

## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Friday, April 6, 2018 6:53 PM  
**To:** Security2, Legislative LASS:EX; Security, Legislative E LASS:EX  
**Subject:** Meeting Guests - April 17 for 2:15pm meeting with Minister Sims

Hi there,

Please be advised that Minister Sims has the following guests coming for a meeting on April 17 from 2:15 to 2:45pm:

<b>Attending from/with the Purdey Group:</b>	Josh Handysides (Malahat First Nation)
	Shannon Russell – SMA
	Karl Riley – MA
	Sunny Dhaliwal - ADM

Please contact our office at 7-9699 upon their arrival and someone will come down to greet them.

Thank you,

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Tuesday, April 10, 2018 2:32 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** Request for Advice

Hi Jennifer,

Innovation Boulevard has invited Minister Sims to tour their facility. Can you please have Ministry provide advice on this and let me know if any Ministry staff are critical to attend this tour with Minister – if so, then who?

Thank you,  
kathleen

---

**From:** Russell, Shannon CITZ:EX  
**Sent:** Monday, April 9, 2018 8:24 PM  
**To:** Riley, Karl CITZ:EX; Fleurant, Kathleen CITZ:EX  
**Subject:** RE: BC Tech Procurement Roundtable

Thanks Karl, it's on Kathleen's radar. Kathleen, can you advise where we're at with setting up this tour? Minister Ralston invited MJS to attend with him but she couldn't make it at the time.

Thanks,  
Shannon

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**From:** Riley, Karl CITZ:EX  
**Sent:** Monday, April 9, 2018 7:56 PM  
**To:** Russell, Shannon CITZ:EX  
**Subject:** Fwd: BC Tech Procurement Roundtable

Hi Shannon,

Thought I would forward this over to you. Louis was one of the people we contacted for the Tech Roundtable but couldn't make it.

Minister had expressed interest in the past about touring the Innovation Boulevard facility in the past and Louise said she was happy to help make that happen.

Would you be able to check with MJS and see if she still wants to have a tour?

Best,

Karl

Sent from my iPhone

Begin forwarded message:

**From:** Louise Turner <[louise@innovationboulevard.ca](mailto:louise@innovationboulevard.ca)>

**Date:** April 9, 2018 at 7:11:23 PM PDT

**To:** "Riley, Karl CITZ:EX" <[Karl.Riley@gov.bc.ca](mailto:Karl.Riley@gov.bc.ca)>

**Subject: Re: BC Tech Procurement Roundtable**

Hi Karl

I wanted to follow up on our brief phone conversation and see if there is time that would work for Minister Sim to visit Innovation Boulevard.

s.22

I could also come and meet with her at Canada Place.

Let me know what might work for the Minister's schedule.

Best wishes

Louise

Louise Turner  
CEO  
Innovation Boulevard  
Cell: 604 787 7215

INNOVATION  
BOULEVARD

On Mar 22, 2018, at 3:25 PM, Riley, Karl CITZ:EX <[Karl.Riley@gov.bc.ca](mailto:Karl.Riley@gov.bc.ca)> wrote:

Thanks Louise. Talk to you soon.

Best,

Karl

---

**From:** Louise Turner [<mailto:louise@innovationboulevard.ca>]

**Sent:** Thursday, March 22, 2018 3:17 PM

**To:** Riley, Karl CITZ:EX

**Subject:** Re: BC Tech Procurement Roundtable

Hello Karl

Bruce Forde's contact details are:

Bruce Forde, Ph.D., CEO  
**Cambian Business Services, Inc.**  
Suite 1690, 13450 - 102nd Ave Surrey BC Canada V3T 5X3  
T 604-581-9356 ext. 228 F 604-581-9359 M 604-649-7638  
[www.cambian.com](http://www.cambian.com) / [bforde@cambian.com](mailto:bforde@cambian.com)

I would be very pleased to talk to Minister Sims about the work that we are doing at Innovation Boulevard.

I'll send you a separate email about that...

Thanks

Louise

Louise Turner  
CEO  
Innovation Boulevard  
Cell: 604 787 7215

<image001.png>

On Mar 22, 2018, at 2:14 PM, Riley, Karl CITZ:EX <[Karl.Riley@gov.bc.ca](mailto:Karl.Riley@gov.bc.ca)> wrote:

Hi Louise,

It was great speaking with you on the phone. If you could please send me Bruce Ford's contact info when you have a moment, I will follow up with him directly.

This is my email so feel free to get in touch in the future and we can work on setting up a time for you and Minister Sims to chat.

Thanks again.

Best,

Karl

---

Karl Riley  
Ministerial Assistant to the Honourable Jinny Sims  
Minister of Citizens' Services  
[Karl.Riley@gov.bc.ca](mailto:Karl.Riley@gov.bc.ca) / 250-387-9699



## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 11, 2018 9:02 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Material for Minister Mark's Naming Policy Policy Briefing

Is it possible to put a rush on that? Minister Mark's office is requesting it.

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**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Wednesday, April 11, 2018 9:01 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Material for Minister Mark's Naming Policy Policy Briefing

Hi Kathleen,

There is material for this meeting. It's currently with Jill for approval.

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 11, 2018 8:26 AM  
**To:** Cook, Jeannette CITZ:EX  
**Cc:** Molyneux, Jennifer CITZ:EX  
**Subject:** Meeting Material for Minister Mark's Naming Policy Policy Briefing  
**Importance:** High

Hi Jeannette,

Is there specific material for Minister Mark's Naming Policy Briefing? Or am I using the material from the roundtable?

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 11, 2018 12:05 PM  
**To:** Cleaver, Sheila C FIN:EX  
**Cc:** Janke, Debra FIN:EX  
**Subject:** RE: April 3rd PCard and BTA reconciliations

Thanks for Clarifying ☺

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**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Wednesday, April 11, 2018 12:03 PM  
**To:** FIN FSA Purchasing Card Cardholder; FIN FSA BTA Contacts  
**Cc:** Janke, Debra FIN:EX; Poldrugovac, Saija FIN:EX; Laird, Patricia FIN:EX; McKinstry, Cindy D FIN:EX  
**Subject:** RE: April 3rd PCard and BTA reconciliations

Hi,

Just to clarify, this date below applies to ALL cardholders, except Ministers Offices. Yours was due in on April 5<sup>th</sup>.

Sheila

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**From:** Cleaver, Sheila C FIN:EX  
**Sent:** Wednesday, April 11, 2018 11:43 AM  
**To:** FIN FSA Purchasing Card Cardholder; FIN FSA BTA Contacts  
**Cc:** McKinstry, Cindy D FIN:EX  
**Subject:** April 3rd PCard and BTA reconciliations

To: BMO purchase cardholders and BTAholders

Hi everyone,

Just a reminder that your April 3<sup>rd</sup> Purchase card and BTA reconciliations are due in no later than **Friday, April 20<sup>th</sup> @4:30pm.**

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# (778) 698-8586

**Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 11, 2018 1:35 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** Request for Advice: FW: Invite: Resources for Future Generations Conference  
**Attachments:** Incoming 108351, Resources for Future Generations, International Conference, June 16-21, 2018.pdf

Hi Jennifer,

Minister has been invited to attend the Resources for Future Generations Conference in June. Can you please have ministry provide advice for this to see whether Minister should attend, if so, should she only go on specific portions/days, should Ministry Staff also attend?

If not, why?

Thank you,  
Kathleen

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**From:** Minister, CITZ CITZ:EX  
**Sent:** Wednesday, April 4, 2018 1:25 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** Invite: Resources for Future Generations Conference

Hi Kathleen,

Please find the attached invite from Resources for Future Generations, cliffed as 108351.

Thanks,  
Chelsea

## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Thursday, April 12, 2018 2:17 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** RE: New Cabinet meetings

Okay thanks, I'll keep an eye out for updates.

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**From:** Clark, Layne PREM:EX  
**Sent:** Thursday, April 12, 2018 2:15 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** RE: New Cabinet meetings

No... trying to work with Whip's office but not sure yet.

