

## **Carr, Stephanie AVED:EX**

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**From:** Carr, Stephanie AVED:EX  
**Sent:** Tuesday, December 23, 2014 8:42 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** RE: December re-org

From my perspective.... GCPE occupies the entire 4<sup>th</sup> floor at 617 Government St...., they are entering into a large LWS project next year! AVED has been so quiet, it's been a while since we've had change...

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### **Stephanie Carr**

*Facilities Manager and Ministry Business Continuity Planning (BCP)*  
**Ministry of Advanced Education**  
**TEL: 250.217.5251**

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**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 8:40 AM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** RE: December re-org

Good information? Glad I could get it to you! ☺

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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**From:** Carr, Stephanie AVED:EX  
**Sent:** Tuesday, December 23, 2014 8:38 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** RE: December re-org

WOW!

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### **Stephanie Carr**

*Facilities Manager and Ministry Business Continuity Planning (BCP)*  
**Ministry of Advanced Education**  
**TEL: 250.217.5251**

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**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 8:30 AM  
**To:** Critchley, Pauline AVED:EX; Choo, Julie AVED:EX; Smith, Bruce G AVED:EX; Smith, Ann M AVED:EX; Soo, Rosilyn L AVED:EX; Davidson, Paul AVED:EX; Titus, Evelyn AVED:EX; Gunn, Mary E AVED:EX; Carr, Stephanie AVED:EX; Atchison, Bree AVED:EX  
**Cc:** McMahan, Alana AVED:EX; Wyllie, Sandra AVED:EX  
**Subject:** December re-org  
**Importance:** High

Good morning everyone,

I wanted to give you the information I have as of today.

I just recently learned (yesterday – confirmed this morning) that along with the change in Minister to Andrew Wilkinson, we will also acquire GCPE (Government Communications and Public Engagement) and BRDO (Board Resourcing and Development Office) from the Ministry of Technology, Innovation and Citizens' Services (MTICS).

The GCPE will be a full sub-vote transfer and the BRDO will be a program transfer into the AVED ESS sub-vote. We haven't received the OIC (order in council) as of yet and I will get that to those of you that require it ASAP.

We expect this to happen early in the new year – I will be setting up a **meeting early in the new year** for those impacted, to discuss the work that needs to happen and the timelines.

Until then, browse the links below and get to know the work teams we'll be acquiring.

GCPE Website – in case you want to learn more about them:

<http://www.gov.bc.ca/gcpe/>

BRDO Website – in case you want to learn more about them:

<http://www.brdo.gov.bc.ca/>

FYI – from the Ministry website.

## Honourable Andrew Wilkinson

Andrew Wilkinson was appointed Minister of Advanced Education on December 18, 2014. Previously he served as Minister of Technology, Innovation and Citizens' Services from June 2013, after being elected MLC for Vancouver-Quilchena in the 2013 General Election.

He is a former deputy minister of the British Columbia Ministry of Economic Development, where he had responsibility for economic issues, trade and tourism. He also served as deputy minister for Intergovernmental Relations in the Premier's Office for two years.

Prior to his election as MLC, Wilkinson worked as a lawyer in the Vancouver offices of a major national law firm. Prior to being called to the bar, Wilkinson was educated and licensed as a physician. He lived and worked as a doctor in Campbell River, Lilloet and Dease Lake. He holds degrees from the University of Alberta, Dalhousie University, and Oxford University, where he attended as a Rhodes Scholar.

He has also served as president of the BC Civil Liberties Association and president of the BC Mountaineering Club, and president of the BC Liberal Party.

### ■ Getting to Know:

#### Andrew Wilkinson

Q. What was your first job?

*Delivering the Kamloops Daily Sentinel after school - home delivery cost 35 cents a week!*

Q. What do you love most about BC?

*New opportunities come up so regularly - in areas as diverse as technology, the wine industry, LNG or services. Industries we cannot imagine will appear in the years to come, and we will be there to take advantage of those new opportunities.*

Q. What is one job you have had that might surprise people?

*I had a summer job working in mining exploration in northern Saskatchewan - and I must have met at least a million blackflies that summer.*

Q. What do you do to unwind?

*Running and biking help to clear my mind, and that's when I develop new ideas.*



Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Corporate Finance Branch  
Ministry of Advanced Education  
Ph: 250 356-6819  
Cell: 250 480-9639

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## McMahon, Alana AVED:EX

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**From:** Carroll, Sandra AVED:EX  
**Sent:** Tuesday, December 23, 2014 7:38 PM  
**To:** Meadows, Jennifer L AVED:EX  
**Cc:** Brewster, Kevin AVED:EX  
**Subject:** Re: Minister change

We are just the banker ...

Sent from my iPad

On Dec 23, 2014, at 5:47 AM, "Meadows, Jennifer L AVED:EX" <[Jennifer.Meadows@gov.bc.ca](mailto:Jennifer.Meadows@gov.bc.ca)> wrote:

You have likely already connected with Kim but Doug's email below confirms BRDO is transferring to AVED.

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 7:19 AM  
**To:** Brewster, Kevin AVED:EX  
**Cc:** Meadows, Jennifer L AVED:EX; Wyllie, Sandra AVED:EX  
**Subject:** Fwd: Minister change  
FYI

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
250 480-9639  
Sent from my iPhone

Begin forwarded message:

**From:** "Foster, Doug FIN:EX" <[Doug.Foster@gov.bc.ca](mailto:Doug.Foster@gov.bc.ca)>  
**Date:** December 22, 2014 at 5:08:06 PM PST  
**To:** "Porter, Donna A AVED:EX" <[Donna.Porter@gov.bc.ca](mailto:Donna.Porter@gov.bc.ca)>, "Lavine, Teri MTIC:EX" <[Teri.Lavine@gov.bc.ca](mailto:Teri.Lavine@gov.bc.ca)>  
**Cc:** "Ngo, Dawn MTIC:EX" <[Dawn.Ngo@gov.bc.ca](mailto:Dawn.Ngo@gov.bc.ca)>, "Enemark, Gord FIN:EX" <[Gord.Enemark@gov.bc.ca](mailto:Gord.Enemark@gov.bc.ca)>, "Dale, Raman FIN:EX" <[Raman.Dale@gov.bc.ca](mailto:Raman.Dale@gov.bc.ca)>, "Cross, Maggie FIN:EX" <[Maggie.Cross@gov.bc.ca](mailto:Maggie.Cross@gov.bc.ca)>  
**Subject:** RE: Minister change

The order(s) have not yet finalized for deposit and distribution. I expect those in the coming days.

Finalized transfers should not be processed until deposit and distribution made, and as well to confirm effective dates.

Until that time, work can proceed along a few fronts in preliminary readiness.

Some comments:

- ? Reference to new, amended and/or dropped parliamentary secretaries will be adjusted within funding vote descriptions as appropriate for 2015/16.
- ? VOTE 43 Government Communications and Public Engagement (GCPE) will move from MTICS to AVED. I am unsure whether this vote includes an

appropriate share of corporate services funding that may be present or provided for within vote 41 – this would need to be verified.

- ? VOTE 41, Executive and Support Services sub-vote also “provides for activities that support the recruitment and recommendation of candidates for appointments to all Crown corporations, agencies, boards, and commissions.” To the extent that such funding relates to the Board Resourcing and Development Office, this function and set of resources will transfer to AVED.
- ? In-year budgetary transfers will be required for 2014/15; 2015/16 changes will be incorporated into the 2015/16 estimates process.
- ? Until very recently, the BRDO was to have been transferred to JTST for 2015/16, as part of the 2015/16 budget process. That transfer will now be terminated and instead redirected to AVED, with a consequential in-year transfer for 2014/15 effective the OIC effective date.
- ? Resource transfers will include both dollars and people.
- ? There will be no additional dollars centrally provided for Parliamentary Secretaries or any other consequences of the latest minor shift in responsibilities.
- ? Maggie Cross of our Estimates group will be the contact on electronic and forms transfers, as well as your relevant Treasury Board Analysts.

Please let me know if any questions.

d.

**From:** Enemark, Gord FIN:EX

**Sent:** Monday, December 22, 2014 4:10 PM

**To:** Porter, Donna A AVED:EX; Dale, Raman FIN:EX

**Cc:** Foster, Doug FIN:EX

**Subject:** RE: Minister change

Yes, that is the case. Doug Foster is the contact.

**From:** Porter, Donna A AVED:EX

**Sent:** Monday, December 22, 2014 3:07 PM

**To:** Dale, Raman FIN:EX

**Cc:** Enemark, Gord FIN:EX

**Subject:** Minister change

Good afternoon,

I'm watching for the OIC on the most recent minister changes.

I got a call from Teri Lavine this morning and she informed me that GCPE and BRDO are also transferring to us. Can you please confirm if this is accurate?

Donna Porter, CPA, CMA

A/Chief Financial Officer

Corporate Finance Branch

Ministry of Advanced Education

Ph: 250 356-6819

Cell: 250 480-9639

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**From:** [Porter, Donna A AVED:EX](#)  
**To:** [Gunn, Mary E AVED:EX](#); [Critchley, Pauline AVED:EX](#); [Choo, Julie AVED:EX](#); [Davidson, Paul AVED:EX](#); [Carr, Stephanie AVED:EX](#); [Soo, Rosilyn L AVED:EX](#)  
**Cc:** [Smith, Bruce G AVED:EX](#)  
**Subject:** FW: Minister change  
**Date:** Wednesday, December 24, 2014 11:08:25 AM  
**Attachments:** [680-2014.pdf](#)  
[678-2014.pdf](#)  
**Importance:** High

---

OIC's are attached for the re-org.

As you can see GCPE and BRDO will all be part of AVED. I don't have all the answers to your obvious questions..... FYI but I am trying to find out.

Thx

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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**From:** Foster, Doug FIN:EX  
**Sent:** Wednesday, December 24, 2014 9:03 AM  
**To:** Porter, Donna A AVED:EX; Lavine, Teri MTIC:EX  
**Cc:** Ngo, Dawn MTIC:EX; Enemark, Gord FIN:EX; Dale, Raman FIN:EX; Cross, Maggie FIN:EX; Knowles, Jessica D FIN:EX; Freeman, Lisa FIN:EX; Farkas, George FIN:EX; Carroll, Sandra AVED:EX  
**Subject:** RE: Minister change

Further to my previous email below, attached is the following:

- 1) An OIC to confirm the transfer of BRDO and GCPE from MTICS to AVED, effective December 18, 2014; and
- 2) An OIC that confirms the new respective Ministers and responsibilities, as well as describes certain changes with respect to parliamentary secretaries, effective December 18, 2014.

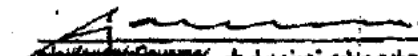
Please use these as guides for completing the transfers in both 2014/15 and 2015/16.

Gord/Maggie, please note the Parliamentary Secretary changes that may affect other ministry vote descriptions.

d.

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. **678** . Approved and Ordered **December 18, 2014**

  
~~Lieutenant Governor~~ **Administrator**

Executive Council Chambers, Victoria

**Administrator**

On the recommendation of the undersigned, the ~~Lieutenant Governor~~, by and with the advice and consent of the Executive Council, orders that

- (a) the designation of the Honourable Andrew Wilkinson as the Minister of Technology, Innovation and Citizens' Services is rescinded,
- (b) the designation of the Honourable Amrik Virk as the Minister of Advanced Education is rescinded,
- (c) the appointment of Jane Thornthwaite as Parliamentary Secretary for Student Support and Parent Engagement to the Minister of Education is rescinded,
- (d) the appointment of Dan Ashton as Parliamentary Secretary for Core Review to the Minister of Energy and Mines and Minister Responsible for Core Review is rescinded,
- (e) the Honourable Andrew Wilkinson is designated as the Minister of Advanced Education,
- (f) the Honourable Amrik Virk is designated as the Minister of Technology, Innovation and Citizens' Services,
- (g) Jane Thornthwaite is appointed Parliamentary Secretary for Child Mental Health and Anti-Bullying to the Minister of Children and Family Development,
- (h) Mike Bernier is appointed Parliamentary Secretary for Energy Literacy and the Environment to the Minister of Environment, and
- (i) Dan Ashton is appointed Parliamentary Secretary to the Minister of Finance.

  
Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order)

Authority under which Order is made

Act and section: Constitution Act, R.S.B.C. 1996, c. 66, s. 12

Order: OIC 292/2013

December 18, 2014

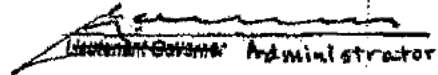
page 1 of 1

OIC 292/2014/27

PROVINCE OF BRITISH COLUMBIA  
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 680

, Approved and Ordered December 18, 2014

  
Lieutenant Governor Administrator

Executive Council Chambers, Victoria

Administrator

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that Order in Council 293/2013 is amended as set out in the attached Appendix.

  
Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Consultation Act, R.S.B.C. 1996, c. 44, ss. 10, 13 & 14

Other: OIC 293/2013

December 18, 2014

page 1 of 2

G/957/X014/27



## APPENDIX

- 7 *Order in Council 232/2013 is amended in Appendix A by adding the following sections:*
- 3.1 The duties, powers and functions of the Minister of Technology, Innovation and Citizens' Services for the Board Resourcing and Development Office are transferred to the Minister of Advanced Education.
  - 3.2 The duties, powers and functions of the Minister of Technology, Innovation and Citizens' Services for Government Communications and Public Engagement are transferred to the Minister of Advanced Education.

**From:** Porter, Donna A AVED:EX  
**To:** Soo, Rosilyn L AVED:EX  
**Cc:** Smith, Bruce G AVED:EX; Critchley, Pauline AVED:EX; Choo, Julie AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE  
**Date:** Tuesday, December 30, 2014 12:17:39 PM

---

Notes below.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Soo, Rosilyn L AVED:EX  
**Sent:** Tuesday, December 30, 2014 9:39 AM  
**To:** Porter, Donna A AVED:EX; Smith, Bruce G AVED:EX; Critchley, Pauline AVED:EX; Choo, Julie AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Hi,

A few questions come to mind...

1. From my quick review of the BCOA Estimates budget reports that Dawn provided versus the Estimates Blue Book, it appears that the interministry reorganization e-transfers for GCPE will come from two sub-sub-votes, and, the BRDO transfer from another sub-sub-vote or possible same as the second one from which part of GCPE's Estimates reside ? You'll see that GCPE and Strategic Initiatives in MTICS are their own Voted appropriation (Vote 43) so it won't be any issue to move that over to us. <sup>17</sup><sub>s</sub>

<sup>s</sup><sub>17</sub>

BRDO is in the Vote 41 Ministry operations and will transfer into our ESS sub-vote (likely).

2. The GCPE Core Business line in the Estimates is net \$26.155 m., the total Estimates budget in BCOA for GCPE is \$37.255 m. (split between \$26.155 m. in C&PE (32348) and \$11.100 m. in DivOps (32375)). When GCPE is transferred under AVED, will the \$26.155 m. show as its own core business line (the way MTICS laid out their Estimates when the program was under them), and the \$11.100 m. under Executive & Support Services ? We'll be taking on the complete Vote 43 GCPE and Strategic Initiatives. They will stay under their own vote. <sup>17</sup><sub>s</sub>

<sup>s</sup><sub>17</sub> . We've done this many times here at AVED and it just makes most sense for business as well as transfers.

3. The BRDO Estimates budget of \$447K is not its own core business, so it must be transferring out of one of MTICS' other core business s-s-v's. I assume it's coming out of their ESS and into AVED's ESS line ?  
Yes, I assume so as well.

5. For Public Accounts reporting, the Estimates were tabled last February and won't change; however, the affected ministers will have revised BBMAA targets (for the Ministerial Accountability Letter due in late April and the 14/15 MAR in June). Will AVED be expected to complete monthly reporting with Estimates variance and BBMAA variance from the effective date Dec. 18 to fiscal year end ?

Yes typically the reporting and accountabilities will follow the transferred program – I already have their Q3 target amount – but you are correct that the BBMAA roll-up will be to public accounts as in the presentation from Estimates. This happened a few years ago when there was a March 15<sup>th</sup> re-org. We had to report for YE under the re-organized structure and then unravel the reporting for BBMAA.

These are my questions so far. I might be playing 'catch-up' from being away last week, have OCG or TBS discussed the above with us ? Don't worry about catching up – this comes from experience of being in a ministry that is re-orged at least once each year. We've been expecting something..... And No OCG and TBS typically won't get involved until the program transfers. We negotiate with the sending Ministry (Teri Lavine) and then once we agree the transfers are completed. Doug Foster is spear-heading this from a central perspective.

Ros.

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**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 30, 2014 8:57 AM  
**To:** Smith, Bruce G AVED:EX; Critchley, Pauline AVED:EX; Choo, Julie AVED:EX  
**Cc:** Soo, Rosilyn L AVED:EX  
**Subject:** FW: Financial Info - BRDO and GCPE

Good morning,

Here is all the reporting I requested from MTICS – they were amazingly quick and SO cooperative.

s.13, s.17

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

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**From:** Ngo, Dawn MTIC:EX  
**Sent:** Tuesday, December 23, 2014 11:19 AM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Lavine, Teri MTIC:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Hi Donna,

Please find attached the following:

1. BCOA Budget Summary 15-16. As the inter-ministry transfer for BRDO to JTST has already been processed by TBS (they will reverse once OIC received), so it is showing no budget for BRDO but the total budget amount for 15-16 and onwards is the same as for 14-15 with a few minor STOB realignments.
2. GL Trans Details report (operating expenses) for 13-14. Please note that I have ran separate reports for the two GCPE sub-sub votes (GCPE and SID) as I thought it would be easier for you to view.
3. GL Trans Details report (operating expenses) YTD (Dec open) for 14-15
4. GL Balance reports for 13-14 and YTD (Dec open) for 14-15

Please let me know if you need anything else.

Thank you,  
Dawn

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 9:30 AM  
**To:** Lavine, Teri MTIC:EX; Ngo, Dawn MTIC:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Thanks everyone.

Donna Porter, CPA, CMA  
A/Chief Financial Officer

Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Lavine, Teri MTIC:EX  
**Sent:** Tuesday, December 23, 2014 9:11 AM  
**To:** Ngo, Dawn MTIC:EX  
**Cc:** Taekema, Jack GCPE:EX; Porter, Donna A AVED:EX  
**Subject:** Financial Info - BRDO and GCPE

Dawn, can you please provide Donna with CAS reports related to the items below. It would probably be good to provide her with a BCOA budget report as well for both areas.

Donna, I've copied Jack Taekema who is the Financial Operations Director within GCPE. We only receive a forecast from GCPE on a quarterly basis, so Jack can provide an update re: Nov forecast.

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 9:02 AM  
**To:** Lavine, Teri MTIC:EX  
**Cc:** Smith, Bruce G AVED:EX  
**Subject:** RE: Minister change

Hi Teri,

I know everyone is short on staff – but I'd love to take a preliminary look at the finances of the two programs we are acquiring. I'm a little concerned with Q3 forecasts coming up on January 15<sup>th</sup> as well.

I'm wondering if you have a contact I should be asking for reports or would you prefer to forward my request? I'm OK either way. Thanks in advance.

Can I please see:

- Most recent forecast (November 2014) reporting for
  - GCPE
  - BRDO
- 2013/14 detailed transaction report for
  - GCPE
  - BRDO
- 2014/15 to-date detailed transaction report for
  - GCPE
  - BRDO

Hopefully that's not too onerous – I know the reports will be long but it will help me to understand the program and the proposed transfers.

Thanks so much!

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

**From:** [Porter, Donna A AVED:EX](#)  
**To:** [Flower, Ross AVED:EX](#); [Cownden, Alison AVED:EX](#)  
**Cc:** [Critchley, Pauline AVED:EX](#); [Perrey, Jordan AVED:EX](#); [Smith, Bruce G AVED:EX](#)  
**Subject:** Re-org information  
**Date:** Monday, January 5, 2015 8:39:03 AM  
**Attachments:** [680-2014.pdf](#)  
[678-2014.pdf](#)

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Good morning,

Thanks for agreeing to join us in the "coordinated approach" to a re-org.

I'm forwarding the OIC's in case you need them and haven't yet received them.

FYI - GCPE is transferring directly as a sub-vote transfer but they have significant salaries pressures due to last year's increase for excluded staff. I'm trying to fix that. GCPE is almost exclusively non-union staff.

In a nutshell GCPE has a \$37.255M budget of which \$27.656M salaries budget.

