

From: [Minister, TAC TAC:EX](#)
To: [Beare.MLA, Lisa LASS:EX](#)
Subject: FW: Fish Farm License renewals
Date: June 13, 2018 11:06:36 AM

Sending one back to you folks!

Thanks,

Marina

From: s.22
Sent: Tuesday, June 12, 2018 4:19 PM
To: Minister, TAC TAC:EX
Subject: Fish Farm License renewals

Dear Minister Beare,

This month, in a few days, the licenses of open-net salmon fish farms along the coast of British Columbia will expire and be up for renewal. Please do not renew these licenses.

Washington, Oregon and California have all banned fish farms. BC must do likewise if we are not to lose our native salmon. Parasites and diseases (such as lice) from open-net salmon farms are killing off wild salmon. There is scientific evidence. We absolutely must get rid of this infection before it is too late. Our salmon stocks are already low; not only does this impact fishing livelihoods, but it means other coastal animals such as our orca population are running short of food.

Healthy wild salmon populations support thousands of jobs in BC. We must protect the salmon for humanity and the environment. As Chief Seattle once said, "Man did not weave the web of life, he is merely a strand in it; and whatever he does to the web, he does to himself."

As a constituent, and a citizen of British Columbia, I urge you to support the non-renewal of open-net fish farm licenses.

Sincerely,

s.22

Pitt Meadows, BC

Sent from [Mail](#) for Windows 10

From: [Holding, Marina TAC:EX](#)
To: [Laird, Patricia FIN:EX](#)
Subject: FW: Thank you for staying at the DOUGLAS, Autograph Collection
Date: June 21, 2018 8:36:06 AM

Hello Pat, regarding parking at the hotel on claim E128908, I received the below response from the hotel.

Thank you,

Marina

Marina Holding
Administrative Coordinator
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
MMP: 250-387-6808 | PPF: 250.387.4099

In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at:
<https://www.lobbyistsregistrar.bc.ca/>.

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

From: AK, Vancouver Canada BC opera [<mailto:yvrpsopera@marriott.com>]
Sent: Saturday, June 16, 2018 9:51 AM
To: Holding, Marina TAC:EX
Subject: RE: Thank you for staying at the DOUGLAS, Autograph Collection

Good Morning Ms. Holding,

Yes, we offer both self-parking and valet parking on site.

Valet parking is \$45 and self-parking is \$40 per night.

Kind regards,

Kiara

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

From: Holding, Marina TAC:EX [<mailto:Marina.Holding@gov.bc.ca>]
Sent: Friday, June 15, 2018 1:28 PM
To: AK, Vancouver Canada BC opera <yvrpsopera@marriott.com>
Subject: RE: Thank you for staying at the DOUGLAS, Autograph Collection

Hello,

I was hoping you clarify a charge on this folio. The charges that appear for valet parking, is there a price difference between valet parking and non-valet parking? Or do you offer non-valet parking? Our finance depart is asking.

Thank you for your assistance in this matter,

Marina

Marina Holding
Administrative Coordinator
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
MMP: 250-387-6808 | PPF: 250.387.4099

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<https://www.lobbyistsregistrar.bc.ca/>.

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

From: yvrpsopera@marriott.com [mailto:yvrpsopera@marriott.com]
Sent: Friday, June 8, 2018 11:43 AM
To: Holding, Marina TAC:EX
Subject: Thank you for staying at the DOUGLAS, Autograph Collection

Dear Lisa Beare,

Please see attached for a final copy of your guestroom folio. We hope you enjoyed your stay with us.

Warm regards,
the DOUGLAS, Autograph Collection
604-676-0889

From: [Holding, Marina TAC:EX](#)
To: [Laird, Patricia FIN:EX](#)
Subject: RE: CAUCUS RETREAT JUNE 22-23 2018 KAMLOOPS
Date: June 21, 2018 10:34:30 AM
Attachments: [image001.png](#)
[image002.png](#)

Hello Pat,

I did not know this rule and have booked the Minister's flight on the p-card. I'm wondering what the process will be to fix this error. Apologies for the mistake! Unfortunately the flight is today and is full or I would cancel and rebook but that is not an option now.

