

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Friday, March 2, 2018 3:16 PM
To: Clark, Layne PREM:EX
Cc: Massy, Michelle E PREM:EX; Brown, Dawn A PREM:EX
Subject: URGENT REQUEST - RE: March 22 Cabinet Meeting

Importance: High

Hi Layne,

Can you please let me know if VCO is an option for Cabinet on March 22nd. I was advised by Dawn Brown on Feb 27 that I need approval from you in order for Minister Sims to attend Cabinet at VCO. As this Cabinet is during break, we are trying to book a number of Stakeholder meetings as well as determine whether we can RSVP certain events for Minister Sims, but cannot do so until we know if she must be in Victoria on this date.

I've tried calling you as well but your but line keeps going to Julia Phillips voicemail.

Could you please let me know on Monday, either way, so that I can advise all those that are waiting on answers.

Thank you,
Kathleen

From: Fleurant, Kathleen CITZ:EX **On Behalf Of** MINCAL, CITZ CITZ:EX
Sent: Thursday, March 1, 2018 10:12 AM
To: Clark, Layne PREM:EX
Cc: Massy, Michelle E PREM:EX; Brown, Dawn A PREM:EX
Subject: RE: March 22 Cabinet Meeting

Hi Layne,

Any word on whether Minister can attend this cabinet meeting at VCO?

Thanks,
K

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, February 28, 2018 1:18 PM
To: Clark, Layne PREM:EX
Cc: Wakeman, Michelle PSSG:EX; Brown, Dawn A PREM:EX
Subject: March 22 Cabinet Meeting
Importance: High

Hi Layne,

As the March 22 Cabinet meeting is during break week, Minister Sims is hoping to attend the 9:30am meeting at VCO.

This would be very helpful, as Minister has been okayed to attend the LRC meeting at VCO on this day and is also planning on attending the Provincial Leaders Dinner in Vancouver that evening.

Can you please let me know if this is possible?

Thank you,
Kathleen

From: Brown, Dawn A PREM:EX
Sent: Tuesday, February 27, 2018 9:08 AM
To: MINCAL, CITZ CITZ:EX
Subject: RE: New Cabinet meetings
Importance: High

Good morning,

To get approval for using the VCO you must send the request to Layne Clarke, CC: Michelle Massey and myself. As for the overlapping meetings, we are aware of it and are looking into a possible change of time for one of the meetings. Once it has been figured out I will send another email regarding any changes.

Dawn A. Brown
Cabinet Operations | Office of the Premier
Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1
Ph: 250.387.5553 / Cell: 778.584.0197

From: MINCAL, CITZ CITZ:EX
Sent: Tuesday, February 27, 2018 9:06 AM
To: Brown, Dawn A PREM:EX
Subject: RE: New Cabinet meetings

Hi Dawn,

Can you tell me if there is the option for Minister Sims to attend the March 22 Cabinet at VCO?

Also, there is a conflict of time on this day with the an LRC meeting that starts at 2:00pm – wondering if the Cabinet meeting time will be adjusted?

Please advise.

Thanks,
K

From: Brown, Dawn A PREM:EX
Sent: Monday, February 26, 2018 3:08 PM
To: Aaron, Sage PREM:EX; Brown, Dawn A PREM:EX; Campbell, Sue LBR:EX; Canitz, Shelley L PREM:EX; Cavanagh, Judy PREM:EX; Chandler, Alex FIN:EX; Chapotelle, Jacqueline TRAN:EX; Christensen, Suzanne PREM:EX; Clark, Layne PREM:EX; Cooling, Karen LBR:EX; Duncan, Kate JTT:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy EMPR:EX; Harder, Derrick TRAN:EX; Hay, Lorna JTT:EX; Higgins, Keira PREM:EX; Holding, Marina TAC:EX; Holt, Lynne FIN:EX; Iliffe, Liam GCPE:EX; Jackson, Lindsey B TRAN:EX; Johnson, Lisa E AGRI:EX; Kelly, Mary P MMHA:EX; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Loubert, Danny PREM:EX; Marshall, Samantha EMPR:EX; Massy, Michelle E PREM:EX; McCormick, Erika HLTH:EX; McGregor-Schenk, Paige X FIN:EX; McKnight, Valerie SDPR:EX; Michell, Jennifer FIN:EX; Moran, Roseanne LASS:EX; Morton, Kaitlin MCF:EX; Mulloy, Eleanor PREM:EX; Nanninga, Tanera AG:EX; Nash, Amber PREM:EX; Neilson, Kirsten ENV:EX; Neves, Gilbert FIN:EX; Nicholson, Riley FIN:EX; Olson, Lianna FIN:EX; Papadopoulos, James AEST:EX; Purdy, Sandra FLNR:EX; Reid, Heidi

FIN:EX; Ringma, Shalegh FIN:EX; Robb, Amanda JTT:EX; Roberts, Connie A IRR:EX; Robinson, Jon PREM:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Schell, Kaitlin EDUC:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena MCF:EX; Tello, Romeo PREM:EX; Wade, Debbie MMHA:EX; Wakeman, Michelle PSSG:EX; Wensink, Alison PREM:EX; White, Christine MAH:EX; White, Emily MCF:EX; Wilson, Cherie MCF:EX; Wong, Tamarra PREM:EX

Cc: Brown, Dawn A PREM:EX; Colins, Tracey L PREM:EX; Gervais, Monica PREM:EX; Hanna, Jean L PREM:EX; Kinnear, Lindsay PREM:EX; Klus, Arianna PREM:EX; Kovacs, Teresa PREM:EX; Lennox, Brenda PREM:EX; Massy, Michelle E PREM:EX; McCartney, Angela PREM:EX; Powell, Charlotte PREM:EX; Prisiak, Lisa PREM:EX

Subject: New Cabinet meetings

Importance: High

Good afternoon,

Please note the following **ADDITIONAL** meetings for Cabinet 2018.

