

Russell, Shannon CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: Friday, October 13, 2017 4:46 PM
To: Joshi, Shruti GCPE:EX
Cc: Rorison, Trish GCPE:EX; Grewal, Param CITZ:EX; Riley, Karl CITZ:EX; Sherlock, Stephanie GCPE:EX; Fleurant, Kathleen CITZ:EX
Subject: Re: Media request from Red fm
Categories: Keep

Yes she will do the interview. Shruti your email said 'interviews'... is there more than one? Copying Kathleen to confirm MJS is available Monday night at 8pm and if so, to add to the calendar.

Thanks
Shannon

Sent from my iPhone

On Oct 13, 2017, at 3:44 PM, Joshi, Shruti GCPE:EX <Shruti.Joshi@gov.bc.ca> wrote:

Hi Trish,

I have received the following request from red fm for minister Sims. Please see if we can do this.

ReD FM would like invite **Hon. Minister of Citizens' Services** on its Evening Show with host, Haroon Ghaffar next week.

Details are as follows:

(1) **Hon. JINNY SIMS - Minister Citizens' Services - Discussion on Cyber Security**

Date/Day: Oct 16th / Monday

Time: 8pm

Both the phone interviews will be for 5 – 10 minutes.

Regards,
Shruti

Sent from my iPhone

Russell, Shannon CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: Wednesday, October 18, 2017 9:27 AM
To: McArthur, Kim MTIC:EX; Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette MTIC:EX; Riley, Karl CITZ:EX; Rorison, Trish GCPE:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister
Attachments: SN MJS 2017 Long Service Awards.doc

Categories: Keep

Kathleen, attached are the revised notes. Please send them off as per Kim's request.

Shannon

From: McArthur, Kim MTIC:EX
Sent: Wednesday, October 18, 2017 9:25 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette MTIC:EX; Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX; Rorison, Trish GCPE:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Hi Kathleen,

Can you please ensure a copy of the notes is sent to Frances Gorman at Protocol? I don't want to forward the GCPE notes, in case the Minister requested any changes. I want to ensure Protocol has the final version.

Thank you,
Kim

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, October 17, 2017 3:46 PM
To: Rorison, Trish GCPE:EX; McArthur, Kim MTIC:EX
Cc: Cook, Jeannette MTIC:EX; Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Hi Trish,

Do we have speaking notes for the Minister yet for tomorrow night's LSA awards?

K

From: Rorison, Trish GCPE:EX
Sent: Tuesday, October 17, 2017 8:10 AM
To: McArthur, Kim MTIC:EX; Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette MTIC:EX; Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Hi there – we can produce the notes for sure but it's a last minute scramble so Kim – can you send info to us and let Joanne know what is needed?

Trish

From: McArthur, Kim MTIC:EX
Sent: Monday, October 16, 2017 8:33 PM
To: Fleurant, Kathleen CITZ:EX
Cc: Cook, Jeannette MTIC:EX; Russell, Shannon CITZ:EX; Rorison, Trish GCPE:EX; Riley, Karl CITZ:EX
Subject: Re: Long Service Awards - Pre-reception calendar booking for Minister

GCPE will be in touch with your office in the morning.

On Oct 16, 2017, at 5:08 PM, Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca> wrote:

Hi Jeannette/Kim,

We did receive a package from Francis Gorman; however, the package did not include speaking notes for Minister Sims.

Please advise on what speaking notes are going to be provided for the Minister for the evening event she is attending at the Government House.

Thank you,
Kathleen

From: Cook, Jeannette MTIC:EX
Sent: Monday, October 16, 2017 4:26 PM
To: McArthur, Kim MTIC:EX
Cc: Fleurant, Kathleen CITZ:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Hi Kim –

I can confirm that the MO has received the information / material from Francis Gorman last Thursday including her speaking notes. Minister is set from that front.