Thank you for your guidance,

Marina

Marina Holding

Administrative Coordinator

Hon. Minister Lisa Beare's Office

Ministry of Tourism, Arts & Culture

☎ P: 250-387-6808 | 📠 F: 250.387.4099



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From: Laird, Patricia FIN:EX
Sent: Tuesday, June 19, 2018 12:04 PM
To: Roberts, Connie A IRR:EX; Robb, Amanda JTT:EX; Duguay, Ilene JTT:EX; Campbell, Sue LBR:EX; White, Christine MAH:EX; McKnight, Valerie SDPR:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX
Cc: Demelo, Paula IRR:EX; Maloney, Katie JTT:EX; Garnier, Jack LBR:EX; Grant, Lisa MAH:EX; Van Wensem, Casey SDPR:EX; Dunn, Noreen TAC:EX; Chapotelle, Jacqueline TRAN:EX
Subject: FW: CAUCUS RETREAT JUNE 22-23 2018 KAMLOOPS

Hi Everyone,

I forgot to also mention,

You should also not use your Pcard for the Caucus Retreat and should use the ministers travel card

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

From: Laird, Patricia FIN:EX
Sent: Tuesday, June 19, 2018 11:53 AM
To: Roberts, Connie A IRR:EX; Robb, Amanda JTT:EX; Duguay, Ilene JTT:EX; Campbell, Sue LBR:EX; White, Christine MAH:EX; McKnight, Valerie SDPR:EX; Holding, Marina TAC:EX; Jackson, Lindsey B TRAN:EX
Cc: Demelo, Paula IRR:EX; Maloney, Katie JTT:EX; Garnier, Jack LBR:EX; Grant, Lisa MAH:EX; Van Wensem, Casey SDPR:EX; Dunn, Noreen TAC:EX; Chapotelle, Jacqueline TRAN:EX
Subject: CAUCUS RETREAT JUNE 22-23 2018 KAMLOOPS

Hi Everyone,

For those that are not familiar with Caucus retreat expenses,

Just an FYI,

- Caucus retreats are paid for by the Legislative Assembly and we should not be paying for this trip.
- If they have government business as well we can pay for meals taxis parking etc.
- Staff making the claims must be very careful.
 - Flights, hotels and meals to attend the caucus retreat must be paid for by the Legislative Assembly.

Thank you,

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590

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From: Holding, Marina TAC:EX
To: Rorison, Trish GCPE:EX; Newhook, Kelly TAC:EX; Infante, James TAC:EX; Carreras, Korleen TAC:EX
Cc: Jack, Carolyn GCPE:EX
Subject: RE: FOR DECISION - CONFIRMING CBC TIME - CBC Request - MLB Thursday AM
Date: June 27, 2018 3:26:10 PM

Hi Trish,

Just chatted with Kelly, 7:20 is the preferred slot.

Thanks!

Marina

From: Rorison, Trish GCPE:EX
Sent: Wednesday, June 27, 2018 3:21 PM
To: Holding, Marina TAC:EX; Newhook, Kelly TAC:EX; Infante, James TAC:EX; Carreras, Korleen TAC:EX
Cc: Jack, Carolyn GCPE:EX
Subject: FOR DECISION - CONFIRMING CBC TIME - CBC Request - MLB Thursday AM
Importance: High

Hi folks – about to send the messaging/ info package for MLB's interview tomorrow. We have a few options for timing for the interview – 3 min interview. Can you confirm preference? Would suggest 7: 10 a.m. to get in/ out fast and live.

I note Cabinet starts at 8: 15 so 7: 10 should give her time?

CBC Kelowna has offered any of the following timeslots to MLB, for a 3-5 minute interview, live via phone.

7h00 am – pre-tape while news is being broadcast

7h10 am - Recommended

7h20 am

From: [Holding, Marina TAC:EX](#)
To: [Hansard, Research LASS:EX](#)
Subject: RE: Introductions by Hon. L. Beare
Date: June 5, 2018 2:03:49 PM

Hello,

One correction, "Marion Young" not "Marianne Young."

Thank you!

Marina

From: Research.Hansard [mailto:Research.Hansard@leg.bc.ca]
Sent: Tuesday, June 5, 2018 1:56 PM
To: Holding, Marina TAC:EX
Subject: Introductions by Hon. L. Beare
Importance: High

Hi Marina,

Hon. L. Beare made the following introductions on May 29 in the House. Please advise our office of any necessary corrections by reply e-mail or by phone at 250-356-1636.