L

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Thursday, April 12, 2018 2:15 PM  
**To:** Clark, Layne PREM:EX  
**Cc:** Scott, Samantha LASS:EX  
**Subject:** RE: New Cabinet meetings

Any word on this?

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**From:** Clark, Layne PREM:EX  
**Sent:** Wednesday, April 11, 2018 4:17 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Scott, Samantha LASS:EX  
**Subject:** RE: New Cabinet meetings

Sam – do you have a suggestion or this?

L

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 11, 2018 12:45 PM  
**To:** Clark, Layne PREM:EX  
**Cc:** Scott, Samantha LASS:EX  
**Subject:** FW: New Cabinet meetings  
**Importance:** High

Hi Layne,

In regards to the newly added cabinets below. Ministers who have House duty on this day will not be able to find subs as all the Minister's will be in Cabinet.

Can you please advise if this will be changed?

Thank you,

**From:** Brown, Dawn A PREM:EX

**Sent:** Wednesday, April 11, 2018 12:28 PM

**To:** Aaron, Sage PREM:EX; Banh, Lindsay EDUC: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; Drew, Ashley ENV:EX; Duncan, Kate EMPR:EX; Faust, Marnie L GCPE:EX; Flesh, Cindy AEST:EX; Fleurant, Kathleen CITZ:EX; Frampton, Caelie ENV:EX; Fullaway, Elijah HLTH:EX; Gotto, Sarah F MMHA:EX; Gunn, Paula MCF:EX; Hahn, Andra EDUC:EX; Hansen, Lucy HLTH:EX; Harder, Derrick AG: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; Kennedy, Christine PREM:EX; Kinnear, Lindsay PREM:EX; Loubert, Danny PREM: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 TRAN:EX; Pommelet, Lisa MMHA: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; Rollheiser, Kate MMHA:EX; Russell, Shannon CITZ:EX; Scambler, Teresa LASS:EX; Scott, Samantha LASS:EX; Shaw, Brea BRDO:EX; Silverio, Lisa FLNR:EX; Szabo, Maria PREM:EX; Talbot, Sarena AEST: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  
**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

Please note the following Cabinet meetings have been added to the calendar.

**Cabinet**

Thursday, April 26, 2018	2:00 – 6:00 p.m.	Chambers
Thursday, May 17, 2018	2:00 – 6:00 p.m.	Chambers

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

Thank you,

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**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 16, 2018 10:34 AM  
**To:** Moreau, Denise CITZ:EX  
**Subject:** RE: UBCM Meeting - any update?

Hi Denise,

I have not been given any updates yet. I'll try and get some time with Shannon today to see if she perhaps received more info that has not yet been relayed to me.

Stay tuned...

K

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**From:** Moreau, Denise CITZ:EX  
**Sent:** Monday, April 16, 2018 10:14 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** UBCM Meeting - any update?

Hi Kathleen,

Do you have any update on the UBCM meeting (for 5-6 weeks from now)? The last information that I have is that Shannon was going to speak with David/Melissa as she felt meeting with them in 6 weeks time was too late. UBCM has been waiting for me to send the questions to them since Tuesday last week. Can you give me a call when you have a few minutes please?

Thanks,  
Denise  
250-356-7970

## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 18, 2018 11:58 AM  
**To:** Moreau, Denise CITZ:EX  
**Subject:** RE: Return Flight Options for Prince George

Thanks Denise. I can't book flights or hotels until this tour has been approved by the PO.

---

**From:** Moreau, Denise CITZ:EX  
**Sent:** Wednesday, April 18, 2018 11:53 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** Return Flight Options for Prince George

Hi Kathleen,  
Here is another return flight option from Pr. Geo to Vancouver. This is the flight that Susan will be taking.

AC - Air Canada, Operated By: AIR CANADA EXPRESS - JAZZ Flight 8212 Booking Code: M  
Date: Thursday, May 3, 2018  
From: Prince George Municipal, Prince George BC - Canada  
To: Vancouver Intl Arpt, Vancouver BC - Canada  
Departs: 5:45 PM Arrives: 7:00 PM

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**Return flight May 3rd**

Thu, May 3

<< OLE Object: Picture (Device Independent Bitmap) >>

**3:05 p.m. – 4:22 p.m.**

Prince George (YXS) – Vancouver (YVR)

WestJet 3284 · Economy Class · De Havilland-Bombardier Dash-8

Operated by Westjet Encore

Average legroom (76 cm)

Propeller plane

1h 17m No Wi-Fi No in-seat power

**OR**

Thu, May 3

<< OLE Object: Picture (Device Independent Bitmap) >>

**7:30 p.m. – 8:47 p.m.**

Prince George (YXS) – Vancouver (YVR)

WestJet 3298 · Economy Class · De Havilland-Bombardier Dash-8

Operated by Westjet Encore

Average legroom (76 cm)

Propeller plane

1h 17m No Wi-Fi No in-seat power

## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 18, 2018 2:35 PM  
**To:** Cook, Jeannette CITZ:EX  
**Subject:** RE: URGENT - MEETING MATERIAL REQUIRED - FW: Meeting request from the Chair of Strathcona Regional District

Great – thank you!

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**From:** Cook, Jeannette CITZ:EX  
**Sent:** Wednesday, April 18, 2018 2:30 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Molyneux, Jennifer CITZ:EX  
**Subject:** FW: URGENT - MEETING MATERIAL REQUIRED - FW: Meeting request from the Chair of Strathcona Regional District  
**Importance:** High

Hi there,

Here's our rush materials for MAH. Can you please pass along to them. Approved by Susan and Jill.

Many thanks.  
JC

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Tuesday, April 17, 2018 2:37 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** MEETING MATERIAL REQUIRED - FW: Meeting request from the Chair of Strathcona Regional District  
**Importance:** High

Hi Jennifer,

MAH is looking for an IN for a meeting they have this Thursday with the Chair of Strathcona Regional District regarding the Connected Coast activities underway. They've stated they reached out to CITZ but don't have record of it.

Is it possible to get something sent to them asap?

Thanks,  
K

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**From:** White, Christine MAH:EX  
**Sent:** Tuesday, April 17, 2018 2:29 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** FW: Meeting request from the Chair of Strathcona Regional District

Hello!

So basics is:  
Meeting with: Chair Michele Babchuk from the Strathcona RD



RE: Connected Coast activities underway (lead by CITZ)

Thanks!

**Christine White**

Administrative Coordinator to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

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**From:** Patrucco, Ian MAH:EX  
**Sent:** Tuesday, April 17, 2018 2:18 PM  
**To:** White, Christine MAH:EX  
**Subject:** FW: Meeting request from the Chair of Strathcona Regional District

fyi

**Ian Patrucco** | Project Coordinator  
Deputy Minister's Office  
Ministry of Municipal Affairs and Housing

---

**From:** White, Christine MAH:EX  
**Sent:** Wednesday, March 21, 2018 2:22 PM  
**To:** Patrucco, Ian MAH:EX  
**Subject:** RE: Meeting request from the Chair of Strathcona Regional District

I have asked CITZ to see if they can supply something! Thanks.

**Christine White**

Administrative Coordinator to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

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**From:** Patrucco, Ian MAH:EX  
**Sent:** Wednesday, March 21, 2018 2:21 PM  
**To:** White, Christine MAH:EX  
**Cc:** Thomson, Lia MAH:EX  
**Subject:** RE: Meeting request from the Chair of Strathcona Regional District

Yeah we were a bit confused about it as well. We had discussed it with Jessica Brooks, and felt that Tara had maybe meant Citz Staff. MAH staff said they could draft, but it would be off research from Google, and would not be able to speak to the topics as well as Citz would.

**Ian Patrucco** | Project Coordinator  
Deputy Minister's Office  
Ministry of Municipal Affairs and Housing

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**From:** White, Christine MAH:EX  
**Sent:** Wednesday, March 21, 2018 2:19 PM  
**To:** Patrucco, Ian MAH:EX  
**Subject:** RE: Meeting request from the Chair of Strathcona Regional District

Tara advised staff can draft IN, so she was referring to CITZ staff? MAH have nothing to do with it? I just want to make sure were covering our basis.