CABINET

Thursday, March 22, 2018

9:30 a.m. – 2:30 p.m.

Chambers

Wednesday, September 5, 2018

9:00 a.m. – 11:30 a.m.

Chambers

Please update your Minister/Official's calendar to reflect these additional meetings.

Dawn A. Brown

Cabinet Operations | Office of the Premier

Room 033 | 617 Government Street, Victoria, B.C. | V8W 9V1

Ph: 250.387.5553 / Cell: 778.584.0197

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, March 6, 2018 12:31 PM
To: Nash, Amber PREM:EX
Subject: RE: Governor General Official Visit

Hi Amber,

I have RSVP'd Minister Sims to the dinner and have let Layne Clark know.

I will RSVP to protocol for the afternoon event and let Layne Clark know about that as well. I am wondering if there is some detail on the afternoon event – Can you tell me the specific location?

Thanks, K

From: Nash, Amber PREM:EX
Sent: Monday, March 5, 2018 7:08 PM
To: Fleurant, Kathleen CITZ:EX
Subject: Re: Governor General Official Visit

Hi Kathleen

Sending in the rsvp to protocol is good. Letting ya in PO know too is also great. Is Minister Sims attending the official welcome as well as the evening reception

Amber

On Mar 5, 2018, at 4:26 PM, Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca> wrote:

Hi Amber,

Are you able to give me a bit more detail on the afternoon Official Welcoming Ceremony on March 20th? Do I need to confirm Minister Sims attendance with anyone for this day event?

Thanks,
Kathleen

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, March 5, 2018 4:19 PM
To: Clark, Layne PREM:EX
Subject: FW: Governor General Official Visit

Hi Layne,

Minister Sims has been RSVP'd for this dinner.

Thanks,
Kathleen

From: Clark, Layne PREM:EX
Sent: Thursday, February 15, 2018 11:20 AM
To: LP Ministerial Assistants; LP Administrative Coordinators
Cc: Nash, Amber PREM:EX
Subject: Governor General Official Visit

Hi Everyone,

On March 20th, there will be an official visit from the Governor General. We would like as many Minister's as possible to attend. The Premier is confirmed to attend. Please see following schedule:

<u>March 20</u>
14:00 Official Welcoming Ceremony at the Legislature
14:40 Meeting with the Premier
15:00 Private time
17:00 Reception co-hosted by the LG and Premier (Government House)

Thanks everyone,

Layne

Layne Clark
Director of Liaison and Coordination
Premier's Office
P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, March 6, 2018 4:53 PM
To: Clark, Layne PREM:EX
Subject: RE: Governor General Official Visit

Thank you Layne. Yes I can see that it is at the Legislature, but it's a big building... I just need to know where it is within the building as I will be asked.

From: Clark, Layne PREM:EX
Sent: Tuesday, March 6, 2018 12:33 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Governor General Official Visit

Please see below. It is within the body of the e-mail.

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, March 6, 2018 12:31 PM
To: Clark, Layne PREM:EX
Subject: RE: Governor General Official Visit

Hi Layne,

Minister Sims will also attend the afternoon event – at 14:00. Can you tell me where exactly the ceremony will take place?

Thanks,
K

From: Clark, Layne PREM:EX
Sent: Thursday, February 15, 2018 11:20 AM
To: LP Ministerial Assistants; LP Administrative Coordinators
Cc: Nash, Amber PREM:EX
Subject: Governor General Official Visit

Hi Everyone,

On March 20th, there will be an official visit from the Governor General. We would like as many Minister's as possible to attend. The Premier is confirmed to attend. Please see following schedule:

<u>March 20</u>
14:00 Official Welcoming Ceremony at the Legislature
14:40 Meeting with the Premier
15:00 Private time
17:00 Reception co-hosted by the LG and Premier (Government House)

Thanks everyone,

Layne

Layne Clark

Director of Liaison and Coordination

Premier's Office

P: 250-356-0273 | C: 250-818-5583 | E: layne.clark@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, March 7, 2018 9:59 AM
To: 'Clare Martin'
Subject: RE: Invoice and Itinerary for SIMS/JINNY JOGINDER MS - 31January18 - Vision Travel Locator: s.22

Thank you Clare.

From: Clare Martin [<mailto:clare.martin@visiontravel.ca>]
Sent: Wednesday, March 7, 2018 9:33 AM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Invoice and Itinerary for SIMS/JINNY JOGINDER MS - 31January18 - Vision Travel Locator: s.22

Dear Kathleen,

The cost breakdown is:

Victoria – Kelowna 31 January: \$149 + \$34.12 tax + \$9.16 GST = \$192.28

Kelowna – Victoria 2 February: \$167 + 34.13 tax + \$10.05 GST = \$211.18

For future bookings I will issue separate tickets per direction so it is easier for you to complete your expenses.