Corrections must be received no later than 4 pm tomorrow so that we are able to correct the transcript before our print deadline.

Thank you for your assistance. If your office has already sent us a list of these names, there is no need to resend.

This is the text as corrected by Hansard Services staff:

Hon. L. Beare: It's my pleasure to be welcoming a number of guests to the gallery today to watch QP as we celebrate Tourism Week here in the province of British Columbia. Joining us from across B.C. are leaders in the tourism industry.

We have from the Thompson-Okanagan Tourism Association Glenn Mandziuk, Ellen Walker-Matthews and Frank Antoine. From the tourism operators and adventure tourism sector, we have Scott Benton, Kathy MacRae, Christopher Nicholson and Brad Harrison. Joining us from Destination B.C., we have Clare Mason, Maya Lange and Marianne Young. And from the Tourism Industry Association of B.C., we have Christine Willow.

Would the House please join me in making them all feel welcome, and come join us this afternoon at lunch break in the Hall of Honour as we celebrate Tourism Week in B.C.

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Assembly Intranet.

Hansard Research

Tel: 250-356-1636 | Fax: 250-356-5095

<http://www.leg.bc.ca/hansard/>

From: [Holding, Marina TAC:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: RE: Parliamentary Secretaries
Date: June 27, 2018 3:22:38 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Debbie,

Sorry for not including that information: Ravi.kahlon@gov.bc.ca

Thanks,

Marina

From: Wade, Debbie PREM:EX
Sent: Wednesday, June 27, 2018 2:48 PM
To: Holding, Marina TAC:EX
Subject: RE: Parliamentary Secretaries

Thank you Marina; could you please provide the email address.
Thanks so much!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Holding, Marina TAC:EX
Sent: Wednesday, June 27, 2018 2:46 PM
To: Wade, Debbie PREM:EX
Subject: RE: Parliamentary Secretaries

Hello Debbie,

I believe I've already responded, but just to be sure, PS Ravi Kahlon has had a government e-mail for quite some time.

Thank you,

Marina

Marina Holding
Administrative Coordinator
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
☎ P: 250-387-6808 | 📠 F: 250.387.4099



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From: Wade, Debbie PREM:EX
Sent: Wednesday, June 27, 2018 2:36 PM
To: LP Administrative Coordinators
Subject: RE: Parliamentary Secretaries

Hello Everyone;

Could I please ask those AC's that have a Parliamentary Secretary to respond to the email below dated May 25th, 2018. I have only heard back from a few of you, and we are hoping to get the confirmed emails addresses asap.

Thanks so much!

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: Wade, Debbie PREM:EX
Sent: Friday, May 25, 2018 11:35 AM
To: LP Administrative Coordinators
Subject: Parliamentary Secretaries

Hello everyone;

Could I ask all Administrative Co-ordinator's that have a Parliamentary Secretary to please do the following;

Submit a ***"Service Request"*** which is an online form – Requesting a separate email address for your PS. If you are not familiar with which form to use, prem tech can assist you Prem.Tech@gov.bc.ca . I have been told that some of the PS's do have a separate email account from their MLA email account established already. We are hoping to get this done ASAP. The Request must come through the Minister's Office.

Once that request has been submitted can you please email me to let me know. If you do not have one of the following Parliamentary Secretary's, you do not need to submit a form.

MITZI DEAN

Esquimalt-Metchosin
Parliamentary Secretary for Gender Equity

MABLE ELMORE
Vancouver-Kensington
Parliamentary Secretary for Poverty Reduction

RAVI KAHLON
Delta North
Parliamentary Secretary for Sport and Multiculturalism

RICK GLUMAC
Port Moody-Coquitlam
Parliamentary Secretary for Technology

ANNE KANG
Burnaby-Deer Lake
Parliamentary Secretary for Seniors

BOWINN MA
North Vancouver-Lonsdale
Parliamentary Secretary for TransLink

JENNIFER RICE
North Coast
Parliamentary Secretary for Emergency Preparedness

Thanks so much!
Debbie Wade

Debbie Wade
Executive Coordinator to the Chief of Staff
Office of the Premier
250-356-2785

From: [Holding, Marina TAC:EX](#)
To: [PREM Refresh PREM:EX](#)
Subject: RE: PREM UC/Workstation Integrated Refresh: Inventory Dates
Date: June 26, 2018 4:08:58 PM
Attachments: [image001.png](#)
[image004.png](#)

Hello Charlynnne,

For inventory it is my understanding that not all individuals need to be at their workstations. If that's true, anytime will work for our office as our AA and myself have staggered summer holidays so that one of us is always here and can assist with pointing out all the various workstations and phone lines that are used. Just make sure to let me know when we can expect you, we are located in room 151.