For context, AVED's salaries budget is \$19.265M. In essence this is a transfer of people.....

As you can see we are also transferring BRDO (Board Resource Development Office), however that is smaller and will come over to transfer into our ESS (Executive & Support Services) budget line. Not sure of the number of people, but they are in Vancouver.

Thanks for your involvement.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Foster, Doug FIN:EX  
**Sent:** Wednesday, December 24, 2014 9:03 AM  
**To:** Porter, Donna A AVED:EX; Lavine, Teri MTIC:EX  
**Cc:** Ngo, Dawn MTIC:EX; Enemark, Gord FIN:EX; Dale, Raman FIN:EX; Cross, Maggie FIN:EX; Knowles, Jessica D FIN:EX; Freeman, Lisa FIN:EX; Farkas, George FIN:EX; Carroll, Sandra AVED:EX  
**Subject:** RE: Minister change

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Gord/Maggie, please note the Parliamentary Secretary changes that may affect other ministry vote descriptions.

d.

**From:** Foster, Doug FIN:EX  
**Sent:** Monday, December 22, 2014 5:08 PM  
**To:** Porter, Donna A AVED:EX; Lavine, Teri MTIC:EX  
**Cc:** Ngo, Dawn MTIC:EX; Enemark, Gord FIN:EX; Dale, Raman FIN:EX; Cross, Maggie FIN:EX  
**Subject:** RE: Minister change

The order(s) have not yet finalized for deposit and distribution. I expect those in the coming days. Finalized transfers should not be processed until deposit and distribution made, and as well to confirm effective dates.

Until that time, work can proceed along a few fronts in preliminary readiness.

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- VOTE 41, Executive and Support Services sub-vote also “provides for activities that support the recruitment and recommendation of candidates for appointments to all Crown corporations, agencies, boards, and commissions.” To the extent that such funding relates to the Board Resourcing and Development Office, this function and set of resources will transfer to AVED.
- In-year budgetary transfers will be required for 2014/15; 2015/16 changes will be incorporated into the 2015/16 estimates process.
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Please let me know if any questions.

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**From:** Enemark, Gord FIN:EX  
**Sent:** Monday, December 22, 2014 4:10 PM  
**To:** Porter, Donna A AVED:EX; Dale, Raman FIN:EX  
**Cc:** Foster, Doug FIN:EX  
**Subject:** RE: Minister change

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---

**From:** Porter, Donna A AVED:EX  
**Sent:** Monday, December 22, 2014 3:07 PM  
**To:** Dale, Raman FIN:EX  
**Cc:** Enemark, Gord FIN:EX

**Subject:** Minister change

Good afternoon,

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Donna Porter, CPA, CMA  
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**From:** Smith, Bruce G AVED:EX  
**To:** Critchley, Pauline AVED:EX  
**Subject:** FW: Financial Info - BRDO and GCPE  
**Date:** Tuesday, January 6, 2015 5:21:35 PM

---

As we suspected.

---

**From:** Ngo, Dawn MTIC:EX  
**Sent:** Tuesday, January 6, 2015 2:52 PM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Lavine, Teri MTIC:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Hi Donna,

My apologies, I should have included explanations for the budget increases. Maggie had asked us to include the allocations for the Economic Stability Mandate (ESM) in the budget transfer amounts even though they have not been entered into BCOA.

BRDO

Fiscal Year	Budget	ESM Allocation	Total Budget Transfer
2015/16	0.447M	.001M	0.448M
2016/17	0.447M	.003M	0.450M
2017/18	0.447M	.006M	0.453M

GCPE/SID

Fiscal Year	Budget	ESM Allocation	Total Budget Transfer
2015/16	37.255M	0.069M	37.324M
2016/17	37.255M	0.116M	37.371M
2017/18	37.255M	0.458M	37.713M

Thank you,  
Dawn

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, January 6, 2015 2:41 PM  
**To:** Ngo, Dawn MTIC:EX  
**Cc:** Lavine, Teri MTIC:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Hi Dawn,

I have a question about the budget transfers – we're trying to reconcile and verify but can't.

The BRDO transfer is pretty straight forward although I would appreciate knowing where the increases are in the out years. Do you have the budget again for BRDO or did it end

up at JTST?

The GCPE/SI budget is showing straight lined at \$37.255M in Estimates but in the transfer document is:

2015/16 = \$37.324M

2016/17 = \$37.371M

2017/18 = \$37.713M

Again, can you let us know where the increases are in the out years?

I'll go ahead and approve once I can show Kevin - should be tomorrow morning.

Thanks,

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

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**From:** Ngo, Dawn MTIC:EX  
**Sent:** Tuesday, December 23, 2014 11:19 AM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Lavine, Teri MTIC:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Hi Donna,

Please find attached the following:

1. BCOA Budget Summary 15-16. As the inter-ministry transfer for BRDO to JTST has already been processed by TBS (they will reverse once OIC received), so it is showing no budget for BRDO but the total budget amount for 15-16 and onwards is the same as for 14-15 with a few minor STOB realignments.
2. GL Trans Details report (operating expenses) for 13-14. Please note that I have ran separate reports for the two GCPE sub-sub votes (GCPE and SID) as I thought it would be easier for you to view.
3. GL Trans Details report (operating expenses) YTD (Dec open) for 14-15
4. GL Balance reports for 13-14 and YTD (Dec open) for 14-15

Please let me know if you need anything else.

Thank you,  
Dawn

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 9:30 AM

**To:** Lavine, Teri MTIC:EX; Ngo, Dawn MTIC:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Thanks everyone.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

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**From:** Lavine, Teri MTIC:EX  
**Sent:** Tuesday, December 23, 2014 9:11 AM  
**To:** Ngo, Dawn MTIC:EX  
**Cc:** Taekema, Jack GCPE:EX; Porter, Donna A AVED:EX  
**Subject:** Financial Info - BRDO and GCPE

Dawn, can you please provide Donna with CAS reports related to the items below. It would probably be good to provide her with a BCOA budget report as well for both areas.

Donna, I've copied Jack Taekema who is the Financial Operations Director within GCPE. We only receive a forecast from GCPE on a quarterly basis, so Jack can provide an update re: Nov forecast.

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**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 9:02 AM  
**To:** Lavine, Teri MTIC:EX  
**Cc:** Smith, Bruce G AVED:EX  
**Subject:** RE: Minister change

Hi Teri,

I know everyone is short on staff – but I'd love to take a preliminary look at the finances of the two programs we are acquiring. I'm a little concerned with Q3 forecasts coming up on January 15<sup>th</sup> as well.

I'm wondering if you have a contact I should be asking for reports or would you prefer to forward my request? I'm OK either way. Thanks in advance.

Can I please see:

- Most recent forecast (November 2014) reporting for
  - GCPE
  - BRDO
- 2013/14 detailed transaction report for
  - GCPE
  - BRDO
- 2014/15 to-date detailed transaction report for
  - GCPE
  - BRDO

Hopefully that's not too onerous – I know the reports will be long but it will help me to understand the program and the proposed transfers.

Thanks so much!

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

**From:** Moser, Walter GCPE:EX  
**To:** Perrey, Jordan AVED:EX  
**Subject:** Re: GCPE / AVED  
**Date:** Tuesday, January 6, 2015 9:54:51 AM

---

Anytime tomorrow afternoon until about 330 looks open for me

On Jan 6, 2015, at 9:40 AM, "Perrey, Jordan AVED:EX" <[Jordan.Perrey@gov.bc.ca](mailto:Jordan.Perrey@gov.bc.ca)> wrote:

Yeah... I haven't heard much either. I figured it would be good for us to have a quick chat just to get a better understanding before too many decisions get made.

Are you free this afternoon or tomorrow afternoon?

Talk soon,

Jordan Perrey  
Chief Information Officer and Executive Director  
Technology and Business Transformation Branch  
Ministry of Advanced Education  
Cell: 250-415-1445

---

**From:** Moser, Walter GCPE:EX  
**Sent:** Tuesday, January 6, 2015 9:39 AM  
**To:** Perrey, Jordan AVED:EX  
**Subject:** Re: GCPE / AVED

Sure! Our adm is away until the 16th and i haven't heard much beyond the announcement...

On Jan 6, 2015, at 9:27 AM, "Perrey, Jordan AVED:EX" <[Jordan.Perrey@gov.bc.ca](mailto:Jordan.Perrey@gov.bc.ca)> wrote:

Hey Walter,

Did you have time this week for a quick chat on the GCPE/AVED relationship? Just wanting to touch base in advance so we have a mutual understanding before things move forward.

Talk soon,

Jordan Perrey  
Chief Information Officer and Executive Director  
Technology and Business Transformation Branch  
Ministry of Advanced Education

Cell: 250-415-1445

**From:** [Critchley, Pauline AVED:EX](#)  
**To:** [Stewart, Dawn M GCPE:EX](#)  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast  
**Date:** Tuesday, January 6, 2015 1:42:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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Ok. I figured you might have some. I haven't been invited to the meeting but can attend if needed, otherwise we can meet right afterward. (my desk is right beside Donna's office)

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**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 6, 2015 1:40 PM  
**To:** Critchley, Pauline AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

We have a lot of project #'s that will need to be mapped over and set-up. We are meeting with Donna on Thursday to discuss, have you been invited to the meeting?

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Tuesday, January 6, 2015 1:24 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Hi Dawn,

I agree completely with you and it certainly would have made life easier. Re-orgs are never fun but they do make life interesting....never a dull moment....

I'm working on some mapping of your chart (pulled from website) but will need to work with your with regards to what they description for some of the coding should be. As well, I need to know if you require any project codes to be set up.

Pauline

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 6, 2015 1:14 PM  
**To:** Critchley, Pauline AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Hi Pauline,

Yes, I will be the person. It would of made our life a whole lot easier if they could of left us with the POD, moved us back to Finance or something dumb like that, oh well, such is life. Looking forward to working with you Pauline.

Dawn

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Tuesday, January 6, 2015 1:08 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Hi Dawn,

Thanks for checking this out with Maggie and it perfect sense.

Are you the best person to work with in setting up your chart of accounts in AVED? I want to ensure I capture everything you require.

Pauline

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 6, 2015 12:37 PM  
**To:** Porter, Donna A AVED:EX; Taekema, Jack GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX; Davison, Maurina GCPE:EX; Gesslein, Tanya GCPE:EX; Champion, Denise GCPE:EX; Critchley, Pauline AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Hi there,

I just spoke with Maggie Parker at TBS, and it seems our chart will need to change, the reason why Finance, MTICS, Labour and the Premier's Office are all under the same org structure – FI in Oracle, if that makes one bit of sense.

Dawn

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, January 6, 2015 12:33 PM  
**To:** Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX; Davison, Maurina GCPE:EX; Gesslein, Tanya GCPE:EX; Champion, Denise GCPE:EX; Critchley, Pauline AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

We'll look into it Dawn, but it might be the nature of the prefixes in those areas. As you can see we only have prefix 11.

It looks like a few of these Ministry names are out of date – we haven't included "Labour Market Development" for a long time.

Pauline will definitely ask.



Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 6, 2015 11:56 AM  
**To:** Taekema, Jack GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX; Davison, Maurina GCPE:EX; Gesslein, Tanya GCPE:EX; Champion, Denise GCPE:EX; Porter, Donna A AVED:EX; Critchley, Pauline AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Hi Jack,

As discussed, when GCPE moved from Finance to CITZ we were not required to change our project prefixes from 32, it seems the COA allowed for this. As outlined below in the Chart-of-Accounts several ministries have the same prefix, can ADVED's be updated to include 32 as well?

### Prefixes & Parents

Ministry	Child Resp/Proj Prefix	Parents Prefix
Legislation	01	01
Auditor General	02	02
Elections B.C.	04	04
Conflict of Interest Commissioner	36	36
Information and Privacy Commissioner	05	05
Ombudsman	06	06
Office of Police Complaints Commissioner	36	36
Office of the Premier	32, 36	32, 33, 36
Representative for Children and Youth	44	44
Aboriginal Relations and Reconciliation	15, 69	15, 69
Advanced Education and Labour Market Development	11	11
Agriculture and Lands	29	30
Attorney General	15, 69	15, 69
Children and Family Development	18	18
Citizens Services	32, 33, 36	32, 33, 36
Community and Rural Development	51, 53	51, 53
Education	22	22
Energy, Mines and Petroleum Resources	27	27
Environment	29	29
Finance/Management Services/ Provincial Revenue/Other Appropriations	32	32
Forests and Range	40	40
Health Services	61, 66	61, 66, 67, 68
Healthy Living and Sport	61, 66	61, 66, 67, 68
Housing and Social Development	49, 69	49, 69
Labour	32, 36	32, 33, 36
Small Business, Technology and Economic Development	25	25
Tourism, Culture and the Arts	51, 53	51, 53

Transportation and Infrastructure	55	55
Public Safety and Solicitor General	15, 69	15, 69
Environmental Assessment Office	29	29, 30
Forest Practices Board	64	64
Public Service Agency	70	70
Vital Statistics	61	61

Thank you  
**Dawn Stewart**  
 Manager, Financial Services  
 Government Communications and Public Engagement  
 T 250 356-8595  
 F 250 387-6687



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**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, January 6, 2015 11:45 AM  
**To:** Taekema, Jack GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX; Stewart, Dawn M GCPE:EX; Davison, Murna GCPE:EX; Gesslein, Tanya GCPE:EX; Champion, Denise GCPE:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

We absolutely agree Jack. We are very experienced with re-orgs, particularly those that we expect will change at some time in the future. Our goal is to keep you intact with as little disruption as possible.  
 Actually Pauline is already trying to find RC's and Project numbers where they essentially stay the same except for the prefix of 11.

My calendar is up to date – hopefully you can see it. Tomorrow morning is relatively open though if that helps.

Donna Porter, CPA, CMA  
 A/Chief Financial Officer  
 Ministry of Advanced Education  
 Ph: 250 356-6819

**From:** Taekema, Jack GCPE:EX  
**Sent:** Tuesday, January 6, 2015 11:38 AM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Smith, Bruce G AVED:EX; Stewart, Dawn M GCPE:EX; Davison, Murna GCPE:EX; Gesslein, Tanya GCPE:EX; Champion, Denise GCPE:EX

**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Donna, we need to meet and talk about this before any action is taken on the COA. We have a long history with our current RC's and project numbers and given that the move to Adv Ed may change again in the future we need to ensure ongoing consistency with our GCPE structure. I understand that with the move to "019" ministry number some of the payroll numbers may have to change but we would like to ensure that is minimized that as well.

Let me know when a meeting would work for you.

Jack

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, January 6, 2015 11:13 AM  
**To:** Taekema, Jack GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX; Stewart, Dawn M GCPE:EX; Davison, Maurna GCPE:EX; Gesslein, Tanya GCPE:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Good morning Jack,

Unfortunately, we won't be able to coordinate that.

The budget transfers are already in progress and once that's done all the service lines automatically transfer to AVED (client 019).

We can make it easier – and will map out the "old" RC's vs "new" RC's. Pauline Critchley is our expert over here and is already mocking up the new chart. She's trying to make it as straight-forward as possible and will only change what is absolutely required.

If you have someone there that she can coordinate with – that will help.

In a nutshell – sorry but all RC's and Project Codes will have to change. It is completely out of our hands.

Give me a call – or set something up if you think we need to – we'd be happy to meet.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

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**From:** Taekema, Jack GCPE:EX  
**Sent:** Tuesday, January 6, 2015 10:57 AM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Smith, Bruce G AVED:EX; Stewart, Dawn M GCPE:EX; Davison, Maurna GCPE:EX; Gesslein, Tanya GCPE:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Donna, the requirement new project numbers and RC's will create a huge amount of effort to redo

the GCPE chart of accounts. I am really hoping that this project can be coordinated to the start of the new fiscal and we can properly plan this exercise.

We should meet to talk about this further.

Jack

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Monday, January 5, 2015 4:03 PM  
**To:** Taekema, Jack GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE - Nov Forecast

Hi again,

A couple things – I chatted with Pauline Critchley who manages our COA and she said that the service lines can transfer over but we need to set up new RCs and Project lines as the “11” series is exclusive to us at AVED.

I'll have her get in touch with Dawn – if she hasn't already.

**From:** Philps, Kathy AVED:EX  
**To:** Perrey, Jordan AVED:EX; Porter, Donna A AVED:EX; Samsonoff, Dale J AVED:EX  
**Cc:** Wyllie, Sandra AVED:EX  
**Subject:** RE: AVED re-org coordinated approach  
**Date:** Tuesday, January 6, 2015 2:26:46 PM

---

Thanks for the update Donna. Happy to work together to support a smooth transition.

Kathy

---

**From:** Perrey, Jordan AVED:EX  
**Sent:** Tuesday, January 6, 2015 1:51 PM  
**To:** Porter, Donna A AVED:EX; Samsonoff, Dale J AVED:EX  
**Cc:** Philps, Kathy AVED:EX; Wyllie, Sandra AVED:EX  
**Subject:** RE: AVED re-org coordinated approach

Thanks Donna.

My team really appreciates being in the loop.

As a follow-up I do have a meeting booked with GCPE's CIO for tomorrow. This is just to talk about gaps in their organization (from an IT perspective) and to develop a mutual understanding as we move forward.

Thanks again!

Jordan Perrey  
Chief Information Officer and Executive Director  
Technology and Business Transformation Branch  
Ministry of Advanced Education  
Cell: 250-415-1445

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**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, January 6, 2015 12:28 PM  
**To:** Samsonoff, Dale J AVED:EX; Perrey, Jordan AVED:EX  
**Cc:** Philps, Kathy AVED:EX; Wyllie, Sandra AVED:EX  
**Subject:** AVED re-org coordinated approach

Good afternoon,

As you know, the re-org (effective December 18<sup>th</sup>) is a little bigger than the exchange of Ministers. AVED has acquired both GCPE / SI (Strategic Initiatives) and BRDO (Board Resource Development Office). GCPE has ~200 FTEs, SI has ~100 FTEs and BRDO has 5. GCPE/SI is very self-sufficient and relatively fully contained with their own DM and all. They also have their own IT, HR and Finance departments. BRDO is small and self-sufficient as well.

This email is just a heads up that I've already had a couple meetings with my staff with respect to all that needs to happen for the re-org.  
The meetings tend to focus on the finance world, account coding, transfers and budgets.

Ultimately though, at certain times I asked for staff to coordinate with yours (Alison Cownden, Ross Flower) on different aspects – so I decided to invite them both to our first planning meetings.

These were strictly information only and operational in nature to ensure that we all had an idea of the considerations and steps that need to occur. They seemed to appreciate being kept in the loop being that our work does connect us.

In budget transfer conversations, I learned that GCPE/SI is very much supported by MTICS in their financial operations and procurement, as well as forecasting and roll-ups. Ultimately to about ½ an FTE.

I asked your staff to make contact with their counterparts in MTICS to determine how much of a role they play and what resources you might need – so it can be addressed in the budget transfer.

Alison has already connected with Michelle Loveless and they are self-sufficient, not needing much support at all from PAWS. They are more of a true HR department though – they seem to be hiring and on-boarding ALL the time.

Ross also thinks the IT department is self-sufficient – but I will wait to find out.

Our next meeting is planned for Thursday and Alison, Ross and Stephanie Carr will be optional.

If you have any questions or concerns, or would like to join us – you are most welcome. ☺

Please let me know if you have concerns about a potential strain on your existing resources.

Admittedly I don't completely know all that you do and would not want to make any assumptions. Now is the time to get budget if we feel that we can justify support to the new program.

Thanks,

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Corporate Finance Branch  
Ministry of Advanced Education  
Ph: 250 356-6819  
Cell: 250 480-9639

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**From:** [Longmuir, Heather MTIC:EX](#)  
**To:** [Critchley, Pauline AVED:EX](#)  
**Subject:** Paylist & Chart  
**Date:** Tuesday, January 6, 2015 4:44:45 PM  
**Attachments:** [GCPE Transfer - MTIC Chart Rollups.xlsx](#)  
[Paylist GCPE SID Jan 2015.xls](#)

---

Hi, here is the rollup info for GCPE/SID Chart.

Let me know if you have questions.

I have also attached a payroll report with all the paylists and staff. GCPE has multiple paylists – one for each ministry.

I hope that is all of it! Just call if you need additional info.

Thanks.