Sincerely,

Clare Martin

Senior Corporate Travel Advisor

Vision Travel Solutions

203 – 4480 West Saanich Road, Victoria BC, V8Z 3E9

Phone:

Victoria: 250-412-1885

Calgary: 403-777-0794

Vancouver: 604-689-3612

Clare.martin@visiontravel.ca

www.visiontravel.ca/claremartin



Consider this. A financial advisor works with clients to get them the best return on their investment. A travel advisor work with clients to get the best return on life. I am in the life experience business and I help you manage your most precious commodity; your free time.

From: Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Sent: March-06-18 5:13 PM
To: Clare Martin <clare.martin@visiontravel.ca>
Subject: FW: Invoice and Itinerary for SIMS/JINNY JOGINDER MS - 31January18 - Vision Travel Locator: s.22

Hi Clare,

Are you able to give me the cost for each flight for this roundtrip. I need to break it out by day on the expense form.

Please and thank you,

Kathleen

From: clare.martin@visiontravel.ca [<mailto:clare.martin@visiontravel.ca>]

Sent: Wednesday, January 24, 2018 5:14 PM

To: Fleurant, Kathleen CITZ:EX; CLARE.MARTIN@visiontravel.ca

Subject: Invoice and Itinerary for SIMS/JINNY JOGINDER A MS - 31January18 - Vision Travel Locator: s.22

Vision Travel DT Ontario-West Inc
116 - 4480 West Saanich Road
Victoria, BC V8Z 3E9
250-412-1888 877-412-1887

www.visiontravel.ca

GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: 4317035
Issued: 24 January 2018

Agency Ref.: s.22
Sales Person:

Customer Number: s.22
Customer Ref.:

MINISTER OF CITIZENS SERVICES
ROOM 236 PARLIAMENT BUILDINGS
VICTORIA, BC V8V 1X4

Passenger(s): SIMS/JINNY JOGINDER A MS

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

To check your on-line itinerary for any schedule changes or other updates or to print a copy of your e-ticket receipt where applicable - [Click Here](#). Your e-ticket receipt and IATA Terms and Conditions are attached to this communication.

Your invoice and itinerary are attached.

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, March 7, 2018 4:24 PM
To: Security2, Legislative LASS:EX; Security, Legislative E LASS:EX
Subject: Meeting Guests - March 14

Hi there,

Minister Sims has some guests coming for a meeting on March 14 for a 4:30 pm meeting. Please call us at 7-9699 when they arrive and someone will come down to greet them.

Mayor Lisa Helps

Jocelyn Jenkyns, Acting City Manager

Nichola Reddington, Senior Cultural Planner

Ian Pears, Cultural Outreach Manager, DVBA

Thank you,

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

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, March 12, 2018 1:55 PM
To: Delaney-Spindler, Chelsea CITZ:EX
Subject: FW: Invoice and Itinerary for GREWAL/PARAMJIT SINGH MR - 12March18 - Vision Travel Locator: s.22
Attachments: Detailed Itin and Invoice Email - PDF - s.22 - March 12 2018 23434285.pdf

As per our discussion. Can you please see if we can have this full charge removed from Param's card and applied to mine. Please let Clare know that all flight charges, moving forward, are to be applied to my P-Card. She'll likely need the number.

Thank you,
Kathleen

From: Clare Martin [<mailto:clare.martin@visiontravel.ca>]
Sent: Friday, March 9, 2018 3:52 PM
To: Grewal, Param CITZ:EX
Cc: Fleurant, Kathleen CITZ:EX
Subject: Invoice and Itinerary for GREWAL/PARAMJIT SINGH MR - 12March18 - Vision Travel Locator: s.22

Dear Param,
The attached shows your confirmed flights for Monday. I called Harbour Air and had you added to the waitlist for their 8:20am departure, and if it should clear on the weekend, they have your mobile number to call.

Thank you for your booking and I wish you a pleasant weekend.

Sincerely,
Clare Martin
Senior Corporate Travel Advisor
Vision Travel Solutions
203 – 4480 West Saanich Road, Victoria BC, V8Z 3E9
Phone:
Victoria: 250-412-1885
Calgary: 403-777-0794
Vancouver: 604-689-3612
Clare.martin@visiontravel.ca
www.visiontravel.ca/claremartin



Consider this. A financial advisor works with clients to get them the best return on their investment. A travel advisor work with clients to get the best return on life. I am in the life experience business and I help you manage your most precious commodity; your free time.

From: clare.martin@visiontravel.ca <clare.martin@visiontravel.ca>

Sent: March-09-18 3:44 PM

To: Clare Martin <clare.martin@visiontravel.ca>

Subject: Invoice and Itinerary for GREWAL/PARAMJIT SINGH MR - 12March18 - Vision Travel Locator: s.22



A DIRECT TRAVEL³ COMPANY

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116 - 4480 West Saanich Road
Victoria, BC V8Z 3E9
250-412-1888 877-412-1887

www.visiontravel.ca

GST Reg : 723782728 RT 0001

Invoice/Itinerary

Invoice: 3020481
Issued: 09 March 2018

Agency Ref.: s.22
Sales Person:

Customer Number: s.22
Customer Ref.:

MINISTER OF CITIZENS SERVICES
ROOM 236 PARLIAMENT BUILDINGS
VICTORIA, BC V8V 1X4

Passenger(s): GREWAL/PARAMJIT SINGH MR

Disclaimer: It is your responsibility to carefully review this itinerary immediately upon receipt and notify us if there are any discrepancies.

