

## Russell, Shannon CITZ:EX

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**From:** Lauvaas, Kirsten GCPE:EX  
**Sent:** October 1, 2019 8:17 PM  
**To:** Russell, Shannon CITZ:EX; Dycke, Kassandra CITZ:EX; Fleurant, Kathleen CITZ:EX; Bansal, Mindy CITZ:EX  
**Cc:** Emerson, Kim GCPE:EX; Dhaliwal, Sunny CITZ:EX; Cook, Jeannette CITZ:EX  
**Subject:** FYI: Discretionary Spending KM + QAs  
**Attachments:** KM+QA\_CDs\_Discretionary Spending\_Oct 1 2019\_FINAL.docx; ATT00001.htm

Hi All,

CTV approached all ministries on Monday to ask how the current fiscal landscape would affect staffing and other ministry spendings.<sup>13</sup>

s.13

The attached is from FIN for all Ministers to use.

Please let me know if you have any questions/concerns and I'll pass them along to my counterparts.

Thanks,

Kirsten Lauvaas  
250 213-5572  
Sent from my iPhone

## Russell, Shannon CITZ:EX

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** September 25, 2019 3:46 PM  
**To:** Russell, Shannon CITZ:EX  
**Subject:** FW: Expenditure Mngt Briefing - September 26, 10:15-11am  
**Attachments:** 112051 - incoming letter from fin.pdf; TB\_Savings\_Targets\_Sept2019\_CITZ\_Minister.docx  
**Importance:** High

Material for tomorrow's meeting.

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**From:** Cook, Jeannette CITZ:EX  
**Sent:** Wednesday, September 25, 2019 3:45 PM  
**To:** Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>  
**Cc:** Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>  
**Subject:** RE: Expenditure Mngt Briefing - September 26, 10:15-11am

Here's the material for tomorrow's meeting. Thanks for your patience.

Jen – can you make sure all the ADM offices have the material as well. Thx.

JC

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**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** September 25, 2019 2:38 PM  
**To:** Fleurant, Kathleen CITZ:EX <Kathleen.Fleurant@gov.bc.ca>  
**Cc:** Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>  
**Subject:** RE: Expenditure Mngt Briefing - September 26, 10:15-11am

Hi Kathleen,

It's with Sunny for approval. Jeannette will be forwarding as soon as it's approved.

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** September 25, 2019 2:04 PM  
**To:** Molyneux, Jennifer CITZ:EX <Jennifer.Molyneux@gov.bc.ca>  
**Cc:** Cook, Jeannette CITZ:EX <Jeannette.Cook@gov.bc.ca>  
**Subject:** RE: Expenditure Mngt Briefing - September 26, 10:15-11am

Hi Jennifer,

Minister and Shannon are asking about the material for this meeting, will be seeing it soon?

K

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**From:** Molyneux, Jennifer CITZ:EX  
**Sent:** Tuesday, September 24, 2019 4:38 PM

**To:** Fleurant, Kathleen CITZ:EX <[Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)>  
**Cc:** Cook, Jeannette CITZ:EX <[Jeannette.Cook@gov.bc.ca](mailto:Jeannette.Cook@gov.bc.ca)>  
**Subject:** RE: Expenditure Mngt Briefing - September 26, 10:15-11am

Thanks Kathleen. Material is being worked on for this meeting and we'll forward it as soon as it is received and approved. Also, are we using Shannon's Dial-in information for CJ and Bobbi to join the meeting? Could you send that to me?

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**From:** Fleurant, Kathleen CITZ:EX  
**Sent:** September 24, 2019 4:12 PM  
**To:** Molyneux, Jennifer CITZ:EX <[Jennifer.Molyneux@gov.bc.ca](mailto:Jennifer.Molyneux@gov.bc.ca)>  
**Cc:** Cook, Jeannette CITZ:EX <[Jeannette.Cook@gov.bc.ca](mailto:Jeannette.Cook@gov.bc.ca)>  
**Subject:** Expenditure Mngt Briefing - September 26, 10:15-11am

Hi Jennifer,

This briefing is now booked for Sept 26 from 10:15 to 11:00 am at VCO.

