

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Friday, June 29, 2018 4:23 PM
To: Laming, Shauna CITZ:EX
Subject: RE: CLIFF use requirements questions

I will look into this – having a mandate that would require all of those other orgs to also use CLIFF would be a decision made by someone higher up than my position.

I would think that that 2005 directive would be aimed at gov't offices vs arms-length organizations, but I'll look into it next week.

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

From: Laming, Shauna CITZ:EX
Sent: Friday, June 29, 2018 4:18 PM
To: Farmer, Susan PREM:EX
Subject: FW: CLIFF use requirements questions

Hi again Susan

I've got more queries coming in about whether or not this old (2005) directive stands where it states that offices must use CLIFF Correspondence Tracking System. Our Administrator from Ministry of Finance, who has many commissions and arms-length agencies, wants to know if she should try to get these orgs onto CLIFF?

s.22 no need to give a response today – as you are able. Thank you and have a great long weekend!

Thanks,

Shauna Laming
Business Analyst
Government Records Service, Corporate Information and Records Management Office
Ministry of Citizens' Services
Office: (250)952-8360
mail: PO Box 9568 Stn Prov Govt Victoria BC V8W 9K1

Helpful websites: [Records Management Systems](#)
[EDRMS upgrade](#)
Join the [@work Records Management Community](#)

From: Gillies, Jessica FIN:EX
Sent: Friday, June 29, 2018 4:10 PM
To: Laming, Shauna CITZ:EX

Cc: Larade, Sharon P CITZ:EX
Subject: RE: CLIFF use requirements questions

Hi Shauna,

I've attached the 2005 memo for reference. It says "all offices should follow the same procedures for every piece of correspondence, using *the Cliff Correspondence Tracking system*." There are organizations that report to our minister or DM that don't use, and as far as I know never have used, CLIFF, e.g. the BC Securities Commission and Partnerships BC. Other organizations at the same level of our org chart, like the Public Sector Employers' Council Secretariat, do use CLIFF. The Financial Institutions Commission does use CLIFF, but the newly created Office of the Superintendent of Real Estate, which also reports to our DM, does not want to use CLIFF.

Can we decide on an organization-by-organization basis or is it not up to us? Essentially we just want to know if we should be making the decisions about which of those organizations, some more distant from our ministry than the others, should be using CLIFF, or if it is mandatory that all organizations/Crown corps/agencies/boards/commissions/etc. use it.

Jessica Gillies
Manager, FOI & Correspondence Unit | Ministry of Finance
[FIN FOI SharePoint site](#)
phone 778 698-9365

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Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, June 25, 2018 9:40 AM
To: Henry, David A FIN:EX
Cc: Jenkins, Donovan FIN:EX; Tsang, Robin FIN:EX
Subject: RE: PC Refresh - Correspondence Branch

Hi everyone – for the Correspondence Branch, I'd like to pick Oct 1 as my number one choice, followed by Oct 2.

Thanks,

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

From: Henry, David A FIN:EX
Sent: Monday, June 25, 2018 8:13 AM
To: Farmer, Susan PREM:EX
Cc: Jenkins, Donovan FIN:EX; Tsang, Robin FIN:EX
Subject: PC Refresh - Correspondence Branch
Importance: High

Good morning Susan,

We want to schedule your new computer upgrade – REFRESH – required to do this with an onsite team.
Donovan Jenkins is the project lead and will expertly guide you through this. Thanks Donovan!
Below are the available slots (1 day is all that is required for your branch).

NOTE: it would be best to have your team onsite for this to ensure it was a smooth transition to the new computers.
Do any of the slots below work? These are going fast so if you have a preference then good to get it in. Maybe with a 2nd option if possible?

Thanks very much,

David Henry
Service Manager
Offices of the Premier - Technology Support
@: Prem.tech@gov.bc.ca
Tech Support: 250-953-5151
Cell: 250-888-8803

From: Jenkins, Donovan FIN:EX
Sent: Friday, June 22, 2018 12:18 PM
To: Henry, David A FIN:EX <David.Henry@gov.bc.ca>
Subject: FW: Refresh dates for Cab Ops, Correspondence Branch, IGRS

Hi David,

Here is the availability of High Touch Techs in Victoria for Correspondence Branch. Blanks in the "ORG" column means we should be able to get that date. Ignore the colours. 1 team for 1 day is all we need.