Thanks.
JC

From: McArthur, Kim MTIC:EX
Sent: Monday, October 16, 2017 3:56 PM
To: Cook, Jeannette MTIC:EX; Fleurant, Kathleen CITZ:EX
Cc: Taylor, Diane Ruth MTIC:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister
Importance: High

Hi all,

I think there might be some confusion about notes here.

The notes Jeannette attached are for the Pre-Reception event at the Inn at Laurel Point, which the Minister's office confirmed she is not able to attend.

In her note to Diane Ruth Taylor, Shannon Russell, and Karl Riley last week, Frances Gorman from Protocol indicated that they'd requested GCPE Comms prepare the Minister's notes for the Long Service

event at Government House, where she is the Minister Representing the Premier. Can anyone confirm if these have been received?

From: Cook, Jeannette MTIC:EX
Sent: Monday, October 16, 2017 3:22 PM
To: Fleurant, Kathleen CITZ:EX
Cc: McArthur, Kim MTIC:EX; Taylor, Diane Ruth MTIC:EX
Subject: FW: Long Service Awards - Pre-reception calendar booking for Minister

Hi Kathleen – Minister's speaking notes are with Jill for approval. Here's a copy in advance.

Thank you.
JC

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, October 16, 2017 2:36 PM
To: Cook, Jeannette MTIC:EX
Cc: Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX
Subject: FW: Long Service Awards - Pre-reception calendar booking for Minister

Hi Jeannette,

Is the DMO providing the speaking notes for the Minister for the LSA?

Thanks,
K

From: McArthur, Kim MTIC:EX
Sent: Monday, October 16, 2017 2:02 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Hi Kathleen,

Just confirming that you folks received all the information you need from Frances Gorman at Protocol last week?

Kim

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, October 11, 2017 3:03 PM
To: McArthur, Kim MTIC:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Thanks Kim

From: McArthur, Kim MTIC:EX
Sent: Wednesday, October 11, 2017 2:19 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Hi Kathleen,

Thanks for letting us know that the Minister can't attend the Pre-Reception. I am tracking down more details about the main event at Government House from Protocol and I will get back to you shortly.

Kim

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, October 11, 2017 2:14 PM
To: McArthur, Kim MTIC:EX
Subject: FW: Long Service Awards - Pre-reception calendar booking for Minister
Importance: High

Hi Kim,

I see down the chain of this email that it was noted that the Minister would be attending the Pre-Reception. Unfortunately, the Minister cannot leave the House until after the House adjourns – which is 7:00 pm on Wednesdays. She will only be able to attend a portion of the Dinner/Ceremony after 7 pm.

If you are able, can you please send me more details on the Dinner/Ceremony part of the event – as I have it noted as Details TBD.

Thank you,

Kathleen

From: Russell, Shannon CITZ:EX
Sent: Thursday, October 5, 2017 6:25 PM
To: Fleurant, Kathleen CITZ:EX
Subject: FW: Long Service Awards - Pre-reception calendar booking for Minister
Importance: High

Hi – can you please get back to Kim on this. Thanks!

From: McArthur, Kim MTIC:EX
Sent: Thursday, October 5, 2017 3:49 PM
To: Russell, Shannon CITZ:EX
Cc: Bissonnette, Joy MTIC:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Hi Shannon,

I wanted to confirm what time (approximately) the Minister will be attending the Long Service Awards Pre-Reception event at the Inn at Laurel Point on October 18? I understand that she can't leave the precinct until the house rises – what time does this usually happen?

We are planning for her to speak at the event, and want to know what time that should happen at.

The event is from 3-5:30pm, but the buses will start arriving to pick people up to take them to Government House around 5:15pm.

Let me know if you require any additional information.