VCO  
*Suite 740 - 999 Canada Place - When you arrive at the building you will go through security and then take elevator to the 7th floor. Once on 7th floor push intercom button and Reception will let you in and escort you to the meeting room.*

Please advise on material.

Thank you,  
Kathleen

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**From:** PREM Vancouver Cabinet Office PREM:EX  
**Sent:** Tuesday, September 24, 2019 3:51 PM  
**To:** Hubley, Holly CITZ:EX <[Holly.Hubley@gov.bc.ca](mailto:Holly.Hubley@gov.bc.ca)>  
**Cc:** Fleurant, Kathleen CITZ:EX <[Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)>  
**Subject:** RE: Seeking to book Meeting September 26, 10:15-11am

Booked ☺

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**O:** 604-398-5779 | **B:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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**From:** Hubley, Holly CITZ:EX  
**Sent:** September 24, 2019 3:43 PM  
**To:** PREM Vancouver Cabinet Office PREM:EX <[vco.boardrooms@gov.bc.ca](mailto:vco.boardrooms@gov.bc.ca)>  
**Cc:** Fleurant, Kathleen CITZ:EX <[Kathleen.Fleurant@gov.bc.ca](mailto:Kathleen.Fleurant@gov.bc.ca)>  
**Subject:** Seeking to book Meeting September 26, 10:15-11am  
**Importance:** High

Good afternoon,

I'm looking to two meetings on Thursday September 26.

The second meeting will follow right after in another email.

Vancouver Cabinet Office Boardroom Booking Request	
<b>Ministry:</b>	Citizens' Services
<b>Meeting:</b>	Internal Briefing on Expenditure Management
<b>Date:</b>	September 26th, (Thursday)
<b>Time:</b>	10:15-11am

<b>Attendees:</b>	By teleconference CJ Richie
Minister Sims	By teleconference Bobbie Sadler
Shannon Russell	
Sunny Dhaliwal (CITZ)	
Dean Skinner (CIZT)	

**Holly Hubley** | Administrative Assistant  
Honourable Jinny Sims' Office | Minister of Citizens' Services  
Parliament Buildings  
Ph: 250-387-9699

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**From:** [Skinner, Dean C.CITZ:EX](#)  
**To:** [CITZ Executive Members](#)  
**Cc:** [CITZ Managers of Divisional Operations; Owen, Tim.CITZ:EX](#)  
**Subject:** Expenditure Management Discussion w/ Jill  
**Date:** October 11, 2019 4:10:17 PM  
**Attachments:** [csd\\_ppt\\_Expenditure Plan Storyline.pptx](#)  
[Reduction Targets 15.2m Summary - Oct.pdf](#)

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Executive,

As discussed at ExComm on Tuesday, I will be briefing Jill on the Expenditure Management Targets on Tuesday. I only have a ½ hour with her so this will be a high level summary and we will be going over the attached slides and numbers.

I suspect there will be many more discussions on this next week as we dive into the impacts.

**Dean Skinner**

Assistant Deputy Minister and EFO | Corporate Services  
Ministry of Citizens' Services  
W137 – 4000 Seymour Place | Victoria, BC V8W 9V1  
Phone: 778-974-2749 | Mobile: 250-217-5538  
Email: [Dean.Skinner@gov.bc.ca](mailto:Dean.Skinner@gov.bc.ca)

**From:** [Skinner, Dean C.CITZ:EX](#)  
**To:** [CITZ Executive Members](#)  
**Cc:** [Owen, Tim.CITZ:EX](#); [McDonald, Seanna.CITZ:EX](#); [Stark, Lisa.CITZ:EX](#)  
**Subject:** Next Steps Expenditure/Staffing Management  
**Date:** October 7, 2019 5:41:56 PM

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Further to today's Exec. meeting here are the next steps in the expenditure/staffing management process:

- CSD to set up ADMC meeting this week to review and approve urgent staffing requests (ones submitted last week do not need to be re-submitted). Any new submissions are required by end of day tomorrow, Tuesday Oct 8.
- CSD to set up ADMC meeting next Tuesday to review new staffing requests (recommendations to be formally approved at ExComm the next day). Submissions due end of day Thursday, Oct 10.
- Exec. has given blanket approval for 2 month extensions to current TAs ending where the person in the TA is a CITZ employee.
- Forecasts are due this Thursday, Oct 10. Very important to ensure the accuracy of these forecasts as they will be used to make expenditure/staffing decisions moving forward. Please also identify any savings in this forecast that can be used to offset corporate pressures.
- Dean and Sunny to meet with Jill Tuesday to recap the Expenditure Target process and explain where we are at. Dean will send out the briefing material to be used for this meeting to Exec. by end of this week.

Any questions please ask.

**Dean Skinner**

Assistant Deputy Minister and EFO | Corporate Services  
Ministry of Citizens' Services  
W137 – 4000 Seymour Place | Victoria, BC V8W 9V1  
Phone: 778-974-2749 | Mobile: 250-217-5538  
Email: [Dean.Skinner@gov.bc.ca](mailto:Dean.Skinner@gov.bc.ca)

**From:** McDonald, Seanna CITZ:EX on behalf of Skinner, Dean C CITZ:EX  
**To:** CITZ Executive Members; CITZ Executive Directors All  
**Cc:** CITZ Managers of Divisional Operations; CITZ Executive Assistants  
**Subject:** Spending Direction Follow-up  
**Date:** September 30, 2019 4:40:42 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image007.png](#)



## Citizens' Services Dean Skinner



Good afternoon,

Further to Monday's [message](#) from the Acting Deputy Minister, Sunny Dhaliwal on a government-wide directive from Treasury Board, we have updated our ministry's spending approval principles and processes to achieve savings for fiscal 2019/20.

The ministry spending directive is effective immediately and will abide by the following principles:

- Only expenditures that are absolutely necessary to maintain program delivery and operations for services delivered to citizens and government clients will be considered.
- Spending, including hiring, must meet any of the following criteria:
  - supports front-line services to citizens and government clients;
  - necessary to maintain program delivery and ministry operations for current or evolving business needs;
  - necessary for health and safety, regulatory or legislative policies or processes.

Further details can be found in the following process documents from the Financial and Administrative Services Branch (FASB) and the Strategic Human Resources and Communications Branch (SHRC).

- FASB – [Expenditure Management Controls](#)
- SHRC – [CITZ Guidelines for Managed Staffing](#) and [Staffing Approval Form](#)

Thank you in advance for your support to help our ministry achieve these savings while maintaining our core services and programs that citizens and our government clients depend on.

If you have any questions please contact your divisional ADM.

A handwritten signature in dark ink, appearing to read "Dean Skinner".

Dean Skinner  
Assistant Deputy Minister  
Corporate Services Division  
Ministry of Citizens' Services

**From:** [Molyneux, Jennifer CITZ:EX](#)  
**To:** [Prince, Megan CITZ:EX](#); [Korchinski, Jaime CITZ:EX](#); [Lee, Nicola CITZ:EX](#)  
**Cc:** [Turner, Judy CITZ:EX](#); [Furtado, Angelina CITZ:EX](#); [Ryan, Louise CITZ:EX](#)  
**Subject:** Sept 26 - MINISTER: Expenditure Management Briefing Material  
**Date:** September 25, 2019 4:00:02 PM  
**Attachments:** [112051 - incoming letter from fin.pdf](#)  
[TB Savings Targets Sept2019 CITZ Minister.docx](#)

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Hi Megan, Jaime & Nicola,

Please find attached the material for the 10:15 meeting tomorrow.

Thank you.