To check your on-line itinerary for any schedule changes or other updates or to print a copy of your e-ticket receipt where applicable - [Click Here](#)

Your invoice and itinerary are attached.

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Thursday, March 15, 2018 11:00 AM
To: Security2, Legislative LASS:EX; Security, Legislative E LASS:EX
Subject: Meeting Guests - March 20 for 3:00pm

Hello,

Minister Sims has the following guests coming to the Legislature on Tuesday, March 20th for a 3:00pm meeting:

Chris Atchison – President BCCA
Warren Perks – VP BCCA
Lisa Stevens – COO BCCA

Please call our office (7-9699) when they arrive and someone will come down to greet them and escort them to the meeting room.

Thank you,

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

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, March 19, 2018 1:00 PM
To: Scambler, Teresa LASS:EX
Subject: RE: Seaspn Lunch April 10th

Hi Teresa,

Minister Sims will not be able to attend this luncheon.

Thanks,
K

From: Scambler, Teresa [<mailto:Teresa.Scambler@leg.bc.ca>]
Sent: Monday, March 19, 2018 7:57 AM
To: NDP Legislative Assistants; LP Administrative Coordinators
Subject: Seaspn Lunch April 10th

#2

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, March 19, 2018 1:29 PM
To: Scambler, Teresa LASS:EX
Subject: RE: Engineers & Geoscientists Evening Reception April 18th

Hi Teresa,

Minister Sims will not be able to go to this reception, she has SSP Committee from 7:15 to 9:00pm that night.

K

From: Scambler, Teresa [<mailto:Teresa.Scambler@leg.bc.ca>]
Sent: Monday, March 19, 2018 8:07 AM
To: LP Administrative Coordinators; NDP Legislative Assistants
Subject: Engineers & Geoscientists Evening Reception April 18th

#10

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, March 19, 2018 11:30 AM
To: 'Kaitlin Reich'
Subject: RE: Pre-Breakfast Head Table Reception Invitation

Thank you Kaitlin

From: Kaitlin Reich [mailto:kaitlin@cityinfofocus.ca]
Sent: Saturday, March 17, 2018 7:31 AM
To: Fleurant, Kathleen CITZ:EX
Subject: Re: Pre-Breakfast Head Table Reception Invitation

Hi Kathleen,

Here is a more descriptive list of our guests, including those who have confirmed their attendance from the Head Table.
See the attached.

Kaitlin Reich
Events & Communications Coordinator



2nd Floor – 107 East 3rd Avenue
Vancouver, B.C. V5T 1C7
Tel: 604.687.7292
info@cityinfofocus.ca
www.cityinfofocus.ca

On Thu, Mar 15, 2018 at 3:29 PM, Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca> wrote:

Thank you Kaitlin!

From: Kaitlin Reich [mailto:kaitlin@cityinfofocus.ca]
Sent: Thursday, March 15, 2018 1:37 PM
To: Fleurant, Kathleen CITZ:EX
Subject: Re: Pre-Breakfast Head Table Reception Invitation

Good afternoon Kathleen,

Thank you for letting me know. We are so looking forward to having them.

There is no cost to this reception and it is a standing reception so there will not be assigned seating.

So far we have 40 people attending, and this list includes the Consul Gen. from Costa Rica, Consul Gen. from Germany, Consul Gen. from Korea, Councillor Hector Bremner, Councillor Melissa De Genova, Hon. Adrian Dix, Mayor Jack Froese, Mayor Sharon Gaetz, Joan Isaacs, John Martin, Bill Storie, Jane Thornthwaite.

The Head Table (the LG, Mayor Gregor Robertson, John Horgan, etc.) has also been invited, but our Head Table coordinator is responsible for their RSVPs. Typically several of them will be in attendance.

Please let me know if you need anything else!

More information on table seating will be sent out either tomorrow or first thing Monday.

Kaitlin Reich
Events & Communications Coordinator



2nd Floor – 107 East 3rd Avenue
Vancouver, B.C. V5T 1C7
Tel: 604.687.7292
info@cityinfofocus.ca
www.cityinfofocus.ca

On Thu, Mar 15, 2018 at 1:11 PM, Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca> wrote:

Good Afternoon Kaitlin,

Minister Jinny Sims and her SMA Shannon Russell would be delighted to attend the Pre-Breakfast Head Table Reception on March 23rd.

Are you able to tell me:

- Is there a cost to this pre-breakfast?
- Is there reserved seating for this event? If so, we would like to ensure that Minister Sims is seated with Shannon Russell.
- Who are the key people attending?
- What other MLA's/Ministers will be attending?

Thank you kindly,

Kathleen Fleurant | Administrative Coordinator

Honourable Jinny Sims' Office | Minister of Citizens' Services

Room 236 | Parliament Buildings

Ph: 250-387-7920

e: Kathleen.Fleurant@gov.bc.ca

From: Kaitlin Reich [mailto:kaitlin@cityinfofocus.ca]
Sent: Tuesday, March 13, 2018 3:07 PM
To: Fleurant, Kathleen CITZ:EX
Subject: Pre-Breakfast Head Table Reception Invitation

Good afternoon Kathleen,

Please see Minister Sim's & Ms. Russel's attached invitation to the **Pre-Breakfast Head Table Reception** on **March 23rd, 2018**. This Reception will take place just before the BC Leadership Prayer Breakfast from **6:45 to 7:15am**.