Thank you,
Kim

From: Bissonnette, Joy MTIC:EX
Sent: Thursday, October 5, 2017 3:27 PM
To: McArthur, Kim MTIC:EX
Subject: FW: Long Service Awards - Pre-reception calendar booking for Minister

From: Cook, Jeannette MTIC:EX
Sent: Tuesday, September 26, 2017 10:21 AM
To: Bissonnette, Joy MTIC:EX
Cc: Taylor, Diane Ruth MTIC:EX
Subject: FW: Long Service Awards - Pre-reception calendar booking for Minister

Hi Joy,

Minister is confirmed to attend our pre-reception. Shannon Russell and Karl Riley would be attending with her and she will need speaking notes. Not that she won't be able to be there right from the start as she's not allowed to leave the precinct until the house rises. Can you have those to the DMO for Oct 12?

Let me know if you need anything else. Thanks.
JC

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, September 26, 2017 10:10 AM
To: Russell, Shannon MH:EX; Cook, Jeannette MTIC:EX; Sanders, Trent CITZ:EX
Cc: Taylor, Diane Ruth MTIC:EX; Riley, Karl CITZ:EX
Subject: RE: Long Service Awards - Pre-reception calendar booking for Minister

Both the pre-reception and the event have been added to the Minister's calendar.

From: Russell, Shannon MH:EX
Sent: Monday, September 25, 2017 8:27 PM
To: Cook, Jeannette MTIC:EX; Sanders, Trent CITZ:EX
Cc: Fleurant, Kathleen CITZ:EX; Taylor, Diane Ruth MTIC:EX; Riley, Karl CITZ:EX
Subject: Re: Long Service Awards - Pre-reception calendar booking for Minister

Hi - yes the Minister will attend. She will be late as she must stay at the Leg until the House rises.

Can you please advance de who the PSA contact is for the LS awards.

Thanks Jeannette.

Shannon

Sent from my iPhone

On Sep 25, 2017, at 5:10 PM, Cook, Jeannette MTIC:EX <Jeannette.Cook@gov.bc.ca> wrote:

Hi Kathleen,

The long service awards are coming up where employees are recognized for their significant years of service (25, 30, 35 etc years of service) with a dinner and ceremony at Government House the evening of Oct 18. An invitation will be coming for Minister from the central coordination office.

In addition to the Government House event, our Ministry holds a pre-reception honouring the employees who have reached one of the milestones. The pre-reception event will be at the Laurel Point Inn on Wednesday, October 18, from 3:30 to 5 pm and we'd like to invite Minister to attend and provide opening remarks to the recipients.

Can you let me know if Minister would be available to attend? Thank you.

JC

Russell, Shannon CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: Tuesday, October 24, 2017 2:16 PM
To: Rorison, Trish GCPE:EX
Subject: FW: Minister's Speech from LSA
Attachments: SN MJS 2017 Long Service Awards.doc

Categories: Keep

For you to share with staff!

From: Fleurant, Kathleen CITZ:EX
Sent: Friday, October 20, 2017 3:03 PM
To: Russell, Shannon CITZ:EX
Cc: Riley, Karl CITZ:EX
Subject: Minister's Speech from LSA

Hi Shannon,

Francis Gorman from Protocol just called in regards to Minister's speech at the Long Service Awards. She was very impressed by her speech and the peoples reaction and feedback from it.

She was wondering if her speech could be used/distributed as a sort of template to guide others.

Please let me know and I'll pass it along.

Thank you,

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

Russell, Shannon CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: Thursday, October 26, 2017 12:34 PM
To: Fleurant, Kathleen CITZ:EX; Sanders, Trent CITZ:EX
Subject: FW: Meeting request CEO of Zayo Canada

Importance: High

Categories: Keep

Hi – can one of you please send this down to the DMO for ASAP advice on a meeting.

Thanks,
Shannon

From: Maeghan Dewar [<mailto:Maeghan@dfhpublicaffairs.com>]
Sent: Tuesday, October 24, 2017 2:24 PM
To: Russell, Shannon CITZ:EX
Subject: Meeting request CEO of Zayo Canada

Good afternoon Shannon,

I hope that my email finds you well. I am writing on behalf of Mike Strople, CEO of Zayo Canada. Mike will be in Victoria next month and would like to meet Minister Sims to talk about Zayo Canada, and some of the steps the company is taking to introduce new technology and innovative services in B.C and across Canada.

