

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Friday, April 27, 2018 1:55 PM
To: Sea, Sophia JTT:EX
Subject: RE: info/file logs

Hi Sophia: Thank you. I did check each of them and 32953 was logged as a letter. I reread it and realized there was an invite as well, so I changed it to invitation and sent to Marina (she already had a copy). For whatever reason I had added no attachment to this entry, so I found it in my file and added it then sent it to Marina. There are several Speculation Tax logs in the list which look like they have already been batched, so I am not sure why James asked to info/file them. I have left them as I was not sure if I needed to do anything, so I will leave them with CB.

Noreen

From: Services, Correspondence TAC:EX
Sent: Friday, April 27, 2018 1:46 PM
To: Dunn, Noreen TAC:EX
Subject: FW: info/file logs

Hi Noreen,

Just letting you know, CB can update these logs.

Thanks,
Sophia

From: Infante, James TAC:EX
Sent: Friday, April 27, 2018 11:18 AM
To: Dunn, Noreen TAC:EX; Services, Correspondence TAC:EX
Subject: info/file logs

Hi Corr Team and Noreen,

Please go ahead and info/file the following logs:

32401
32867
32953
33046
33113
33132
33151
33173
33183
33185
33191

Thank you!

James

Dunn, Noreen TAC:EX

From: Wendland, Justine AGRI:EX
Sent: Friday, April 27, 2018 11:19 AM
To: LP Support Staff; LP Administrative Coordinators; LP Legislative Assistants
Subject: May 15 Sub 1:30-3:15PM Little House

Hello,

Minister Popham is seeking a sub for Little House Duty on May 15th from 1:30-3:15pm.

We are also seeking a sub on May 17th from 4:30-6:00PM in the Big House.

Please advise if you can assist!

Justine Wendland, Administrative Assistant
Office of the Honourable Lana Popham
Minister of Agriculture
250-387-1023 | Justine.Wendland@gov.bc.ca

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Wednesday, April 25, 2018 9:46 AM
To: Reddy, Arthi JTT:EX
Subject: RE: hi

They were all entries that had been responded to by CB, and closed by CB as well, so I just moved them to 2018.

From: Reddy, Arthi JTT:EX
Sent: Tuesday, April 24, 2018 3:31 PM
To: Dunn, Noreen TAC:EX
Subject: RE: hi

If you have attached them to their logs in cliff, then it's fine to move them to 2018 Incomings

From: Dunn, Noreen TAC:EX
Sent: Tuesday, April 24, 2018 3:21 PM
To: Reddy, Arthi JTT:EX
Subject: hi

Just a quick note to say if you looked in James folder except for one item, he has Info file requested all of them. My query is each of them is one that at some point a redirect, reply staff or sig, was asked for. I just do not know if I can just transfer them to 2018 now as it appears each has been responded too.

Thanks

Noreen Dunn

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Tuesday, April 24, 2018 3:52 PM
To: Holding, Marina TAC:EX
Cc: Newhook, Kelly TAC:EX
Subject: s.22

s.22

Noreen Dunn

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Withheld pursuant to/removed as

DUPLICATE

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Tuesday, April 24, 2018 1:35 PM
To: Reddy, Arthi JTT:EX
Subject: MDRT query

Hi Did not want to call you again however there are several MDRT logs in James Correspondence folder that have already been put in to the batch file, but some do not say INFO FILE and they are showing up in his correspondence folder and he has categorized them to InfoFile. Can I change the Action to INFO FILE then move them in to the 2018. I think they are from prior to the batch being set up but they did go to the Batch file number, just are still in James folder.

Thanks

Noreen Dunn

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Tuesday, April 24, 2018 8:22 AM
To: Holding, Marina TAC:EX
Subject: FW: Redirect: s.22 Incoming (TAC 33248)

From: Services, Correspondence TAC:EX
Sent: Monday, April 23, 2018 4:06 PM
To: Dunn, Noreen TAC:EX
Subject: RE: Redirect:s.22 Incoming (TAC 33248)

Hi Noreen,

Can you confirm if Marina sent a regrets email to this writer?