**Heather Longmuir**

Manager - Financial Operations and Reporting

Ministry of Technology, Innovation and Citizens' Services, Corporate Services Division

Financial and Administrative Services - "Results that Count"

E317 - 4000 Seymour Place

PO Box 9412 Stn Prov Govt

Victoria BC V8Z 3L1

Email: [Heather.Longmuir@gov.bc.ca](mailto:Heather.Longmuir@gov.bc.ca)

☎: (250) 356-1369 (work) 📠: (250) 952-8286 (fax)

**Carr, Stephanie AVED:EX**

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**From:** Porter, Donna A AVED:EX  
**Sent:** Wednesday, January 7, 2015 3:33 PM  
**To:** Carr, Stephanie AVED:EX  
**Cc:** Davidson, Paul AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** FW: Corporate Services Support  
**Attachments:** GCPE - BRDO - SID Tasks Time.xlsx

Sorry Stephanie I meant to send this to you as well.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Wednesday, January 7, 2015 3:31 PM  
**To:** Smith, Bruce G AVED:EX; Davidson, Paul AVED:EX  
**Subject:** FW: Corporate Services Support

Please have a look at this document – we'll discuss it tomorrow as to whether we're happy with what they are proposing.

Also, other than within this ministry – don't share with anyone.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

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**From:** Lavine, Teri MTIC:EX  
**Sent:** Wednesday, January 7, 2015 2:50 PM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Ngo, Dawn MTIC:EX; McEwan, Colin MTIC:EX  
**Subject:** Corporate Services Support

Hi Donna,

Attached is a summary document pulled together by the director's within my branch that outlines the work that they do in support of BRDO/GCPE/SID.

Roughly 1 FTE however it is spread over many functions:

- Financial operations 0.60 FTE
- Budget 0.25 FTE
- Facilities 0.2 FTE

GCPE has their own MCIO so our Info Mgmt Branch does not provide them with support.

Please let me know the outcome of your discussion with Kevin and hopefully we can get this finalized by week's end.

Teri



Tasks and Time Spent by FASB on GCPE-BRDO-SID

by FTE%

Tasks	Classification of FASB Staff	GCPE/BRDO/SID	Comments
<b>Financial Reporting, Accounts Payable and Assurance group</b>			
AP/JV/PO Entry:	Clk 9	.5 FTE	- GCPE enters own JV's and PO's - includes time for bank deposits
Accountable Advances (monitoring): Centralized Chargebacks and Allocations (FTE, Bank Charges, Legal Services, Records Storage, Open Government, Leave Liability, Union FOI	FO14	minimal	GCPE currently doing FOI reporting
Reporting to OCG (Monthly, Quarterly, YE) FIA (Knowledge Network): Annually	FO21	minimal	
Asset Set up (liaise with CAS): AR & Collections & Writeoffs:	FO18	minimal	
Financial Systems Access, Corporate Cards, 3CMB & EA's:	Clk 11	minimal	
General Financial Advice and Assurance	FO24	.1 FTE	
<b>Budgeting group</b>			
Quarterly RFS updates Input calendarization, vote descriptions Communications regarding budget transfers Year end JVs for corporate chargebacks	FO18	0.05 FTE	Work performed by Budget Analyst related to GCPE
Prep, analysis, offer guidance, phone calls, for month-end forecast updates Instructional/How To communications (no financial staff in office & they are in Vancouver) Prepare Invoice Coding Sheets (\$0 invoice), Journal Vouchers, AP adjustments to correct coding errors Provide direction and assistance with all budget related activities: STOB realignment, calendarization, etc.	FO18	0.2 FTE	Work performed by Budget Analyst related to BRDO
Communication regarding budget, reporting requirements Consolidation of quarterly TBS reports General budget advice	BL	minimal	Work performed by Director

Facilities group			
Ongoing Facilities support (e.g. answering questions, dealing with building issues, attending JOSH/Building committee meetings) is fairly minor	AO14	0.05 to 0.10 FTE	Work performed by Facilities Advisor
Project support for 2014/15 including the upcoming 617 Government LWS project (one time project). This mainly would be the attending of IPT meetings organized by RPD, and the actual implementation of the move over several days.	AO14 and ML1	0.05 FTE and 0.025 FTE respectively	Work performed by Facilities Advisor (AO14) and Manager of Facilities (ML 1)
Strategic support provided by Director for projects and ongoing facility and security issues	BL	0.02 FTE	
Security support mostly for security system clean-up and review as it was badly out of date (one time project).	AO21	minimal (10 hrs YTD)	

Note:

- GCPE's Susan Smith does the majority of direct facilities support for her division.
- Various staff at 525 Superior Street (Gurmeet, Linda Vale, Jesikah Post) performed the daily WSI service and minor client requests.

## **Carr, Stephanie AVED:EX**

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**From:** Carr, Stephanie AVED:EX  
**Sent:** Wednesday, January 7, 2015 3:50 PM  
**To:** Veronneau, Michael R MTIC:EX  
**Subject:** RE: GCPE & BRDO's move to AVED from MTIC

Thank you Michael ☺ I will keep this to myself!

---

### **Stephanie Carr**

*Facilities Manager and Ministry Business Continuity Planning (BCP)*

**Ministry of Advanced Education**

**TEL: 250.217.5251**

---

**From:** Veronneau, Michael R MTIC:EX  
**Sent:** Wednesday, January 7, 2015 3:44 PM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** RE: GCPE & BRDO's move to AVED from MTIC

Hey Stephanie, I put together an estimate of what we've done at the operations level (not strategic) for GCPE and SI, BRDO was not on my radar screen for any work..., and forwarded to Laurie for her review...I don't know at this point what she may have added/changed. Here is what I sent her...please keep under your hat...we're setup along the lines like Shelly Akam, where all the daily stuff/WSI requests are dealt with by a 'facilities' contact in the branches/divisions, and typically we only get involved when there is a move/need for furniture/building issue that needs to be escalated...

#### **GCPE/SI Support:**

Ongoing Facilities support (e.g. answering questions, dealing with building issues, attending JOSH/Building committee meetings) is: 0.05 — 0.10 of an FTE, Facilities Advisor AO14.

Project Support for 2014/15 including the upcoming 617 Government LWS project would be on the order of 0.05 FTE Facilities Advisor AO14 and 0.025 FTE Manager Facilities ML1. This mainly would be the attending of IPT meetings organized by RPD, and the actual implementation of the move over several days.

Cheers,  
Michael

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Wednesday, January 7, 2015 3:30 PM  
**To:** Veronneau, Michael R MTIC:EX  
**Subject:** GCPE & BRDO's move to AVED from MTIC

Hi Michael, I just wanted to touch base with you about your previous involvement with these two entities....

I do understand that GCPE and Strategic Operations are "stand alone" in the sense that they have their own operations support staff. If you provided any type of support, please let me know.

Board Resourcing & Development Office — very small office in Vancouver — I would think that you provided support to them — and if so, to what degree?

Any insight is much appreciated!

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**Stephanie Carr**

*Facilities Manager and Ministry Business Continuity Planning (BCP)*

**Ministry of Advanced Education**

**TEL: 250.217.5251**

**Gunn, Mary E AVED:EX**

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**From:** Porter, Donna A AVED:EX  
**Sent:** Wednesday, January 7, 2015 7:39 AM  
**To:** Carr, Stephanie AVED:EX; Davidson, Paul AVED:EX; Gunn, Mary E AVED:EX; Choo, Julie AVED:EX  
**Subject:** FW: GCPE All Staff 2014  
**Attachments:** GCPE All Staff 2014 (7).xlsx  
**Categories:** Re-org

Hi everyone, as promised, here is a list of GCPE staff from Ross - it's a bit outdated but a good guide to know where they are.

Donna Porter, CPA, CMA  
AVChief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

**From:** Flower, Ross AVED:EX  
**Sent:** Monday, January 5, 2015 11:40 AM  
**To:** Porter, Donna A AVED:EX; Critchley, Pauline AVED:EX; Soo, Rosilyn L AVED:EX; Cownden, Alison AVED:EX  
**Subject:** FW: GCPE All Staff 2014

Ross Flower  
250 217-5329

**From:** Porter, Rodney GCPE:EX  
**Sent:** Monday, December 22, 2014 2:57 PM  
**To:** Flower, Ross AVED:EX  
**Subject:** GCPE All Staff 2014

Government Communications and Public Engagement					
24 Hour Building Emergency Contact Number for 617 Government Street: 8-1-877-222-3112				General Enquiries to:	
HQ Mailing Address: PO Box 9409, Stn Prov Govt, Victoria, BC V8W 9V1				Reception @ 250 367-1337	
GCOPE Today's News Online: 4th Fl, 617 Government St, Victoria, BC V8Y 2M1				Revised December 22, 2014	
First Aid Hotline: 250-413-6888 - IN CASE OF SERIOUS INJURY OR LOSS OF CONSCIOUSNESS CALL 9-1-1 FIRST					
For Internal Use Only - Confidential Staff Contact Information					
DEPUTY MINISTER'S OFFICE		Direct	Cell and/or BB	Fax	Home
John Paul Freer	Deputy Minister	358-8527		n/a	
Kiran Gilla	Executive Coordinator	358-8277		n/a	
STRATEGIC PLANNING AND PUBLIC ENGAGEMENT DIVISION					
Matt Gordon	Assistant Deputy Minister, Strategic Planning and Public Engagement	358-7398		n/a	
Katherine Laurence	Strategic Communications Advisor (Vancouver)	604 775-1669		n/a	
Writing and Editorial Services					
Jon Chant	Director, Writing and Editorial Services	387-7194		387-6887	
Robin Platts	Communications Manager	n/a		387-6887	
Linda Stagg	Senior Writer	387-4534		387-6887	
Amy Steggle	Writer	387-0760		387-6887	
George Collicott	Writer	953-4339		387-6887	
Marc Boudreau	Writer	358-7397		387-6887	
Shannon Horlor	Writer	812-6823		387-6887	
Marketing and Communications Support Services					
Mary Dila	Executive Director, Marketing and Communications Support Services	358-7823		387-6076	
Mike Wilson	Strategic Communications Advisor	n/a		387-6076	
Advertising and Marketing Services					
Kevin Groot	Senior Marketing Officer	387-1374		387-1436	
Regan Macdonald	Senior Marketing Officer	358-9123		387-1436	
Hida Ozawa	Marketing Officer	n/a		387-1436	
Kristi Maier	Communications Coordinator	387-3957		387-1436	
Graphic Design					
Andrew Pratt	Director, Graphic Design Unit	358-8120		387-6076	
Calvin Jones	Senior Graphic Designer	358-8565		387-6076	
Carle Miller	Graphic Designer	953-4087		387-6076	
Don Craig	Graphic Designer	358-7395		387-6076	
Tara Kemmer	Graphic Designer	358-8129		387-6076	
Social Media and Digital Services - Changes to ministry home pages need to be routed to MTICS Corporate Site and Web Services (form via <a href="http://jeppark/sitohelpdesk/user/login.asp">http://jeppark/sitohelpdesk/user/login.asp</a> )					
Please use the GCOPE Newsroom division list for all newsroom/social media requests:GCOPENEWSRM@Victoria.gov.bc.ca					
Brocke Finnigan	Director, Digital Content	358-7363		387-6076	
Aashlea Wilson	Online Communications Officer	358-1110		387-6076	
Cris Vreck	Online Communications Officer	387-1863		387-6076	
Nicholas Johnson	Online Communications Officer	n/a		387-6076	
Justin Schneider	Visual Communications Officer	387-2255		387-6076	
Kyle Surovy	Visual Communications Officer (Vancouver)	604 363-5343		604 775-11	
COMMUNICATIONS AND MEDIA RELATIONS DIVISION					
Kelly Gleason	Assistant Deputy Minister, Communications and Media Relations	358-8608		n/a	
Strategic Planning and Events					
Melissa Safarik	Corporate Director	387-2519		387-6076	
Robyn Croft	Corporate Planning Officer	387-2507		387-6076	
Deb Brendeland	Manager, Event Services	358-2087		387-6687	
Lucy Lokmeier	Protocol Manager	358-6177		387-0718	
Chelsie Luciani	AP/Protocol Manager	358-9414		387-0718	
Louise Denis	Events Coordinator	387-1723		387-6687	
Tiffany Nelson	Events Coordinator	358-2239		387-6687	
Brenda Martin	Protocol Assistant	358-7294		387-0718	
Jenny Pescod	Protocol Assistant	358-7916		387-0718	
Vancouver Office	Suite 740, 999 Canada Place, Vancouver BC V6C 3E1				
Antah Dwivedi	Events Coordinator	778 675-9129		604 660-23	
Media Relations/Newsroom					
24/7 Media Line: 358-2458					
Karen van Marum	Director, Media Relations	387-6693		387-6076	
Sonia Lowe	Media Relations Officer	387-0779		387-6076	

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Page 1 of 7

Media Monitoring Services		Direct	Cell and/or BB	Fax	Home
Scott Ryckman	Director, Media Monitoring Services	356-5735		356-5901	
Alexandra Peaker	Online Editor	356-7589		356-5901	
Brian Decker	Online Editor	n/a		356-5901	
Colleen Graham	Online Editor	356-7589		356-5901	
Dennis Carson	Online Editor	356-7589		356-5901	
Jenet Rogers	Online Editor	387-8461		356-5901	
Laurie Granberg	Online Editor	356-7589		356-5901	
Lawrence Ormerod	Online Editor	356-7589		356-5901	
Lisa Roscoe	Online Editor	356-7596		356-5901	
Olivia Scott	Online Editor	n/a		356-5901	
Peter Tolman	Online Editor	356-7589		356-5901	
Rebecca Knapman	Online Editor	n/a		356-5901	
Robin Miller	Online Editor	356-7589		356-5901	
Rod Neufeld	Online Editor	356-7589		356-5901	
Tara Wells	Online Editor	356-7589		356-5901	
Tony Hanak	Online Editor	387-0072		356-5901	
Stephanie Ratcliffe	Transcriber	356-2567		356-5901	
Sofone Hinkley	Media Monitoring Assistant	n/a		356-5901	
<b>Aboriginal Relations and Reconciliation</b>					
(Room 323, Parliament Buildings, PO Box 9051 Stn Prov Govt, Victoria, BC V8W 9E2)					
Lisa Leslie	Communications Director	653-3211		356-2213	
<b>Communications Office: Aboriginal Relations and Reconciliation</b>					
(5th Fl, 2957 Jutland Rd, PO Box 9116 Stn Prov Govt, Victoria, BC V8W 9B1) General Public Enquiries to Ministry Switchboard @ 1					
Leanne Ritchie	Communications Manager	387-1204		356-2213	
Christine Harbord	Senior Public Affairs Officer	387-6707		356-2213	
Edward Hill	Public Affairs Officer	356-5831		356-2213	
Gordon Keast	Public Affairs Officer	387-1450		356-2213	
Jeremy Uppenberg	Public Affairs Officer	387-1253		356-2213	
Sandy Hall	Public Affairs Officer	356-7324		356-2213	
<b>Advanced Education</b>					
(Room 133, Parliament Buildings, PO Box 9080 Stn Prov Govt, Victoria, BC V8W 9E2)					
Rodney Porter	Communications Director	952-8508		356-6942	
<b>Communications Office: Advanced Education</b>					
(3rd Fl, 835 Humboldt St, PO Box 9885 Stn Prov Govt, Victoria, BC V8W 9T6)					
Stacey McGaghey Jones	Communications Manager	952-8400		356-6942	
Allison Antrobus	Public Affairs Officer	356-8706		356-6942	
Richelle Pank	Public Affairs Officer	359-7679		356-6942	
Sarah Newton	Junior Public Affairs Officer	356-5087		356-6942	
<b>Agriculture</b>					
(Room 325, Parliament Buildings, PO Box 9043, Stn Prov Govt, Victoria, BC V8W 9E2)					
Dave Crebo	Communications Director	Minister's Office: 953-0640	356-1812	387-9105	
<b>Communications Office: Agriculture</b>					
(5th Fl, 608 Douglas St, PO Box 9120 Stn Prov Govt, Victoria, BC V8W 9B4) General Enquiries: 387-8121					
Robert Boelens	Communications Manager	356-1674		387-9105	
David Townsend	Public Affairs Officer	356-7098		387-9105	
<b>Children and Family Development</b>					
(Room 238, Parliament Buildings, PO Box 5057, Stn Prov Govt, Victoria, BC V8W 9E2)					
Karen Johnston	Communications Director	356-2007		356-3007	
<b>Communications Office: Children and Family Development</b>					
(8th Fl, 765 Broughton St, PO Box 8724, Stn Prov Govt, Victoria, BC V8W 9S2)					
Kirsten Lauvaas	Communications Manager	356-1553		356-3007	
Sheldon Johnson	Manager, Media Relations and Issues Management	356-1639		356-3007	
Sharon Larabee	Senior Public Affairs Officer	356-0543		356-3007	
Heidi Zide	Public Affairs Officer	356-2028		356-3007	
Heather Burns	Communications Coordinator	356-0233		356-3007	
<b>Community, Sport and Cultural Development</b>					
(Room 124, Parliament Buildings, PO Box 9059, Stn Prov Govt, Victoria, BC V8W 9E2)					
Gillian Rhodes	Communications Director	Minister's Office: 387-8838	953-3677	356-1070	
<b>Communications Office: Community, Sport and Cultural Development</b>					
(1st Fl, 800 Johnson St, PO Box 9848, Stn Prov Govt, Victoria, BC V8W 9T3) General Enquiries to: 952-1887					
Bonnie Bates Gibbs	Communications Manager	356-6334		356-1070	
Alec Tufty	Public Affairs Officer	387-8031		356-1070	
Allison Giles	Public Affairs Officer	356-6305		356-1070	
Marika Glickman	Public Affairs Officer	356-0979		356-1070	
Rachel Nesbitt	Public Affairs Officer	387-0104		356-1070	

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Education		Direct	Cell and/or BB	Fax	Home
(Room 310, Parliament Buildings, PO Box 9045, Stn Prov Govt, Victoria, BC V8W 9E2)					
Robert Pauliszy	Communications Director	n/a		356-5945	
<b>Communications Office: Education</b>					
(5th Fl, 620 Superior St, PO Box 9169, Stn Prov Govt, Victoria, BC V8W 5H1)		General/Public Enquiries to Reception @ 387-4611			
Brett Lowther	Communications Manager	356-9888		356-5945	
Scott Sutherland	Senior Public Affairs Officer	366-8713		356-5945	
Ben Green	Public Affairs Officer	356-8166		356-5945	
Hannah Lawrie	Public Affairs Officer	356-7812		356-5945	
Jessica Li	Public Affairs Officer	356-5288		356-5946	
Matt Silver	Public Affairs Officer	367-5940		356-5945	
Kaitlyn Rosenberg	Junior Public Affairs Officer	n/a		356-5945	
<b>Energy and Mines and Minister Responsible for Core Review</b>					
(Room 302, Parliament Buildings, PO Box 9060, Stn Prov Govt, Victoria, BC V8W 9E2)					
David Haslam	AI/Communications Director	952-0509		952-0627	
<b>Communications Office: Energy and Mines and Minister Responsible for Core Review</b>					
(8th Fl, 1810 Blanshard St, PO Box 9380, Stn Prov Govt, Victoria, BC V8W 5M5)					
Dan Gilmore	Communications Manager	952-0067		952-0627	
Glen Plummer	Senior Public Affairs Officer	952-0559		952-0627	
Colin Grewar	Public Affairs Officer	952-0650		952-0627	
Jake Jacobs	Public Affairs Officer	952-0028		952-0627	
Michèle Suric	Public Affairs Officer	952-0173		952-0627	
<b>Environment</b>					
(Room 112, Parliament Buildings, PO Box 9047, Stn Prov Govt, Victoria, BC V8W 9E2)					
David Chebo	Communications Director	387-9973		356-6464	
<b>Communications Office: Environment</b>					
(3rd Fl, 2975 Jutland Rd, PO Box 9360, Stn Prov Govt, Victoria, BC V8W 5M2)					
Bernadette Murphy	Communications Manager	356-0202		356-6464	
Brian Cotton	Senior Public Affairs Officer	387-9518		356-6464	
David Kern	Senior Public Affairs Officer	953-3834		356-6464	
Kathy Clouder	Public Affairs Officer	387-6705		356-6464	
Santanu Dalal	Public Affairs Officer	387-9745		356-6464	
Kimberley Franklin	Public Affairs Officer	953-3688		356-6464	
Hannah Glover	Junior Public Affairs Officer	387-9630		356-6464	
<b>Finance</b>					
(Room 153, Parliament Buildings, PO Box 9046, Stn Prov Govt, Victoria, BC V8W 9E2)					
Jamie Edmondson	Communications Director	356-2821		356-2822	
<b>Communications Office: Finance</b>					
(Room 109, 817 Government St, PO Box 9488 Stn Prov Govt, Victoria, BC V8W 9V6)					
Janet Stewart	Communications Manager	356-9872		356-2822	
Jessica McLaughlin	Senior Public Affairs Officer	387-6591		356-2822	
Brennan Clarke	AI/Senior Public Affairs Officer	387-3514		356-2822	
Kristen Youngs	Public Affairs Officer	387-5092		356-2822	
Kate Scallion	Junior Public Affairs Officer	n/a		356-2822	
<b>Forests, Lands and Natural Resource Operations</b>					
(Room 248, Parliament Buildings, PO Box 9049, Stn Prov Govt, Victoria, BC V8W 9E2)					
Vivian Thomas	Communications Director	356-2476		387-8694	
<b>Communications Office: Forests, Lands and Natural Resource Operations</b>					
(3rd Fl, 780 Blanshard St, PO Box 9426, Stn Prov Govt, Victoria, BC V8W 9V1)					
Sharon Dunn	Communications Manager	356-0998		387-8694	
Logan Wenham	Senior Public Affairs Officer	953-3675		387-8694	
Chris Gudgeon	Public Affairs Officer	356-7508		387-8694	
Graig Belhel	Public Affairs Officer	356-5261		387-8694	
Lindsay Affleck	Public Affairs Officer	953-4200		387-8694	
Thomas Winterhoff	Public Affairs Officer	356-2133		387-8694	