Thank you,

Marina

Marina Holding

Administrative Coordinator

Hon. Minister Lisa Beare's Office

Ministry of Tourism, Arts & Culture



P: 250-387-6808 | F: 250.387.4099



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From: PREM Refresh PREM:EX
Sent: Tuesday, June 26, 2018 3:43 PM
To: LP Administrative Coordinators
Cc: Gustafson, Charlynnne FIN:EX
Subject: PREM UC/Workstation Integrated Refresh: Inventory Dates

Hello,

My name is Charlynnne and I'm the Communications Lead on the PREM UC/Workstation Integrated Refresh project.

From my understanding you've received an email communication from Kate similar to the one below.

Would each of you be able to confirm a timeframe for the Workstation and Phone Lines Inventory?

1. Is there a week in Mid-July or August that would work best for the tech teams to conduct a phone line and workstation inventory?

Once I receive your answers I'll consolidate them and work with everyone to pick a week that works for everyone.

Please let me know if you have any questions.

Thank you,
Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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Hello,

The PREM Integrated UC/Workstation Refresh project is in the process of refreshing your workstations and replacing your phone lines with UC. In order to accomplish this we will need to be on site to conduct an inventory.

Below is what you can expect from our on-site visit, with some communication back and forth for clarification throughout the process.

We will need:

- A window of time to conduct the inventory (preferably over the span of a week)
- As many workstations on site as possible
- Help from our contact to identify active phone lines, people and positions

NOTE: We will not need staff to be at their desk while we conduct the inventory

The inventory will take an average of 30 minutes per office and consist of a team on site verifying the following:

- PCs (W#)
- Printers (both network and personal)
- Peripheral devices (model types)
- Monitors (size and model)
- Active phone lines
- People and positions associated with the active phone lines

Please let me know if you have any questions.

Thank you,

Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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From: Van Meer-Mass, Kate PREM:EX
Sent: Wednesday, June 20, 2018 12:19 PM
To: PREM Refresh PREM:EX
Cc: Smith, Jason FIN:EX; Henry, David A FIN:EX; McLean, Gordon FIN:EX
Subject: RE: PREM UC/Workstation Integrated Refresh: Communications Contacts

Hi Charlynn,

I am happy to make first contact with the MO's offices and then hand it over to you. If you have a short write up of what they are to expect and when I will send that out to the AA's and then hand that list for further communication for you to follow up on.

From: PREM Refresh PREM:EX
Sent: Wednesday, June 20, 2018 11:42 AM
To: Van Meer-Mass, Kate PREM:EX
Cc: Smith, Jason FIN:EX; Henry, David A FIN:EX; McLean, Gordon FIN:EX
Subject: PREM UC/Workstation Integrated Refresh: Communications Contacts

Hello Kate,

Jackie let us know that you would be the person to reach out to in regards to organizing communications and contacts for the Ministers Offices.

1. Is there a contact we could reach out to at each MO to assist with UC and Workstation inventory?
2. We will have a number of communications templates to be sent out to staff.
 - a. Would you prefer we send them to you, then you distribute them?
 - b. Or would it be better to send them to the MO contacts directly?

Please let me know if you have any questions or would prefer to meet to discuss.

Thank you,
Charlynn Gustafson
PREM UC/Workstation Refresh Team
PREM.Refresh@gov.bc.ca

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From: [Holding, Marina TAC:EX](#)
To: [FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX](#)
Subject: RE: Receipts for Minister Beare
Date: June 14, 2018 3:25:11 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello,

I believe this was a charge **s.22** if that is not covered, let me know.