Zayo Canada is a home-grown leader in Canadian telecommunications and IT services. Zayo Canada's head office is in Toronto, with major offices located in Vancouver, Calgary, Ottawa and Montreal.

Zayo Canada has over 100 years of history providing innovative services to Canadian businesses, and their key network assets are all based in Canada, backed by a secure, nation-wide IP network reaches from coast to coast, with deep penetration into the business and public service areas of major Canadian cities. They offer advanced secure communications network solutions and have an established track record of innovation. They were leaders in the evolution of fibre and IP services, and continue to offer the latest networking solutions.

Zayo Canada offers a unique perspective on the Canadian telecommunications landscape, and the sectors impact on government and small business.

Mike will be in Victoria on November 23rd. Could you let me know if a meeting with the Minister might be possible that day?

Regards,
Maeghan

Maeghan Dewar

Vice President
DFH Public Affairs
O: 604-601-2049
C: 204-293-1153

www.dfhpublicaffairs.com

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Withheld pursuant to/removed as

s.3

Russell, Shannon CITZ:EX

From: Russell, Shannon CITZ:EX
Sent: Wednesday, October 25, 2017 10:13 AM
To: Cleaver, Sheila C FIN:EX
Subject: RE: BMO Travel card

Thanks Sheila, I think we'll be fine but will definitely reach out to you if it becomes a problem.

Shannon

From: Cleaver, Sheila C FIN:EX
Sent: Wednesday, October 25, 2017 10:12 AM
To: Russell, Shannon CITZ:EX
Subject: RE: BMO Travel card

You're welcome, let me know if it does create any problems on your end and we can always request this at a later date.

From: Russell, Shannon CITZ:EX
Sent: Wednesday, October 25, 2017 10:05 AM
To: Cleaver, Sheila C FIN:EX
Subject: RE: BMO Travel card

s.22

We'll just leave it be then. Thanks Sheila!

Shannon

From: Cleaver, Sheila C FIN:EX
Sent: Wednesday, October 25, 2017 9:59 AM
To: Russell, Shannon CITZ:EX
Subject: RE: BMO Travel card

Yes, what are the chances of that happening? s.22
s.22

It shouldn't be an issue on our end s.22
s.22

From: Russell, Shannon CITZ:EX
Sent: Wednesday, October 25, 2017 9:47 AM
To: Cleaver, Sheila C FIN:EX
Subject: RE: BMO Travel card

From: Cleaver, Sheila C FIN:EX
Sent: Wednesday, October 25, 2017 9:11 AM
To: Russell, Shannon CITZ:EX
Subject: RE: BMO Travel card

s.22

From: Russell, Shannon CITZ:EX
Sent: Wednesday, October 25, 2017 8:08 AM
To: Cleaver, Sheila C FIN:EX
Subject: RE: BMO Travel card

Hi Sheila,

Just thought I'd let you know that^{s.22}
the chances of that happening were! ^{s.22}
if you're fine with this or if we need to get a new BMO card.

Not sure what
Please let me know

Thanks,
Shannon

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

From: Cleaver, Sheila C FIN:EX
Sent: Tuesday, October 24, 2017 1:37 PM
To: Russell, Shannon CITZ:EX
Subject: RE: BMO Travel card

Hi Shannon,

I will go ahead and cancel your BMO Travel Card Account#^{s.17}

Card - Please cut up and destroy your card there, I do not need it returned to me.

Automatic Debits - If any "automatic" debits were set up on this account, pls be sure you call the vendor directly to cancel these. These will continue even after an account is cancelled if you do not notify the vendor directly.