As suggested by MOTI, they would prefer a regrets sent to the writer advising them MOTI will be responding.

Thanks,
Arthi

From: Writing Services, Transportation TRAN:EX
Sent: Monday, April 23, 2018 1:40 PM
To: Services, Correspondence TAC:EX
Subject: RE: Redirect: s.22 Incoming (TAC 33248)

Hi Sophia,

Was your MO wanting our MO to handle as a meeting request? Or will they be sending the writer a "meetings regret" and advising them MOTI will be responding? (I'd recommend the latter, then we can draft a response, rather than have our MO decide if they want to schedule a meeting or not...)

Let me know, and I'll action accordingly.

Thanks,

Aaron Shepard
Writing Services Coordinator | Corporate Writing Services
Ministry of Transportation and Infrastructure
5B - 940 Blanshard Street | Victoria, BC V8W 9T5
Phone: 250 356-0863

From: Services, Correspondence TAC:EX
Sent: Monday, April 23, 2018 12:03 PM
To: Writing Services, Transportation TRAN:EX
Cc: Services, Correspondence TAC:EX
Subject: Redirect:s.22 Incoming (TAC 33248)

Good Afternoon,

Just wondering if the attached is something Ministry of Transportation is able to respond to on behalf of Minister Beare?

Thank you,

Sophia Sea

Correspondence Analyst | Correspondence Services Branch
Serving: Ministry of Labour | Ministry of Tourism, Arts and Culture
Ministry of Jobs, Trade and Technology | and Minister of State for Trade
Phone: NEW (UC) 778.698.1620 | Email: Sophia.Sea@gov.bc.ca

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Monday, April 23, 2018 10:46 AM
To: Reddy, Arthi JTT:EX
Subject: RE: duplicate logs

Hi Arthi I cannot get to the part you have highlighted. I have tried filling in the name only then hitting Batch Magnifying pic. Have tried filling in all the top part then the Magnifying pic or just hitting batch. I do not get to the picture of the pages. I did play around a bit and found the yellow highlighted area with the page icon- I clicked a few times and suddenly other batch numbers came up—not sure why-I do not think they were to do with me—I also note that the few I have done this morning are all in last week's section in the 2018 not today's. Is that because the actual email came through last week. Are the few I have done –correct.

I will just continue to enter each item, then save for now. Later today or tomorrow I will try to walk through it with you. I have a lot of categorized items from James to enter today.

Noreen

From: Reddy, Arthi JTT:EX
Sent: Monday, April 23, 2018 8:47 AM
To: Dunn, Noreen TAC:EX
Subject: duplicate logs

After you've created the log, click on the highlighted part as shown below. this will create a duplicate log. You will have to change the author name, but it will fill in the subject line, the action, the batch etc for you.

▼ ? Batch Member ID: 33284 1 of 1				
Log ID 33284	Office	MO-Minister	Log Type	Email
<input type="checkbox"/> Confidential	Batch	33279 Concerns to MRDT changes	Status	<input type="checkbox"/> Priority

Let me know how this goes for you. ☺

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Friday, April 20, 2018 1:03 PM
To: Reddy, Arthi JTT:EX
Subject: query

Arthi

I just deleted most of the Incoming file folder (set up when I began) entries with attachments, that had been saved from September when I began till the end of December, as you said I could do every so often. I had over 2000. My question is—do I have to go anywhere else to do a permanent delete as one would do in their own email. All had been entered in CLIFF. I could not find the deleted stuff in the delete box. Just curious—wondering where they went. I want to delete up until the end of February next week, so I want to make sure I did everything correctly.

Thanks

Noreen Dunn

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Friday, April 20, 2018 8:56 AM
To: Infante, James TAC:EX
Subject: FW: Change to info//file?
Attachments: Draft Response CLIFF ID 33231; Draft Response CLIFF ID 33156

From: Reddy, Arthi JTT:EX
Sent: Friday, April 20, 2018 8:52 AM
To: Dunn, Noreen TAC:EX
Subject: Change to info//file?

Good Morning Noreen,

I recall we spoke about the Minister's get well wishes and that you would be logging them to keep track for her return, but I didn't think we were responding to them.