Thanks,

**Christine White**  
Administrative Coordinator to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

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**From:** Patrucco, Ian MAH:EX  
**Sent:** Wednesday, March 21, 2018 12:32 PM  
**To:** White, Christine MAH:EX  
**Cc:** Gedney, Vanessa R MAH:EX; Thomson, Lia MAH:EX; Grant, Lisa MAH:EX  
**Subject:** RE: Meeting request from the Chair of Strathcona Regional District

Good afternoon Christine!!

I went to staff about this one, and they recommended that it should be an IBN request from MO to Citz Services, as they felt they would not be able to provide anything substantial.

Let me know if any further action is required on our end.

Thanks ☺

**Ian Patrucco** | Documents Coordinator  
Deputy Minister's Office  
Ministry of Municipal Affairs and Housing

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**From:** White, Christine MAH:EX  
**Sent:** Tuesday, March 20, 2018 4:06 PM  
**To:** Thomson, Lia MAH:EX; Patrucco, Ian MAH:EX  
**Cc:** Gedney, Vanessa R MAH:EX  
**Subject:** RE: Meeting request from the Chair of Strathcona Regional District

Sorry, auto pilot to 30 mins. This call will be 10 minutes. 4:50-5:00pm.

Thanks,

**Christine White**  
Administrative Coordinator to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing

Room 310, Parliament Buildings  
Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

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**From:** White, Christine MAH:EX  
**Sent:** Tuesday, March 20, 2018 4:00 PM  
**To:** Thomson, Lia MAH:EX; Patrucco, Ian MAH:EX  
**Cc:** Gedney, Vanessa R MAH:EX  
**Subject:** FW: Meeting request from the Chair of Strathcona Regional District

Hello,

We are going to organize this call for Thursday April 19th from 4:30-5:00pm.

We will need staff and materials for this call.

Thanks,

**Christine White**

Administrative Coordinator to the  
Honourable Selina Robinson  
Minister of Municipal Affairs and Housing  
Room 310, Parliament Buildings  
Cell: 250.812.8894 | Office: 250.387-6478



Please consider the environment before printing this email.

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**From:** Faganello, Tara MAH:EX  
**Sent:** Monday, March 12, 2018 1:57 PM  
**To:** Gardea, Daniela MAH:EX  
**Cc:** Grant, Lisa MAH:EX; White, Christine MAH:EX; Thomson, Lia MAH:EX; Gedney, Vanessa R MAH:EX; Andrade, Ana MAH:EX  
**Subject:** Meeting request from the Chair of Strathcona Regional District

Hi Daniela,

Chair Michele Babchuk from the Strathcona RD called me today and is wondering if she could get 30 minutes with MSR on March 20, 2018 while she is down here for the Chair and CAO conference which is also happening on that date.

Her contact info is <mailto:councillor.babchuk@campbellriver.ca>  
250-203-9219

She would like to update MSR on the Connected Coast activities underway (this work is led from Ministry of Citizens Services). If the meeting is set up staff can draft an IN.

Thank you  
Tara

*Tara A. Faganello CPA CGA BA*  
Assistant Deputy Minister, Local Government Division  
Ministry of Municipal Affairs and Housing  
250-356-6575 or 778-698-3486

## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 18, 2018 5:23 PM  
**To:** Security2, Legislative LASS:EX; Security, Legislative E LASS:EX  
**Subject:** Minister Sims - Guest coming today at 5:45pm

Hi there,

Just a heads up that Minister Sims has a guest coming to the Legislature at 5:45 today.

Her name is Pam Sangha.

Please call SMA Shannon Russell when she arrives and she'll come down to meet her. Shannon's cell number: s.17  
s.17

Thank you,

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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**Fleurant, Kathleen CITZ:EX**

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Friday, April 20, 2018 8:42 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RUSH REQUEST - FW: Request for Advice - FW: Meeting between Maritime Museum of BC and Minister Sims

Hi Jennifer,

As per Shannon's message below, can you please have Ministry advise as to why Minister should take the meeting. The initial advice that was sent back to us provided the history of MMBC at Bastion Square but not the reason why Minister should attend.

Thank you,  
K

<b>REQUESTING MEETING:</b>	Maritime Museum of BC
<b>DATE OR MEETING TIMELINE:</b>	TBC
<b>TOPIC:</b>	To request a meeting between yourself and David Leverton, our Executive Director, and members of the Museum's Board of Directors including the Chair, Don Prittie, Past President Clay Evans, and Trustee Mark Lindholm. <b>They would like to discuss future development plans for the Maritime Museum of BC with you.</b>
<b>PREFERRED LOCATION:</b>	Legislature
<b>DMO TO ENSURE ALL INFORMATION BELOW IS COMPLETE</b>	
<b>MINISTRY RECOMMENDATION ON MEETING:</b>	s.13
<b>REASON MINISTER SHOULD MEET WITH THIS PERSON OR GROUP:</b> <i>**e.g. what are we trying to accomplish sending Minister as opposed to staff taking the meeting?</i>	
<b>LIST OF MINISTRY STAFF <u>CRITICAL</u> TO ATTEND THIS MEETING:</b>	Sunny Dhaliwal, Jon Burbee
<b>PRE-BRIEF REQUIRED:</b>	Yes
<b>WHO WILL ATTEND PRE-BRIEF:</b>	(CITZ) Jill Kot, Sunny Dhaliwal, Jon Burbee

(TAC) – ADM Claire Avison, ED Gillian Wood

s.13

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**From:** Russell, Shannon CITZ:EX  
**Sent:** Thursday, April 19, 2018 3:43 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** FW: RUSH REQUEST - FW: Request for Advice - FW: Meeting between Maritime Museum of BC and Minister Sims

Hi Kathleen,

The statement outlining the reason Minister should meet with this group does not advise *why* she should meet, it simply provides a history of MMBC at Bastion Square and states there's new public interest in the building. This is information we already know. Could you therefore please seek an answer as to why the Minister should be taking this meeting (e.g. what are we trying to accomplish sending her as opposed to staff taking the meeting?).

Thanks,  
Shannon

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Monday, April 16, 2018 3:08 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: RUSH REQUEST - FW: Request for Advice - FW: Meeting between Maritime Museum of BC and Minister Sims

Hi Kathleen,

Answers in template in red. Thanks.

<b>REQUESTING MEETING:</b>	Maritime Museum of BC
<b>DATE OR MEETING TIMELINE:</b>	TBC
<b>TOPIC:</b>	To request a meeting between yourself and David Leverton, our Executive Director, and members of the Museum's Board of Directors including the Chair, Don Prittie, Past President Clay Evans, and Trustee Mark Lindholm. <b>They would like to discuss future development plans for the Maritime Museum of BC with you.</b>
<b>PREFERRED LOCATION:</b>	Legislature
<b>DMO TO ENSURE ALL INFORMATION BELOW IS COMPLETE</b>	

<b>MINISTRY RECOMMENDATION ON MEETING:</b>	s.13
<b>REASON MINISTER SHOULD MEET WITH THIS PERSON OR GROUP:</b>	s.13
<b>LIST OF MINISTRY STAFF <u>CRITICAL</u> TO ATTEND THIS MEETING:</b>	Sunny Dhaliwal, Jon Burbee
<b>PRE-BRIEF REQUIRED:</b>	Yes
<b>WHO WILL ATTEND PRE-BRIEF:</b>	(CITZ) Jill Kot, Sunny Dhaliwal, Jon Burbee (TAC) – ADM Claire Avison, ED Gillian Wood

s.13

Thanks.

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 16, 2018 8:58 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RUSH REQUEST - FW: Request for Advice - FW: Meeting between Maritime Museum of BC and Minister Sims  
**Importance:** High

Hi Jennifer,

I see that you were not CC'd on this; I don't think I ever received a reply for this request for advice.