Kindly RSVP by Monday March 19th and reply to this email or call 604-687-7292.

Kaitlin Reich
Events & Communications Coordinator



2nd Floor – 107 East 3rd Avenue
Vancouver, B.C. V5T 1C7

Tel: 604.687.7292
info@cityinfofocus.ca
www.cityinfofocus.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Monday, March 19, 2018 1:51 PM
To: 'Yvette Ortiz'
Cc: 'Rebecca Smith'; 'Raminder Thomas'
Subject: RE: Invitation to Cloverdale Chamber of Commerce - Please see details below

Thank you Yvette.

From: Yvette Ortiz [mailto:yvette@surreyhospice.com]
Sent: Monday, March 19, 2018 1:03 PM
To: Fleurant, Kathleen CITZ:EX
Cc: Rebecca Smith; Raminder Thomas
Subject: RE: Invitation to Cloverdale Chamber of Commerce - Please see details below

What is the goal of the meeting/event?	This initiative is an opportunity for our members to talk to our local representatives and key individuals regarding Cloverdale issues.
Exact location, room number within building, etc.	5748 176 St, Surrey, BC
Is there parking available?	Yes – available by the storefront, no reserved parking available.
Topic they would like Minister to speak on	Updates from Minister (PowerPoint is available) followed by question and answer period moderated by Raminder Thomas, Executive Director.
Agenda - inside itinerary for Minister	
- When to arrive?	
- Where is the stage/podium?	Podium available
- What is the dress code?	Business casual
- Who will meet her (name & cell#)?	Raminder Thomas – Executive Director 604-317-2025
- Will food be served (meal or appies)?	Yes scones and coffee
- Who will introduce her	Raminder Thomas
Key People Attending?	Maximum 15 - Local business members

Thank you for your reply, I have filled out the information as best as possible. I have included in this email Raminder Thomas, Executive Director of the Cloverdale Chamber of Commerce who will be hosting the event.

Please direct further questions to Raminder Thomas; rthomas@cloverdalechamber.ca

Best Regards,

Yvette Ortiz
Grants and Sponsorship Writer
Surrey Hospice Society
Tel: 604-584-7006
Fax: 604-584-7009
yvette@surreyhospice.com
www.surreyhospice.com



From: Fleurant, Kathleen CITZ:EX [<mailto:Kathleen.Fleurant@gov.bc.ca>]
Sent: March 19, 2018 12:45 PM
To: Yvette Ortiz <yvette@surreyhospice.com>
Cc: Sangha, Preet LASS:EX <Preet.Sangha@leg.bc.ca>; Grewal, Param CITZ:EX <Param.Grewal@gov.bc.ca>
Subject: RE: Invitation to Cloverdale Chamber of Commerce - Please see details below

Hello Yvette,

Minister Sims would be delighted to attend the Cloverdale Chamber of Commerce Coffee & Conversations in both her capacity as MLA to Surrey-Panorama and as Minister of Citizens' Services.

Minister is unable to attend on June 20 and 21 but is happy to take part on **Thursday, September 20th from 4:30 to 6:30pm**. Please note, the House is not sitting during this time, but it is possible that House gets called into session – currently, we do not foresee this happening.

Minister Sims will be attending this event with either a Constituency Assistant or her Executive Assistant from her riding office – Please ensure that Minister is seated with her Staff.

Could you please answer some of my questions below to help streamline Minister Sims attendance:

What is the goal of the meeting/event?	This initiative is an opportunity for our members to talk to our local representatives and key individuals regarding Cloverdale issues.
Exact location, room number within building, etc.	5748 176 St, Surrey, BC

Is there parking available?	
Topic they would like Minister to speak on	
Agenda - inside itinerary for Minister	
- When to arrive?	
- Where is the stage/podium?	
- What is the dress code?	
- Who will meet her (name & cell#)?	
- Will food be served (meal or appies)?	
- Who will introduce her	
Key People Attending?	

Thank you,

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

From: Sims.MLA, Jinny [<mailto:Jinny.Sims.MLA@leg.bc.ca>]
Sent: Friday, March 16, 2018 3:27 PM
To: Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX; Fleurant, Kathleen CITZ:EX
Subject: FW: Invitation to Cloverdale Chamber of Commerce - Please see details below
Importance: High

Hi,

Yvette had called regarding the below invite. It is a ministerial invite so she wanted me to forward it to you folks. Please let me know if you have replied to them.

Thanks.

Preet

From: Yvette Ortiz [<mailto:yvette@surreyhospice.com>]
Sent: Friday, March 16, 2018 3:00 PM
To: Sims.MLA, Jinny <Jinny.Sims.MLA@leg.bc.ca>
Subject: RE: Invitation to Cloverdale Chamber of Commerce - Please see details below

I failed to mention that the Cloverdale Chamber is flexible in dates and would be very willing to accommodate dates for Minister Sims.

Here are some additional dates:

Sept 19
Sept 20

Thank you!

