As requested, please see attached.

*Thanks, enjoy the holidays if we don't see you!!*

*Rosa Willner*

Secretary  
Lakewood Elementary School, District #62  
2363 Setchfield Rd  
Victoria BC V9B 5W1

[rwillner@sd62.bc.ca](mailto:rwillner@sd62.bc.ca)

Ph# 250 474-3449  
Fax# 250 474-1618

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:22 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: Kate's Refresh

Yes, will do Jackie.

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** December 13, 2018 3:14 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** RE: Kate's Refresh

Thank you, Elizabeth. And if you could please ensure Amber has the login details for anyone else who will not be in the office tomorrow.

Thanks!  
Jackie

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Thursday, December 13, 2018 1:04 PM  
**To:** Hendry, Jackie PREM:EX <[Jackie.Hendry@gov.bc.ca](mailto:Jackie.Hendry@gov.bc.ca)>  
**Subject:** Kate's Refresh

Hi Jackie,

Amber Nash will have Kate's login details for the Refresh people.

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:23 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Thanks Vanessa.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** December 13, 2018 3:20 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>  
**Subject:** RE: Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Sorry, I forgot to send email after we spoke. Approved on my end thanks.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Thursday, December 13, 2018 3:20 PM  
**To:** Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Cc:** Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>  
**Subject:** RE: Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Hi Kate and Vanessa,

If this reconciliation is approved can you please send me an email so I can forward to Finance?

Thanks,

Elizabeth

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** December 13, 2018 2:16 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** RE: Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Can you please give me a call. Thanks

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Monday, December 10, 2018 12:57 PM  
**To:** Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Subject:** Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Hi Vanessa and Kate,

Attached is the December reconciliation for BMO<sup>s.17</sup>. Can you please confirm by email it is good to send 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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:23 PM  
**To:** Poldrugovac, Saija FIN:EX; FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** FW: Dec. 3 Reconciliation <sup>s.17</sup> EPARKINSON

FYI- Just waiting on Kate's approval.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** December 13, 2018 3:20 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>  
**Subject:** RE: Dec. 3 Reconciliation <sup>s.17</sup> EPARKINSON

Sorry, I forgot to send email after we spoke. Approved on my end thanks.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Thursday, December 13, 2018 3:20 PM  
**To:** Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Cc:** Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>  
**Subject:** RE: Dec. 3 Reconciliation <sup>s.17</sup> EPARKINSON

Hi Kate and Vanessa,

If this reconciliation is approved can you please send me an email so I can forward to Finance?

Thanks,

Elizabeth

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** December 13, 2018 2:16 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** RE: Dec. 3 Reconciliation <sup>s.17</sup> EPARKINSON

Can you please give me a call. Thanks

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Monday, December 10, 2018 12:57 PM  
**To:** Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>; Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Subject:** Dec. 3 Reconciliation <sup>s.17</sup> EPARKINSON

Hi Vanessa and Kate,

Attached is the December reconciliation for BMO <sup>s.17</sup> . Can you please confirm by email it is good to send 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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:29 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** RE:s.22

s.22 I'm going to finish up a few last travel claims and tidy up what I have that's waiting. If you want to send me anything after that (other than the Premier's which Amber will go through with him) then I will probably look at it closer to s.22 .

s.22

Elizabeth

---

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** December 13, 2018 3:27 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** RE:s.22

s.22

Should I bug for any outstanding items or just leave it s.22 ?

s.22

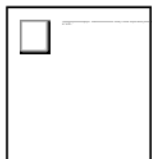
---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:26 PM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** s.22

Hi Saija,

I will be s.22 . If you need to get hold of me feel free to email s.22  
s.22 or my cell at s.22 .

s.22



*Elizabeth Parkinson*

Finance and Administration Officer  
Office of the Premier  
Direct: 778-974-6082  
Reception: 250-387-1715  
E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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Page 318 of 348 to/à Page 319 of 348

Withheld pursuant to/removed as

s.22

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:31 PM  
**To:** Van Meer-Mass, Kate PREM:EX  
**Subject:** RE: Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Thanks Kate!