Can you please provide advice on this request.

Thank you,  
K

<b>REQUESTING MEETING:</b>	Maritime Museum of BC
<b>DATE OR MEETING TIMELINE:</b>	TBC
<b>TOPIC:</b>	To request a meeting between yourself and David Leverton, our Executive Director, and members of the Museum's Board of Directors including the Chair, Don Prittie, Past President Clay Evans, and Trustee Mark Lindholm. <b>They would like to discuss future development plans for the Maritime</b>

	Museum of BC with you.
<b>PREFERRED LOCATION:</b>	Legislature
<b>DMO TO ENSURE ALL INFORMATION BELOW IS COMPLETE</b>	
<b>MINISTRY RECOMMENDATION ON MEETING:</b>	
<b>REASON MINISTER SHOULD MEET WITH THIS PERSON OR GROUP:</b>	
<b>LIST OF MINISTRY STAFF <u>CRITICAL</u> TO ATTEND THIS MEETING:</b>	
<b>PRE-BRIEF REQUIRED:</b>	
<b>WHO WILL ATTEND PRE-BRIEF:</b>	

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, March 7, 2018 12:51 PM  
**To:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Request for Advice - FW: Meeting between Maritime Museum of BC and Minister Sims

Sorry, I should have said meeting – not event. Please advise.

Thanks,  
K

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, March 7, 2018 12:49 PM  
**To:** Cook, Jeannette CITZ:EX  
**Subject:** Request for Advice - FW: Meeting between Maritime Museum of BC and Minister Sims

Hi Jeannette,

Can you let me know if DMO advises Minister to go to this event and if there are any concerns that should be flagged.

Thank you,  
Kathleen

---

**From:** Minister, CITZ CITZ:EX  
**Sent:** Friday, March 2, 2018 8:30 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** FW: Meeting between Maritime Museum of BC and Minister Sims



Hi Kathleen, here is the meeting request, also sent to Karl!

Thanks,  
Chelsea

---

**From:** Brittany Vis [<mailto:bvis@mmbc.bc.ca>]  
**Sent:** Thursday, March 1, 2018 2:45 PM  
**To:** Minister, CITZ CITZ:EX  
**Cc:** 'David Leverton'  
**Subject:** Meeting between Maritime Museum of BC and Minister Sims

Dear Minister Sims,

I am emailing to request a meeting between yourself and David Leverton, our Executive Director, and members of the Museum's Board of Directors including the Chair, Don Prittie, Past President Clay Evans, and Trustee Mark Lindholm. They would like to discuss future development plans for the Maritime Museum of BC with you.

Please let me know when will work best for you.

Many thanks,  
Brittany

—

Brittany V. Vis, MLIS  
Associate Director  
[Maritime Museum of British Columbia](#)  
Explore. Experience. Discover.  
250-385-4222 ext. 106

## Fleurant, Kathleen CITZ:EX

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Friday, April 20, 2018 9:43 AM  
**To:** Scott, Samantha LASS:EX; Clark, Layne PREM:EX  
**Cc:** Russell, Shannon CITZ:EX  
**Subject:** FW: Leave Request - Minister Sims

**Importance:** High

Hello Sam/Layne,

Please see the urgent leave request below for Minister Sims for May 15<sup>th</sup> and May 16<sup>th</sup>.

**Minister:** Jinny Sims  
**Time:** ***Leave the House at 6:30pm on Tuesday May 15<sup>th</sup> \*\*Minister must catch a flight immediately host the event that night\*\****  
Leave from Wednesday May 16<sup>th</sup> Cabinet (9:00 to 11:30am)  
Leave from Wednesday May 16<sup>th</sup> Caucus (1:00 to 1:30pm)  
***Returning to the House for 1:30pm***  
**Date:** May 15<sup>th</sup> & 16<sup>th</sup>  
**Duty:** n/a  
**What:** BC Tech Summit  
**Where:** Vancouver Convention Centre

The BC Tech Summit is the largest technology conference in Western Canada showcasing BC's vibrant tech and innovation sectors. With 5500+ attendees and 1200+ participating companies, the Summit offers an opportunity for companies to connect with investors and buyers of technology to grow their business. **Our ministry is the largest purveyor of technology on behalf of BC government and broader public sector - we are responsible for more than \$6B in procurement annually.**

Additionally, with the mandate for delivery of government's Digital Strategy it is vitally important for Minister to attend and provide not only the strategic context framework of digital service for the Province, but to be able to connect and hear directly from technology companies whose offerings may address identified business challenges for government, as well as how the procurement practices of government can be informed to better align to meet the sector's needs. The tech sector's number one complaint with our government is that they can't do business with government.

We are actively working to have Minister Sims' participate directly in the Summit by hosting an event Tuesday night and formally participating in the conference Wednesday morning.

Please advise as soon as you can.

Thank you,

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 23, 2018 11:00 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** June 20th Cabinet

Hi Dawn,

Can you tell me if the June 20<sup>th</sup> Cabinet will be available at VCO?

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 23, 2018 11:45 AM  
**To:** Clark, Layne PREM:EX; Massy, Michelle E PREM:EX  
**Cc:** Brown, Dawn A PREM:EX  
**Subject:** Minister Sims Request for Cabinet at VCO June 20th

Hi Layne/Michelle,

Minister Sims would like to attend the June 20<sup>th</sup> 9:00-11:00am Cabinet at VCO.

Can you please advise if this is possible.

Thank you,

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 23, 2018 11:39 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** RE: June 20th Cabinet

Thanks Dawn. I know I've asked you this a few times in the past.... I've added this to my operations notes ☺

---

**From:** Brown, Dawn A PREM:EX  
**Sent:** Monday, April 23, 2018 11:04 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** RE: June 20th Cabinet  
**Importance:** High

Hi Kathleen,

If you would like VCO as an option you need to request it through Layne Clarke and Michelle Massy. Same as a request for leave. Just fire off an email, pls cc me for my records.

Thank you,

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:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 23, 2018 11:00 AM  
**To:** Brown, Dawn A PREM:EX  
**Subject:** June 20th Cabinet

Hi Dawn,

Can you tell me if the June 20<sup>th</sup> Cabinet will be available at VCO?

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 23, 2018 2:20 PM  
**To:** Massy, Michelle E PREM:EX; Clark, Layne PREM:EX  
**Cc:** Brown, Dawn A PREM:EX  
**Subject:** RE: Minister Sims Request for Cabinet at VCO June 20th

Thanks Michelle.

---

**From:** Massy, Michelle E PREM:EX  
**Sent:** Monday, April 23, 2018 12:33 PM  
**To:** Fleurant, Kathleen CITZ:EX; Clark, Layne PREM:EX  
**Cc:** Brown, Dawn A PREM:EX  
**Subject:** RE: Minister Sims Request for Cabinet at VCO June 20th

Hi Kathleen,

Yes this will be possible.

Thank you  
Michelle

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 23, 2018 11:45 AM  
**To:** Clark, Layne PREM:EX <[Layne.Clark@gov.bc.ca](mailto:Layne.Clark@gov.bc.ca)>; Massy, Michelle E PREM:EX <[Michelle.Massy@gov.bc.ca](mailto:Michelle.Massy@gov.bc.ca)>  
**Cc:** Brown, Dawn A PREM:EX <[Dawn.A.Brown@gov.bc.ca](mailto:Dawn.A.Brown@gov.bc.ca)>  
**Subject:** Minister Sims Request for Cabinet at VCO June 20th

Hi Layne/Michelle,

Minister Sims would like to attend the June 20<sup>th</sup> 9:00-11:00am Cabinet at VCO.

Can you please advise if this is possible.

Thank you,

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Tuesday, April 24, 2018 2:05 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** McMullan, Padraig CITZ:EX; Cook, Jeannette CITZ:EX  
**Subject:** RE: RUSH REQUEST FOR ADVICE - FW: NTT briefing

Thank you so much for this; this detailed response is very helpful!