Donovan

		VIC1		VIC2	
		ORG	#	ORG	#
Mon	20-Aug-18		10		10
Tue	21-Aug-18	FIN-DMO	10		10
Wed	22-Aug-18		10		10
Thu	23-Aug-18		10		10
Fri	24-Aug-18		10		10
Mon	27-Aug-18		10		10
Tue	28-Aug-18		10		10
Wed	29-Aug-18		10		10
Thu	30-Aug-18		10		10
Fri	31-Aug-18		10		10
Tue	04-Sep-18		10		10
Wed	05-Sep-18		10		10
Thu	06-Sep-18		10		10
Fri	07-Sep-18		10		10
Mon	10-Sep-18	GPEG	10		10
Tue	11-Sep-18	GPEG	10		10
Wed	12-Sep-18	GPEG	10		10
Thu	13-Sep-18	GPEG	10		10
Fri	14-Sep-18	GPEG	10		10
Mon	17-Sep-18	GPEG	10		10
Tue	18-Sep-18	GPEG	10		10
Wed	19-Sep-18	GPEG	10		10
Thu	20-Sep-18	GPEG	10		10
Fri	21-Sep-18	GPEG	10		10
Mon	24-Sep-18	GPEG	10		10
Tue	25-Sep-18	GPEG	10		10
Wed	26-Sep-18	GPEG	10		10
Thu	27-Sep-18	GPEG	10		10
Fri	28-Sep-18	GPEG	10		10
Mon	01-Oct-18		10		10
Tue	02-Oct-18		10		10
Wed	03-Oct-18		10		10
Thu	04-Oct-18		10		10
Fri	05-Oct-18		10		10
Tue	09-Oct-18		10		10

Wed	10-Oct-18		10		10
Thu	11-Oct-18		10		10
Fri	12-Oct-18		10		10
Mon	15-Oct-18		10		10
Tue	16-Oct-18		10		10
Wed	17-Oct-18		10		10
Thu	18-Oct-18		10		10
Fri	19-Oct-18		10		10
Mon	22-Oct-18		10		10
Tue	23-Oct-18		10		10
Wed	24-Oct-18		10		10
Thu	25-Oct-18		10		10
Fri	26-Oct-18		10		10
Mon	29-Oct-18		10		10
Tue	30-Oct-18		10		10
Wed	31-Oct-18		10		10
Thu	01-Nov-18		10		10
Fri	02-Nov-18		10		10
Mon	05-Nov-18		10		10
Tue	06-Nov-18		10		10
Wed	07-Nov-18		10		10
Thu	08-Nov-18		10	PSA	10
Fri	09-Nov-18	PREM	10	PREM	10
Mon	12-Nov-18		10	PSA	10
Tue	13-Nov-18	PREM	10	PSA	10
Wed	14-Nov-18	PREM	10	PSA	10
Thu	15-Nov-18		10	PSA	10
Fri	16-Nov-18		10	PSA	10
Mon	19-Nov-18	JTT	10	PSA	10
Tue	20-Nov-18	JTT	10	PSA	10
Wed	21-Nov-18	TAC	10	PSA	10
Thu	22-Nov-18		10	PSA	10
Fri	23-Nov-18		10	PSA	10
Mon	26-Nov-18		10	PSA	10
Tue	27-Nov-18		10	PSA	10
Wed	28-Nov-18		10	PSA	10
Thu	29-Nov-18		10	PSA	10
Fri	30-Nov-18		10	PSA	10
Mon	03-Dec-18	PREM	10	PREM	10
Tue	04-Dec-18	PREM	10	PREM	10
Wed	05-Dec-18	PREM	10	PREM	10
Thu	06-Dec-18	PREM	10	PREM	10
Fri	07-Dec-18	PREM	10	PREM	10
Mon	10-Dec-18	PREM	10	PREM	10

Tue	11-Dec-18	PREM	10	PREM	10
Wed	12-Dec-18	PREM	10	PREM	10
Thu	13-Dec-18		10		10
Fri	14-Dec-18		10		10

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Wednesday, June 20, 2018 11:51 AM
To: LP PO Correspondence Branch
Subject: Jun 25 - Exterior window cleaning schedule

Hi everyone – the windows will be cleaned on Monday, Jun 25.