The two attached logs were marked for Minister's reply, can you confirm with James, as I thought they were info/files.

Thanks,
Arthi

Dunn, Noreen TAC:EX

From: Minister, TAC TAC:EX
Sent: Thursday, April 19, 2018 9:46 AM
To: Holding, Marina TAC:EX
Subject: FW: 33085 Incoming Re: NOTICE of BCAF Board of Directors' Meeting - Wednesday, April 25, 2018 7:00pm - 8:15pm Victoria
Attachments: BCAF Community Invitation-PRESS.pdf; ATT00001.htm; 2018 BC Indigenous Business Awards Sponsorship Package.pdf; ATT00002.htm; BCAF Discussion Paper 2017 - FINAL4.pdf; ATT00003.htm

From: BC Achievement [<mailto:cathrynwilson@bcachievement.com>]

Sent: Wednesday, April 11, 2018 4:30 PM

To: BC Achievement

Cc: Scott McIntyre; Kevin Bent; Yuri Fulmer; Furstenau.MLA, Sonia LASS:EX; Christopher Gaze; Anne Giardini; Lohman, Jack RBCM:EX; Robert Louie; Sophie Pierre; Judith Sayers; Singh.MLA, Rachna LASS:EX; Carreras, Korleen TAC:EX; Holding, Marina TAC:EX; Dorothee Xing; Bhikha, Jaymini LASS:EX; Nash, Amber PREM:EX; Jer-Nakamura, Lily RBCM:EX; Virginia Game; Wall, Selina LASS:EX; Gaylean Davies; Admin; Rendek, Judy LASS:EX; OfficeofthePremier, Office PREM:EX; Minister, TAC TAC:EX

Subject: 33085 Incoming Re: NOTICE of BCAF Board of Directors' Meeting - Wednesday, April 25, 2018 7:00pm - 8:15pm Victoria

Dear All,

We are looking forward to welcoming you to Victoria in two weeks to honour the 2018 Recipients of the BC Community Achievement Awards (invite attached with awardees listed) at Government House (2:30pm - 5:00pm) followed by the BCAF Board of Directors' meeting at the Royal BC Museum (Newcombe Conference Hall) commencing at 7:00pm. The Victoria visit has many of you arriving on April 24th and we have provided an outline of the BCAF commitments below for your immediate reference.

On April 25th, Anne Giardini has kindly offered to host a drop-in reception between the presentation ceremony at Government House and the Board Meeting. Thank you Anne!

Also, as we head towards the launch of the 2018 BC Indigenous Business Awards (next week) a number of you have asked for the sponsorship package to share with potential partners. It is attached below - with both a digital link and a pdf. We have also included the 'backgrounder ask' for the BC Community Achievement Awards too. The foundation office will be developing one-pagers on its Creative Achievement award programs as we move towards their respective launch dates in early May.

As always, the foundation office is here to help in anyway.

Many thanks,

Cathryn
Cathryn Wilson | Executive Director
BC Achievement Foundation
T: 604-261-9777 | Toll Free: 1-866-882-6088
www.bcachievement.com

BCAF Board of Directors - Victoria Timeline:

April 24th -

Board members are free to manage their own dinner plans, there will be no organized gathering

April 25th -

2:30pm BC Community Achievement Awards Presentation Ceremony at Government House - 1401 Rockland Avenue - (doors open at 2:00pm)

5:00pm - 6:30pm Drop-In Reception at 801 Dallas Road

7:00pm - 8:15pm BCAF Board of Directors' Meeting Newcombe Conference Hall at the Royal BC Museum 675 Belleville St, Victoria

Note: final details and BCAF Board Meeting materials including an agenda will be distributed next Wednesday, April 18th.

Invitation: BC Community Achievement Awards:

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Wednesday, April 18, 2018 1:02 PM
To: Holding, Marina TAC:EX
Subject: FW: Travel Letter
Attachments: 2018-02-15 - PS Travel Request Template.dotx; Scan_20180215.pdf

From: Holding, Marina TAC:EX
Sent: Friday, February 16, 2018 3:07 PM
To: Dunn, Noreen TAC:EX
Subject: FW: Travel Letter

Information for you

From: Newhook, Kelly TAC:EX
Sent: Thursday, February 15, 2018 5:47 PM
To: Holding, Marina TAC:EX
Subject: FW: Travel Letter

FYI.