From: Yvette Ortiz

Sent: March 16, 2018 2:43 PM

To: 'jinny.sims.MLA@leg.bc.ca' <jinny.sims.MLA@leg.bc.ca>

Subject: Invitation to Cloverdale Chamber of Commerce - Please see details below

Dear Minister Sims,

We would like to extend an invitation to you, in both your capacity as MLA and Minister to a Cloverdale Chamber of Commerce program initiative. The Commerce is launching a program called Coffee & Conversation. This initiative is an opportunity for our members to talk to our local representatives and key individuals regarding Cloverdale issues.

This invitation is being sent to you on behalf of Rebecca Smith, Executive Director of Surrey Hospice Society and Board Member of the Cloverdale Chamber of Commerce.

Attached is the link for your background information of the Commerce.

<http://www.cloverdalechamber.ca/#>

Dates and Location

It will be held in the Cloverdale Chamber office, from **4:30pm to 6:00pm** on the following dates, please let us know and which dates may work for you:

June 20
June 21

Address:

Cloverdale District Chamber of Commerce
5748 176th Street | Cloverdale, Surrey, BC

We look forward to hearing from you.

Best Regards,

Yvette Ortiz
Fund Development and Event Planning Officer
Surrey Hospice Society
Tel: 604-584-7006
Fax: 604-584-7009
yvette@surreyhospice.com
www.surreyhospice.com



Surrey Hospice Society

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Tuesday, March 20, 2018 12:27 PM
To: Security2, Legislative LASS:EX; Security, Legislative E LASS:EX
Subject: Meeting Guests Coming in Today.

Hi there,

Minister Sims has 3 meetings this afternoon. The following guests will be coming to the Legislature:

For a 2:45pm meeting – the Strathcona District:

- Michelle Babchuck
- David Leach

For a 3:10pm meeting – with the BC Construction Association:

- Chris Atchison
- Warren Perks
- Lisa Stevens

For a 4:00pm meeting

- Commissioner Drew McArthur

Please call our office (at 7-9699) when the guests arrive and someone will come down to greet them and bring them to the meeting room.

Thank you,

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

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, March 21, 2018 12:16 PM
To: 'Sharon Prescott'
Subject: RE: EXECUTIVE COUNCIL INVITE Re: CUPE BC Convention invitations

I'll get back to you shortly with a confirmed name.

Thanks,
Kathleen

From: Sharon Prescott [<mailto:sprescott@cupe.bc.ca>]
Sent: Wednesday, March 21, 2018 12:13 PM
To: Fleurant, Kathleen CITZ:EX
Cc: Shirley Loftus; Scambler, Teresa LASS:EX
Subject: RE: EXECUTIVE COUNCIL INVITE Re: CUPE BC Convention invitations

Hi Kathleen – in the email I sent yesterday we advised that due to limited seating we will not be able to accommodate Minister's staff at the private luncheon, however if staff are coming to the convention, we need their name in advance so there is a credential made for them to sit in the visitor's gallery. Thanks, Sharon

From: Fleurant, Kathleen CITZ:EX [<mailto:Kathleen.Fleurant@gov.bc.ca>]
Sent: March-21-18 12:05 PM
To: Sharon Prescott
Cc: Shirley Loftus; Scambler, Teresa LASS:EX
Subject: RE: EXECUTIVE COUNCIL INVITE Re: CUPE BC Convention invitations

Thank you Sharon. Yes, Please add Minster Sims to the Premier's Lunch as well. Can you tell me if MA's can join their Minister's at this lunch?

I'll touch base with Teresa when she's back on Monday regarding the email you mentioned below.

Thank you,
Kathleen

From: Sharon Prescott [<mailto:sprescott@cupe.bc.ca>]
Sent: Wednesday, March 21, 2018 11:45 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Shirley Loftus; Scambler, Teresa LASS:EX
Subject: RE: EXECUTIVE COUNCIL INVITE Re: CUPE BC Convention invitations

Hi Kathleen –attached please find Agenda in Brief with the highlights. I sent Teresa in the Whips Office yesterday an email which she forwarded to all Ministers and MLAs attending. Hoping she will forward to you as well. Is the Minister attending the private lunch for the Premier at noon? Thanks, Sharon

*Sharon Prescott
Director of Operations
CUPE BC Division*

#410 – 6222 Willingdon Ave.,
Burnaby, BC V5H 0G3
o) 604 – 291-9119
c) 604 – 340-6772

From: Fleurant, Kathleen CITZ:EX [<mailto:Kathleen.Fleurant@gov.bc.ca>]
Sent: March-21-18 11:09 AM
To: Sharon Prescott
Subject: FW: EXECUTIVE COUNCIL INVITE Re: CUPE BC Convention invitations

Good Morning Sharon,

Minister Jinny Sims is delighted to attend the 55th Annual CUPE BC Convention. Please add her name to the list for attendees the Premier's Address on April 20th. Jinny will likely attend the convention on the evening of Thursday April 19th and all day on the 20th.

Are you able to provide a more detailed agenda at this time?