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Tuesday, April 24, 2018 1:44 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** McMullan, Padraig CITZ:EX; Cook, Jeannette CITZ:EX  
**Subject:** RE: RUSH REQUEST FOR ADVICE - FW: NTT briefing

Here you go – wording from Bobbi to use when you reply to Minister Ralston's MA.

s.13

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Tuesday, April 24, 2018 1:22 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** McMullan, Padraig CITZ:EX; Cook, Jeannette CITZ:EX  
**Subject:** RE: RUSH REQUEST FOR ADVICE - FW: NTT briefing  
**Importance:** High

Thanks Jennifer. Can you please have Bobbi send a bit of context on this answer so that I can advise Minister Ralston's MA as to why it falls under Health.

Thank you,  
Kathleen

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Tuesday, April 24, 2018 11:25 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** McMullan, Padraig CITZ:EX; Cook, Jeannette CITZ:EX  
**Subject:** RE: RUSH REQUEST FOR ADVICE - FW: NTT briefing  
**Importance:** High

Hi Kathleen,

Bobbi has confirmed that this briefing should be with Health.

Thanks.



---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Tuesday, April 24, 2018 9:15 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** McMullan, Padraig CITZ:EX; Cook, Jeannette CITZ:EX  
**Subject:** RUSH REQUEST FOR ADVICE - FW: NTT briefing  
**Importance:** High

Hi Jennifer,

Can you please provide rush advice for this request.

We are unsure if should be CITZ for with Health as they procured the contract.

I'm told we need to respond to this by today.

Thank you,  
Kathleen

---

**From:** Sali, Meghan JTT:EX  
**Sent:** Monday, April 23, 2018 5:13 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Russell, Shannon CITZ:EX; Riley, Karl CITZ:EX; Robb, Amanda JTT:EX  
**Subject:** NTT briefing

Hi Kathleen,

I'm emailing to arrange a briefing for Minister Ralston about the contract that was recently signed between NTT – the Japanese telecommunications company – and the Ministry of Health. Minister had asked me to reach out you in Citizens' Services as it is the ministry responsible for procurement.

Let me know if there is anything you need from me on my end to arrange a briefing.

Best,  
Meghan

*Meghan Sali*

*Ministerial Assistant to Hon. Bruce Ralston*

*Minister of Jobs, Trade and Technology*

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

[meghan.sali@gov.bc.ca](mailto:meghan.sali@gov.bc.ca) | 250.812.0878

## **Fleurant, Kathleen CITZ:EX**

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Tuesday, April 24, 2018 2:26 PM  
**To:** 'SFSAA Victoria'  
**Subject:** RE: Meeting with Minister Sims

Hello Satti,

Please accept my apologies for the delayed response. Unfortunately Minister Sims is unable to do the pre-conference meeting as her Ministerial schedule is simply too busy.

As for the conference itself, I have a few items to review with the Minister - I am hoping to confirm with you before day's end on Thursday.

Kind Regards,  
Kathleen

**From:** SFSAA Victoria [mailto:sfsaa.vic@gmail.com]  
**Sent:** Tuesday, April 24, 2018 1:22 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** Re: Meeting with Minister Sims

Hi Kathleen,

I hope this email finds you well.

Can you please advise of whether a meeting with the Minister will be possible and when (if you are able to tell me).

Thanks,  
Satty

**Satinder Viridi**  
**Executive Director**  
Society of Friends of St. Ann's Academy  
PO BOX 9188  
835 Humboldt St  
Victoria BC, V8W 9E6  
[778 679 2412](tel:7786792412)  
[www.sfsaa.org](http://www.sfsaa.org)

On 11 April 2018 at 10:38, Fleurant, Kathleen CITZ:EX <[Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)> wrote:

Thank you very much for this detail Satty. I will review with Ministry staff and get back to you.

Kathleen

**From:** SFSAA Victoria [mailto:[sfsaa.vic@gmail.com](mailto:sfsaa.vic@gmail.com)]

**Sent:** Tuesday, April 10, 2018 10:31 PM

**To:** Fleurant, Kathleen CITZ:EX

**Subject:** Re: Meeting with Minister Sims

Hi Kathleen,

Thank you for your email. Please find the answers to your questions below. I totally understand and would appreciate your advice on how to proceed with inviting Minister Sims to our event if a meeting is not possible.

What is the conference about?

The conference is entitled Women and Power: Leadership for Transformation and Possibility. It will consist of keynote speeches, panel discussions, and art-making workshops. The three themes of the conference are gender justice and reconciliation; women working in the trades; and women's contributions to environmental change.

What is the goal of the conference?

To provide a forum mainly for women and girls to discuss the issues that are important to them. The three themes have been assigned through feedback received from other initiatives.

What is the conference date / time?

It is a 3-day event that will take place Friday 12th – Sunday 14th October 2018.

Where is the conference?

St Ann's Academy - Humboldt Street

Who is expected to attend the conference?

Carole James is our keynote speaker on Friday night, other confirmed panel moderators and speakers include Sonya Furstenau, Dr. Val Napoleon, Fay Blaney, Jasmine Thomas, Chrys Tei, Kate Braid. It will be attended by members of the public.

Are you requesting Minister Sims to attend the conference?

Yes

If so, what are the expectations for Minister – speaking, guest, presenter, etc.

We would like to invite Minister Sims as our second keynote speaker - Saturday 13th October (am)

Why do you need to meet with Minister Sims prior to the upcoming conference?

We felt it would be appropriate to invite the Minister in person. When we spoke after the last event, Minister Sims stated she would be happy to connect again in the future and advised to email her office to arrange a time.

Who will be attending this meeting?

I would attend possibly accompanied by one of the Co-Presidents - Lynne Milnes or Dr. Darlene Clover

Kind Regards,

Satty

**Satinder Virdi**

**Executive Director**

Society of Friends of St. Ann's Academy

PO BOX 9188

835 Humboldt St

Victoria BC, V8W 9E6

778 679 2412

On 10 April 2018 at 12:23, Fleurant, Kathleen CITZ:EX <[Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)> wrote:

Hi Satty,

Thank you for your email. Unfortunately, because Minister Sims is extremely busy, I cannot simply set up meetings without context or details on the topic.

Please provide as much detail as possible, ie:

- What is the conference about?
- What is the goal of the conference?
- What is the conference date / time?
- Where is the conference?
- Who is expected to attend the conference?
- Are you requesting Minister Sims to attend the conference?
  - If so, what are the expectations for Minister – speaking, guest, presenter, etc.
- Why do you need to meet with Minister Sims prior to the upcoming conference?
- Who will be attending this meeting?

Please note, due to Minister Sims' very busy schedule I cannot guarantee a meeting with the Minister. Once we receive the details for your request, I will review with Staff to determine how we can proceed to assist you with your request.

Kind Regards,

**Kathleen Fleurant** | Administrative Coordinator

Honourable Jinny Sims' Office | Minister of Citizens' Services

Parliament Buildings

Ph: 250-387-7920

e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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**From:** SFSAA Victoria [mailto:[sfsaa.vic@gmail.com](mailto:sfsaa.vic@gmail.com)]

**Sent:** Tuesday, April 10, 2018 11:59 AM

**To:** Fleurant, Kathleen CITZ:EX

**Subject:** Meeting with Minister Sims

Dear Kathleen,

I hope this email finds you well.

Is it possible to arrange a meeting for me with Minister Sims regarding a conference we will be hosting at St. Ann's?

We really appreciated her contributions to our politics panel discussion in February and would like to connect with her again.

If you could send me a few possible dates and times that would be great.

Thanks for your help.