Kelly

From: Ducker, Jayne SDPR:EX
Sent: Thursday, February 15, 2018 4:06 PM
To: Ashbourne, Craig MAH:EX; Clark, Layne PREM:EX; Dycke, Kassandra HLTH:EX; Gardea, Daniela MAH:EX; Henry, Molly FIN:EX; Infante, James TAC:EX; Lawson, Liam PSSG:EX; Manton, Kim FIN:EX; McColl, John-Michael JTT:EX; Newhook, Kelly TAC:EX; Sali, Meghan JTT:EX; Singh, Jasmyn HLTH:EX; Squance, Leah SDPR:EX; Takkar, Nimmi PSSG:EX; van Baarsen, Amanda HLTH:EX
Cc: Moran, Roseanne LASS:EX
Subject: Travel Letter

Hi all,

As discussed yesterday, here is the letter the Legislative Assembly requires Ministers to send to the Minister of Finance. As you will see in the letter, this is required when a Parliamentary Secretary will be travelling on behalf of the Minister/Executive Council.

Minister James' office has requested that a budget for the Parliamentary Secretary travel (and any staff accompanying them) be included in the submission, including the date of travel, method, departure location, arrival location, flight cost/mileage/ferry cost, hotel, car rental and per diem. I have attached a copy of the letter we sent earlier this year as an example.

Cheers,
Jayne

Jayne Ducker, Ministerial Assistant

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

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Wednesday, April 11, 2018 2:58 PM
To: Lee, Penny FIN:EX
Subject: RE: Update to Ticket 55567-Fax Line in Office

Hi Penny Well we got the new MPS tag, however it has the incorrect fax number on it. (it is the old one we already have on the printer-250-356-8223). Not the new correct one.

Noreen Dunn

From: Lee, Penny FIN:EX
Sent: Thursday, March 29, 2018 1:46 PM
To: Dunn, Noreen TAC:EX
Subject: Update to Ticket 55567-Fax Line in Office

Hi Noreen, I just want to let you know that your new MPS tag will be coming soon. I also found out how to fix your header page on your fax to show the number of 250-387-3171. I have to send it in to 77000 to request it and then it gets sent to ES-IT and then it gets programmed by them. Sorry for the delay in both. Let me know when the MPS tag gets mailed to you. Thank you.

Penny

From: Dunn, Noreen TAC:EX
Sent: Monday, March 5, 2018 9:46 AM
To: Lee, Penny FIN:EX
Subject: RE: Ticket 55567-Fax Line in Office

MPS Device Tag # 4396, fax No 250-387-3171 and room

s.15

From: Lee, Penny FIN:EX
Sent: Monday, March 5, 2018 9:16 AM
To: Dunn, Noreen TAC:EX
Subject: Ticket 55567-Fax Line in Office

Hi Noreen, the last time I was in your office you had mentioned that the label on your MPS (fax) was incorrect. I can submit a request to have a new label made up for you. Can you answer the following questions please:

MPS Device Asset Tag #
Fax Number # 250-387-3171
Room #

If you want to take a photo of your current tag and send to me that will be good too.

I still have not heard back about getting the header changed to show your correct fax number. I will try to followup.

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

Corporate
Services Division
**Ministry of
Finance**



Dunn, Noreen TAC:EX

From: Minister, TAC TAC:EX
Sent: Thursday, April 5, 2018 8:49 AM
To: Holding, Marina TAC:EX
Subject: FW: 32926 Incoming Canada's only LGBTQ2+ gallery Project Proposal to Ministry of Tourism, Arts & Culture
Attachments: Proposal to the Province of BC - SUM - Pride in Art Society.pdf

From: s.22 **On Behalf Of** SDHolman@prideinart.ca
Sent: Wednesday, March 28, 2018 5:43 PM
To: Minister, TAC TAC:EX; TAC Deputy Minister TAC:EX; Wood, Gillian TAC:EX
Subject: 32926 Incoming Canada's only LGBTQ2+ gallery Project Proposal to Ministry of Tourism, Arts & Culture

Dear Minister Beare,

I am writing from the Pride in Art Society, producers of the Queer Arts Festival in Vancouver. We are opening SUM, the only gallery in Canada dedicated to the presentation of LGBTQ2+ art and request the support of the Province.