As noted below, prior to leaving on Friday (or earlier, if you're away that day), please ensure that your windows are closed & the blinds/drapes are drawn.

From: Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]
Sent: Wednesday, June 20, 2018 11:35 AM
To: Security, Legislative E LASS:EX; Hendry, Jackie PREM:EX; Bowen, Bev LASS:EX; Vasilev, Susan LASS:EX; Olson, Marissa LASS:EX; Chalmers, Jennifer LASS:EX; Simmonds, Tyrone LASS:EX; Fletcher, Gary LASS:EX; Pink, Linda COI:EX; Farmer, Susan PREM:EX; Raymond, Stephanie LASS:EX; Newell, Mary LASS:EX; Lisun, Luba LASS:EX; Turner, Shawna LASS:EX; Kerr, Dan LASS:EX; Van Leeuwen, Kelli LASS:EX; Hanson, Derrick LASS:EX; Rodger, Nicolas LASS:EX; Johansen, Ken LASS:EX; Huck, Ron LASS:EX; Horvath, Jennifer LASS:EX; Armstrong, Karen LASS:EX; Scott, Heidi LASS:EX; Dhanota, Surjit LASS:EX; Park, Janey LASS:EX; Smith, Paul LASS:EX
Cc: Aitken, Karen LASS:EX; Brown, Graeme W LASS:EX; Keith.Baldrey@globalnews.ca; Schneider, Ellice LASS:EX; Newton, Christine LASS:EX; Chaggar, Sam LASS:EX; Pilatzke, Rodney LASS:EX; Bryce Fleck ^{s.22}; Duart Da Silva; Ryan-Lloyd, Kate LASS:EX; James, Craig H LASS:EX; Lenz, Gary LASS:EX; Privett, Don PREM:EX; Parkinson, Elizabeth PREM:EX; Gourlay, Peter LASS:EX; Ennis, Randall LASS:EX; Urquhart, Brian LASS:EX; Woodward, Hilary LASS:EX
Subject: Exterior window cleaning schedule

Hi

It is time for the annual exterior window cleaning. This year's schedule is from **Monday, June 25th – Friday, June 29th/2018, (7:00 am – 5:00 pm)** for the work to be completed. Victoria Window Cleaning will again be our vendor on site to clean the windows. They will have to two large man lifts for safely cleaning the upper windows, on 2nd and 3 floors and rest will be done by ladder.

Main building;

- June 25th to 29th is the date for the Main building. They will start from the North side of the West Annex, and will transverse the front of the building heading East towards Government street, they will then turn South and move along the East wing, to the Clerks courtyard and library, moving around the back of the Library to the Speakers courtyard, from here they will move on to the West Wing and finish up on the back side of the West Annex.
- Monday, June 25th 2018, they will perform the cleaning of the exterior windows at 612/614 Government street.
- Monday, June 25th/2018 (With the exception of the back of the building as a boom lift is required for the high windows)they will perform the cleaning of the exterior windows at 421/431 Menzies street

Please share this email with your staff that are not included on this notice. All staff required to close their windows and close the drapes or blinds for extra privacy prior to 7:00 a.m. on the scheduled date(s)

If anyone has any concerns now or while the work is in progress, please do not hesitate to contact myself or LFS office.

Thank you for your understanding and cooperation while we finish this work.

Regards

Surjit Dhanota,

Facility Manager, Legislative Facility Services|[Legislative Assembly of British Columbia](#)

Room 002, Parliament Buildings | Victoria, BC V8V 1X4 | Tel: 250-952-8137 |

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Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Wednesday, June 13, 2018 11:45 AM
To: FIN FSA MIN OFF FIN:EX
Subject: FW: BMO Reconciliation - June
Attachments: 2018-06 BMO Susan Farmer - Receipts.pdf; 2018-06 BMO Susan Farmer 6227.xlsx; 2018-2019 BEA Signed Approval.pdf

From: Geary, Vanessa PREM:EX
Sent: Wednesday, June 13, 2018 11:02 AM
To: Farmer, Susan PREM:EX
Subject: RE: BMO Reconciliation - June

approved

From: Farmer, Susan PREM:EX
Sent: Friday, June 8, 2018 10:53 AM
To: Geary, Vanessa PREM:EX
Subject: BMO Reconciliation - June

Hi Vanessa – please find attached for approval my reconciliation statement & receipts.