Kind Regards,

Satty

**Satinder Virdi**

**Executive Director**

Society of Friends of St. Ann's Academy

PO BOX 9188

835 Humboldt St

Victoria BC, V8W 9E6

778 679 2412

[www.sfsaa.org](http://www.sfsaa.org)

## **Fleurant, Kathleen CITZ:EX**

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 25, 2018 10:36 AM  
**To:** Clark, Layne PREM:EX; Scott, Samantha LASS:EX  
**Subject:** Urgent - Minister Sims - Leave Request - April 26 (Estimates)

**Importance:** High

Hi Layne/Samantha,

Minster Sims has been called to Estimates. Please see leave request below:

**Minister:** Jinny Sims  
**Time:** 1:00-1:30pm – Caucus Meeting (Minister Called to Estimates from 11:00am to end of day)  
2:00-5:00pm – Cabinet (Minister Called to Estimates from 11:00am to end of day)  
**Date:** Thursday, April 26, 2018  
**Duty:** Minister has Big House Duty from 4:30 to 6:00pm. She currently has a sub for from 4:30 to 5:05 – Will reach out to Ministers in Little House for a trade.  
**What:** Estimates  
**Where:** Legislature, Little House/Douglas Fir Room

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 25, 2018 11:27 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Teleconference 1-877-353-9184 / Participant ID: s.15,s.17

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Wednesday, April 25, 2018 11:11 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Hi Kathleen,

David Westgate is off-site today and his office is wondering if he can dial-into this meeting. Can you forward me the dial-in information when you have a moment.

Thanks.

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Wednesday, April 25, 2018 10:43 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Hi Kathleen,

Attendees for this meeting are:

Minister Sims  
Shannon Russell  
David Curtis, ADM, CIRMO, CITZ  
Mark MacKinnon, Executive Director, Ministry of Health  
David Westgate, Director, Ministry of Health.

I've sent a meeting request from the DMO calendar to David C., Mark Mackinnon and David Westgate.

I've attached the documents for this item that were discussed at the April 23 Roundtable meeting.

If you need anything further, please let me know.

Thanks.

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 25, 2018 10:24 AM  
**To:** Molyneux, Jennifer CITZ:EX

**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

This meeting will be held in the Rattenbury room, 139.

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 25, 2018 10:20 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Will there be any briefing material for this?

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 25, 2018 10:19 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Thanks Jennifer,

The meeting is now set for 3:30 to 4:00pm. The meeting room is TBC (waiting to hear back from Reservation).

Can you please confirm the Staff names from CITZ that will attending with Minister and Shannon.

Thanks,  
K

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Wednesday, April 25, 2018 9:57 AM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Hi Kathleen,

The attendees from Health will be Executive Director Mark McKinnon and Director, Brian Westgate. They are both available at 3:30 pm or 4:00 pm for 30 minutes. Let me know which time you'd like to go with and which room the meeting will be held in. I'll send them a meeting invite from out DMO calendar.

Thanks.

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Wednesday, April 25, 2018 9:38 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Thanks Jennifer. Note that the hold is in the calendar from 2:45 to 4:30 - I'm on standby for Health selected time.

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Wednesday, April 25, 2018 9:28 AM  
**To:** Fleurant, Kathleen CITZ:EX

**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Hi Kathleen,

From CIRMO - - the May 1<sup>st</sup> deadline is due to the briefing for MOH Dental Surgeons. The review was announced by the Honourable Adrian Dix on March 8, 2018. In accordance with section 69(8) of FOIPPA, a summary of the order will be published online within 60 days of making the order. That would make May 1<sup>st</sup> the deadline.

Hope that helps!

PS: I've spoken to the MOH DMO and have given them the times you provided me this meeting for the briefing this afternoon. I'm just waiting for the name of the person from Health who will be attending the briefing with our Minister and the time they are available. David is available for this briefing from 2:30 to 4:30 pm.

Thanks.

---

**From:** MINCAL, CITZ CITZ:EX  
**Sent:** Wednesday, April 25, 2018 8:19 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

Hi Jennifer,

I was just discussing this with Shannon. Shannon has met with the SMA at Health regarding this and they are aware of the issue. Can you tell me why the deadline for this briefing is May 1<sup>st</sup>?

Thanks,  
K

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Tuesday, April 24, 2018 3:51 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Minister/Health

I don't have much to offer before May 1<sup>st</sup> as Minister won't be in the office next week.

Here's a few options, let me know what works:

- Wednesday, April 25 - 8:30 to 9:00am
- Wednesday, April 25 - 4:30 to 5:00pm
- Thursday, April 26 - 9:00 to 9:30am

K

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Tuesday, April 24, 2018 3:36 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** FW: Meeting Minister/Health  
**Importance:** High

Hi Kathleen,

Before I reach out to Health to schedule this meeting with Minister Sims and the contact person at Health to go over the ministerial orders, can you give me some dates that Minister would be available. Note: The deadline for the Minister to sign-off is May 1<sup>st</sup>.

Thanks.

---

**From:** Van El, Wendy M CITZ:EX  
**Sent:** Tuesday, April 24, 2018 9:26 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Biggs, Jackie CITZ:EX  
**Subject:** Meeting Minister/Health

Hi Jennifer,

The Minister has requested a 1/2 hour briefing with Health around the ministerial orders (6373) the contact at Health DMO is Holly Moulton.

Please note that the deadline for the MO sign-off is May 1st....the MO is aware.

Thanks  
Wendy

**Wendy Van El** | Executive Administrative Assistant | to David Curtis, ADM, CRO | CIRMO Ministry of Citizens' Services  
Ph: 778 698 5861 | PO Box 9406, Stn Prov Gov, Victoria BC V8W 9V1

**Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Friday, April 27, 2018 5:03 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** Meeting Advice Request - Microsoft

Hi Jennifer,

Can you please provide Ministry advice on the following request from Microsoft.

<b>REQUESTING MEETING:</b>	Hana Doubrava – Corporate Affairs Director Microsoft
<b>DATE OR MEETING TIMELINE:</b>	TBD
<b>TOPIC:</b>	To connect and chat more about the work they've been doing on rural broadband
<b>PREFERRED LOCATION:</b>	Victoria
<b>DMO TO ENSURE ALL INFORMATION BELOW IS COMPLETE</b>	
<b>MINISTRY RECOMMENDATION ON MEETING:</b>	
<b>REASON MINISTER SHOULD MEET WITH THIS PERSON OR GROUP:</b> <i>**e.g. what are we trying to accomplish sending Minister as opposed to staff taking the meeting?</i>	
<b>LIST OF MINISTRY STAFF <u>CRITICAL</u> TO ATTEND THIS MEETING:</b>	
<b>PRE-BRIEF REQUIRED:</b>	
<b>WHO WILL ATTEND PRE-BRIEF:</b>	

---

**From:** Riley, Karl CITZ:EX  
**Sent:** Monday, April 23, 2018 9:31 AM  
**To:** Fleurant, Kathleen CITZ:EX; Russell, Shannon CITZ:EX  
**Subject:** FW: Connecting

Please see below. Another meeting request I received while I was away.

---

**From:** Hana Doubrava (CELA) [<mailto:hadoub@microsoft.com>]  
**Sent:** Tuesday, April 10, 2018 3:12 PM

**To:** Riley, Karl CITZ:EX

**Subject:** Connecting

Hello Karl,

It was great to meet you – albeit briefly – at the Dockside restaurant event on Friday. I was hoping to connect and chat more about some of the work we've been doing on the rural broadband file. Wondering what's your availability in the next few weeks for a quick call or coffee (happy to meet in Victoria too if that is your preference).

