

Fleurant, Kathleen CITZ:EX

From: Molyneux, Jennifer CITZ:EX
Sent: Monday, November 27, 2017 11:50 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Ferguson, Wendy CITZ:EX
Subject: RE: Pre-brief for Minister for TB Mtg Nov 29 re: Capital Day

Thanks Kathleen. I've put holds in the calendar for the additional pre-brief (if required) on Nov 29th (3:30 to 4:00 pm).

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, November 27, 2017 11:34 AM
To: Molyneux, Jennifer CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Ferguson, Wendy CITZ:EX
Subject: RE: Pre-brief for Minister for TB Mtg Nov 29 re: Capital Day

Hi Jennifer,

A pre-brief has been set for tomorrow morning, November 28 from 8:30-9:00am for the Capital Day Treasury Board meeting. In addition, we will keep the brief that is scheduled for Nov 29 from 3:30-4:00pm should we need to have another briefing before the actual TB Capital Days meeting on Nov 29 at 4:30pm.

Thanks,
K

From: Molyneux, Jennifer CITZ:EX
Sent: Monday, November 27, 2017 10:00 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Ferguson, Wendy CITZ:EX
Subject: RE: Pre-brief for Minister for TB Mtg Nov 29 re: Capital Day

Hi Kathleen,

Can you touch base with Shannon on this. Apparently she touched base with Jill on Friday, end of day and we might be good to have the pre-brief on Nov 29th at 3:30 pm. Can you let me know if that is correct once you speak with Shannon?

From: Molyneux, Jennifer CITZ:EX
Sent: Monday, November 27, 2017 9:56 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Ferguson, Wendy CITZ:EX
Subject: RE: Pre-brief for Minister for TB Mtg Nov 29 re: Capital Day

Hi Kathleen,

Is it at all possible to have a pre-brief before Nov 29th? Our concern is by having the pre-brief on the day of the TB meeting, we won't have time to make any updates to the material if the Minister's has any.

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, November 27, 2017 9:30 AM
To: Molyneux, Jennifer CITZ:EX

Cc: Cook, Jeannette CITZ:EX; Ferguson, Wendy CITZ:EX
Subject: RE: Pre-brief for Minister for TB Mtg Nov 29 re: Capital Day

Hi Jennifer,

Have you been able to get confirmation on whether we can schedule the pre-brief for Nov 29 TB for 3:30pm?

Thanks,
K

From: Molyneux, Jennifer CITZ:EX
Sent: Friday, November 24, 2017 9:00 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Ferguson, Wendy CITZ:EX
Subject: RE: Pre-brief for Minister for TB Mtg Nov 29 re: Capital Day

Hi Kathleen,

Jill has a Deputy Minister's Committee at that time. I'll need to check with her to see if she is okay with Sarf taking the pre-brief for her. Will confirm with you later today.

Thanks so much!

From: Fleurant, Kathleen CITZ:EX
Sent: Friday, November 24, 2017 8:58 AM
To: Molyneux, Jennifer CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Ferguson, Wendy CITZ:EX
Subject: RE: Pre-brief for Minister for TB Mtg Nov 29 re: Capital Day

Hi Jennifer,

How does November 29 at 3:30 work?

Thanks,
Kathleen

From: Molyneux, Jennifer CITZ:EX
Sent: Thursday, November 23, 2017 4:37 PM
To: Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Ferguson, Wendy CITZ:EX
Subject: Pre-brief for Minister for TB Mtg Nov 29 re: Capital Day

Hi Kathleen,

We'd like to set up a Pre-brief meeting with the Minister before the Nov 29 TB Meeting regarding Capital Day. Attendees will be: Minister, Jill, Sarf, Colin McEwan and Ian Bailey. Not sure if this is possible, but perhaps a phone call tomorrow or a time on Nov 28th or early on Nov 29th?

Thanks.

Jennifer Molyneux
Senior Executive Assistant
Deputy Minister's Office

Ministry of Citizens' Services

Email: Jennifer.Molyneux@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, November 27, 2017 2:16 PM
To: Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX
Subject: Nov 28 PreBrief - Capital Day

Just a heads up that Sarf will be calling into this meeting. The moderator code has been added to each of your calendar entries.

Regards,

Kathleen Fleurant | Administrative Coordinator
Honourable Jinny Sims' Office | Minister of Citizens' Services
Room 236 | Parliament Buildings
Ph: 250-387-7920 | Cell: 250-893-7963
e: Kathleen.Fleurant@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, November 27, 2017 4:26 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: Capital Plan Update Binder

Okay, thanks.

From: Molyneux, Jennifer CITZ:EX
Sent: Monday, November 27, 2017 4:24 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Capital Plan Update Binder

Hi Kathleen,

I've got a note into Jeannette about this. I'm confirming who prepared the binders and where the materials are saved so I can send them to you. I'm also confirming with her about the speaking notes as well. I'm just waiting for her to respond to my note.

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, November 27, 2017 4:23 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: Capital Plan Update Binder

Hi Jennifer,

Are you able to send and confirm as per my email below?

Thanks,
K

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, November 27, 2017 2:53 PM
To: Molyneux, Jennifer CITZ:EX
Subject: Capital Plan Update Binder

Hi Jennifer,

Can you please send the electronic files over as well for the binder, as we'll need to print additional copies for Shannon and Karl.

Also, just to verify, are the speaking note in the binder the same notes Jill Kot gave to Shannon on Saturday? If so, there has been a revision since.