**Jennifer Molyneux**

Sr. Executive Administrative Assistant

Deputy Minister's Office

Ministry of Citizens' Services

**Ph:** 250 387-0401

**e:** [Jennifer.molyneux@gov.bc.ca](mailto:Jennifer.molyneux@gov.bc.ca)



**From:** [Skinner, Dean C.CITZ:EX](#)  
**To:** [CITZ Executive Members](#)  
**Cc:** [CITZ Managers of Divisional Operations](#); [Owen, Tim.CITZ:EX](#); [Dierick, Tony.CITZ:EX](#); [Rolston, Michael.CITZ:EX](#); [Prest, Carol.CITZ:EX](#)  
**Subject:** Expenditure Target Impacts  
**Date:** September 25, 2019 9:48:27 AM  
**Importance:** High

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As we get our story and speaking notes together for the Minister briefing tomorrow could you please provide me with the impacts of your division meeting its expenditure target. In bullet form please be specific on what you won't be able to do (or slow down) but also on what you will still be able to do (i.e. what you believe the Minister will be interested in).

Please have to me by 2:00 p.m. Please call me if any questions 250-217-5538

**Dean Skinner**

Assistant Deputy Minister and EFO | Corporate Services  
Ministry of Citizens' Services  
W137 – 4000 Seymour Place | Victoria, BC V8W 9V1  
Phone: 778-974-2749 | Mobile: 250-217-5538  
Email: [Dean.Skinner@gov.bc.ca](mailto:Dean.Skinner@gov.bc.ca)

**From:** CITZ Deputy Minister, CITZ:EX  
**To:** CITZ All Staff  
**Subject:** Spending Direction  
**Date:** September 23, 2019 5:34:17 PM  
**Attachments:** image001.png  
image002.png



## Citizens' Services Sunny Dhaliwal



Good afternoon,

As you may know, government has been under spending restrictions for several years and the additional actions that we are taking today are to ensure that funding is invested in the priorities that matter for people and maintain strong fiscal management, debt affordability, and balanced budgets. In response to a government-wide directive from Treasury Board, our ministry is taking actions to reduce discretionary spending through the immediate implementation of spending restrictions.

Our ministry will be making some changes to its spending approval processes effective immediately. While the specifics are still being worked through, I am advising you of the following changes:

- Discretionary spending – Only essential expenditures should be considered and pre-approved by the ADM.
- Managed staffing – All hiring (regardless of where it is in the hiring process) will now be reviewed by DM and Executive Committee.
- Travel – Only essential travel will be considered and where no other reasonable alternative is available. Essential travel will require DM and Executive Committee approval.

Financial Administrative Services Branch (FASB) and Strategic Human Resources and Communications Branch (SHRC) in the Corporate Services Division are leading the work on finalizing the specific request and approval processes and will be working closely with all of executive to ensure impact to work processes are minimized where possible.

Further communication will be shared soon on the processes for approvals, so senior managers and supervisors can respond to questions and ensure correct processes are followed within all divisions and branches.

Thank you in advance for your support to help our ministry achieve these savings.

Sunny Dhaliwal  
Acting Deputy Minister  
Citizens' Services

CIRMO

CSD

ES

ICT

OCIO

PSD

RPD

SBC

GDX

**From:** McDonald, Seanna CITZ:EX on behalf of Skinner, Dean C CITZ:EX  
**To:** Skinner, Dean C CITZ:EX; Ritchie, CJ CITZ:EX; Sadler, Bobbi CITZ:EX; Dicks, Beverly J CITZ:EX; Dhaliwal, Sunny CITZ:EX; Donaldson, Ian R CITZ:EX; Hume, David GCPE:EX; Lansdell, Hayden CITZ:EX; Stanford, Susan CITZ:EX; Pridmore, Kerry CITZ:EX; Kot, Jill CITZ:EX; Owen, Tim CITZ:EX  
**Subject:** Materials: Expenditure Savings Planning Meeting  
**Date:** September 17, 2019 12:34:39 PM  
**Attachments:** CITZ Target Letter - Expenditure Management DL signed.pdf  
0 TB Savings Targets Template Sept2019.docx  
Reduction Options v2.pdf

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Please see attached materials for this afternoons meeting/call. These materials are confidential and should not be shared.