Thanks,

Hana

**Hana Doubrava**

Corporate Affairs Director

[hadoub@microsoft.com](mailto:hadoub@microsoft.com) | Mobile: 604-652-2627 | Office: 778-812-5042

Microsoft Vancouver

700 – 725 Granville Street, Vancouver, V7Y 1L1



**Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Friday, April 27, 2018 5:08 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** Request for Meeting Advice - : Innovation Hubs in BC- UVic and TELUS

Hi Jennifer,

Can you please provide Ministry advice for the following:

<b>REQUESTING MEETING:</b>	Dr. Andre Kushniruk and Dr. Elizabeth Borycki from UVic's School of Health Information Science, the only school of informatics in Canada.
<b>DATE OR MEETING TIMELINE:</b>	TBD
<b>TOPIC:</b>	The meeting is about the EHealth Innovation Hubs that are being set up in BC to promote EHealth s.17 Drs. Borycki and Kushniruk can leverage s.17 and are in conversation already with BC-EHealth (Paul Shrimpton) , TELUS ( Shannon Malovec and all levels including Board Chair, Dick Auchinleck), Doctors of BC and Canada Infoway. We think a face-to-face meeting will clarify some issues for the Minister around Innovation Hub decisions.
<b>PREFERRED LOCATION:</b>	Victoria
<b>DMO TO ENSURE ALL INFORMATION BELOW IS COMPLETE</b>	
<b>MINISTRY RECOMMENDATION ON MEETING:</b>	
<b>REASON MINISTER SHOULD MEET WITH THIS PERSON OR GROUP:</b> <i>**e.g. what are we trying to accomplish sending Minister as opposed to staff taking the meeting?</i>	
<b>LIST OF MINISTRY STAFF <u>CRITICAL</u> TO ATTEND THIS MEETING:</b>	
<b>PRE-BRIEF REQUIRED:</b>	
<b>WHO WILL ATTEND PRE-BRIEF:</b>	

Thanks,  
Kathleen

---

**From:** Lynne Milnes [<mailto:lmilnes@uvic.ca>]  
**Sent:** Monday, April 23, 2018 10:15 AM  
**To:** Fleurant, Kathleen CITZ:EX; Minister, CITZ CITZ:EX  
**Cc:** Elizabeth Borycki; XT:HLTH Kushniriuk, Andre  
**Subject:** Innovation Hubs in BC- UVic and TELUS

Hello Kathleen,

I am writing to request a meeting between the Minister, Jinny Simms and Dr. Andre Kushniruk and Dr. Elizabeth Borycki from UVic's School of Health Information Science, the only school of informatics in Canada. The meeting is about the EHealth Innovation Hubs that are being set up in BC to promote EHealth s.17 Drs. Borycki and Kushniruk can leverage s.17 and are in conversation already with BC-EHealth (Paul Shrimpton) , TELUS ( Shannon Malovec and all levels including Board Chair, Dick Auchinleck), Doctors of BC and Canada Infoway. We think a face-to-face meeting will clarify some issues for the Minister around Innovation Hub decisions.

Cordially Lynne

PS Minister Simms spoke at the Society of Friends of St Ann's Academy *Women in Politics* panel in February, 2018. That was me with my non-profit hat on. The Minister was fabulous BTW! L



LYNNE MILNES, BSc, CFRE  
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[www.hsd.uvic.ca](http://www.hsd.uvic.ca)



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**Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Friday, April 27, 2018 5:20 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** Meeting Advice Request - McKesson Canada

Hi Jennifer,

Can you please provide Ministry advice for the following meeting request:

<b>REQUESTING MEETING:</b>	Anthony Leong, VP of Government Affairs for McKesson Canada
<b>DATE OR MEETING TIMELINE:</b>	TBD
<b>TOPIC:</b>	The role of Citizen's Services in the context of some of the health IT projects McKesson Canada is involved with.
<b>PREFERRED LOCATION:</b>	Victoria
<b>DMO TO ENSURE ALL INFORMATION BELOW IS COMPLETE</b>	
<b>MINISTRY RECOMMENDATION ON MEETING:</b>	
<b>REASON MINISTER SHOULD MEET WITH THIS PERSON OR GROUP:</b> <i>**e.g. what are we trying to accomplish sending Minister as opposed to staff taking the meeting?</i>	
<b>LIST OF MINISTRY STAFF <u>CRITICAL</u> TO ATTEND THIS MEETING:</b>	
<b>PRE-BRIEF REQUIRED:</b>	
<b>WHO WILL ATTEND PRE-BRIEF:</b>	

Thanks,  
Kathleen

---

**From:** Riley, Karl CITZ:EX  
**Sent:** Monday, April 23, 2018 9:30 AM  
**To:** Russell, Shannon CITZ:EX; Fleurant, Kathleen CITZ:EX  
**Subject:** FW: follow-up

Please see below. One of the meeting requests I received while I was away.

---

**From:** Mike Cunningham [<mailto:mike@graphite.ca>]

**Sent:** Saturday, April 7, 2018 12:37 PM

**To:** Riley, Karl CITZ:EX

**Subject:** follow-up

Hi Karl – it was nice meeting you at the reception yesterday. As mentioned, one of my clients is McKesson Canada [www.mckesson.ca](http://www.mckesson.ca) and I help facilitate their government and stakeholder engagement here in BC. I think Anthony Leong, VP of Government Affairs for McKesson Canada, would probably have an interest in connecting with you next time he's out here in Victoria and finding out a bit more about the role of Citizen's Services in the context of some of the health IT projects they are involved with. OK if I follow-up with you in a few weeks on that?

Mike

**Mike Cunningham**

**Principal**

**GRAPHITE Public Affairs Inc.**

C 250-858-5191

T 250-744-7435

[mike@graphite.ca](mailto:mike@graphite.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 30, 2018 3:04 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Subject:** RE: Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

Okay, thank you.

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Monday, April 30, 2018 2:58 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

Thanks Kathleen. I've sent the meeting request. I'll confirm with you tomorrow with regards to a pre-brief being required.

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 30, 2018 1:57 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

Hi Jennifer,

The briefing with MLA Adam Olsen has now been set. Details below:

<b>Meeting:</b>	Ministry Briefing for MLA Adam Olsen/Green Opposition Critic
<b>Date:</b>	Thursday, May 10, 2018
<b>Time:</b>	8:15 to 9:15am
<b>Location:</b>	Cedar Room, 241 **NOTE – Cedar Room only seats 12 / this is the only room available**

<b>Meeting Material Due to MO by:</b>	Tuesday, May 8 by noon (if any)
---------------------------------------	---------------------------------

<b>Is a Pre-Brief Required?</b>	DMO to advise
<b>Date:</b>	
<b>Time:</b>	
<b>Location:</b>	

<b>Is a Decision by Minister Required in this Meeting?</b>	No
--	----

<b>Attending from CITZ:</b>	Shannon Russell – <i>To be confirmed</i>
	Karl Riley – <i>To be confirmed</i>

	Deputy Minister Jill Kot
	ADM's – <i>To be confirmed by DMO</i>
<b>Attending from Greens:</b>	MLA Adam Olsen
	Staff – <i>To be confirmed</i>

Thanks,  
Kathleen

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Friday, April 27, 2018 4:38 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

Thanks Jennifer, I am waiting to hear back from his office on the dates/times offered. I'll keep you posted.

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Friday, April 27, 2018 12:44 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

Hi Kathleen,

That is correct, it's the only day everyone is available. Having said that, the next day I can get everyone minus CJ is May 10 from 8:00 to 9:15 am. CJ isn't available but between Jill and Ian, they can cover off her piece.

---

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Friday, April 27, 2018 11:44 AM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

I will need to present the options to MLA Olsen. Is this the only time out of all the times provided that Jill and the ADM's are available?

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Friday, April 27, 2018 11:21 AM

**To:** Fleurant, Kathleen CITZ:EX

**Cc:** Cook, Jeannette CITZ:EX

**Subject:** RE: Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

Hi Kathleen,

Jill and all of our ADMs are available on May 7 from 8:00 to 9:00 am.

Thanks.

---

**From:** Molyneux, Jennifer CITZ:EX

**Sent:** Thursday, April 26, 2018 5:16 PM

**To:** Fleurant, Kathleen CITZ:EX

**Cc:** Cook, Jeannette CITZ:EX

**Subject:** RE: Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

Hi Kathleen,

Our office would like to schedule this meeting the same way the meeting was booked on October 16, 2017 with the Opposition. At that meeting, Jill and the ADMs met with the Opposition for 1 hour and discussed our Ministry's programs. No material was prepared and it was a verbal briefing. I don't believe the Minister attended that meeting but she's more than welcome to attend this meeting if she likes.