Please find pdf attached and in email body our project proposal and request.

Thank you,
SD Holman
778.855.9524
Artistic Director
Recipient of the YWCA Woman of Distinction Award in Art and Culture
www.queerartsfestival.com | FB: [/qafvancouver](https://www.facebook.com/qafvancouver) | Twitter: [@QAFVancouver](https://twitter.com/QAFVancouver)
Dare to be challenged. Risk being changed

Too brief? Here's why!: <http://emailcharter.org>

PRIDE IN ART SOCIETY PROJECT PROPOSAL: SUM - CANADA'S ONLY LGBTQ2+ GALLERY

Organizational Profile

Founded by Two-Spirit artist Robbie Hong in 1998, Pride in Art (PiA) produces, presents and exhibits with a curatorial vision favouring challenging, thought-provoking work that pushes boundaries and initiates dialogue. Since 2008, Pride in Art has produced the annual multidisciplinary Queer Arts Festival (QAF), recognized as one of the top 5 festivals of its kind worldwide (Melbourne Herald Sun), at the Roundhouse Community Arts & Recreation Centre in Vancouver, BC. In 2018 Pride in Art opens SUM, the only gallery in Canada dedicated to presenting LGBTQ2+ art. SUM is part of BC Artscape Sun Wah, the largest community arts and cultural hub in the entire province.

The Project:

In March 2018, PiA moved operations into the BC Artscape Sun Wah community cultural hub in preparation for the opening of SUM, PiA's new multidisciplinary presentation space the only one of its kind in Canada and one of only a very few permanent LGBTQ2+ art spaces worldwide. The space is still raw and lacking the infrastructure for professional art presentation.

The new space includes PiA's office, SUM, and flex office shared with the frank theatre company, Vancouver Indigenous Media Arts Festival (VIMAF) and seasonal Full Circle and PiA staff.

The opening of SUM expands PiA's programming opportunities from festival-focused to year-round. We will continue to present QAF annually at the Roundhouse, but will also present exhibitions, screenings, performances, workshops, discourse events, and youth programming at SUM. Many events at SUM will be in partnership with other organizations, including fellow BC Artscape Sun Wah tenants On Main Gallery, Paul Wong Projects, VIMAF, and Full Circle.

Upcoming Programming

The first visual art exhibition, which also marks the gallery's official opening, is *Queer-sum*. *Queer-sum* is a solo exhibition of fourth-generation Chinese-Canadian filmmaker Karin Lee in partnership with On Main Gallery, slated to open May 12, 2018.

In collaboration with youth partners Broadway Youth Resource Centre, Directions Youth Services, Qmunity, and Urban Native Youth Association, PiA will host a youth mentorship program about technology in art. Working closely with established artists Katie Sly and Valérie D. Walker, among others, youth will have the opportunity to develop skills and connections to help advance their careers as contemporary artists and technicians.

In Fall 2018, SUM will present a solo exhibition of Governor General award-winning Siksika artist Adrian Stimson, who previous was visual art curator of 2017's Two-Spirit-curated Queer Arts Festival: *UnSettled*.

Rationale and Context:

This year marks the 10th anniversary of the Queer Arts Festival, and the 20th of Pride in Art. We are excited to continue the work we do in presenting innovative, world-changing art with SUM. Spaces for LGBTQ2+ art overwhelmingly remain temporary and contingent worldwide. Having the only queer gallery in Canada, in this neighborhood at this time, is extraordinary and important. To be able to have a permanent home expands our capacity to support artists and present groundbreaking art to the public and is the culmination of 20 years of LGBTQ2+ art presentation and activism.