OnLine Banking – Once you've paid off your final bill, please remove this account# from your online banking.

iExpenses – Please be sure you have submitted any outstanding iExpense claims.

Balance Owing – Please be sure you have paid any balance owing on your card. Also, pls check your next statement to be sure your balance owing is \$0.00. If you have a credit balance left on your card, send me an Email and I will request a cheque be sent to you.

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# (250) 208-5490

From: Russell, Shannon CITZ:EX
Sent: Tuesday, October 24, 2017 1:29 PM
To: Cleaver, Sheila C FIN:EX
Subject: Re: BMO Travel card

Yes please cancel the old card.

Thanks

Sheila

Sent from my iPhone

On Oct 24, 2017, at 11:49 AM, Cleaver, Sheila C FIN:EX <Sheila.Cleaver@gov.bc.ca> wrote:

Hi Shannon,

Just checking to see if you have received and activated your new card#s.17 with Min of CS.

If so, can I go ahead and cancel your old card#s.17 you had with Min of Mental Health & Addictions?

Thank You.

Sheila

From: Cleaver, Sheila C FIN:EX
Sent: Monday, October 16, 2017 11:55 AM
To: Russell, Shannon CITZ:EX
Subject: BMO Travel card

Hi Shannon,

Your Bank of Montreal (BMO) Travel Card has been put in the mail to you today.

Activation

Please call the number on the card to activate. They will ask you security questions to identify yourself.

Code/password is:

Company Name is: s.17

PIN#

BMO will also mail your PIN# in a separate envelope.

Also, this is a disclosure from BMO: *Please keep your PIN# confidential and separate from your card at all times. If you share your PIN with someone else, you will lose your liability with BMO.*

On-line access to your account

BMO will send you 2 Emails, one with your username ^{s.17} and another with your temporary password to get online access to your account. Your statements are available after the 4th of each month.

Please log into BMO Spend Dynamics - <https://www.bmospenddynamics.com> and enter your Username and password. You will then be prompted to change this temporary password.

Appropriate use of your card

****Please note this card is NOT to be used for personal charges or personal ATM withdrawals****
It is to be used for approved purchases relating to government travel.

Policy & Procedures

Core Policy & Procedures Manual-Cardholder Responsibilities and Procedures.
E.3.5http://www.fin.gov.bc.ca/ocg/fmb/manuals/FAP/FAP_E.htm#e35

Ministry of Finance website with further details.

http://gww.fin.gov.bc.ca/gws/camss/fsa/financial_operations/Travel/Index.stm

Monthly Statements

- BMO will mail you a statement as of midnight on the third day of each month, covering the preceding month's purchases.
- Travel cardholders are to pay the full amount of their statement by the billing due date shown on their statement, which is typically 30 days after the statement issue date.
- Interest penalties will apply to charges not paid in full as of the billing due date, at the rate of prime plus 2%. Please note: to avoid interest penalties the full amount of the statement must be paid. For example, a statement may be issued in the amount of \$100, covering several transactions. If the cardholder only pays BMO \$95 by the billing due date, BMO will assess an interest penalty on the full \$100, not just the \$5 outstanding.
- Travel cardholders are personally responsible for any overdue payment interest charges, unless the failure to pay is due to the Province not reimbursing the cardholder in sufficient time to make payment to BMO.
- Payment can be made to BMO at any time before the payment due date. Cardholders may pay BMO through one or more of the following options:
 - ❖ by cheque, mailed to BMO (but must be received at BMO by the payment due date);
 - ❖ by cash at any branch of the Bank of Montreal;
 - ❖ by Automated Teller Machine;
 - ❖ by telephone banking;
 - ❖ by Internet payment-the payee is "BMO CORP/COMMERCIAL MASTERCARD"
 - ❖ by electronic funds transfer (EFT) from a cardholder's bank account; or,
 - ❖ by pre-authorized debit from a cardholder's bank account

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# (250) 208-8490