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Health		Direct	Cell and/or B	Fax	Home
(Room 337, Parliament Buildings, PO Box 9050, Stn Prov Govt, Victoria, BC V8W 9E2)					
Ryan Jebb	Communications Director	n/a		952-1883	
<b>Communications Office: Health</b>					
(5th Fl, 1815 Blanshard St, PO Box 9844, Stn Prov Govt, Victoria, BC V8W 9P1) General Enquiries to 952-1887					
Carolee Thistle-Walker	Communications Manager	952-1644		952-1883	
Kristy Anderson	Manager, Media Relations and Issues Management	952-3387		952-1883	
Brent Shepherd	Senior Public Affairs Officer	952-2637		952-1883	
Cindy MacDougall	Senior Public Affairs Officer	952-3552		952-1883	
Laura Heinze	Senior Public Affairs Officer	952-2462		952-1883	
Stephen May	Senior Public Affairs Officer	952-3401		952-1883	
Angela Frattaroli	Public Affairs Officer	952-1688		952-1883	
Laura Stovel	Public Affairs Officer	952-1423		952-1883	
Lisa Filling	Public Affairs Officer	952-2926		952-1883	
Nicole Beneteau	Public Affairs Officer	952-2158		952-1883	
Sarah Lindstein	Public Affairs Officer	952-2462		952-1883	
Matthew Belanger	Communications Coordinator	952-1881		952-1883	
<b>International Trade and Minister Responsible for Asia Pacific Strategy and Multiculturalism</b>					
(Room 348, Parliament Buildings, PO Box 9063, Stn Prov Govt, Victoria, BC V8W 9E2)					
Carolyn Helman	Communications Director	356-7104		356-9829	
<b>Communications Office: International Trade and Minister Responsible for Asia Pacific Strategy and Multiculturalism</b>					
(8th Fl, 1810 Blanshard St, PO Box 9380, Stn Prov Govt, Victoria, BC V8W 9M6)					
Lauren Mitholland	Communications Manager	356-8613		356-9829	
Courtney Carne	Senior Public Affairs Officer	356-9613		356-9829	
Kathryn Hardy	Public Affairs Officer	387-1693		356-9829	
<b>Intergovernmental Relations Secretariat Communications Office</b>					
Carolyn Helman	Communications Director	356-7104		356-9829	
<b>Multiculturalism Communications Office - Vancouver</b>					
(Suite 201, 855 Hornby St, Vancouver, BC V6Z 2G3)					
Ajaib Sidhu	Online Editor	n/a		604 680-6703	
Cindy Dan	Online Editor	604 775-1167		604 680-6703	
Mary Lo	Media Relations Officer	604 776-2408		604 680-6703	
Pam Bains	Public Affairs Officer	n/a		604 680-6703	
<b>Jobs, Tourism and Skills Training and Minister Responsible for Labour</b>					
<b>Minister of State for Tourism and Small Business</b>					
(Room 138, Parliament Buildings PO Box 9071, Stn Prov Govt, Victoria, BC V8W 9E2)					
Jason Keenan	Communications Director	356-0187		356-9829	
<b>Communications Office: Jobs, Tourism and Skills Training and Minister Responsible for Labour</b>					
<b>Minister of State for Tourism and Small Business</b>					
(8th Fl, 1810 Blanshard St, PO Box 9380, Stn Prov Govt, Victoria, BC V8W 9M6)					
Carolee McAndrews	Communications Manager	356-9889		356-9829	
David Currie	Manager, Media Relations and Issues Management	387-2707		356-9829	
Kendra Greek	Senior Public Affairs Officer	952-0522		356-9829	
Pavan Bajwa	Senior Public Affairs Officer	356-8177		356-9829	
Barb Usina	Senior Public Affairs Officer	952-0262		356-9829	
Gabrielle Price	Public Affairs Officer	952-0163		356-9829	
Janis Robertson	Public Affairs Officer	952-0876		356-9829	
Lara Hurrell	Public Affairs Officer	356-7959		356-9829	
Michele May	Junior Public Affairs Officer	387-9289		356-9829	
Jillian Milne	Communications Coordinator	952-0624		356-9829	
<b>Justice</b>					
(Room 232, Parliament Buildings, PO Box 9044, Stn Prov Govt, Victoria, BC V8W 9E2)					
Jeff Groot	Communications Director (Public Safety) Minister's Office: 952-7288	356-1196		387-1753	
Tasha Scholten	Communications Director (Attorney General)	387-3572		356-1506	
<b>Communications Office: Public Safety</b>					
(2nd Fl, Courtyard, 1001 Douglas St, PO Box 9282, Stn Prov Govt, Victoria, BC V8W 9J7)					
Carol Turner	Communications Manager	387-0835		387-1753	
Ian Indudson	Senior Public Affairs Officer	356-6391		387-1753	
Morningstar Pinto	Senior Public Affairs Officer	356-8999		387-1753	
Niki Pandachuck	Public Affairs Officer	387-5003		387-1753	
Stuart Bertrand	Public Affairs Officer	356-6538		387-1753	

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<b>Policing and Community Safety Branch</b> (10th Fl, 1001 Douglas Street, PO Box 9265, Stn Prov Govt, Victoria, BC V8W 9J7)			
Donna Silar	Communications Manager	387-3620	356-7747
<b>Emergency Management BC</b> (Block A, Suite 200, 2281 Keating Cross Road, PO Box 9201, Stn Prov Govt, Saanichton, BC V8W 9J1)			
Julianne McCaffrey	Communications Manager	952-5045	952-4871
Andy Watson	Senior Public Affairs Officer	952-5062	952-4871
Ashley Spilak	Online Communications Officer	n/a	952-4871
Jennifer McLarty	Online Communications Officer	n/a	952-4871
Lisa Barrett	Online Communications Officer	n/a	952-4871
<b>Communications Office: Attorney General</b> (2nd Fl, 534 Humboldt Street, PO Box 8206, Stn Prov Govt, Victoria, BC V8W 9J1)			
Kelsie Carwithen	Communications Manager	952-7302	356-5186
Jennifer Cador	Senior Public Affairs Officer	953-3196	356-5186
Jim Zeeben	Public Affairs Officer	387-6708	356-5186
Lindsay McGray	Public Affairs Officer	952-0394	356-5186
<b>Natural Gas Development and Minister Responsible for Housing</b> (Room 126, Parliament Buildings, PO Box 9052, Stn Prov Govt, Victoria, BC V8W 9E2)			
Paul Woolley	Communications Director	952-0521	952-0527
<b>Communications Office: Natural Gas Development and Minister Responsible for Housing</b> (6th Fl, 1810 Blanshard Street, PO Box 9350, Stn Prov Govt, Victoria, BC V8W 9M6)			
Christine Ash	Communications Manager	952-0523	952-0527
Maryann Anderson	Senior Public Affairs Officer	952-0152	952-0527
Darren Harbord	Senior Public Affairs Officer	952-0655	952-0527
Darren Beaupre	Public Affairs Officer	356-5882	952-0527
Melissa Peters	Public Affairs Officer	387-1373	952-0527
Sandra Sisto	Public Affairs Officer	952-0617	952-0527
Colleen Hildebrandt	Junior Public Affairs Officer	952-0282	952-0527
<b>Social Development and Social Innovation</b> (Room 247, Parliament Buildings, PO Box 9058, Stn Prov Govt, Victoria, BC V8W 9E2)			
Corinne Ffion	Communications Director	387-8489	356-7801
<b>Communications Office: Social Development and Social Innovation</b> (7th Fl, 614 Humboldt Street, PO Box 9933, Stn Prov Govt, Victoria, BC V8W 9R2)			
Joanne Whistler	Communications Manager	387-6490	356-7801
Kristle Kisteofferson	Senior Public Affairs Officer	356-1670	356-7801
Deby Brooke	Public Affairs Officer	356-2262	356-7801
Grant Kerr	Public Affairs Officer	387-5635	356-7801
<b>Technology, Innovation and Citizens' Services</b> (Room 348, Parliament Buildings, PO Box 9368, Stn Prov Govt, Victoria, BC V8W 9E2)			
Blair Phelps	Communications Director	387-3134	356-1653
<b>Communications Office: Technology, Innovation and Citizens' Services</b> (Room 233, 553 Superior Street, PO Box 9577, Stn Prov Govt, Victoria, BC V8W 9K1)			
Melody Way	Communications Manager	387-0172	356-1653
Shona Boisvert	Public Affairs Officer	356-0011	356-1653
Stephan Herman	Public Affairs Officer	953-3629	356-1653
<b>Transportation and Infrastructure</b> (Room 306, Parliament Buildings, PO Box 9055, Stn Prov Govt, Victoria, BC V8W 9E2)			
Liz Bicknell	Communications Director	953-4865	356-2950
<b>Communications Office: Transportation and Infrastructure</b> (5C-940 Blanshard Street, PO Box 9850, Stn Prov Govt, Victoria, BC V8W 9T5) Enquires to Ministry Switchboard @ 387-3198 Weekend Media Line : 413-7541			
Tish Rolston	Communications Manager	356-7707	356-2950
Craig Chambers	Senior Public Affairs Officer	387-5708	356-2950
Lara Perzoff	Senior Public Affairs Officer	356-0825	356-2950
Lisanna Brownass	Senior Public Affairs Officer	387-5710	356-2950
Cindy Cousins	Public Affairs Officer	387-8828	356-2950
Elizabeth Thomson	Public Affairs Officer	387-7787	356-2950
Kate Trotter	Public Affairs Officer	387-8618	356-2950
Leanne Flood	Public Affairs Officer	356-9048	356-2950
Robert Adam	Public Affairs Officer	356-8241	356-2950

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<b>STRATEGIC INITIATIVES DIVISION</b>			
1st and 2nd Floors, 525 Superior Street, PO Box 9436, Stn Prov Govt, Victoria, BC V8V 1T7			
4th Fl, 517 Government Street, PO Box 9409, Stn Prov Govt, Victoria, BC V8V 2M1			
Denise Champion	Assistant Deputy Minister, Strategic Initiatives Division	953-4985	387-3534
Walter Moser	Executive Director, Corporate Online Services	n/a	387-2144
<b>Strategic Design and Transformation</b>			
Alex MacLennan	Executive Director, Strategic Business Transformation	n/a	356-7391
Savannah Murphy	Director, Strategic Business Transformation	n/a	356-7391
Genevieve Racine	Content Strategist	n/a	387-2144
Mark Wilson	Service Design Specialist	n/a	387-2144
Rommel Agbay	User Experience Specialist	n/a	387-2144
Ashley Johnston	User Experience Specialist	n/a	387-2144
Wendy Kenney	User Experience Specialist	n/a	387-2144
Sumesh Wadhwa	User Experience Specialist - Research	n/a	387-2144
Deanna Young	User Experience Specialist	n/a	387-2144
Rex Turiano	Service Design Specialist	380-8339	387-2144
<b>Corporate Online Services</b>			
Steve Albert	Director, Online Service Solutions	953-3937	387-2144
Dan Hiten	User Experience Manager	852-6634	387-2144
Jeff Colopy	Manager, Solution Design	n/a	387-2144
Paul Crossley	Manager, Authenticated Web	n/a	387-2144
Daniel Nevin	Manager, Research & Development	n/a	387-2144
Zhobin Su	CMS Architect	n/a	387-2144
Jon Hallas	Technical Architect of Middleware & Monitoring	387-5102	387-2144
Shere Hook	Portfolio Manager, Web Analytics and Reporting	387-5865	387-2144
Garrett Cormack	Director, Technology Infrastructure and Operations Services	n/a	387-2144
Justin Hewitt	Manager, Online Solutions	n/a	387-2144
Heldi Lockonby	Information Architect	n/a	387-2144
Jason Loo	User Experience Specialist, Design	n/a	387-2144
Robert deLange	Technical Architect	952-0820	387-2144
Gary Dhaliwal	Database Administrator	n/a	387-2144
Jane Dixon	Service Desk/Rapid Development Analyst	387-7504	387-2144
Adam Ell	Web Performance Analyst	n/a	387-2144
Laura Farrell	Training & Documentation Coordinator	952-6833	387-2144
Salor Zhang	Senior Application Developer	n/a	387-2144
Ryan Jones	Web Systems Analyst	n/a	387-2144
Bonnie Keck	Information Systems Analyst	387-7843	387-2144
James Krull	Ministry Information Security Officer	n/a	387-2144
Sam Lee	Technical Architect	387-7241	387-2144
Raymond Lowe	Senior Web Application Developer	n/a	387-2144
Carolyn Motor	Client Business Analyst, Corporate Online Services	356-3510	387-2144
Karim Mustafa	Senior Java Developer	n/a	387-2144
Eric Na	Lead Web Systems Analyst	n/a	387-2144
Terry Niles	Technology Operations Support Analyst	952-6823	387-2144
William Shee	Web Technical Team Lead	n/a	387-2144
Len Skibo	Portfolio Manager, Search	n/a	387-2144
Jeffrey Stewart	Web Technical Analyst	953-3930	387-2144
Craig Stuart	Lead Web Systems Analyst	n/a	387-2144
Fred Wen	Senior Solution Architect	387-7242	387-2144
Daniel Yona	Web Technical Analyst	387-3961	387-2144
<b>Business and Communications Solutions</b>			
4th Fl, 517 Government St, PO Box 9409, Stn Prov Govt, Victoria, BC V8V 6V1			
General Enquiries to GCPE Service Desk Direct: 250-358-6000 or email: gcpe.servicedesk@gov.bc.ca			
Stephen Barnford	Director, Business and Communications Solutions	n/a	387-6687
Anne Krutzmann	Business Operations Analyst	n/a	387-6687
John Michael Bird	Solutions Architect	n/a	387-6687
Tony Jiang	Solutions Developer	n/a	387-6687
Kim Forsch	Senior Systems Analyst	n/a	387-6687
Curtis Kayfish	Senior Technical Architect	n/a	387-6687
Carolynn Hunter	Senior Online Communications Officer	n/a	387-6687
Donna Lowe	Senior Online Communications Officer	n/a	387-6687
Charles Macpherson	Technical Services Manager	387-1790	387-6687
Ryan Franchuk	Service Desk Analyst	356-3000	387-6687

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<b>Project Management Office</b>			
Fran Morrison	Director, Project Management Office	952-9812	387-2144
Paul Roberts	Senior Project Manager	n/a	387-2144
Karen Smith	Project Coordinator	n/a	387-2144
<b>Citizen Engagement</b>			
David Hume	Executive Director, Citizen Engagement	n/a	356-7391
Dominic Seilerle	Manager, Performance and Analysis	n/a	356-7391
Tanya Twynstra	Director	n/a	356-7391
Lisa Guiney	Professional Development Specialist, Public Engagement	n/a	356-7391
David Wrote	Director, Design Strategy	n/a	356-7391
Loren Mullane	Community Engagement and Web Lead	n/a	356-7391
Jessika Post	Engagement Coordinator	953-3470	356-7391
<b>Enterprise Data Services</b>			
Elaine Dawson	Director, Enterprise Data Services	952-7067	387-2144
Peter Wang	Senior Database Administrator	n/a	387-2144
Leo Lou	Middleware & Application Delivery Specialist	952-8852	387-2144
Steve Darvil	Spatial Infrastructure Analyst	952-6835	387-2144
Stuart Hepburn	Team Lead, Data Warehouse Population/ETL Services	953-3976	387-2144
Greg Gale	Senior Data Warehouse ETL Specialist	387-3682	387-2144
Greg Lawrence	Team Lead, Metadata and Catalogue Services	952-8803	387-2144
Hernando Grisales	Head, Data Architecture and Data Management	n/a	387-2144
Annika Livingston	Senior Spatial Data Administrator	n/a	387-2144
Robert Johnson	Service Configuration Specialist	n/a	387-2144
Richard Pardo Figueroa	Senior Spatial Data Administrator	387-8664	387-2144
Daniel Eder	Senior Spatial Data Administrator	387-7915	387-2144
Mika Dunham-Wikie	Senior Spatial Data Administrator	387-5155	387-2144
Kevin Melcarffe	Spatial Data Administrator	952-6882	387-2144
Jaklyn Vervynck	Data Administrator	952-6864	387-2144
Colin Newall	Team Lead, Spatial Architecture & Strategic Initiatives	387-9556	387-2144
Bob Nicholson	Senior Business Analyst	387-3866	387-2144
Brian Kelsey	Technical Architecture Analyst	387-9710	387-2144
Michael Ross	Geoweb Architect	387-3995	387-2144
Nicole de Greef	Senior Business Analyst	387-3032	387-2144
Chris Spicer	Team Lead & Domain Architect	952-7954	387-2144
Michelle Dourville	Spatial Technology Analyst	953-3836	387-2144
Terry Lankree	Senior Spatial Application Analyst	387-4180	387-2144
Bruce Tonkin	Technical Specialist	952-6845	387-2144
Andrew Krakowski	Spatial Infrastructure Analyst	952-6875	387-2144
<b>Workforce Support Services</b>			
Michelle Loveless	Director, Workforce Support Services	387-8067	387-3534
<b>Human Resources</b>			
Gurmeet Sid	Manager, Talent Services	953-3453	387-3534
Janele Heron	Staffing and Development Officer	356-0100	387-3534
Becky Hamilton	Human Resources Coordinator	387-1420	387-3534
Linda Reed	Human Resources Coordinator	387-1420	387-3534
<b>Administrative Services</b>			
Sue Smith	Administrative Services Officer	387-1449	387-6687
Linda Gellert	Facilities Assistant	387-5282	387-6687
Abbie Henderson	Receptionist	387-1337	387-6718
<b>Records Services</b>			
Bruce Foster	Records Services Officer	n/a	356-7391
Cathy Beals	Records Clerk	n/a	356-7391
Linda Vale	Records Clerk	356-2045	387-6687
Dana Hayes	FOI Coordinator	356-2045	387-6687
<b>Financial Operations</b>			
Jack Taekema	Director, Financial Operations	n/a	356-7391
Dawn Stewart	Manager, Financial Services	356-6595	387-6687
Tanya Gesslein	Financial Business Analyst	952-7956	356-7391
Maurna Davison	Financial Analyst	387-1457	356-7391
Tracey Dodge	Financial Analyst	356-7513	387-6687
Alexandre Bata	Financial Services Coordinator	387-0082	387-6687
Lela Kujanpaa	Financial Services Clerk	387-2526	387-6687

s.17

s.22

**From:** Porter, Donna A AVED:EX  
**To:** Critchley, Pauline AVED:EX  
**Subject:** FW: Financial Info - BRDO and GCPE  
**Date:** Wednesday, January 7, 2015 9:13:03 AM

---

These amounts reconcile now.

I was told that the ESM transfers hadn't been done – but apparently they are just being added to the budget transfers.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Ngo, Dawn MTIC:EX  
**Sent:** Tuesday, January 6, 2015 2:52 PM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Lavine, Teri MTIC:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Hi Donna,

My apologies, I should have included explanations for the budget increases. Maggie had asked us to include the allocations for the Economic Stability Mandate (ESM) in the budget transfer amounts even though they have not been entered into BCOA.