---

**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** December 13, 2018 3:31 PM  
**To:** Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Cc:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Re: Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

And on mine

Sent from my iPhone

On Dec 13, 2018, at 3:20 PM, Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)> wrote:

Sorry, I forgot to send email after we spoke. Approved on my end thanks.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Thursday, December 13, 2018 3:20 PM  
**To:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Cc:** Van Meer-Mass, Kate PREM:EX <[Kate.VanMeer-Mass@gov.bc.ca](mailto:Kate.VanMeer-Mass@gov.bc.ca)>  
**Subject:** RE: Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Hi Kate and Vanessa,

If this reconciliation is approved can you please send me an email so I can forward to Finance?

Thanks,

Elizabeth

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** December 13, 2018 2:16 PM  
**To:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>  
**Subject:** RE: Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Can you please give me a call. Thanks

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Monday, December 10, 2018 12:57 PM  
**To:** Van Meer-Mass, Kate PREM:EX <[Kate.VanMeer-Mass@gov.bc.ca](mailto:Kate.VanMeer-Mass@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** Dec. 3 Reconciliation<sup>s.17</sup> EPARKINSON

Hi Vanessa and Kate,

Attached is the December reconciliation for BMO's.<sup>17</sup> Can you please confirm by email it is good to send to Finance?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:31 PM  
**To:** Poldrugovac, Saija FIN:EX; FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** FW: Dec. 3 Reconciliation s.17 EPARKINSON

FYI-

---

**From:** Van Meer-Mass, Kate PREM:EX  
**Sent:** December 13, 2018 3:31 PM  
**To:** Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>  
**Cc:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Re: Dec. 3 Reconciliation s.17 EPARKINSON

And on mine

Sent from my iPhone

On Dec 13, 2018, at 3:20 PM, Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)> wrote:

Sorry, I forgot to send email after we spoke. Approved on my end thanks.

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Thursday, December 13, 2018 3:20 PM  
**To:** Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Cc:** Van Meer-Mass, Kate PREM:EX <[Kate.VanMeer-Mass@gov.bc.ca](mailto:Kate.VanMeer-Mass@gov.bc.ca)>  
**Subject:** RE: Dec. 3 Reconciliation s.17 :PARKINSON

Hi Kate and Vanessa,

If this reconciliation is approved can you please send me an email so I can forward to Finance?

Thanks,

Elizabeth

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** December 13, 2018 2:16 PM  
**To:** Parkinson, Elizabeth PREM:EX <[Elizabeth.Parkinson@gov.bc.ca](mailto:Elizabeth.Parkinson@gov.bc.ca)>  
**Subject:** RE: Dec. 3 Reconciliation s.17 EPARKINSON

Can you please give me a call. Thanks

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** Monday, December 10, 2018 12:57 PM  
**To:** Van Meer-Mass, Kate PREM:EX <[Kate.VanMeer-Mass@gov.bc.ca](mailto:Kate.VanMeer-Mass@gov.bc.ca)>; Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)>  
**Subject:** Dec. 3 Reconciliation s.17 EPARKINSON

Hi Vanessa and Kate,

Attached is the December reconciliation for BMO<sup>s.17</sup> Can you please confirm by email it is good to send to Finance?

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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:32 PM  
**To:** Andruz, Dean FIN:EX  
**Subject:** Whenever you're ready Dean :-)



*Elizabeth Parkinson*

Finance and Administration Officer  
Office of the Premier  
Direct: 778-974-6082  
Reception: 250-387-1715  
E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: HELIJET: Victoria to Vancouver (8:40 AM)  
**Location:** Flight # 708

**Start:** Fri 2019-01-11 8:40 AM  
**End:** Fri 2019-01-11 9:15 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

**Importance:** High

Friday, January 11, 2018

Helijet Flight # 708

Depart Victoria Harbour at 8:40 AM  
Arrive Vancouver Harbour at 9:15 AM

CONFIRMATION # <sup>s.22</sup> Premier, Evan, Sheena s.15

Helijet Tel # 1-800-665-4354

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

---

**Subject:** Canceled: HELIJET: Vancouver to Victoria (6:45 PM)  
**Location:** Flight # 731

**Start:** Fri 2019-01-11 6:45 PM  
**End:** Fri 2019-01-11 7:20 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, January 11, 2019

HELIJET Flight # 731

Depart Vancouver Harbour at 6:45 PM  
Arrive Victoria Harbour at 7:20 PM

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

Helijet tel # 1-800-665-4354

Elizabeth-07-12-18

## Shortt, Amanda PREM:EX

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:39 PM  
**To:** s.15; s.22  
**Cc:**  
**Subject:** CANCELLATION: Jan. 11:FW: Thank you for choosing to take off with Helijet!