Thank you,

Marina

Marina Holding
Administrative Coordinator
Hon. Minister Lisa Beare's Office
Ministry of Tourism, Arts & Culture
☎ P: 250-387-6808 | 📠 F: 250.387.4099
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From: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Sent: Thursday, June 14, 2018 3:04 PM
To: Holding, Marina TAC:EX
Subject: RE: Receipts for Minister Beare

Hi Marina,

I noticed a day room charge on the hotel bill. Can I ask what this is for?

Pat

Pat Laird
Ministry of Finance
Corporate Services Division
Executive Financial Clerk
Phone: 778 698-8590

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From: Holding, Marina TAC:EX
Sent: Thursday, June 14, 2018 1:38 PM
To: FIN FSA MIN OFF, FIN FSA MIN OFF FIN:EX
Subject: Receipts for Minister Beare

Hello,

Please find attached receipt packages for e-claims for Minister Lisa Beare. In addition there is the FIN 99 form now signed by her and Premier from her January trip, apologies this is so late returning to you.

Apologies on the volume, we are just getting back to normal

s.22

Thank you,

Marina

Marina Holding

Administrative Coordinator

Hon. Minister Lisa Beare's Office

Ministry of Tourism, Arts & Culture

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From: [Holding, Marina TAC:EX](#)
To: ["Donnalee Thorne"](#)
Cc: ["Chateau Nova Yellowknife"](#)
Subject: RE: Third Party Authorization Form Needed
Date: June 1, 2018 11:08:38 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Hello,

I need to cancel this reservation, **s.22** for Lisa Beare. Please confirm that it has been cancelled and if any charges are incurred a receipt for those charges.

Thank you,

Marina

Marina Holding

Administrative Coordinator

Hon. Minister Lisa Beare's Office

Ministry of Tourism, Arts & Culture

 P: 250-387-6808 |  F: 250.387.4099



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From: Donnalee Thorne [mailto:donnalee_t@novahotels.ca]
Sent: Thursday, May 17, 2018 12:20 PM
To: Holding, Marina TAC:EX
Subject: Re: Third Party Authorization Form Needed

Thank you

DonnaLee Thorne

Guest Services Agent

Chateau Nova

4571-48th St Yellowknife, NT X1A 0E2

867-766-868-6682

yellowknife@novahotels.ca

From: Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>

Sent: Thursday, May 17, 2018 1:05:47 PM

To: Donnalee Thorne

Subject: RE: Third Party Authorization Form Needed

Hello,

Please find attached completed form and scans.

Thank you,

Marina

Marina Holding

Administrative Coordinator

Hon. Minister Lisa Beare's Office

Ministry of Tourism, Arts & Culture

☎ P: 250-387-6808 | 📠 F: 250.387.4099



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From: Donnalee Thorne [mailto:donnalee_t@novahotels.ca]

Sent: Thursday, May 17, 2018 10:11 AM

To: Holding, Marina TAC:EX

Subject: Re: Third Party Authorization Form Needed

Good Morning Marina,

I have attached the third party pay form.

Have a wonderful day

DonnaLee Thorne

Guest Services Agent

Chateau Nova
4571-48th St Yellowknife, NT X1A 0E2
867-766-868-6682
yellowknife@novahotels.ca

From: Holding, Marina TAC:EX <Marina.Holding@gov.bc.ca>
Sent: Thursday, May 17, 2018 11:06 AM
To: Chateau Nova Yellowknife
Subject: RE: Third Party Authorization Form Needed

Hello John,

Not a problem. Although I did the booking and it is my name on the credit card. However, if it is necessary, could you please provide a copy of the form?

Thank you,

Marina

Marina Holding

Administrative Coordinator

Hon. Minister Lisa Beare's Office

Ministry of Tourism, Arts & Culture

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From: Chateau Nova Yellowknife [mailto:yellowknife@novahotels.ca]
Sent: Wednesday, May 16, 2018 3:17 PM
To: Holding, Marina TAC:EX
Subject: Third Party Authorization Form Needed

Hi Marina,

Please be informed that you need to fill out the Third Party Authorization Form in order for us to settle the payment using the credit card provided in your reservation with the confirmation number s.22

Thank you and have a great day.

Sincerely,

John Trinidad

Guest Services Agent
Chateau Nova Hotel
4571 48th Street, Yellowknife, NT X1A 0E2
Tel. 867.766.6682
Fax. 867.766.6686
Email. yellowknife@novahotels.ca