BRDO

Fiscal Year	Budget	ESM Allocation	Total Budget Transfer
2015/16	0.447M	.001M	0.448M
2016/17	0.447M	.003M	0.450M
2017/18	0.447M	.006M	0.453M

GCPE/SID

Fiscal Year	Budget	ESM Allocation	Total Budget Transfer
2015/16	37.255M	0.069M	37.324M
2016/17	37.255M	0.116M	37.371M
2017/18	37.255M	0.458M	37.713M

Thank you,  
Dawn

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, January 6, 2015 2:41 PM  
**To:** Ngo, Dawn MTIC:EX  
**Cc:** Lavine, Teri MTIC:EX; Smith, Bruce G AVED:EX

**Subject:** RE: Financial Info - BRDO and GCPE

Hi Dawn,

I have a question about the budget transfers – we're trying to reconcile and verify but can't.

The BRDO transfer is pretty straight forward although I would appreciate knowing where the increases are in the out years. Do you have the budget again for BRDO or did it end up at JTST?

The GCPE/SI budget is showing straight lined at \$37.255M in Estimates but in the transfer document is:

2015/16 = \$37.324M

2016/17 = \$37.371M

2017/18 = \$37.713M

Again, can you let us know where the increases are in the out years?

I'll go ahead and approve once I can show Kevin - should be tomorrow morning.

Thanks,

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Ngo, Dawn MTIC:EX  
**Sent:** Tuesday, December 23, 2014 11:19 AM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Lavine, Teri MTIC:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Hi Donna,

Please find attached the following:

1. BCOA Budget Summary 15-16. As the inter-ministry transfer for BRDO to JTST has already been processed by TBS (they will reverse once OIC received), so it is showing no budget for BRDO but the total budget amount for 15-16 and onwards is the same as for 14-15 with a few minor STOB realignments.
2. GL Trans Details report (operating expenses) for 13-14. Please note that I have ran separate reports for the two GCPE sub-sub votes (GCPE and SID) as I thought it would be easier for you to view.
3. GL Trans Details report (operating expenses) YTD (Dec open) for 14-15
4. GL Balance reports for 13-14 and YTD (Dec open) for 14-15

Please let me know if you need anything else.

Thank you,  
Dawn

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 9:30 AM  
**To:** Lavine, Teri MTIC:EX; Ngo, Dawn MTIC:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** RE: Financial Info - BRDO and GCPE

Thanks everyone.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

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**From:** Lavine, Teri MTIC:EX  
**Sent:** Tuesday, December 23, 2014 9:11 AM  
**To:** Ngo, Dawn MTIC:EX  
**Cc:** Taekema, Jack GCPE:EX; Porter, Donna A AVED:EX  
**Subject:** Financial Info - BRDO and GCPE

Dawn, can you please provide Donna with CAS reports related to the items below. It would probably be good to provide her with a BCOA budget report as well for both areas.

Donna, I've copied Jack Taekema who is the Financial Operations Director within GCPE. We only receive a forecast from GCPE on a quarterly basis, so Jack can provide an update re: Nov forecast.

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, December 23, 2014 9:02 AM  
**To:** Lavine, Teri MTIC:EX  
**Cc:** Smith, Bruce G AVED:EX  
**Subject:** RE: Minister change

Hi Teri,

I know everyone is short on staff – but I'd love to take a preliminary look at the finances of the two programs we are acquiring. I'm a little concerned with Q3 forecasts coming up on January 15<sup>th</sup> as well.

I'm wondering if you have a contact I should be asking for reports or would you prefer to forward my request? I'm OK either way. Thanks in advance.

Can I please see:

- Most recent forecast (November 2014) reporting for
  - GCPE
  - BRDO
- 2013/14 detailed transaction report for
  - GCPE

- BRDO
- 2014/15 to-date detailed transaction report for
  - GCPE
  - BRDO

Hopefully that's not too onerous – I know the reports will be long but it will help me to understand the program and the proposed transfers.

Thanks so much!

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819



**From:** Longmuir, Heather MTIC:EX  
**To:** Critchley, Pauline AVED:EX  
**Subject:** Transfer  
**Date:** Thursday, January 8, 2015 7:17:55 AM

---

Hi Pauline. I got confirmation yesterday that the Knowledge Network is not transferring over. I included one RC and one SL for them on the chart spreadsheet I sent. So please don't set up those on your end. Let me know if you want me to send you a new spreadsheet. I am at FOAC this morning but can send it later if you need it.  
Thanks.

## **Carr, Stephanie AVED:EX**

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Thursday, January 8, 2015 8:39 AM  
**To:** Carr, Stephanie AVED:EX  
**Subject:** RE: Re-org Update

Perfect, I'll update you if anything of interest is discussed. Bree can come if you'd like – more of an FYI for her. Your call.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

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

**From:** Carr, Stephanie AVED:EX  
**Sent:** Thursday, January 8, 2015 8:38 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** Declined: Re-org Update  
**When:** Thursday, January 8, 2015 1:00 PM-2:00 PM (UTC-08:00) Pacific Time (US & Canada).  
**Where:** Corporate Finance Wing - central meeting area

Sorry, but this conflicts with another meeting that I must attend regarding OSH (which has already been rescheduled). I'll drop by after my meeting if time allows.

The information you provided was good and I did touch base with my counterpart at MTICs.

**Gunn, Mary E AVED:EX**

---

**From:** Taekema, Jack GCPE:EX  
**Sent:** Thursday, January 8, 2015 9:37 AM  
**To:** Porter, Donna A AVED:EX; Stewart, Dawn M GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX; Davidson, Paul AVED:EX; Gunn, Mary E AVED:EX; Carr, Stephanie AVED:EX  
**Subject:** RE: AVED Introductions

Thanks Donna. We look forward to working with you all.

Regards,  
*Jack Taekema, CPA, CGA*  
*Director, Financial Operations*  
*Government Communications and Public Engagement*  
*Ministry of Technology, Innovation & Citizens Services*

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Thursday, January 8, 2015 9:10 AM  
**To:** Taekema, Jack GCPE:EX; Stewart, Dawn M GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX; Davidson, Paul AVED:EX; Gunn, Mary E AVED:EX; Carr, Stephanie AVED:EX  
**Subject:** AVED Introductions

Good morning Jack and Dawn,

I would like to take this time to introduce my team to you. We are happy to support you in any way possible. Do not hesitate to ask!  
You will see a summary of the division of roles below.

We know that you've had many changes in the past, and that's unfortunate, but it just makes you more resilient.  
We welcome you to AVED, and for as long as you are with us, we commit to supporting you as best as we can. I know that Pauline (Bruce's team) has already been in contact with you for your Chart of Accounts. Bruce will communicate our timelines for things like budget forecasting at today's meeting. As you know 3<sup>rd</sup> quarter has just closed and reporting is due very quickly. We have confirmed that our Q3 forecast reporting will include GCPE / SI.

If you need anything at all, please let us know.

- For Corporate Finance related policies and procedures; financial reporting to Executive and central agencies; ministry financial training and all unit related queries:

Donna Porter  
Chief Financial Officer  
250 356-6819

- For budget & salary forecasting, calendarization & monitoring; Chart of Accounts; payroll reports; ministry contract reviews; capital fixed assets; journal vouchers and ministry accruals:

Bruce Smith  
Senior Financial Analyst  
250 356-1470

- For accounts payable/invoice queries, data entry of ministry invoices, and Ministry CAS Help Desk:

CAS and Finance Help Desk e-mail for general enquiries [CorporateFinanceHelpDesk@gov.bc.ca](mailto:CorporateFinanceHelpDesk@gov.bc.ca)

Paul Davidson

Team Leader, Financial Services  
250 387-8869

- For expense authority cards; Queen's Printer spending authority; BMO corporate cards (purchasing and travel); Detail on Line (DOL) on BMO cards; CAS access; Non-Payroll Direct Deposit Application forms; CAS supplier maintenance requests; and Time On Line (TOL) support:

Mary Gunn

Business and Financial Analyst  
250 356-8051

- For Facilities related enquiries:

Stephanie Carr

Facilities Manager  
250 217-5251

Best Regards,

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Corporate Finance Branch  
Ministry of Advanced Education  
Ph: 250 356-6819  
Cell: 250 480-9639

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**From:** [Porter, Donna A AVED:EX](#)  
**To:** [Smith, Bruce G AVED:EX](#); [Davidson, Paul AVED:EX](#); [Critchley, Pauline AVED:EX](#); [Flower, Ross AVED:EX](#); [Cownden, Alison AVED:EX](#)  
**Subject:** Fwd: Updated All Staff Telephone List as of January 6, 2015  
**Date:** Friday, January 9, 2015 9:45:47 AM  
**Attachments:** [GCPE All Staff 2015.xlsx](#)  
[ATT00001.htm](#)

---

fYI

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
250 480-9639  
Sent from my iPhone

Begin forwarded message:

**From:** "Taekema, Jack GCPE:EX" <[Jack.Taekema@gov.bc.ca](mailto:Jack.Taekema@gov.bc.ca)>  
**Date:** January 9, 2015 at 9:43:33 AM PST  
**To:** "Porter, Donna A AVED:EX" <[Donna.Porter@gov.bc.ca](mailto:Donna.Porter@gov.bc.ca)>  
**Subject:** **FW: Updated All Staff Telephone List as of January 6, 2015**

Donna, as requested, here the GCPE org chart via our staff telephone listing.

Regards,  
*Jack*

---

**From:** Henderson, Abbie GCPE:EX  
**Sent:** Tuesday, January 6, 2015 3:40 PM  
**To:** GCPE All Staff  
**Cc:** Kay, Maclean PREM:EX; Kerr, Carleen GCPE:EX; Oliphant, Sam PREM:EX; Toda, Sarah PREM:EX; Wong, Tim PREM:EX; Southern, Evan PREM:EX; Scheffel, Emile PREM:EX  
**Subject:** Updated All Staff Telephone List as of January 6, 2015

Good afternoon,

Attached is an updated All Staff Telephone List for your reference. This list has been revised to reflect recently announced staffing changes.

If there are errors or information that is out of date, please notify me as soon as possible to have this corrected.

In addition, please ensure that old phone lists are shredded only and not sent to the recycle bin or garbage.

Thank you,  
Abbie Henderson | Receptionist  
Government Communications & Public Engagement

Phone: 250 387-1337  
Fax: 250 387-0718

**Gunn, Mary E AVED:EX**

---

**From:** Gunn, Mary E AVED:EX  
**Sent:** Friday, January 9, 2015 11:33 AM  
**To:** Shaw, Brea BRDO:EX  
**Subject:** RE: TOL

Hi Brea, yes it was nice speaking with you as well. Thanks for the info. I will let you know if I need further information.

Thanks,  
Mary

**From:** Shaw, Brea BRDO:EX  
**Sent:** Thursday, January 8, 2015 4:02 PM  
**To:** Gunn, Mary E AVED:EX  
**Subject:** TOL

Hello Mary,

It was a pleasure speaking with you today. As discussed please see our TOL playlist:

Lu, Barbara  
Shaw, Brea  
Mackenzie-Ast, Larkin  
Brodie, Natalya  
Szabo, Susanne  
Ma, Christina

s.22

Is there any further information you need?

**Brea Shaw**  
Board Resourcing and Development Office  
Tel: 604.660.1170  
Fax: 604.775.0158  
Suite 730, 999 Canada Place  
Vancouver BC V6C 3E1  
Email: [Brea.Shaw@gov.bc.ca](mailto:Brea.Shaw@gov.bc.ca)  
[www.fin.gov.bc.ca/brdo](http://www.fin.gov.bc.ca/brdo)

**From:** [Stewart, Dawn M GCPE:EX](#)  
**To:** [Critchley, Pauline AVED:EX](#)  
**Cc:** [Taekema, Jack GCPE:EX](#); [Smith, Bruce G AVED:EX](#)  
**Subject:** RE: GCPE AVED Chart of Accounts  
**Date:** Monday, January 12, 2015 12:27:07 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hi Pauline,

That is fine, please omit, AVED is included for purposes of our TCA structure for the WTS charges, which our IT group will be updating.

Thank you

**Dawn Stewart**

Manager, Financial Services

Government Communications and Public Engagement

T 250 356-8595

F 250 387-6687



BC JOBS PLAN



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---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Monday, January 12, 2015 12:19 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX; Smith, Bruce G AVED:EX  
**Subject:** FW: GCPE AVED Chart of Accounts  
**Importance:** High

Hi Dawn,

Thanks for submitting this. I'll can start setting up some of these soon but can't link anything until OCG gives us access to the service lines which I hope will happen soon

One thing ~ I would recommend not using "AVED" at the front of the description name. We typically don't do this because if our ministry name ever changes (which it has on several occasions) it would mean having to rename every segment. As the chart of accounts is set up under client 019 (AVED), I think for your purposes this should be unique enough.

Let me know if you are ok with this.



Thanks  
Pauline

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Monday, January 12, 2015 11:44 AM  
**To:** Critchley, Pauline AVED:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** GCPE AVED Chart of Accounts  
**Importance:** High

Hi Pauline,

Our chart of accounts attached. Hopefully these will not conflict with any of your #'s. please let me know if changes are required.

Thank you  
Dawn Stewart  
Manager, Financial Services  
Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687



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---

**From:** Taekema, Jack GCPE:EX  
**Sent:** Monday, January 12, 2015 11:35 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** FW: GCPE AVED Chart for Review - Please Rush

This looks good.1

Thanks,  
*Jack*

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Monday, January 12, 2015 10:38 AM  
**To:** Taekema, Jack GCPE:EX  
**Subject:** GCPE AVED Chart for Review - Please Rush

Hi Jack,

Any concerns/changes before I send off?

Thanks

Dawn

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Friday, January 9, 2015 10:49 AM  
**To:** Stewart, Dawn M GCPE:EX; Berry, Nicholas PSA:EX  
**Cc:** Loveless, Michelle GCPE:EX; Taekema, Jack GCPE:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

Thanks Dawn,

Once I get the your chart of accounts, I'll be sure to make setting it up my top priority.

Pauline

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Friday, January 9, 2015 10:04 AM  
**To:** Berry, Nicholas PSA:EX  
**Cc:** Loveless, Michelle GCPE:EX; Taekema, Jack GCPE:EX; Critchley, Pauline AVED:EX  
**Subject:** GCPE Shift from MTICS to AVED  
**Importance:** High

Hi Nicholas,

The new playlists have not been set-up yet and is our top priority, we will advise you when this has been completed.

Pauline, I will get our new chart of accounts to you by the end of today.

Thanks

Dawn

---

**From:** Loveless, Michelle GCPE:EX  
**Sent:** Friday, January 9, 2015 9:56 AM  
**To:** Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX  
**Subject:** FYI: Shift from MTICS to AVED - how to change playlists?

Looks like this is underway – Nicholas Berry is the contact. Suggest touching base with him to ensure everyone has the same understanding of what the new playlist #s will be.

M.

---

**From:** Hermiston, Marilee PSA:EX  
**Sent:** Friday, January 9, 2015 9:31 AM  
**To:** Loveless, Michelle GCPE:EX

**Subject:** RE: Shift from MTICS to AVED - how to change playlists?

Hi Michelle – good news! Telus and Shared Services is aware of the change and is facilitating the updates to employee's records in Peoplesoft. The representative from BC Public Service Agency for PeopleSoft and Time on Line for this re-organization is Nicholas Berry. If any questions should arise concerning PeopleSoft or Time on Line, he will be happy to answer. ☺

Nicholas.Berry@gov.bc.ca or 250-356-8277

Marilee

---

**From:** Hermiston, Marilee PSA:EX  
**Sent:** Friday, January 9, 2015 8:46 AM  
**To:** Loveless, Michelle GCPE:EX  
**Subject:** RE: Shift from MTICS to AVED - how to change playlists?

Hi Michelle –

Typically when it is a large reorganization from one ministry to another – it is done behind the scenes between the ministry and Telus to do it in one piece. I can see where the re-org was done from Finance to MTICS, but unfortunately there are no notes to tell me who did the entries. This leads me to believe it was done behind the scenes in one piece.

I'll ask my contact at Telus if they have been notified or have any information about the move and keep you posted.

Marilee

---

**From:** Loveless, Michelle GCPE:EX  
**Sent:** Thursday, January 8, 2015 4:43 PM  
**To:** Hermiston, Marilee PSA:EX  
**Subject:** Shift from MTICS to AVED - how to change playlists?

Hey Marilee,  
We are moving from 'under' MTICS to 'under' AVED.

If you look at my HR panels in PeopleSoft, (tab #7 and #8) you can see the move from FINANCE to MTICS.

The question – we don't know how this was done, or through who? Did we send to you?

Dawn Stewart, our Manager, Financial Services, is working with AVED right now to confirm our new playlists.

Can you let us know how we go about implementing and getting this into PeopleSoft as one data

dump.

Thanks,  
Michelle

Michelle Loveless BA, HR Diploma  
Director, Workforce Support Services  
Government Communications and Public Engagement  
Phone: 250 387-8067 | Mobile: 250 480-8778 | Fax: 250 387-3534

Location: 4th floor- 617 Government Street  
Mailing Address: PO Box 9409, Stn Prov Govt, Victoria BC V8W 9V1

Website: <http://www.gov.bc.ca/gcpe/>  
Newsroom: <http://www.newsroom.gov.bc.ca/>

**From:** Smith, Bruce G AVED:EX  
**To:** Porter, Donna A AVED:EX; Critchley, Pauline AVED:EX  
**Subject:** FW: Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]  
**Date:** Monday, January 12, 2015 3:39:39 PM

---

FYI

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Monday, January 12, 2015 2:37 PM  
**To:** Smith, Bruce G AVED:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]

Hi Bruce,

Our vote descriptions:

#### **APPROVED 15/16 VOTE DESCRIPTIONS:**

##### **Communications and Public Engagement:**

This sub-vote provides for research, planning, coordination, and delivery of communications programs, policies, and services for ministries and certain public bodies. Transfers may be provided to ministries, Crown corporations, other levels of government, and private bodies for communications related activities. Costs may be recovered from ministries, Crown agencies, boards and commissions, and other parties both internal and external to government for services described within this sub-vote.

##### **Strategic Initiatives:**

This sub-vote provides for corporate leadership, cross-government planning, policy development and innovation in the ~~management~~ delivery of: common web services for government; the integration, warehousing and dissemination of enterprise data including provincial spatial information; service design and business transformation services ~~and delivery~~; and key programs related to open government including open data, open information and citizen engagement. Costs may be recovered from ministries, Crown agencies, boards and commissions, and other parties both internal and external to government for services described within this sub-vote.

Thanks  
Dawn

**Carr, Stephanie AVED:EX**

---

**From:** Carr, Stephanie AVED:EX  
**Sent:** Tuesday, January 13, 2015 9:13 AM  
**To:** Smith, Susan L GCPE:EX; Gallant, Linda GCPE:EX  
**Cc:** Atchison, Bree AVED:EX  
**Subject:** Hello and Welcome to AVED!

Hello ladies, I just wanted to touch base now that we fall under the same Ministry! It's nice that we already know each other, I'm just not sure what you require from our side as I know you are quite independent.

Bree and I are happy to assist you in any way ☺ Perhaps in the future we could tour your spaces?

Stephanie

---

***Stephanie Carr***  
*Facilities Manager and Ministry Business Continuity Planning (BCP)*  
**Ministry of Advanced Education**  
**TEL: 250.217.5251**

**Gunn, Mary E AVED:EX**

---

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 13, 2015 10:14 AM  
**To:** Shaw, Brea BRDO:EX  
**Subject:** RE: TOL  
  
**Categories:** Re-org

I'm going to call you, one sec ☺

**From:** Shaw, Brea BRDO:EX  
**Sent:** Tuesday, January 13, 2015 10:13 AM  
**To:** Gunn, Mary E AVED:EX  
**Subject:** RE: TOL

Can you clarify what the role of Leave Approver is?

**Brea Shaw**

Board Resourcing and Development Office  
**Tel:** 604.660.1170  
**Fax:** 604.775.0158  
Suite 730, 999 Canada Place  
Vancouver BC V6C 3E1  
**Email:** [Brea.Shaw@gov.bc.ca](mailto:Brea.Shaw@gov.bc.ca)  
[www.firn.gov.bc.ca/brdo](http://www.firn.gov.bc.ca/brdo)

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 13, 2015 10:11 AM  
**To:** Shaw, Brea BRDO:EX  
**Subject:** RE: TOL

Thanks Brea, just to clarify are you and Natalya Sign Off Authorities (not Leave Approvers)?