**From:** passengerservices@helijet.com <passengerservices@helijet.com>  
**Sent:** December 13, 2018 3:36 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@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.17
Name	Premier John Horgan
Company	Premier Of British Columbia

### Booking

s.22

Friday, January 11, 2019

Invoice #361491

708

08:40 Victoria Harbour (Downtown)

09:15 Vancouver Harbour (Downtown)

35 minutes

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

Cancelled

4 Passengers - Full-Fare

- Evan Brown, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, Female

[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, January 11, 2019

Invoice #361492

731

18:45 Vancouver Harbour (Downtown)

19:20 Victoria Harbour (Downtown)

35 minutes

Cancelled

4 Passengers - Full-Fare

- Evan Brown, Male
- Premier John Horgan, Male
- s.15
- Sheena McConnell, 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)

## 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](http://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](http://www.helijet.com) or by calling 1.800.665.4354 (within North America).

**Login to your account at [helijet.com](http://helijet.com)**

Thank you again for choosing to fly with Helijet.

[passengerservices@helijet.com](mailto:passengerservices@helijet.com)

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:40 PM  
**To:** Nash, Amber PREM:EX  
**Subject:** RE: Helijets

Done Amber!

---

**From:** Nash, Amber PREM:EX  
**Sent:** December 13, 2018 3:22 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Helijets

Hi Elizabeth,

Can you please cancel the helijets we have booked for Jan 11<sup>th</sup>?

A

**Amber Nash**, Executive Coordinator  
Office of the Premier  
Direct: 250-356-0210  
Mobile: 778-584-3330

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 3:42 PM  
**To:** Wade, Debbie PREM:EX  
**Subject:** RE: REFRESH: logins for missing staff

Sorry Debbie, Charlyne is the woman in charge of Refresh. She will be here again tomorrow.

---

**From:** Wade, Debbie PREM:EX  
**Sent:** December 13, 2018 3:41 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** RE: REFRESH: logins for missing staff

Hi Elizabeth;

Sorry who is Charlyne?

*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, December 13, 2018 3:22 PM  
**To:** Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)>  
**Subject:** REFRESH: logins for missing staff

Hi Debbie,

Are you able to make sure that Charlyne and Amber Nash have the login information for Geoff and Amber tomorrow if theys.22 ?

Thanks,



*Elizabeth Parkinson*

Finance and Administration Officer  
Office of the Premier  
Direct: 778-974-6082  
Reception: 250-387-1715  
E-mail: [elizabeth.parkinson@gov.bc.ca](mailto:elizabeth.parkinson@gov.bc.ca)

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**Shortt, Amanda PREM:EX**

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 4:13 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

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** November 30, 2018 3:48 PM  
**To:** Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>  
**Subject:** FW: envelopes / Christmas card proofs

---

**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](mailto: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\_<sup>s.22</sup> (Season's Greetings) is fine.

Snowman\_<sup>s.22</sup> (Merry Christmas) is fine. She is in Grade 7.

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

Trees\_<sup>s.22</sup> (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:<sup>s.22</sup>  
s.22 ,

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](mailto: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](mailto: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](mailto:elizabeth.parkinson@gov.bc.ca)

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## Shortt, Amanda PREM:EX

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**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 5:37 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Evan Brown Lunch  
**Attachments:** Scan\_20181213.pdf

s.15  
**From:** Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 5:33 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 5:39 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Amber Hockin, Travel Voucher # E130270  
**Attachments:** Scan\_20181213.pdf

s.15

**From:** <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 5:33 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

**Shortt, Amanda PREM:EX**

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 5:40 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Amber Hockin, TV# E130271  
**Attachments:** Scan\_20181213.pdf

s.15

**From:** <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 5:34 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 5:41 PM  
**To:** FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX  
**Subject:** Amber Hockin TV#E130272  
**Attachments:** Scan\_20181213.pdf

s.15  
**From** <Elizabeth.Parkinson@gov.bc.ca>  
**Sent:** December 13, 2018 5:35 PM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Subject:** Scan From <Device Name>

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 13, 2018 5:46 PM  
**To:** CFFSHELP, FIN FIN:EX  
**Cc:** Poldrugovac, Saija FIN:EX  
**Subject:** RE: New contract: Natasha Heughan Tony

Hi Rebeca,

Sorry for the delay responding. We had our Refresh and UC today and it's been a bit chaotic. I believe this is a one time invoice. I haven't had a chance to look at it in Oracle yet. I'm<sup>s.22</sup> but will log in tomorrow to look at where I've reversed the columns and give you a call.