Thanks,

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Wednesday, June 13, 2018 10:51 AM
To: LP PO Correspondence Branch
Subject: FYI - cold water

Hi – I've spoken with the folks at the water company & they will have the cooler looked at when water is next delivered to see if we need a replacement part or a whole new cooler so that the cold tap again produces cold water.

If you happen to notice him when he's next here, please either flag it for him as a reminder or find me as I'd like to be sure this gets addressed relatively soon.

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Friday, June 8, 2018 10:53 AM
To: Geary, Vanessa PREM:EX
Subject: BMO Reconciliation - June
Attachments: 2018-06 BMO Susan Farmer 6227.xlsx; 2018-06 BMO Susan Farmer - Receipts.pdf

Hi Vanessa – please find attached for approval my reconciliation statement & receipts.

Thanks,

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Thursday, June 7, 2018 1:46 PM
To: LP PO Correspondence Branch
Subject: FW: 421 & 431 Floors and carpet cleaning-- June 1st to June 3rd

Hi everyone – some further work is happening again this weekend, so if you can remember to try to get everything off the floor before you leave, that'd be great ☺

From: Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]
Sent: Thursday, June 7, 2018 1:40 PM
To: Fletcher, Gary LASS:EX; Simmonds, Tyrone LASS:EX; Johansen, Ken LASS:EX; Huck, Ron LASS:EX; Security, Legislative E LASS:EX; Pink, Linda COI:EX; Farmer, Susan PREM:EX; Sourial, Susan LASS:EX; Sogomonian, Artour LASS:EX; Wall, Ron LASS:EX
Cc: Huck, Ron LASS:EX; Smith, Paul LASS:EX; Chaggar, Sam LASS:EX
Subject: RE: 421 & 431 Floors and carpet cleaning-- June 1st to June 3rd

Please be advised that this coming weekend, starting Friday night LFS contractor(Alpine Janitorial) will be coming back to re-do/refinish some floors in the 421 and 431 Menzies St. There will be limited access to the building due to refinishing the floors.

Please share this information with staff in case anyone decides to come in on the weekend.

Thank you for your understanding while we complete this work. If you have any concerns, please contact me or call the LFS office at 250-952-8135.

Regards
Surjit S Dhanota
Facility Manager
250-952-8137

From: Dhanota, Surjit
Sent: Friday, June 01, 2018 7:27 AM
To: Fletcher, Gary <Gary.Fletcher@leg.bc.ca>; Simmonds, Tyrone <Tyrone.Simmonds@leg.bc.ca>; Johansen, Ken <Ken.Johansen@leg.bc.ca>; Ron Huck (<Ron.Huck@leg.bc.ca> <Ron.Huck@leg.bc.ca>); Security, Inquiries & Requests <Security@leg.bc.ca>; Pink, Linda <Linda.Pink@coibc.ca>; 'Farmer, Susan PREM:EX' <Susan.Farmer@gov.bc.ca>; Sourial, Susan <Susan.Sourial@leg.bc.ca>; Sogomonian, Artour <Artour.Sogomonian@leg.bc.ca>; Wall, Ron <Ron.Wall@leg.bc.ca>
Cc: Ennis, Randall <Randall.Ennis@leg.bc.ca>; Smith, Paul <Paul.Smith@leg.bc.ca>; Chaggar, Sam <Sam.Chaggar@leg.bc.ca>
Subject: 421 & 431 Floors and carpet cleaning-- June 1st to June 3rd

Please be advised that this weekend starting tonight LFS contractor(Alpine Janitorial) will be cleaning all floors and carpet in the 421 and 431 Menzies St. There will be limited access to the building due to refinishing the floors. Please request your staff to kindly remove items, such as boxes and personal items off the floor to give them full access to the area.

Please share this information with staff in case anyone decides to come in on the weekend.

Thank you for your understanding while we complete this work. If you have any concerns, please contact me or call the LFS office at 250-952-8135.