Kind Regards,

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

From: McLaren, Chris PREM:EX
Sent: Wednesday, February 21, 2018 3:40 PM
To: LP Administrative Coordinators
Subject: EXECUTIVE COUNCIL INVITE Re: CUPE BC Convention invitations

Good afternoon everyone,
Please find attached an invite addressed to all ministers regarding the upcoming CUPE BC Convention, April 18 – 21 at the Bayshore Hotel in Vancouver.
Please let Sharon Prescott know directly whether your minister is able to attend or not.
If your minister will be attending I appreciate you letting me know so I can add it to the calendar for the Premier's information.
Thank you for your consideration and response to this request.
Cheers,
Chris

Chris McLaren
Scheduling Officer | Office of the Premier | T: 250 – 387-1806 | E: chris.mclaren@gov.bc.ca

Thanks for your help in getting these to the Cabinet Ministers. We are still working on the agenda but will send highlights closer to the date. If you need any other information at this time, please do not hesitate to contact me at any time on my cell. Cheers, Sharon

*Sharon Prescott
Director of Operations
CUPE BC Division*

*#410 – 6222 Willingdon Ave.,
Burnaby, BC V5H 0G3
o) 604 – 291-9119
c) 604 – 340-6772*

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, March 21, 2018 12:24 PM
To: Caverhill, Graham LASS:EX
Subject: RE: Travel Plan for Minister Sim Leg Phone

Okay – I'll get you an answer asap.

From: Caverhill, Graham [<mailto:Graham.Caverhill@leg.bc.ca>]
Sent: Wednesday, March 21, 2018 12:23 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Travel Plan for Minister Sim Leg Phone

Hi Kathleen,

No real cutoff but the 27th or 28th at latest.

Thank,

Graham Caverhill

Telecommunications | Legislative Assembly of BC | Victoria, BC V8V 1X4
250-952-0663



From: Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>
Sent: Wednesday, March 21, 2018 12:22
To: Caverhill, Graham <Graham.Caverhill@leg.bc.ca>
Subject: RE: Travel Plan for Minister Sim Leg Phone

Hi Graham,

I did receive your email – thank you. Minister wanted to discuss the options before making a decision. What is the cut off to have this set up before her trip?

K

From: Caverhill, Graham [<mailto:Graham.Caverhill@leg.bc.ca>]
Sent: Wednesday, March 21, 2018 12:19 PM
To: Fleurant, Kathleen CITZ:EX
Subject: RE: Travel Plan for Minister Sim Leg Phone

Hello Kathleen,

I haven't heard back from you. Did you want the pass, I sent you info for, added for MLA Sim's upcoming travel?

Graham Caverhill

Telecommunications|Legislative Assembly of BC|Victoria, BC V8V 1X4
250-952-0663



From: Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>

Sent: Monday, March 19, 2018 13:10

To: Caverhill, Graham <Graham.Caverhill@leg.bc.ca>

Subject: Travel Plan for Minister Sim Leg Phone

Hi Graham,

As per our conversation this morning, Minister Sims will be ^{s.22}

^{s.22}

I am told these countries should all fall under the same travel

package zone .

Her Leg phone is ^{s.17}

Can you please send over some travel options for Minister to choose for her travels.

Thank you,

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

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Thursday, March 22, 2018 9:50 AM
To: Security2, Legislative LASS:EX; Security, Legislative E LASS:EX
Subject: Meeting Guests on April 11

Hi there,

Minister Sims has guests coming to the Legislature for a meeting at 8:00am on Wednesday, April 11. (this meeting was previously scheduled for 3:00pm).

Can you please call up to our office – at 7-7920 when they arrive and I'll come down to greet them and take them to the meeting room.

Meeting:	Meeting with BCGEU and Minister Sims
Date:	Wednesday, April 11, 2018
Time:	8:00-8:45am (was 3:00-3:45pm)
Location:	s.15

Attending from BCGEU:	Stephanie Smith - President
	Mike Eso - Regional Coordinator

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

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Thursday, March 22, 2018 9:52 AM
To: McLaren, Chris PREM:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX
Subject: RE: s.13

After 5:00pm would work for Minister Sims on April 10th

From: McLaren, Chris PREM:EX
Sent: Wednesday, March 21, 2018 3:51 PM
To: Fleurant, Kathleen CITZ:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX
Subject: Re s.13

Hello all,
I am following up on Amber's note below regarding this meeting for the Premier.
We have time available with the Premier at 4:30 pm on Tuesday, April 10 in the Premier's Office.

Due to office size constraints, we will need to limit the attendees to the following:

Don Wright, DM
Minister Ralston
Fazil Mihar, DM
Minister Sims
Jill Kot, DM
Minister James

Thank you for confirming your minister and DM, as noted, with me at your earliest convenience.
Cheers,
Chris

Chris McLaren

Scheduling Officer | Office of the Premier | T: 250 – 387-1806 | E: chris.mclaren@gov.bc.ca

From: Nash, Amber PREM:EX
Sent: Tuesday, March 13, 2018 11:08 AM
To: Russell, Shannon CITZ:EX; McColl, John-Michael JTT:EX; Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX
Cc: Fleurant, Kathleen CITZ:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX
Subject: RE: Meeting with Premier - March 14

Hi All,

Looking for another time for this one as it does not work for all Ministers.

Amber

From: Nash, Amber PREM:EX
Sent: Monday, March 12, 2018 1:36 PM

To: Russell, Shannon CITZ:EX; McColl, John-Michael JTT:EX; Spilker, Robyn FIN:EX; Gillezeau, Rob FIN:EX
Subject: Meeting with Premier - March 14

Hi All,

The Premier would like to meet with your Ministers on March 14th at 6pm.

s.13

JM – we would like Fazil to join this meeting.

Can you please confirm if your Ministers can attend at this time?

Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Thursday, March 22, 2018 10:37 AM
To: McLaren, Chris PREM:EX
Subject: RE:s.13

Thank you

From: McLaren, Chris PREM:EX
Sent: Thursday, March 22, 2018 10:36 AM
To: Fleurant, Kathleen CITZ:EX
Subject: RE:s.13

½ hr

From: Fleurant, Kathleen CITZ:EX
Sent: Thursday, March 22, 2018 10:33 AM
To: McLaren, Chris PREM:EX
Subject: RE:s.13

Hi Chris,

Do you know how long this meeting will go for?

K

From: McLaren, Chris PREM:EX
Sent: Wednesday, March 21, 2018 3:51 PM
To: Fleurant, Kathleen CITZ:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX
Subject: Re:s.13

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Thank you for confirming your minister and DM, as noted, with me at your earliest convenience.

Cheers,
Chris

Chris McLaren

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Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Thursday, March 22, 2018 11:36 AM
To: 'Sharon Prescott'
Subject: RE: CUPE Convention

Okay great. Thanks Sharon!

From: Sharon Prescott [<mailto:sprescott@cupe.bc.ca>]
Sent: Thursday, March 22, 2018 11:27 AM
To: Fleurant, Kathleen CITZ:EX
Cc: Shirley Loftus
Subject: Re: CUPE Convention

Thanks Kathleen. No need to confirm the other events. Just needed confirmation for speech and lunch. Thanks Sharon

Sent from my iPhone

On Mar 22, 2018, at 11:00 AM, Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca> wrote:

Hi Sharon,

SMA Shannon Russell will be accompanying Minister Sim to the CUPE convention. Please note, I can confirm Minister will be attending the Premier's lunch and speech on April 20th. I will need to confirm with Minister Sims on the events on the evening of Thursday April 19 as well as the other events on the 20th.

Cheers,

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

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Thursday, March 22, 2018 12:20 PM
To: McLaren, Chris PREM:EX
Subject: RE:s.13

Hi Chris,

I can confirm that both Minister Sims and DM Kot will be in attendance on April 10 at 4:30pm.

Thank you,
Kahtleen

From: McLaren, Chris PREM:EX
Sent: Wednesday, March 21, 2018 3:51 PM
To: Fleurant, Kathleen CITZ:EX; Reid, Heidi FIN:EX; Robb, Amanda JTT:EX
Subject: Re s.13

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Minister James

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Chris McLaren
Scheduling Officer | Office of the Premier | T: 250 – 387-1806 | E: chris.mclaren@gov.bc.ca

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s.13

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Can you please confirm if your Ministers can attend at this time?

Amber

Amber Nash

Executive Coordinator | Office of the Premier | Tel: 250 – 356-0210 | Cell: 778-584-3330 | E: amber.nash@gov.bc.ca

Fleurant, Kathleen CITZ:EX

From: Fleurant, Kathleen CITZ:EX
Sent: Wednesday, March 28, 2018 12:03 PM
To: de Sousa, Jacob FIN:EX
Subject: RE: Remove Access NBOUDHAN - 857526 - s.22

Thank you Jacob.

From: de Sousa, Jacob FIN:EX
Sent: Wednesday, March 28, 2018 11:32 AM
To: Fleurant, Kathleen CITZ:EX
Subject: Remove Access NBOUDHAN - 857526 - s.22

Hi Kathleen,

iStore order 857526 has been created for this request.

Cheers,

Jacob de Sousa
Acting Senior Service Desk Analyst
FIN IMB Service Desk
Information Management Branch
Supporting the Ministry of Finance, the Office of the Premier, all Minister's Offices, and various other
Agencies, Boards & Commissions
Tel. 9-250-387-8912 (for internal calls) 250-387-8912 (for external calls)

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From: Kathleen.Fleurant@gov.bc.ca [mailto:Kathleen.Fleurant@gov.bc.ca]
Sent: Tuesday, March 27, 2018 2:52 PM
To: FIN IMB Service Desk (78912) FIN:EX; Fleurant, Kathleen CITZ:EX
Subject: Remove LAN, Mailbox and Calendar

Checkout Information

Account: PREM-MINISTER OF CITIZENS' SERVICES
Ministry Number: 022
Responsibility Centre: 32085
Service Code: 34097
Project Number: 3210436
Expense Authority: Gordon McLean

Service Requests

Access - LAN Access
First Name: Nouria

Last Name: Boundhan

IDIR: NBOUDHAN

Access By: File Path

Path: J:

Existing User: Kathleen Fleurant

Comments: Please remove access to the Minister's office e LAN (J drive). Nouria is no longer assisting us in this office.

Access - Shared Mailbox Access

First Name: Nouria

Last Name: Boudhan

IDIR: NBOUDHAN

Mailbox Name: CITZ.Minister@gov.bc.ca

Comments: Please remove access to the CITZ.Minister email. Nouria is no longer assisting us in this office.

Access - Shared Calendar Access

First Name: Nouria

Last Name: Boudhan

IDIR: NBOUDHAN

Calendar Name: MINCAL.CITZ

Comments: Please remove access MINCAL.CITZ calendar. Nouria is no longer assisting us in this office.

Requestor: Fleurant, Kathleen CITZ:EX

Email: Kathleen.Fleurant@gov.bc.ca

Time: 2018-03-27 14:51:46