I've forwarded the times you provided below to our ADM's offices and will advise of our availability once I receive them all.

Thanks.

---

**From:** Fleurant, Kathleen CITZ:EX

**Sent:** Thursday, April 26, 2018 3:21 PM

**To:** Molyneux, Jennifer CITZ:EX

**Cc:** Cook, Jeannette CITZ:EX

**Subject:** Meeting Dates and Advice Request for Meeting with MLA Adam Olsen RE: Green Opposition Critic Briefing

Hi Jennifer,

I am bringing this request forward again as the holds for the week of May 7 have been cleared.

MLA Olsen is the Green Opposition critic for CITZ and as such, has asked for a briefing on our Ministry programs. MLA Olsen met with us last week on procurement so I'm not sure engaging on this issue isn't necessary, but will leave it to the DMO to decide.

Can you please advise:

- Names of Staff that are critical to attend
- Advice on what topics to prep for
- How long should the briefing be

Here are some date time options. Please advise:

- Monday, May 7 – between 8:00 and 9:30am
- Monday, May 7 – between 12:15 and 12:45pm

- Tuesday, May 8 – between 8:00 and 9:15am
- Tuesday, May 8 – between 11:15 and 12:45pm
- Tuesday, May 8 – between 5:15 and 6:15pm
- Wednesday, May 9 – between 8:00 and 8:45am
- Wednesday, May 9 – between 11:45 and 12:30pm
- Wednesday, May 9 – between 4:45 and 6:45pm
- Thursday, May 10 – between 8:00-9:15am
- Thursday, May 10 – between 11:15 and 11:45am
- Thursday, May 10 – between 1:45 and 4:15pm

Thanks,

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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## **Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 30, 2018 2:52 PM  
**To:** Giuliano, Angela LASS:EX  
**Cc:** McKnight, Valerie SDPR:EX  
**Subject:** RE: House Trade - May 7

Hi Angela,

As Minister Sims is being called back to estimates on Monday May 7<sup>th</sup> and needs to be in the Little House, Minister Simpson has kindly agreed to do a House Duty trade (thanks Val).

### **May 7 – 4:30 to 6:30:**

- Minister Sims will now be in the Little House
- Minister Simpson will now be in the Big House

Thank you,

**Kathleen Fleurant** | Administrative Coordinator  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-7920  
e: [Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)

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**Fleurant, Kathleen CITZ:EX**

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 30, 2018 4:20 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: SAP Vancouver Introduction and Invitation

Hi Jennifer,

Can you please advise if GCIO is planning on doing the tour or just the meeting?

Would it be worthwhile for Minister to do the tour?

Thanks,  
Kathleen

---

**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Wednesday, April 25, 2018 12:08 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** RE: SAP Vancouver Introduction and Invitation

Hi Kathleen,

Here's the information you requested.

Thanks.

<b>REQUESTING MEETING:</b>	SAP Canada <ul style="list-style-type: none"><li>• Kirsten Sutton – Managing Director, SAP Labs Canada</li><li>• Ryan Pageau – Industry Account Executive, BC Public Sector</li></ul>
<b>DATE OR MEETING TIMELINE:</b>	TBD
<b>TOPIC:</b>	Visit SAP Canada Offices in Vancouver for a tour and a special briefing on the existing products and solutions being developed, in BC for British Columbians and the world.
<b>PREFERRED LOCATION:</b>	Yaletown
<b>DMO TO ENSURE ALL INFORMATION BELOW IS COMPLETE</b>	
<b>MINISTRY RECOMMENDATION ON MEETING:</b>	Ministry recommendation is s.13 s.13 s.13



<b>REASON MINISTER SHOULD MEET WITH THIS PERSON OR GROUP:</b> <i>**e.g. what are we trying to accomplish sending Minister as opposed to staff taking the meeting?</i>	<ul style="list-style-type: none"> <li>• SAP is an internationally recognized leader in the traditional ERP software space.</li> <li>• They have a sizeable and growing footprint of employees in B.C (1400+).</li> <li>• The Province is a niche user of SAP products s.17</li> <li>• s.17</li> <li>• s.13</li> </ul>
<b>LIST OF MINISTRY STAFF <u>CRITICAL</u> TO ATTEND THIS MEETING:</b>	GCIO or ADM, TS and/or ED, Corporate Software ED, Digital Strategy ED, Architecture, Standards, and Planning
<b>PRE-BRIEF REQUIRED:</b>	None
<b>WHO WILL ATTEND PRE-BRIEF:</b>	N/A

**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** Monday, April 23, 2018 3:33 PM  
**To:** Molyneux, Jennifer CITZ:EX  
**Cc:** Cook, Jeannette CITZ:EX  
**Subject:** FW: SAP Vancouver Introduction and Invitation

Hi Jennifer,

Can you please provide Ministry advice on the following:

<b>REQUESTING MEETING:</b>	SAP Canada <ul style="list-style-type: none"> <li>• Kirsten Sutton – Managing Director, SAP Labs Canada</li> <li>• Ryan Pageau – Industry Account Executive, BC Public Sector</li> </ul>
<b>DATE OR MEETING TIMELINE:</b>	TBD
<b>TOPIC:</b>	Visit SAP Canada Offices in Vancouver for a tour and a special briefing on the existing products and solutions being developed, in BC for British Columbians and the world.
<b>PREFERRED LOCATION:</b>	Yaletown
<b>DMO TO ENSURE ALL INFORMATION BELOW IS COMPLETE</b>	
<b>MINISTRY RECOMMENDATION ON MEETING:</b>	

<b>REASON MINISTER SHOULD MEET WITH THIS PERSON OR GROUP:</b> <i>**e.g. what are we trying to accomplish sending Minister as opposed to staff taking the meeting?</i>	
<b>LIST OF MINISTRY STAFF <u>CRITICAL</u> TO ATTEND THIS MEETING:</b>	
<b>PRE-BRIEF REQUIRED:</b>	
<b>WHO WILL ATTEND PRE-BRIEF:</b>	

Thank you,  
Kathleen

---

**From:** Minister, CITZ CITZ:EX  
**Sent:** Tuesday, April 17, 2018 2:33 PM  
**To:** Fleurant, Kathleen CITZ:EX  
**Subject:** FW: SAP Vancouver Introduction and Invitation

Hi Kathleen,

Please see the below invitation.

Kindly,  
Chelsea

---

**From:** Sutton, Kirsten [<mailto:kirsten.sutton@sap.com>]  
**Sent:** Monday, April 16, 2018 10:27 AM  
**To:** Minister, CITZ CITZ:EX  
**Cc:** Pageau, Ryan  
**Subject:** SAP Vancouver Introduction and Invitation

Dear Minister Sims,

We are writing to introduce ourselves and officially invite you and your staff to visit SAP Canada's British Columbia offices in Vancouver for a tour and special briefing.

Centrally located in the heart of Yaletown, SAP Vancouver is a flagship of the city's flourishing technology scene, and, as the fourth largest lab in SAP's entire global operation, a flagship of SAP's international business.

At 1,400 full-time employees in the SAP Vancouver office, SAP is BC's largest software employer. We have been growing 10-20% year-over-year for the past three years, adding an average of 150+ full-time, highly-skilled jobs per year, and we intend to continue investing heavily in Vancouver and the province of British Columbia.

Growing our personnel at this rate has meant that our physical footprint has needed to grow as well. For the second time in just three years, we are investing over \$11 million in renovating and expanding our workspace in Vancouver.

We are immensely proud of our space, our people, and the world-class SAP software development happening right here in British Columbia that is being leveraged all over the globe, and we look forward to sharing it with you.

SAP would be honoured to host you on a date and time convenient for you. We look forward to briefing you on the exciting products and solutions being developed, in British Columbia, for British Columbians and the world.

With warm regards,

**Kirsten Sutton**

Managing Director, SAP Labs Canada

**Ryan Pageau**

Industry Account Executive, BC Public Sector