Thanks,

Elizabeth

---

**From:** CFFSHELP, FIN FIN:EX  
**Sent:** December 13, 2018 9:25 AM  
**To:** Parkinson, Elizabeth PREM:EX <Elizabeth.Parkinson@gov.bc.ca>  
**Cc:** Poldrugovac, Saija FIN:EX <Saija.Poldrugovac@gov.bc.ca>  
**Subject:** RE: New contract: Natasha Heughan Tony

Hello Elizabeth!

I'm about to send the contract for approval but the columns below are opposite.



Operating Unit	Finance Supported Entit	Created	13-DEC-
PO, Rev	C19PREM1521	0	Type Standard
Supplier	TONY, NATASHA HEUGHAN		Site s.22
Ship-To	FS	Bill-To	FS
Buyer	LOZANO, REBECA	Status	Incomple
Description	Natasha Heughan Tony		

Lines

Price Reference

Reference Documents

More

Num	Type	Item	Rev	Category	De
1	Receipt - Goo			AI.AI00	Nat
2	Receipt - Goo			AI.AI00	Nat

Is this a one time off invoice or do you know if there are many invoices coming up, more than one?

Rebeca

**From:** Poldrugovac, Saija FIN:EX  
**Sent:** December 12, 2018 7:26 AM  
**To:** CFFSHELP, FIN FIN:EX  
**Subject:** FW: New contract: Natasha Heughan Tony

FYI – To go with my emails yesterday.  
~S

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 11, 2018 10:25 AM  
**To:** Poldrugovac, Saija FIN:EX  
**Subject:** New contract: Natasha Heughan Tony

Good morning Saija! I have not sent to CFFShelp per your instructions.

Please auto create the attached contract.

C19PREM1521  
EA: Vanessa Geary  
Supplier#<sup>s.22</sup>

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](mailto:elizabeth.parkinson@gov.bc.ca)

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Page 343 of 348 to/à Page 344 of 348

Withheld pursuant to/removed as

s.22

## Shortt, Amanda PREM:EX

---

**From:** Parkinson, Elizabeth PREM:EX  
**Sent:** December 16, 2018 3:38 PM  
**To:** Amber hockin  
**Subject:** Re: Flight Itinerary. Thanks for choosing Harbour Air!

Thanks Amber.

Sent from my iPhone

On Dec 16, 2018, at 10:31 AM, Amber hockin <sup>s.22</sup> wrote:

Hi Elizabeth.

I cancelled the harbour air as they are not flying much today. I will come back on the ferry. Debbie I had a reservation marked in my phone today for helijet but I called to cancel and they did not have a reservation listed for me - so nothing to cancel there. We will also need to cancel helijet from Victoria to Vancouver Wednesday and I will take the ferry. Thanks. Amber

Amber Hockin

Personal email:

s.22

Sent from my iPhone

Begin forwarded message:

**From:** <[reservation@harbourair.com](mailto:reservation@harbourair.com)>  
**Date:** December 16, 2018 at 8:41:19 AM PST  
**To:** s.22  
**Subject:** Flight Itinerary. Thanks for choosing Harbour Air!  
**Reply-To:** [reservation@harbourair.com](mailto: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](http://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.

## Customer Information

### Account

HAS #	s.17
Name	Amber Hockin
Company	Office Of The Premier

### Advisory

**The flight has been cancelled as requested.**


**Thank you!**

## Booking s.17

**Sunday, December 16, 2018**

Invoice s.17

**Flight #2190/Twin Otter**

**15:30 Vancouver Harbour / Map** 

**16:05 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.
  - Change your mind? No problem! Harbour Air is happy to offer a 2 hour cancellation grace period on most domestic bookings. Please call our Reservations Centre at 1.800.0665.0212 should you need to cancel your flight. Please note that this grace period cannot be extended to International flights or bookings made within 24 hours of flight departure time.
  - 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

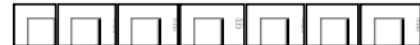
- **Check in time is 60 minutes prior to flight time.** Unclaimed seats may be sold 60 minutes prior to departure. Passengers not checked-in 60 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Passport book required for 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](http://www.harbourair.com)



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