**From:** Shaw, Brea BRDO:EX  
**Sent:** Tuesday, January 13, 2015 10:08 AM  
**To:** Gunn, Mary E AVED:EX  
**Subject:** RE: TOL

Hello Mary,

Natalya and myself have access to the whole department time cards. Natalya is my sign off and Denise Champion (Mtics) and myself can sign off on Natalya. The rest of BRDO staff just have access to their own time cards.

**Brea Shaw**

Board Resourcing and Development Office  
**Tel:** 604.660.1170  
**Fax:** 604.775.0158  
Suite 730, 999 Canada Place  
Vancouver BC V6C 3E1



Email: [Brea.Shaw@gov.bc.ca](mailto:Brea.Shaw@gov.bc.ca)  
[www.fin.gov.bc.ca/brdo](http://www.fin.gov.bc.ca/brdo)

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 13, 2015 10:02 AM  
**To:** Shaw, Brea BRDO:EX  
**Subject:** RE: TOL

Thanks Brea,

Who is the Sign Off Authority for your group?  
So does Barbara, Larkin, Susanne and Christine just have access to their own timecards? Who do you and Natalya have access to?

Thanks,  
Mary

**From:** Shaw, Brea BRDO:EX  
**Sent:** Tuesday, January 13, 2015 10:00 AM  
**To:** Gunn, Mary E AVED:EX  
**Subject:** RE: TOL

Hello Mary,

Please see roles below.

Lu, Barbara – Time entry  
Shaw, Brea – Time approver (Alternate NSO)  
Mackenzie-Ast, Larkin – Tim entry  
Brodie, Natalya – Time approver (Department NSO)  
Szabo, Susanne – Time entry  
Ma, Christina – Time entry

I hope that is what you were looking for. Please let me know if I can assist further.

### **Brea Shaw**

Board Resourcing and Development Office  
Tel: 604.660.1170  
Fax: 604.775.0158  
Suite 730, 999 Canada Place  
Vancouver BC V6C 3E1  
Email: [Brea.Shaw@gov.bc.ca](mailto:Brea.Shaw@gov.bc.ca)  
[www.fin.gov.bc.ca/brdo](http://www.fin.gov.bc.ca/brdo)

**From:** Gunn, Mary E AVED:EX  
**Sent:** Monday, January 12, 2015 9:42 AM  
**To:** Shaw, Brea BRDO:EX  
**Subject:** RE: TOL

Morning Brea, could you please provide the TOL role for each person, who they have access to and if it is by employee or department.

Thanks,  
Mary

**From:** Shaw, Brea BRDO:EX  
**Sent:** Thursday, January 8, 2015 4:02 PM  
**To:** Gunn, Mary E AVED:EX  
**Subject:** TOL

Hello Mary,

It was a pleasure speaking with you today. As discussed please see our TOL payroll:

Lu, Barbara  
Shaw, Brea  
Mackenzie-Ast, Larkin  
Brodie, Natalya  
Szabo, Susanne  
Ma, Christina        22

Is there any further information you need?

**Brea Shaw**

Board Resourcing and Development Office  
Tel: 604.660.1170  
Fax: 604.775.0158  
Suite 730, 999 Canada Place  
Vancouver BC V6C 3E1  
Email: [Brea.Shaw@gov.bc.ca](mailto:Brea.Shaw@gov.bc.ca)  
[www.fin.gov.bc.ca/brdo](http://www.fin.gov.bc.ca/brdo)

**Gunn, Mary E AVED:EX**

---

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 13, 2015 9:20 AM  
**To:** Lloyd, Ada MTIC:EX  
**Cc:** Ogden, Lynn MTIC:EX  
**Subject:** RE: BRDO & GCPE

Thanks Ada

**From:** Lloyd, Ada MTIC:EX  
**Sent:** Tuesday, January 13, 2015 9:19 AM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Ogden, Lynn MTIC:EX  
**Subject:** RE: BRDO & GCPE

Hi Mary,

Thanks for touching base, we will get back to you very soon with some info. Ada

**Ada Lloyd & Lynn Ogden**  
Financial and Administrative Services Branch (FASB)  
Corporate Services Division

---

Ministry of Technology, Innovation and Citizens' Services  
E317 - 4000 Seymour Place  
Victoria, BC V8X 4S8  
Phone: 250-356-1417 Fax: 250-952-8286  
Email: [Ada.Lloyd@gov.bc.ca](mailto:Ada.Lloyd@gov.bc.ca)

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 13, 2015 9:14 AM  
**To:** Ogden, Lynn MTIC:EX; Lloyd, Ada MTIC:EX  
**Subject:** BRDO & GCPE

Morning Lynn/Ada,

Just thought I'd touch base on BRDO & GCPE coming to the Ministry of Advanced Education.

I was just wondering how much and what kind of support you gave them for Expense Authority, CAS Access, TOL, BMO Corporate Cards.

Is there anything that I need to know or do? Any contacts that I should have?

Thanks,  
Mary

*Mary Gunn*

Corporate Finance  
Ministry of Advanced Education

**McMahan, Alana AVED:EX**

---

**From:** Meadows, Jennifer L AVED:EX on behalf of Carroll, Sandra AVED:EX  
**Sent:** Tuesday, January 13, 2015 1:58 PM  
**Subject:** DM Message: Ministry Update

Good afternoon,

First of all, I want to wish everyone a very happy new year. I hope you had a good holiday break and were able to spend time with friends and family.

With the new year, comes changes which I am sure everyone is aware of. The Honourable Andrew Wilkinson is the new Minister of Advanced Education and Minister of Government Communications and Public Engagement (GCPE). Minister Wilkinson will have two Deputy Ministers. Myself as Deputy Minister, Advanced Education and John Paul Fraser, Deputy Minister, GCPE.

Finally, it is with mixed emotions that we say goodbye to Christine Massey, Executive Director, Sector Core Review. Beginning February 2<sup>nd</sup>, Christine will be joining the Ministry of Children and Family Development as Assistant Deputy Minister, Policy and Provincial Services. While Christine will be greatly missed by many of us, her appointment as ADM is well deserved. Please join me in congratulating Christine on her new role.

Upon her departure, Mary Shaw will take on Christine's area of responsibilities on an interim basis.

Thank you.

Sandra Carroll  
Deputy Minister

**From:** [Stewart, Dawn M GCPE:EX](#)  
**To:** [Critchley, Pauline AVED:EX](#)  
**Cc:** [Smith, Bruce G AVED:EX](#); [Loveless, Michelle GCPE:EX](#)  
**Subject:** RE: Spare Paylists  
**Date:** Tuesday, January 13, 2015 1:18:13 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hi Pauline,

We will just hold off, until required.

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Tuesday, January 13, 2015 1:12 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX  
**Subject:** FW: Spare Paylists

Hi Dawn,

I was wondering if there was a valid reason for this request as it's not normal policy to set up blank pay lists or blank segments in the Chart of Accounts.

We can set new pay lists at a later date if necessary.

Pauline

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 13, 2015 12:04 PM  
**To:** Critchley, Pauline AVED:EX  
**Subject:** Spare Paylists

Hi Pauline,

Please set-up the spare paylists, highlighted in red:

Thanks so much.

Dawn

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Tuesday, January 13, 2015 11:24 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** RE: RC Descriptions Changes for your Review

Thanks Dawn,

Good call on the new RC! Totally agree with it as I did wonder why there wasn't one already.

11849 is free to use so I'll use that number.

Pauline

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 13, 2015 11:02 AM  
**To:** Critchley, Pauline AVED:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** FW: RC Descriptions Changes for your Review

Hi Pauline,

Changes to the RC descriptions and one new RC required:

Thanks so much.

Dawn

---

**From:** Taekema, Jack GCPE:EX  
**Sent:** Tuesday, January 13, 2015 11:00 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** RE: RC Descriptions Changes for your Review

Looks good. Thanks.

Regards,

*Jack*

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 13, 2015 10:59 AM  
**To:** Taekema, Jack GCPE:EX  
**Subject:** RE: RC Descriptions Changes for your Review

Probably easier if we let Pauline issue the #. If you are okay with this, I will send off to Pauline:

RC	Service Line	DESCRIPTION
11348	34420	GCPE-Communications Division
11375	11842	GCPE-SID Divisional Operations
11378	11842	GCPE-SID Business & Communications Solutions
11405	11842	GCPE-SID Citizen Engagement
11526	11842	GCPE-SID Strategic Design and Transformation
11661	11842	GCPE-SID Project Management Office
11749	11842	GCPE-SID Online Technical Services
11	30336	GCPE-SID Enterprise Data Services

New RC #

New RC # required.

Thank you  
Dawn Stewart  
Manager, Financial Services  
Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687



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**From:** Taekema, Jack GCPE:EX  
**Sent:** Tuesday, January 13, 2015 10:45 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** FW: RC Descriptions Changes for your Review  
**Importance:** High

Dawn, I have made some minor changes to the descriptions (removed the "s". I also think this made be an appropriate time to create a new RC for EDS and I suggested a new number below.

Let me know what you think. We can talk about this further this afternoon.

Regards,  
*Jack*

---

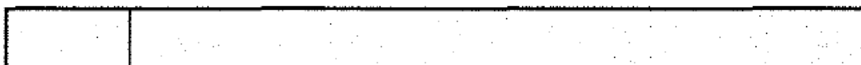
**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 13, 2015 8:59 AM  
**To:** Taekema, Jack GCPE:EX  
**Subject:** FW: RC Descriptions Changes for your Review  
**Importance:** High

Hi Jack,

Okay if I change as follows:

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Tuesday, January 13, 2015 8:48 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** RC Descriptions



RC	DESCRIPTION	
11348	GCPE-Communications Division	
11375	GCPE-SID Divisional Operations	
11378	GCPE-SID Business & Communications Solutions	
11405	GCPE-SID Citizen Engagement	
11526	GCPE-SID Strategic Design and Transformation	
11661	GCPE-SID Project Management Office	New RC #
<u>11749</u>	<u>GCPE-SID Online Technical Services</u>	
11849	GCPE-SID Enterprise Data Services	New RC# tbd

Hi Dawn,

I've reviewed your numbers and it looks like the only number that can't be used is "11561" as that number was previously used. As you can see I changed the number to "11661". I also reviewed the project code numbers and good news...I believe I can use all your numbers so there is not be any changes there once I get started.

Before I actually set up your RC's in oracle, I would appreciate if you review the descriptions to ensure these are the proper descriptions that you want to appear in your reports.

Pauline Critchley  
Financial Analyst  
Ministry of Advanced Education  
Corporate Finance  
1st Floor, 835 Humboldt Street  
☎ 250-387-6436



**From:** Porter, Donna A AVED:EX  
**To:** Critchley, Pauline AVED:EX  
**Subject:** FW: E-Form T002742 Transfer Complete  
**Date:** Tuesday, January 13, 2015 7:41:13 AM

---

We're good on the transfer now. Thanks

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Dubois, Susan D FIN:EX  
**Sent:** Monday, January 12, 2015 4:26 PM  
**To:** Ngo, Dawn MTIC:EX; Porter, Donna A AVED:EX  
**Cc:** Estimates, TBS FIN:EX; Rapanos, Kelly MTIC:EX; Smith, Bruce G AVED:EX; Preniqi, Fisnik FIN:EX; Dale, Raman FIN:EX  
**Subject:** E-Form T002742 Transfer Complete

Good afternoon,

The transfer between **Technology, Innovation and Citizens' Services** and **Advanced Education** for E-Form **T002742** is now complete in BCOA. A copy of the Estimates Adjustment Template and E-Form are available on the [TBS SharePoint site](#) for your reference.

Please email [Estimates, TBS](#) if you have any questions regarding this transfer. Thanks,

*Susan Dubois*  
*Estimates Analyst*  
*Fiscal Planning and Estimates*  
*Treasury Board Staff*  
*Ministry of Finance*  
*PO Box 9469 Stn Prov Govt*  
*Victoria BC V8W 9V8*  
*Phone: (250) 356-5491 Fax: (250) 387-0300*

**From:** [Porter, Donna A AVED:EX](#)  
**To:** [Critchley, Pauline AVED:EX](#)  
**Cc:** [Smith, Bruce G AVED:EX](#)  
**Subject:** FW: E-Form T002732 has been processed  
**Date:** Tuesday, January 13, 2015 10:47:22 AM  
**Attachments:** [T002732 MTICS - AVED.pdf](#)  
**Importance:** High

---

Ready?..... set..... GO! ☺

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Cross, Maggie FIN:EX  
**Sent:** Tuesday, January 13, 2015 9:20 AM  
**To:** Fong, Kim FIN:EX; Porter, Donna A AVED:EX; Ngo, Dawn MTIC:EX  
**Cc:** Estimates, TBS FIN:EX; CFAS,OCG FIN:EX  
**Subject:** E-Form T002732 has been processed  
**Importance:** High

Good morning,

E-Form T002732 has been processed. This e-form transfers the Board Resourcing and Development Office from MTICS to AVED as per OIC 680.

Kim - Can you please grant access to **B08 AVED** for SL **34430** so that we can move the budget and actuals to AVED.

- As this is a mid-year reorganization, SL **34430** will remain under **JFT46 Corporate Services** in 2015 SLCORE1.
- For 2016 SLCORE2 the following changes are required:
  - Create parent **HF357 Board Resourcing and Development Office**
  - Add parent **HF357** to **HE355**
  - Move SL **34430** from HFT46 to **HF357**

Dawn – You will need to release SL 34430 from your 2015 DEFAULT rollup so that AVED can add it to theirs.


Donna – Once you have been given access to SL **34430** please add it to your chart of accounts and provide us with the Client and RC you have linked it to. The budget and actuals for this mid-year reorg must remain in SL **34430** for fiscals 2015 and 2016 (you will be able to merge it with existing programs during the 2017 build if you wish).


Thank you in advance for your prompt attention to this. If anyone has any questions, please do not hesitate to drop me an email or give me a call on my cell.

Regards,

**Maggie Cross**

Senior Estimates Analyst - Fiscal Planning and Estimates Branch - TBS - Finance

PH: 250-356-5489 / Cell:  Fax: 250-387-0300 / Email: [Estimates.TBS](mailto:Estimates.TBS)

 Please consider the environment before printing this email.

**From:** [Stewart, Dawn M GCPE:EX](#)  
**To:** [Critchley, Pauline AVED:EX](#)  
**Subject:** RE: Location Code  
**Date:** Tuesday, January 13, 2015 3:02:17 PM  
**Attachments:** [GCPE All Staff 2015.xlsx](#)  
[image001.png](#)  
[image002.png](#)

---

Hi Pauline,

Attached is our staff list. The comm directors are located in the parliament buildings, but just go with the communications office address. Hope this helps.

Thank you

**Dawn Stewart**

Manager, Financial Services

Government Communications and Public Engagement

T 250 356-8595

F 250 387-6687



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---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Tuesday, January 13, 2015 2:43 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** Location Code

Hi Dawn

As discussed, please complete the location code in the attached spreadsheet for me.

Thanks

Pauline Critchley

Financial Analyst

Ministry of Advanced Education

Corporate Finance

1st Floor, 835 Humboldt Street

250-387-6436

**From:** Critchley, Pauline AVED:EX  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** Location Code Needed  
**Date:** Tuesday, January 13, 2015 1:42:00 PM

---

Hi Dawn,

Can you please provide me with your physical address so that I can determine what the location code will be when I submit the pay list requests.

Thanks

Pauline Critchley  
Financial Analyst  
Ministry of Advanced Education  
Corporate Finance  
1st Floor, 835 Humboldt Street  
 250-387-6436

**From:** Critchley, Pauline.AVED@EX  
**To:** Critchley, Pauline.AVED@EX  
**Date:** Tuesday, January 13, 2015 1:56:07 PM  
**Attachments:** image901.png

<input checked="" type="checkbox"/>	11348	GCPE	GCPE-Communications Division	Child
<input checked="" type="checkbox"/>	11375	GCPE-SID	GCPE-SID Divisional Operations	Child
<input checked="" type="checkbox"/>	11378	GCPE-SID	GCPE-SID Business & Communications Solution	Child
<input checked="" type="checkbox"/>	11405	GCPE-SID	GCPE-SID Citizen Engagement	Child
<input checked="" type="checkbox"/>	11526	GCPE-SID	GCPE-SID Strategic Design and Transformation	Child
<input checked="" type="checkbox"/>	11661	GCPE-SID	GCPE-SID Project Management Office	Child
<input checked="" type="checkbox"/>	11749	GCPE-SID	GCPE-SID Online Technical Services	Child
<input checked="" type="checkbox"/>	11849	GCPE-SID	GCPE-SID Enterprise Data Services	Child

Pauline Critchley  
 Financial Analyst  
 Ministry of Advanced Education  
 Corporate Finance  
 1st Floor, 835 Humboldt Street  
 ☎ 250-387-6436

**From:** Stewart, Dawn M GCPE:EX  
**To:** Loveless, Michelle GCPE:EX; Berry, Nicholas PSA:EX  
**Cc:** Taekema, Jack GCPE:EX; Critchley, Pauline AVED:EX  
**Subject:** RE: 112 Transferring Paylists  
**Date:** Tuesday, January 13, 2015 3:11:19 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hi,

Not sure the exact date, but I will ensure it is communicated out, once everything has been set-up, and we determine the exact "go live date".

Thanks

Dawn

---

**From:** Loveless, Michelle GCPE:EX  
**Sent:** Tuesday, January 13, 2015 3:07 PM  
**To:** Stewart, Dawn M GCPE:EX; Berry, Nicholas PSA:EX  
**Cc:** Taekema, Jack GCPE:EX; Critchley, Pauline AVED:EX  
**Subject:** RE: 112 Transferring Paylists

Thanks Dawn.

I have shared these with the HR team.

Question - When will these be effective and we need to start using them – offer letters, etc.

Thanks,

M

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 13, 2015 11:37 AM  
**To:** Loveless, Michelle GCPE:EX; Berry, Nicholas PSA:EX  
**Cc:** Taekema, Jack GCPE:EX; Critchley, Pauline AVED:EX  
**Subject:** RE: 112 Transferring Paylists

Hi,

Attached are our new AVED paylists and descriptions. Michelle I will deal with the spare #'s later:

Thank you

**Dawn Stewart**

Manager, Financial Services

Government Communications and Public Engagement

T 250 356-8595

F 250 387-6687



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**From:** Loveless, Michelle GCPE:EX  
**Sent:** Tuesday, January 13, 2015 11:23 AM  
**To:** Berry, Nicholas PSA:EX  
**Cc:** Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX  
**Subject:** RE: 112 Transferring Paylists

Attached are the payroll for the GCPE HQ and Communications units. Dawn – this list is from 2012/13 – I think it's missing a few. Do you have a more recent e-version for Nicholas to work from??

And the new SID group payroll are:

112-0220  
112-5206  
112-5207  
112-0182  
112-0183  
112-0186  
112-0187

Jack and Dawn – have I missed anything from your perspective?? Also - I know the attached spreadsheet has some 'spare' numbers, which I think would be good to have transfer as one never know if/when we'll create another communications shop – or combine...Dawn knows that change is constant and we should be prepared. ☺

Thanks,  
Michelle

**From:** Berry, Nicholas PSA:EX  
**Sent:** Tuesday, January 13, 2015 11:16 AM  
**To:** Loveless, Michelle GCPE:EX  
**Subject:** 112 Transferring Paylists

Hi Michelle, here is the requested report, please let me know if all looks good and I have captured all transferring Departments.

Nicholas Berry, Manager, HR and Payroll Retained Organization  
Service Operations | BC Public Service Agency  
3rd Floor, 810 Blanshard St | Victoria BC | V8W 2H2  
Office (250) 356-8277 | Cell - (250) 216 - 7320  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
250.952.6000 | Toll Free 1.877.277.0772



**From:** [Berry, Nicholas PSA:EX](#)  
**To:** [Critchley, Pauline AVED:EX](#)  
**Subject:** RE: GCPE Shift from MTICS to AVED  
**Date:** Tuesday, January 13, 2015 10:45:31 AM

---

Hi Pauline, do you have the specific current 112 Dept ID's that we will be working with, once I have these I will send the requested report.