Thank you, Seanna

-----Original Appointment-----

**From:** McDonald, Seanna CITZ:EX **On Behalf Of** Skinner, Dean C CITZ:EX  
**Sent:** September 16, 2019 10:17 AM  
**To:** Skinner, Dean C CITZ:EX; Ritchie, CJ CITZ:EX; Sadler, Bobbi CITZ:EX; Dicks, Beverly J CITZ:EX; Dhaliwal, Sunny CITZ:EX; Donaldson, Ian R CITZ:EX; Hume, David GCPE:EX; Lansdell, Hayden CITZ:EX; Stanford, Susan CITZ:EX; Pridmore, Kerry CITZ:EX; Kot, Jill CITZ:EX; Owen, Tim CITZ:EX  
**Cc:** Mateyko, Roman CITZ:EX; Schmidt, Tracee CITZ:EX  
**Subject:** Expenditure Savings Planning  
**When:** September 17, 2019 1:00 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** E209 - 4000 Seymour or via Skype **s.15; s.17**

Moving meeting to allow Jill, Bobbi and Sunny to dial in.

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## Join Skype Meeting

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Local - Victoria: <b>s.15; s.17</b>	(BC, Canada)	English (United States)
Local - Vancouver: <b>s.15; s.17</b>	(BC, Canada)	English (United States)
Toll-Free: <b>s.15; s.17</b>	(BC, Canada)	English (United States)

[Find a local number](#)

Conference ID: **s.15; s.17**

[Forgot your dial-in PIN?](#) | [Help](#)

---

**From:** [Skinner, Dean C CITZ:EX](#)  
**To:** [Cook, Jeannette CITZ:EX](#); [Dhaliwal, Sunny CITZ:EX](#); [Dicks, Beverly J CITZ:EX](#); [Donaldson, Ian R CITZ:EX](#); [Hume, David GCPE:EX](#); [Kot, Jill CITZ:EX](#); [Lansdell, Hayden CITZ:EX](#); [Lauvaas, Kirsten GCPE:EX](#); [Pridmore, Kerry CITZ:EX](#); [Ritchie, CJ CITZ:EX](#); [Sadler, Bobbi CITZ:EX](#); [Skinner, Dean C CITZ:EX](#); [Stanford, Susan CITZ:EX](#)  
**Cc:** [CITZ Managers of Divisional Operations](#)  
**Subject:** FW: CITZ - Signed Decision Letter  
**Date:** September 16, 2019 9:59:57 AM  
**Attachments:** [CITZ Target Letter - Expenditure Management DL signed.pdf](#)  
[0 TB Savings Targets Template Sept2019.docx](#)  
**Importance:** High

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Hello Exec,

Please see attached CITZ Expenditure Management Letter. As you can see in the letter our ministry savings target for the remainder of 2019/20 is significant. A plan to achieve the target is due by October 4<sup>th</sup> so this requires our immediate attention. I have Tim and his team running numbers on potential savings on our discretionary categories such as salaries, travel, business expenses etc. to see where that leaves us. We will also take another look at our strategic re-investment review and recent budget decisions. We are working on a getting executive together at some point on Wednesday to discuss further (potentially after roundtable). Please put your mind to this in the mean time and let me know if you have any thoughts, questions comments.

Dean

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**From:** Lang, Kimberley FIN:EX **On Behalf Of** Ma, Tiffany J FIN:EX

**Sent:** September 13, 2019 2:26 PM

**To:** Kot, Jill CITZ:EX

**Cc:** Skinner, Dean C CITZ:EX ; Botel, Gabriel FIN:EX

**Subject:** CITZ - Signed Decision Letter

Please find attached a signed Expenditure Management Savings Target letter from the Chair of Treasury Board.

A hard copy has been sent to your Minister's office.

Treasury Board Staff