Kathleen Fleurant | Administrative Coordinator
Honourable Jinny Sims' Office | Minister of Citizens' Services
Room 236 | Parliament Buildings
Ph: 250-387-7920 | Cell: 250-893-7963
e: Kathleen.Fleurant@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, November 27, 2017 4:44 PM
To: Molyneux, Jennifer CITZ:EX
Subject: RE: 11:00-11:30am - Pre-Brief on Capital Day - Held in s.15

Thanks

From: Molyneux, Jennifer CITZ:EX
Sent: Monday, November 27, 2017 4:40 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: 11:00-11:30am - Pre-Brief on Capital Day - Held in s.15

Thanks Kathleen. I'll update our meeting request. Sarf will now attend in person.

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, November 27, 2017 4:39 PM
To: Molyneux, Jennifer CITZ:EX
Subject: 11:00-11:30am - Pre-Brief on Capital Day - Held in s.15

Hi Jennifer,

Just sending an update, the 11:00-11:30am - Pre-Brief on Capital Day is now being held in the s.15

Can you please advise, if Sarf will still be calling into the meeting now that the time has changed?

Kathleen Fleurant | Administrative Coordinator
Honourable Jinny Sims' Office | Minister of Citizens' Services
Room 236 | Parliament Buildings
Ph: 250-387-7920 | Cell: 250-893-7963
e: Kathleen.Fleurant@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, November 28, 2017 9:08 AM
To: Molyneux, Jennifer CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX
Subject: RE: Updated TB Capital Day Speaking Notes

Do we have an eta for this material for this morning's TB Capital Day material? You were going to send me the electronic files (now to include the updates listed below).

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, November 28, 2017 8:29 AM
To: Molyneux, Jennifer CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX
Subject: FW: Updated TB Capital Day Speaking Notes
Importance: High

Hi Jennifer,

Please see Shannon's correspondence below and attached to Jill yesterday regarding TB Capital Day Speaking Notes in the binder you dropped off yesterday. Please ensure changes are made in the electronic files you are sending over.

Question – are you the person who is now going to be sending meeting material/speaking notes over to us? If so, can you please ensure that we get meeting material to us by the morning, the day before of the meeting. If the meeting is on a Monday, we require the meeting material by Thursday morning. We require speaking notes one week before the event Minister will be speaking at.

If there isn't much material, then binders are not required – as the material takes longer to get to us. If you are creating a binder due to a large volume, please ensure 3 copies are sent to us.

Please call me if you need some more clarification.

Thank you,

Kathleen

From: Russell, Shannon CITZ:EX
Sent: Tuesday, November 28, 2017 8:19 AM
To: Fleurant, Kathleen CITZ:EX
Subject: FW: Updated TB Capital Day Speaking Notes
Importance: High

From: Russell, Shannon CITZ:EX
Sent: Monday, November 27, 2017 5:43 PM
To: Kot, Jill CITZ:EX
Cc: Cook, Jeannette CITZ:EX; Ahmed, Sarf CITZ:EX
Subject: Updated TB Capital Day Speaking Notes
Importance: High

Hi Jill,

Attached are the updated notes. Please have staff use this version when making the following additions the Minister has requested:

s.12,s.13

Thank you!
Shannon

Shannon Russell
Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca / 250-387-9699

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, November 29, 2017 4:33 PM
To: Russell, Shannon CITZ:EX
Subject: FW: Nov 29 Capital Day

FYI

From: Cook, Jeannette CITZ:EX
Sent: Wednesday, November 29, 2017 4:31 PM
To: Fleurant, Kathleen CITZ:EX
Cc: Molyneux, Jennifer CITZ:EX
Subject: FW: Nov 29 Capital Day

From: Dierick, Tony CITZ:EX
Sent: Friday, November 24, 2017 11:03 AM
To: Molyneux, Jennifer CITZ:EX; Cook, Jeannette CITZ:EX
Cc: McEwan, Colin CITZ:EX
Subject: Re: Nov 29 Capital Day

Thank you, I've passed it along to TBS

Tony Dierick
250.507.7921

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

From: "Molyneux, Jennifer CITZ:EX" <Jennifer.Molyneux@gov.bc.ca>
Date: 2017-11-24 9:50 AM (GMT-08:00)
To: "Dierick, Tony CITZ:EX" <Tony.Dierick@gov.bc.ca>, "Cook, Jeannette CITZ:EX" <Jeannette.Cook@gov.bc.ca>
Subject: RE: Nov 29 Capital Day

Thanks Tony. Jill's cell number is s.17

From: Dierick, Tony CITZ:EX
Sent: Thursday, November 23, 2017 3:50 PM
To: Cook, Jeannette CITZ:EX
Cc: Molyneux, Jennifer CITZ:EX
Subject: RE: Nov 29 Capital Day

TBS advised

"...Capital Day at TB on Nov 29th. Your Minister will present sixth so please be there around 5:20 pm. The meeting may go faster or slower, so I will need a cell phone number where I can reach an attendee in case we need you to come earlier. You will have about 25 minutes for the presentation and questions, as we have a tight agenda."

Thanks,
Tony

From: Cook, Jeannette CITZ:EX
Sent: November-23-17 3:46 PM
To: Dierick, Tony CITZ:EX
Cc: Molyneux, Jennifer CITZ:EX
Subject: Nov 29 Capital Day

Hi Tony – do you happen to know approx what time our item will be up at TB? Jill's has a DMC committee that goes until 4:30 and we want to ensure she gets there at the right time.

Thanks.
JC

Jeannette Cook | Director, Executive Operations
Deputy Minister's Office | Ministry of Citizens' Services
Ph: 250 387-8817 | **e:** jeannette.cook@gov.bc.ca