Thanks

Nicholas

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Tuesday, January 13, 2015 10:07 AM  
**To:** Berry, Nicholas PSA:EX; Loveless, Michelle GCPE:EX  
**Cc:** Smith, Bruce G AVED:EX; Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

Hi

Just a FYI..

The new playlist numbers will be the same as the current ones except the client will be "019" instead of "112" as AVED has never used any of these numbers in the past.

Pauline

---

**From:** Berry, Nicholas PSA:EX  
**Sent:** Tuesday, January 13, 2015 10:04 AM  
**To:** Loveless, Michelle GCPE:EX  
**Cc:** Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX; Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX  
**Subject:** Re: GCPE Shift from MTICS to AVED

We can do this, please send the information and we'll get on it.

Sent from my iPhone

On Jan 13, 2015, at 9:56 AM, "Loveless, Michelle GCPE:EX" <[Michelle.Loveless@gov.bc.ca](mailto:Michelle.Loveless@gov.bc.ca)> wrote:

Including Nicholas on the email ☺

---

**From:** Loveless, Michelle GCPE:EX  
**Sent:** Tuesday, January 13, 2015 9:55 AM  
**To:** Taekema, Jack GCPE:EX; Stewart, Dawn M GCPE:EX  
**Cc:** Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

Yes.

Nicholas – can you get Allan O'Neill to run a report of all position numbers currently under our existing paylists – we'll want all those ones to follow us.

---

**From:** Taekema, Jack GCPE:EX  
**Sent:** Tuesday, January 13, 2015 9:54 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Loveless, Michelle GCPE:EX; Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

I believe we need to include all the current vacancies and possibly the other vacant position numbers that are assigned to GCPE Comm/SID.

Regards,  
*Jack*

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Tuesday, January 13, 2015 9:44 AM  
**To:** Berry, Nicholas PSA:EX  
**Cc:** Loveless, Michelle GCPE:EX; Taekema, Jack GCPE:EX; Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

Hi Nicholas,

We are still working on setting up our paylists, chart of accounts, once these are completed we will advise you of the effective date/and when to commence the transfer.

Michelle can confirm the # of positions.

Thank you

**Dawn Stewart**

Manager, Financial Services

Government Communications and Public Engagement

T 250 356-8595

F 250 387-6687

[<image001.png>](#)

[<image002.png>](#)

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---

**From:** Berry, Nicholas PSA:EX  
**Sent:** Monday, January 12, 2015 3:43 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

Good afternoon Dawn:

- What is the total number of positions involved in the Reorganization?
- What is the proposed effective date?

Thanks very much!

Nicholas Berry, Manager, HR and Payroll Retained Organization  
Service Operations | BC Public Service Agency  
3rd Floor, 810 Blanshard St | Victoria BC | V8W 2H2  
Office (250) 356-8277 | Cell - (250) 216 - 7320  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)  
250.952.6000 | Toll Free 1.877.277.0772

---

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Friday, January 9, 2015 10:04 AM  
**To:** Berry, Nicholas PSA:EX  
**Cc:** Loveless, Michelle GCPE:EX; Taekema, Jack GCPE:EX; Critchley, Pauline AVED:EX  
**Subject:** GCPE Shift from MTICS to AVED  
**Importance:** High

Hi Nicholas,

The new paylists have not been set-up yet and is our top priority, we will advise you when this has been completed.

Pauline, I will get our new chart of accounts to you by the end of today.

Thanks

Dawn

---

**From:** Loveless, Michelle GCPE:EX  
**Sent:** Friday, January 9, 2015 9:56 AM  
**To:** Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX  
**Subject:** FYI: Shift from MTICS to AVED - how to change paylists?

Looks like this is underway – Nicholas Berry is the contact. Suggest touching base with him to ensure everyone has the same understanding of what the new playlist #s will be.

M.

---

**From:** Hermiston, Marilee PSA:EX  
**Sent:** Friday, January 9, 2015 9:31 AM  
**To:** Loveless, Michelle GCPE:EX  
**Subject:** RE: Shift from MTICS to AVED - how to change paylists?

Hi Michelle – good news! Telus and Shared Services is aware of the change and is facilitating the updates to employee's records in Peoplesoft. The representative from BC Public Service Agency for PeopleSoft and Time on Line for this re-organization is Nicholas Berry. If any questions should arise concerning PeopleSoft or Time on Line, he will be happy to answer. ☺

[Nicholas.Berry@gov.bc.ca](mailto:Nicholas.Berry@gov.bc.ca) or 250-356-8277

Marilee

---

**From:** Hermiston, Marilee PSA:EX  
**Sent:** Friday, January 9, 2015 8:46 AM  
**To:** Loveless, Michelle GCPE:EX  
**Subject:** RE: Shift from MTICS to AVED - how to change paylists?

Hi Michelle –

Typically when it is a large reorganization from one ministry to another – it is done behind the scenes between the ministry and Telus to do it in one piece. I can see where the re-org was done from Finance to MTICS, but unfortunately there are no notes to tell me who did the entries. This leads me to believe it was done behind the scenes in one piece.

I'll ask my contact at Telus if they have been notified or have any information about the move and keep you posted.

Marilee

---

**From:** Loveless, Michelle GCPE:EX  
**Sent:** Thursday, January 8, 2015 4:43 PM  
**To:** Hermiston, Marilee PSA:EX  
**Subject:** Shift from MTICS to AVED - how to change paylists?

Hey Marilee,  
We are moving from 'under' MTICS to 'under' AVED.

If you look at my HR panels in PeopleSoft, (tab #7 and #8) you can see the move from FINANCE to MTICS.

The question – we don't know how this was done, or through who? Did we send to you?

Dawn Stewart, our Manager, Financial Services, is working with AVED right now to confirm our new paylists.

Can you let us know how we go about implementing and getting this into PeopleSoft as one data dump.

Thanks,  
Michelle

Michelle Loveless BA, HR Diploma  
Director, Workforce Support Services  
Government Communications and Public Engagement  
Phone: 250 387-8067 | Mobile: 250 480-8778 | Fax: 250 387-3534

Location: 4th floor- 617 Government Street  
Mailing Address: PO Box 9409, Stn Prov Govt, Victoria BC V8W 9V1

Website: <http://www.gov.bc.ca/gcpe/>  
Newsroom: <http://www.newsroom.gov.bc.ca/>

**From:** Loveless, Michelle GCPE:EX  
**To:** Berry, Nicholas PSA:EX  
**Cc:** Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX; Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED  
**Date:** Tuesday, January 13, 2015 9:56:41 AM  
**Attachments:** image001.png  
image002.png

---

Including Nicholas on the email ☺

---

**From:** Loveless, Michelle GCPE:EX  
**Sent:** Tuesday, January 13, 2015 9:55 AM  
**To:** Taekema, Jack GCPE:EX; Stewart, Dawn M GCPE:EX  
**Cc:** Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

Yes.

Nicholas – can you get Allan O'Neill to run a report of all position numbers currently under our existing paylists – we'll want all those ones to follow us.

---

**From:** Taekema, Jack GCPE:EX  
**Sent:** Tuesday, January 13, 2015 9:54 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Loveless, Michelle GCPE:EX; Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

I believe we need to include all the current vacancies and possibly the other vacant position numbers that are assigned to GCPE Comm/SID.

Regards,  
*Jack*

---

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**Sent:** Tuesday, January 13, 2015 9:44 AM  
**To:** Berry, Nicholas PSA:EX  
**Cc:** Loveless, Michelle GCPE:EX; Taekema, Jack GCPE:EX; Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCPE Shift from MTICS to AVED

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Michelle can confirm the # of positions.

Thank you

**Dawn Stewart**

Manager, Financial Services

Government Communications and Public Engagement

T 250 356-8595

F 250 387-6687



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Nicholas Berry, Manager, HR and Payroll Retained Organization  
Service Operations | BC Public Service Agency  
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250.952.6000 | Toll Free 1.877.277.0772

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**Sent:** Friday, January 9, 2015 9:56 AM  
**To:** Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX

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M.

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**Subject:** RE: Shift from MTICS to AVED - how to change playlists?

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[Nicholas.Berry@gov.bc.ca](mailto:Nicholas.Berry@gov.bc.ca) or 250-356-8277

Marilee

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---

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**Sent:** Thursday, January 8, 2015 4:43 PM  
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Thanks,  
Michelle

Michelle Loveless BA, HR Diploma  
Director, Workforce Support Services  
Government Communications and Public Engagement  
Phone: 250 387-8067 | Mobile: 250 480-8778 | Fax: 250 387-3534

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Website: <http://www.gov.bc.ca/gcpe/>  
Newsroom: <http://www.newsroom.gov.bc.ca/>

**From:** Stewart, Dawn M GCPE:EX  
**To:** Critchley, Pauline AVED:EX  
**Cc:** Taekema, Jack GCPE:EX; Smith, Bruce G AVED:EX; Gunn, Mary E AVED:EX  
**Subject:** RE: RC's Set Up  
**Date:** Wednesday, January 14, 2015 9:29:45 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Thanks Pauline for all your effort/assistance on setting up on chart, and not to mention the awesome service you are providing to GCPE.

Thank you  
**Dawn Stewart**  
Manager, Financial Services  
Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687



BC JOBS PLAN



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---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Wednesday, January 14, 2015 8:12 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX; Smith, Bruce G AVED:EX; Gunn, Mary E AVED:EX  
**Subject:** RC's Set Up

Hi Dawn

Update:

Below is a "snipit" from BCOA showing your RC's that were set up in the system yesterday. The first description "GCPE" is a short description (used in system for rollups only) and the second longer description is what will show on your financial reports. Please be aware there is an "s" after Solutions but the snip it cuts it off as I can't expand the field. Some of this description will not show on your financial reports as the description exceeds 25 characters.

As we don't have access to the service lines yet these are not linked so can't be used. We are hoping to have access to the service lines any day now.

I should be submitting the pay lists today to the Contact Centre to set them up in CHIPS. I can work on setting up the project codes for the Strategic Initiatives Division today but will have to wait until OCG changes our access on the GCPE project numbers from parent value to child value. (earlier e-mail). Until this is done I can't create project codes with the "N". I know they are swamped with quarterly reporting right now, but hopefully they can complete this task by time our pay lists are completed.

Pauline

✓	11348	GCPE	GCPE-Communications Division	Child	▼
✓	11375	GCPE-SID	GCPE-SID Divisional Operations	Child	▼
✓	11378	GCPE-SID	GCPE-SID Business & Communications Solution	Child	▼
✓	11405	GCPE-SID	GCPE-SID Citizen Engagement	Child	▼
✓	11526	GCPE-SID	GCPE-SID Strategic Design and Transformation	Child	▼
✓	11661	GCPE-SID	GCPE-SID Project Management Office	Child	▼
✓	11749	GCPE-SID	GCPE-SID Online Technical Services	Child	▼
✓	11849	GCPE-SID	GCPE-SID Enterprise Data Services	Child	▼

Pauline Critchley  
 Financial Analyst  
 Ministry of Advanced Education  
 Corporate Finance  
 1st Floor, 835 Humboldt Street  
 ☎ 250-387-6436

**From:** Stewart, Dawn M GCPE:EX  
**To:** Taskema, Jack GCPE:EX; Critchley, Pauline AVED:EX  
**Cc:** Smith, Bruce G AVED:EX; Gesslein, Tanya GCPE:EX; Davison, Maurna GCPE:EX  
**Subject:** RE: Project Codes - Strategic Initiatives  
**Date:** Wednesday, January 14, 2015 2:51:12 PM

---

Perfect,

Thanks so much Pauline.

Dawn

**From:** Taekema, Jack GCPE:EX  
**Sent:** Wednesday, January 14, 2015 2:31 PM  
**To:** Critchley, Pauline AVED:EX  
**Cc:** Smith, Bruce G AVED:EX; Stewart, Dawn M GCPE:EX; Gesslein, Tanya GCPE:EX; Davison, Maurna GCPE:EX  
**Subject:** RE: Project Codes - Strategic Initiatives

Please correct the typo in 1110065 to "Enterprise".

Thanks,

*Jack*

**From:** Critchley, Pauline AVED:EX  
**Sent:** Wednesday, January 14, 2015 2:28 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX; Smith, Bruce G AVED:EX  
**Subject:** Project Codes - Strategic Initiatives

Hi Dawn,


Below are the project codes for Strategic Initiatives Division. Please review and ensure these are the correct names that you wish to appear on your financial reports. I've also indicated in "red" on one that looks like a typo.

Once I receive your confirmation, I will work on entering these into the system.

We received access to the service lines today, so I have now linked them with the RC's that were set up yesterday.

PROJ	DESCRIPTION
1100253	GCPE Google Search Appliances
1100301	GCPE OTS Project 1
1100302	GCPE Corporate Metadata Discovery
1100303	GCPE Data Mgmt Services
1100306	GCPE Autonomy
1100311	GCPE Corporate Population
1100312	GCPE LRDW Access Tools
1100313	GCPE LRDW Services Config Tools
1100314	GCPE Web Services
1100315	GCPE Hectares BC Maint
1100316	GCPE ESRI-NRO Licences
1100321	GCPE Corp Distribution
1100352	GCPE Google Search Software
1100359	GCPE BC Services Card-Public Consultancy Project
1100366	GCPE Public Web Presence V3 Phase 1-Information Architecture
1100371	GCPE Corporate Web-Content Management Framework Phase 1 CMF 2.0
1100374	GCPE BC Developers' Exchange Framework
1100404	GCPE Infrastructure Mgmt (includes Apps & DBA Support)
1100450	GCPE OD DataBC Website Upgrade & Geo Enablement
1100964	GCPE EDS Software Maintenance Costs
1100970	GCPE Geographic Sites Registries

1101041 GCPE EDS Data Security  
1101104 GCPE OTS Project 2  
1110065 GCPE Enterprose Spatial - Enabling Architecture Should this be Enterprise?  
1110084 GCPE Enterprise Spatial BCGW Warehouse & Access Svcs Upgrade  
1110130 GCPE Open Data Supplier Interface  
1110147 GCPE Open Data Hosting & Transformation Services

Pauline Critchley  
Financial Analyst  
Ministry of Advanced Education  
Corporate Finance  
1st Floor, 835 Humboldt Street  
 250-387-6436

**From:** Porter, Donna A AVED:EX  
**To:** Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: Minister and DM Travel Report - DECEMBER  
**Date:** Wednesday, January 14, 2015 2:30:32 PM

---

Perfect - I should have known you'd sorted it out!

Thanks

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Wednesday, January 14, 2015 2:29 PM  
**To:** Porter, Donna A AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: Minister and DM Travel Report - DECEMBER

Hi Donna,  
I spoke to Heather at MTICS and we agreed they would do December and we will take over after that.

Pauline

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Wednesday, January 14, 2015 2:28 PM  
**To:** Smith, Bruce G AVED:EX  
**Cc:** Critchley, Pauline AVED:EX  
**Subject:** RE: Minister and DM Travel Report - DECEMBER

Who will be reporting for December for Minister Wilkinson?

If the change occurred December 18<sup>th</sup> shouldn't we show Wilkinson under AVED and Virk under Mtics? Or has there been another agreement?

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Smith, Bruce G AVED:EX  
**Sent:** Friday, January 9, 2015 4:42 PM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Critchley, Pauline AVED:EX  
**Subject:** Minister and DM Travel Report - DECEMBER

Good morning Donna  
For your review - the Minister and DM travel reports for the month of **DECEMBER 2014**.  
These summary reports are prepared monthly for CFO review and then forwarded to MTIC to be uploaded to their open data site.

For next period we will report on the new Minister.

Two separate files:

Tab "DECEMBER" is the summary

Tab "DEC-15" is the detail.

**S. Carroll**

- Lines 124 – 125 are December charges for the Deputy Minister
  - Charges are all Helijet travel between Victoria/Vancouver

**Minister Virk**

- Lines 65 – 71 are the December charges for Minister Virk
  - The Minister's travel descriptions could be more clear but are the responsibility of the Min. of Finance.
  - The India costs are now included.

Please indicate your approval by forwarding to:

LCTZ OPEN INFOGROUP LCTZ:EX

If you have any questions, Pauline or I can assist.

Thanks Donna,

Bruce

***Bruce Smith***

Senior Financial Analyst - Corporate Finance  
Ministry of Advanced Education

Phone: 250-356-1470

Fax: 250-387-6360

***Bruce Smith***

Senior Financial Analyst - Corporate Finance  
Ministry of Advanced Education

Phone: 250-356-1470

Fax: 250-387-6360

**From:** Porter, Donna A AVED:EX  
**To:** Ngo, Dawn MTIC:EX  
**Cc:** Critchley, Pauline AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCPE Service Lines Release  
**Date:** Wednesday, January 14, 2015 12:07:52 PM

---

Nice! Thank you.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Ngo, Dawn MTIC:EX  
**Sent:** Wednesday, January 14, 2015 11:58 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** FW: GCPE Service Lines Release

Hi Donna,

GCPE service lines have been release from MTICS 2015 Default rollup.

Thank you,  
Dawn

---

**From:** Longmuir, Heather MTIC:EX  
**Sent:** Wednesday, January 14, 2015 11:52 AM  
**To:** Ngo, Dawn MTIC:EX  
**Subject:** FW: GCPE Service Lines Release

GCPE also done.  
Thanks.

---

**From:** Jansen, Kylie M MTIC:EX  
**Sent:** Wednesday, January 14, 2015 11:51 AM  
**To:** Longmuir, Heather MTIC:EX  
**Cc:** Somosan, Varinia MTIC:EX  
**Subject:** RE: GCPE Service Lines Release

Hi Heather,

I have now removed SL 34420, 11842, and 30336 from the Rollup Hierarchy. It should be available to AVED tomorrow for entry and Friday for reporting.

Thank you,

*Kylie Jansen*  
Financial Analyst - Reporting  
Corporate Services Division  
Financial and Administrative Services Branch



Ministry of Technology, Innovation, and Citizens' Services  
E317 – 4000 Seymour Place, Victoria, BC V8W 9V1  
Phone: (250) 356-1368

---

**From:** Ngo, Dawn MTIC:EX  
**Sent:** Tuesday, January 13, 2015 2:01 PM  
**To:** Longmuir, Heather MTIC:EX  
**Subject:** RE: GCPE Service Lines Release  
**Importance:** High

Hi Heather,

Can you please arrange to have all GCPE (GCPE and SID sub-votes) service lines released from our 2015 Default rollout?

If you could let me know once this is completed, I will let AVED know so that they can add it to theirs.

Thanks for your help,

Dawn

---

**From:** Cross, Maggie FIN:EX  
**Sent:** Tuesday, January 13, 2015 10:02 AM  
**To:** Fong, Kim FIN:EX; Porter, Donna A AVED:EX; Ngo, Dawn MTIC:EX  
**Cc:** Estimates, TBS FIN:EX; CFAS,OCG FIN:EX  
**Subject:** E-Form T002747 has been processed  
**Importance:** High

Good morning,

E-Form T002747 has been processed. This e-form transfers the Government Communications and Public Engagement Vote from MTICS to AVED as per OIC 680.

Kim - Can you please grant access to **B08 AVED** for all GCPE service lines in the attached file so that we can move the budget and actuals to AVED.

- As this is a mid-year reorganization, all GCPE service lines will remain under **JBT70 Government Communications and Public Engagement** in 2015 SLCORE1.
- For 2016 SLCORE2 the changes are required as per the attached file.

Dawn – You will need to release all GCPE service lines from your 2015 DEFAULT rollout so that AVED can add them to theirs.

Donna – Once you have been given access to the GCPE service lines please add them to your chart of accounts and provide us with the Client and RC you have linked them to. Please focus on the 2 budget service lines which are bolded in the attached file. The budget and actuals for this mid-year reorg must remain in the same service lines for fiscals 2015 and 2016 (you will be able to make changes during the 2017 build if you wish).

Thank you in advance for your prompt attention to this. If anyone has any questions, please do not hesitate to drop me an email or give me a call on my cell.


Regards,

**Maggie Cross**

Senior Estimates Analyst - Fiscal Planning and Estimates Branch - TBS - Finance

PH: 250-356-5489 / Cell ٧٨٥

Fax: 250-387-0300 / Email: [Estimates.TBS](#)

 Please consider the environment before printing this email.

**From:** Porter, Donna A AVED:EX  
**To:** Ngo, Dawn MTIC:EX; Critchley, Pauline AVED:EX  
**Cc:** Smith, Bruce G AVED:EX  
**Subject:** RE: BRDO Service Line  
**Date:** Wednesday, January 14, 2015 11:57:43 AM

---

Thanks!