British Columbia is home to a large percentage of Canadians who identify across the LGBTQ2+ spectrum, so we are excited to run Canada's only LGBTQ2+ gallery here. Vancouver composer and QAF 2018 artist Barry Truax wrote, "Art is said to mirror society, but if you look in the mirror and see no reflection, then the implicit message is that you don't exist." We have heard firsthand the impact of presenting work that reflects the lives of people who transgress gender and sexual norms.

In the words of one longtime volunteer and supporter, "Art from queer creators is how I figured out who I am and that I'm not just broken."

SUM has already come into existence due to significant public demand and demonstrated need with the support of BC Artscape, City of Vancouver Cultural Infrastructure program, the Canadian Heritage Cultural Spaces Fund, and a successful crowdfunding campaign raising \$21,464—including \$10,000 in matching funds from the McGrane-Pearson Endowment Fund (held at Vancouver Foundation). But without Ministry support, the gallery cannot be completed or sustained. We are not willing to compromise our ability to present art at the highest level or the physical accessibility of the space, so opening the space with subpar audiovisual equipment or without automatic doors is not an option.

Alignment with Provincial Initiatives and Objectives:

We are mandated to present art by and for LGBTQ2+ people, and this community includes Black, Indigenous and people of colour, persons living with disabilities. We strive for representation of the diversity within the LGBTQ2+ communities at all levels of the organization, including staff, board, audience, artists, and volunteers.

BC is the most ethnically diverse province in Canada, and PiA recognizes that SUM is in an area that has historically been home to Chinese-Canadians, as well as Indigenous peoples and other communities of colour. We are not just tenants at BC Artscape Sun Wah, but active members of the broader community, initiating collaborations and hosting other local organizations and artists in our space (e.g. renting out work space in our flex office and offering free venue use at SUM).

As well as providing a home to the art and artists we present, opening a gallery creates a destination in the already popular Chinatown neighbourhood. We are encouraged by Tourism Vancouver's inclusivity marketing efforts, and have been in contact with them about

how best to promote SUM and the other organizations at BC Artscape Sun Wah as a tourist destination demonstrating the diversity of the city's arts and culture sector.

"BC Artscape Sun Wah is going to be a community asset for the Chinatown and DTES neighborhoods, with a vibrant mix of accessible arts, cultural and educational activities and programming" (Julie Larsen, BC Artscape).

Request for Assistance from the Province of British Columbia:

Pride in Art respectfully requests a **\$50,000** investment from the Province of British Columbia in support of the purchase and installation of audiovisual equipment and wheelchair accessible doors; professional art and public programming at SUM.

Pride in Art would be honoured to welcome the Premier and additional provincial representatives to be a part of celebrating this momentous occasion at the opening reception of the very first visual art exhibition at SUM on May 12, 2018 as well as the opening gala of the 10th anniversary 2018 Queer Arts Festival on June 16, 2018.

Pride in Art Society is a federally-registered charity (839988326RR0001) and provincial society (S-51171).

Electronic banking information:

PIA's electronic banking is managed by CCEC Credit Union.

Wire transfers, in Canadian funds, may be directed to account # 10-011-991-7

Mailing address:

Pride in Art Society
425-268 Keefer Street
Vancouver BC V6A 1X5

Dunn, Noreen TAC:EX

From: Dunn, Noreen TAC:EX
Sent: Thursday, January 4, 2018 11:13 AM
To: s.22
Subject: Travel Receipts

Hello Stepan: I am just sending this email to confirm that this is the correct email to send you Travel Vouchers too.

I have the travel vouchers ready to send to you for your approval and signature. I will scan and email them to you. Please check them, add or change as necessary as long as there is a receipt. There is one receipt missing for how you got back to Vancouver on September 15. I did get receipts for all your flights from various airlines but there was not one for this date. Was it Harbor Air? they sent me all the receipts they had with your name and this was not one of them. I am told that Finance will need a copy of all flight information/receipts. FYI, if I added correctly the total at this time is 10,017.22.

Could you also fill in the blanks with ID, Address etc. so your cheque can be sent to the correct address. Once you have checked, approved and signed please let me know so I can send everything off to Finance for their approval, etc.

Thank you



Noreen Dunn
Administrative Assistant
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
P: 250-953-0905 | F: 250.387.4099



Please consider the environment before printing this email.