Regards

Surjit Dhanota,

Facility Manager, Legislative Facility Services|[Legislative Assembly of British Columbia](#)

Room 002, Parliament Buildings | Victoria, BC V8V 1X4 | Tel: 250-952-8137 |

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LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Monday, June 4, 2018 2:00 PM
To: LP PO Correspondence Branch
Subject: Training - calendar invitation just sent

Hi everyone – further to the Premier’s commitment to ensure that best practices for records management are being used across government, follow-up training has been scheduled for everyone (please accept the calendar invitation that was just sent).

s.22 please note that there will be a webinar scheduled for the following week: June 28 @ 2:00-3:00. I believe separate calendar invitations may be sent for that, but in the meantime, please block off this time in your calendars.

,s.22 , everyone else is expected to attend.

Thanks ☺

Susan Farmer
Managing Director | Correspondence Branch | Office of the Premier
P: 250-387-3570 E: susan.farmer@gov.bc.ca

Farmer, Susan PREM:EX

From: Farmer, Susan PREM:EX
Sent: Friday, June 1, 2018 8:45 AM
To: LP PO Correspondence Branch
Subject: FW: 421 & 431 Floors and carpet cleaning-- June 1st to June 3rd

Hi everyone – as noted below, it would be great if everyone can look around the office today & ensure that boxes, etc. are moved up onto chairs, desks, etc. in order for the carpet to be cleaned.

From: Dhanota, Surjit [<mailto:Surjit.Dhanota@leg.bc.ca>]
Sent: Friday, June 1, 2018 7:27 AM
To: Fletcher, Gary LASS:EX; Simmonds, Tyrone LASS:EX; Johansen, Ken LASS:EX; Huck, Ron LASS:EX; Security, Legislative E LASS:EX; Pink, Linda COI:EX; Farmer, Susan PREM:EX; Sourial, Susan LASS:EX; Sogomonian, Artour LASS:EX; Wall, Ron LASS:EX
Cc: Ennis, Randall LASS:EX; Smith, Paul LASS:EX; Chaggar, Sam LASS:EX
Subject: 421 & 431 Floors and carpet cleaning-- June 1st to June 3rd

Please be advised that this weekend starting tonight LFS contractor(Alpine Janitorial) will be cleaning all floors and carpet in the 421 and 431 Menzies St. There will be limited access to the building due to refinishing the floors. Please request your staff to kindly remove items, such as boxes and personal items off the floor to give them full access to the area.

Please share this information with staff in case anyone decides to come in on the weekend.

Thank you for your understanding while we complete this work. If you have any concerns, please contact me or call the LFS office at 250-952-8135.

Regards

Surjit Dhanota,

Facility Manager, Legislative Facility Services|[Legislative Assembly of British Columbia](#)
Room 002, Parliament Buildings | Victoria, BC V8V 1X4 | Tel: 250-952-8137 |
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LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

K

s.22

Hi Susan!

s.22

12:03 PM

s.22

4:56 PM

S

K

Amazing! Thank you!

4:56 PM

Wednesday, June 27, 2018

K

s.22

Susan!

s.22

7:57 AM

9:20 AM

Ok

S



Enter message



SEND



Ashley Hampson



s.22

Friday, June 1, 2018



Morning Susan! I

s.22

Thanks!

7:27 AM

7:38 AM

Ok

S

Wednesday, June 6, 2018



Hi Susan, sorry to msg so early.

s.22

s.22

6:42 AM

7:39 AM

Ok -

S

Tuesday, June 19, 2018



Hi Susan,

s.22

s.22



Enter message



SEND



Ashley Hampson



s.22

7:38 AM

Ok

S

Wednesday, June 6, 2018



Hi Susan, sorry to msg so early.

s.22

s.22

6:42 AM

7:39 AM

Ok

s.22

S

Tuesday, June 19, 2018



Hi Susan,

s.22

s.22

7:02 AM

7:36 AM

Ok

S



Thanks Susan, I appreciate it

7:45 AM



Enter message



SEND



Kim Manton

s.22



Monday, June 25, 2018

Hi Kim - this is Susan. I just left a vm & then chatted with Heidi.
I understand you're with Mitzi in Van at the moment. Will you both be around tomorrow so that these msgs can be signed and sent (ideally in the morning)?

S

2:14 PM

K

I will make it happen in the morning...for sure

2:22 PM

Ok - should i drop things off with Heidi this afternoon?

S

2:35 PM

K

Yes please

2:42 PM

Will do :)

2:58 PM

S



Enter message



SEND