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Ngo, Dawn MTIC:EX  
**Sent:** Wednesday, January 14, 2015 11:57 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** RE: BRDO Service Line

Hi Donna,

BRDO SL 34430 has been released from MTICS 2015 Default rollup.

Thank you,  
Dawn

---

**From:** Jansen, Kylie M MTIC:EX  
**Sent:** Wednesday, January 14, 2015 11:39 AM  
**To:** Longmuir, Heather MTIC:EX; Somosan, Varinia MTIC:EX  
**Cc:** Hall, Sandra MTIC:EX; Ngo, Dawn MTIC:EX  
**Subject:** RE: E-Form T002732 has been processed

Hi All,

I have now removed SL 34430 from the Rollup Hierarchy. It should be available to AVED tomorrow for entry and Friday for reporting.

Thank you,

*Kylie Jansen*  
Financial Analyst - Reporting  
Corporate Services Division  
Financial and Administrative Services Branch  
Ministry of Technology, Innovation, and Citizens' Services  
E317 - 4000 Seymour Place, Victoria, BC V8W 9V1  
Phone: (250) 356-1368

---

**From:** Ngo, Dawn MTIC:EX  
**Sent:** Tuesday, January 13, 2015 12:02 PM  
**To:** Longmuir, Heather MTIC:EX  
**Subject:** FW: E-Form T002732 has been processed  
**Importance:** High

Hi Heather,

Can you arrange to have the BRDO SL 34430 released from our 2015 Default rollup?

Thank you,  
Dawn

---

**From:** Cross, Maggie FIN:EX  
**Sent:** Tuesday, January 13, 2015 9:20 AM  
**To:** Fong, Kim FIN:EX; Porter, Donna A AVED:EX; Ngo, Dawn MTIC:EX  
**Cc:** Estimates, TBS FIN:EX; CFAS,OCG FIN:EX  
**Subject:** E-Form T002732 has been processed  
**Importance:** High

Good morning,

E-Form T002732 has been processed. This e-form transfers the Board Resourcing and Development Office from MTICS to AVED as per OIC 680.

Kim - Can you please grant access to **B08 AVED** for SL **34430** so that we can move the budget and actuals to AVED.

- As this is a mid-year reorganization, SL **34430** will remain under **JFT46 Corporate Services** in 2015 SLCORE1.
- For 2016 SLCORE2 the following changes are required:
  - Create parent **HF357 Board Resourcing and Development Office**
  - Add parent **HF357** to **HE355**
  - Move SL **34430** from HFT46 to **HF357**

Dawn – You will need to release SL 34430 from your 2015 DEFAULT rollup so that AVED can add it to theirs.


Donna – Once you have been given access to SL **34430** please add it to your chart of accounts and provide us with the Client and RC you have linked it to. The budget and actuals for this mid-year reorg must remain in SL **34430** for fiscals 2015 and 2016 (you will be able to merge it with existing programs during the 2017 build if you wish).

Thank you in advance for your prompt attention to this. If anyone has any questions, please do not hesitate to drop me an email or give me a call on my cell.

Regards,


**Maggie Cross**

Senior Estimates Analyst - Fiscal Planning and Estimates Branch - TBS - Finance

PH: 250-356-5489 /  / Fax: 250-387-0300 / Email: [Estimates.TBS](mailto:Estimates.TBS)

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Pauline Critchley  
Financial Analyst  
Ministry of Advanced Education  
Corporate Finance  
1st Floor, 835 Humboldt Street  
 250-387-6436

**From:** Critchley, Pauline AVED:EX  
**To:** Fong, Kim FIN:EX  
**Subject:** FW: Change from Parent to Child Access - Project Codes  
**Date:** Wednesday, January 14, 2015 2:42:00 PM

---

Hi Kim

Now that we have access to the service lines, I was wondering if my request can be completed fairly quickly. GCPE relies on project codes for everything so I can't complete their chart of accounts and paylists until the access is changed.

I realize you are very busy so appreciate this.

Thanks  
Pauline

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Monday, January 12, 2015 1:43 PM  
**To:** CFAS,OCG FIN:EX  
**Cc:** Stewart, Dawn M GCPE:EX; Smith, Bruce G AVED:EX  
**Subject:** Change from Parent to Child Access - Project Codes

Good afternoon,


As you know the Government Communications office is now part of Advanced Education effective December 18th. In order to make this move as smoothly as possible for the finance folks I want to set up their multi project codes using the same numbers except for the prefix (11).

In order to achieve this, I would appreciate if you can change the segment value access on some of our project code ranges to "child" from "parent".

The range I need to be changed from "parent" to "child" is "11N0000 – 11N0999". This range will also give us a fair amount of extra numbers in case we need to set up additional project codes in the future for them.

Please note we have not used any of these values in our parent rollups so there will not be any issues.

Thanks very much.

Pauline Critchley  
Financial Analyst  
Ministry of Advanced Education  
Corporate Finance  
1st Floor, 835 Humboldt Street  
 250-387-6436

**From:** Porter, Donna A AVED:EX  
**To:** Cross, Maggie FIN:EX  
**Cc:** Estimates, TBS FIN:EX; Smith, Bruce G AVED:EX; Critchley, Pauline AVED:EX  
**Subject:** FW: E-Form T002747 has been processed  
**Date:** Wednesday, January 14, 2015 3:50:47 PM

---

Pauline is on it. I'll ask her by way of this email to update you on her progress.

Thanks.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Cross, Maggie FIN:EX  
**Sent:** Wednesday, January 14, 2015 3:49 PM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Estimates, TBS FIN:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: E-Form T002747 has been processed

Hi Donna,

Just following up on the Chart of Accounts changes for both E-forms as we need to complete the reorg in BCOA as soon as possible.

Thank you,

Maggie Cross

s.17

---

**From:** Fong, Kim FIN:EX  
**Sent:** Tuesday, January 13, 2015 1:43 PM  
**To:** Cross, Maggie FIN:EX; Porter, Donna A AVED:EX; Ngo, Dawn MTIC:EX  
**Cc:** Estimates, TBS FIN:EX; CFAS,OCG FIN:EX  
**Subject:** RE: E-Form T002747 has been processed

Hi everyone,

All changes requested of OCG have been completed.

Kim Fong

---

**From:** Cross, Maggie FIN:EX  
**Sent:** Tuesday, January 13, 2015 10:07 AM  
**To:** Fong, Kim FIN:EX; Porter, Donna A AVED:EX; Ngo, Dawn MTIC:EX  
**Cc:** Estimates, TBS FIN:EX; CFAS,OCG FIN:EX  
**Subject:** RE: E-Form T002747 has been processed



In addition – I've attached the original E-form T002737 that has the approvals from both EFOs. The E-form was processed one step too early and had to be recreated for inclusion in the Estimates. For tracking purposes, please use T002747 as the E-form for GCPE.

Thank you,

Maggie Cross

s.17

---

**From:** Cross, Maggie FIN:EX  
**Sent:** Tuesday, January 13, 2015 10:02 AM  
**To:** Fong, Kim FIN:EX; Porter, Donna A AVED:EX; Ngo, Dawn MTIC:EX  
**Cc:** Estimates, TBS FIN:EX; CFAS,OCG FIN:EX  
**Subject:** E-Form T002747 has been processed  
**Importance:** High

Good morning,

E-Form T002747 has been processed. This e-form transfers the Government Communications and Public Engagement Vote from MTICS to AVED as per OIC 680.

Kim - Can you please grant access to **B08 AVED** for all GCPE service lines in the attached file so that we can move the budget and actuals to AVED.

- As this is a mid-year reorganization, all GCPE service lines will remain under **JBT70 Government Communications and Public Engagement** in 2015 SLCORE1.
- For 2016 SLCORE2 the changes are required as per the attached file.

Dawn – You will need to release all GCPE service lines from your 2015 DEFAULT rollup so that AVED can add them to theirs.


Donna – Once you have been given access to the GCPE service lines please add them to your chart of accounts and provide us with the Client and RC you have linked them to. Please focus on the 2 budget service lines which are bolded in the attached file. The budget and actuals for this mid-year reorg must remain in the same service lines for fiscals 2015 and 2016 (you will be able to make changes during the 2017 build if you wish).


Thank you in advance for your prompt attention to this. If anyone has any questions, please do not hesitate to drop me an email or give me a call on my cell.

Regards,

**Maggie Cross**

Senior Estimates Analyst - Fiscal Planning and Estimates Branch - TBS - Finance

PH: 250-356-5489 / Cel:  / Fax: 250-387-0300 / Email: [Estimates.TBS](mailto:Estimates.TBS)

 Please consider the environment before printing this email.

**From:** Critchley, Pauline AYED:EX  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX; Smith, Bruce G AYED:EX  
**Subject:** Project Codes - Strategic Initiatives  
**Date:** Wednesday, January 14, 2015 2:27:00 PM

---

Hi Dawn,

Below are the project codes for Strategic Initiatives Division. Please review and ensure these are the correct names that you wish to appear on your financial reports. I've also indicated in "red" on one that looks like a typo.

Once I receive your confirmation, I will work on entering these into the system.

We received access to the service lines today, so I have now linked them with the RC's that were set up yesterday.

PROJ	DESCRIPTION
1100253	GCPE Google Search Appliances
1100301	GCPE OTS Project 1
1100302	GCPE Corporate Metadata Discovery
1100303	GCPE Data Mgmt Services
1100306	GCPE Autonomy
1100311	GCPE Corporate Population
1100312	GCPE LRDW Access Tools
1100313	GCPE LRDW Services Config Tools
1100314	GCPE Web Services
1100315	GCPE Hectares BC Maint
1100316	GCPE ESRI-NRO Licences
1100321	GCPE Corp Distribution
1100352	GCPE Google Search Software
1100359	GCPE BC Services Card-Public Consultancy Project
1100366	GCPE Public Web Presence V3 Phase 1-Information Architecture
1100371	GCPE Corporate Web-Content Management Framework Phase 1 CMF 2.0
1100374	GCPE BC Developers' Exchange Framework
1100404	GCPE Infrastructure Mgmt (includes Apps & DBA Support)
1100450	GCPE OD DataBC Website Upgrade & Geo Enablement
1100964	GCPE EDS Software Maintenance Costs
1100970	GCPE Geographic Sites Registries
1101041	GCPE EDS Data Security
1101104	GCPE OTS Project 2
1110065	GCPE Enterprose Spatial - Enabling Architecture Should this be Enterprise?
1110084	GCPE Enterprise Spatial BCGW Warehouse & Access Svcs Upgrade
1110130	GCPE Open Data Supplier Interface
1110147	GCPE Open Data Hosting & Transformation Services

Pauline Critchley  
Financial Analyst  
Ministry of Advanced Education  
Corporate Finance  
1st Floor, 835 Humboldt Street  
 250-387-6436

From: Critchley, Pauline AVED:EX  
To: Choo, Julie AVED:EX  
Date: Wednesday, January 14, 2015 3:52:00 PM

---

1100253 GCPE Google Search Appliances  
1100301 GCPE OTS Project 1  
1100302 GCPE Corporate Metadata Discovery  
1100303 GCPE Data Mgmt Services  
1100306 GCPE Autonomy  
1100311 GCPE Corporate Population  
1100312 GCPE LRDW Access Tools  
1100313 GCPE LRDW Services Config Tools  
1100314 GCPE Web Services  
1100315 GCPE Hectares BC Maint  
1100316 GCPE ESRI-NRO Licences  
1100321 GCPE Corp Distribution  
1100352 GCPE Google Search Software  
1100359 GCPE BC Services Card-Public Consultancy Project  
1100366 GCPE Public Web Presence V3 Phase 1-Information Architecture  
1100371 GCPE Corporate Web-Content Management Framework Phase 1 CMF 2.0  
1100374 GCPE BC Developers' Exchange Framework  
1100404 GCPE Infrastructure Mgmt (includes Apps & DBA Support)  
1100450 GCPE OD DataBC Website Upgrade & Geo Enablement  
1100964 GCPE EDS Software Maintenance Costs  
1100970 GCPE Geographic Sites Registries  
1101041 GCPE EDS Data Security  
1101104 GCPE OTS Project 2  
1110065 GCPE Enterprise Spatial - Enabling Architecture  
1110084 GCPE Enterprise Spatial BCGW Warehouse & Access Svcs Upgrade  
1110130 GCPE Open Data Supplier Interface  
1110147 GCPE Open Data Hosting & Transformation Services

Pauline Critchley  
Financial Analyst  
Ministry of Advanced Education  
Corporate Finance  
1st Floor, 835 Humboldt Street  
☎ 250-387-6436

**From:** MyHR  
**To:** Critchley, Pauline AVED:EX  
**Subject:** New Department ID - Urgent - CHIPS SECURITY ADMINISTRATOR [Incident: 150114-000226]  
**Date:** Wednesday, January 14, 2015 9:54:20 AM

---

Thank you for contacting the BC Public Service Agency. Your request has been received and is summarized below.

We have launched **AskMyHR**, our online service request and tracking feature. Visit this site today to submit new service requests or to view your service history. Please note that this new online feature has replaced our generic email address for the initiation of all new service requests.

BC Public Service Agency  
MyHR **250.952.6000** | Toll Free **1.877.277.0772**  
**AskMyHR:** [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

#### Service Request Summary

Please set up the a new playlist for the Board Resourcing Office. This branch has been transferred over to Advanced Education from Technology, Innovation and Citizens' Services on December 18th.

**From:** MyHR  
**To:** Critchley, Pauline AVED:EX  
**Subject:** New Paylists - Urgent - Attention CHIPS Security Administrator [Incident: 150114-000426]  
**Date:** Wednesday, January 14, 2015 11:20:44 AM

---

Thank you for contacting the BC Public Service Agency. Your request has been received and is summarized below.

We have launched **AskMyHR**, our online service request and tracking feature. Visit this site today to submit new service requests or to view your service history. Please note that this new online feature has replaced our generic email address for the initiation of all new service requests.

BC Public Service Agency  
MyHR 250.952.6000 | Toll Free 1.877.277.0772  
AskMyHR: [www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact)

#### Service Request Summary

We have a lot of new paylists that require setting up due to a re-org. These are transferring from MTCL. Please note as there are so many, I added them into an excel spreadsheet instead of a form for each one. There are two spreadsheets. One with the information and the other has the CHIPS Tree.

**From:** Grills, Kiran GCPE:EX  
**To:** Lapham, Liza AVED:EX  
**Cc:** Flower, Ross AVED:EX; Perrey, Jordan AVED:EX; Smith, Susan L GCPE:EX; Gallant, Linda GCPE:EX  
**Subject:** RE: Government Telephone Directory Update  
**Date:** Thursday, January 15, 2015 4:00:09 PM

---

Hi Liza,

DMO GCPE is correct.

Please grant access to Smith, Susan L and Gallant, Linda for GCPE.

Thank you,

*Kiran Grills*

Executive Coordinator

Deputy Minister's Office

Government Communications and Public Engagement

Ph: 250 356-2277

Cel 250 387-3534

Fax: 250 387-3534

---

**From:** Lapham, Liza AVED:EX  
**Sent:** Thursday, January 15, 2015 9:01 AM  
**To:** Grills, Kiran GCPE:EX  
**Cc:** Flower, Ross AVED:EX; Perrey, Jordan AVED:EX  
**Subject:** Government Telephone Directory Update

Hello Kiran,

We have had the GCPE migrated under the Ministry of Advanced Education. Please check the Government Communications and Public Engagement Deputy Minister's Office (DMO GCPE) listings to ensure they are correct.

We have given the Administrator in each unit access to make changes in AVED. We need to know who/how GCPE would like to grant access to make changes so that I can update the system as the access was deleted automatically when it was moved under AVED.

Please let me know how it is to be set up or who I would contact for this information.

Thank you.

Liza Lapham

RequestIT

(250) 387-6137

**From:** Porter, Donna A AVED:EX  
**To:** Critchley, Pauline AVED:EX; Choo, Julie AVED:EX; Smith, Bruce G AVED:EX; Davidson, Paul AVED:EX; Carr, Stephanie AVED:EX; Gunn, Mary E AVED:EX  
**Cc:** Soo, Rosilyn L AVED:EX  
**Subject:** Re-org Team  
**Date:** Thursday, January 15, 2015 11:13:19 AM  
**Importance:** High

---

Hi again everyone,

I just wanted to make sure you all know how much I appreciate the work that has been happening on this re-org, particularly with the reporting and December month-end activities happening simultaneously!

At this morning's meeting at one point when we were discussing BRDO and their CAS access needs, and Mary pulled out the report (because of course she'd already requested it!) I may have sounded surprised with "Oh you already have it" – but I wasn't.

As Pauline clearly articulated – it's because I have experienced staff. I do have the best, most experienced, competent and professional team anywhere. There is no place I would rather be than here at AVED!

Thank you, thank you so much for all your work on this.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Corporate Finance Branch  
Ministry of Advanced Education  
Ph: 250 356-6819  
Cell: 250 480-9639

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**From:** Porter, Donna A AVED:EX  
**To:** Critchley, Pauline AVED:EX  
**Cc:** Smith, Bruce G AVED:EX  
**Subject:** RE: Transfer of Employees - BRDO  
**Date:** Thursday, January 15, 2015 2:33:15 PM

---

Thanks!

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Thursday, January 15, 2015 1:44 PM  
**To:** Porter, Donna A AVED:EX  
**Cc:** Smith, Bruce G AVED:EX  
**Subject:** FW: Transfer of Employees - BRDO

BRDO will be included with the transfer of employees.

Pauline

---

**From:** Berry, Nicholas PSA:EX  
**Sent:** Thursday, January 15, 2015 12:53 PM  
**To:** Critchley, Pauline AVED:EX  
**Subject:** Re: Transfer of Employees - BRDO

Hi Pauline, I will make sure it is included when we are set to go with the transfer.

Sent from my iPhone

On Jan 15, 2015, at 11:50 AM, "Critchley, Pauline AVED:EX" <[Pauline.Critchley@gov.bc.ca](mailto:Pauline.Critchley@gov.bc.ca)> wrote:

Hi Nicolas,

I know you working on transferring the employees in CHIPS for GCPE but we want to confirm the 4 employees from BRDO (Board Resourcing & Development Office) will not be over looked as this branch also transferred over to AVED. Are you also going to be transferring these over. If you are, I've provided the pay list's below.

The pay list will be 019.5232 and previously was 112-5232.

I submitted the request to set up all paylists to the Contact Centre yesterday so hopefully they will be set up soon.

Thanks

Pauline Critchley



Financial Analyst  
Ministry of Advanced Education  
Corporate Finance  
1st Floor, 835 Humboldt Street  
 250-387-6436

**From:** [Porter, Donna A AVED:EX](#)  
**To:** [Critchley, Pauline AVED:EX](#)  
**Cc:** [Smith, Bruce G AVED:EX](#)  
**Subject:** FW: E-Form T002732 Transfer Complete  
**Date:** Thursday, January 15, 2015 11:02:21 AM

---

Pauline, there are two – I'll forward the second one as well.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
*Ministry of Advanced Education*  
Ph: 250 356-6819

---

**From:** Dubois, Susan D FIN:EX  
**Sent:** Thursday, January 15, 2015 10:49 AM  
**To:** Ngo, Dawn MTIC:EX; Porter, Donna A AVED:EX  
**Cc:** Estimates, TBS FIN:EX; Rapanos, Kelly MTIC:EX; Smith, Bruce G AVED:EX; Preniqi, Fisnik FIN:EX; Dale, Raman FIN:EX  
**Subject:** E-Form T002732 Transfer Complete

Good morning,

The transfer between **Technology, Innovation and Citizens' Services** and **Advanced Education** for E-Form **T002732** is now complete in BCOA. A copy of the Estimates Adjustment Template and E-Form are available on the [TBS SharePoint site](#) for your reference.

Please email [Estimates, TBS](#) if you have any questions regarding this transfer. Thanks,

*Susan Dubois*  
*Estimates Analyst*  
*Fiscal Planning and Estimates*  
*Treasury Board Staff*  
*Ministry of Finance*  
*PO Box 9469 Stn Prov Govt*  
*Victoria BC V8W 9V8*  
*Phone: (250) 356-5491 Fax: (250) 387-0300*

**From:** [Critchley, Pauline AVED:EX](#)  
**To:** [Stewart, Dawn M GCPE:EX](#)  
**Cc:** [Taekema, Jack GCPE:EX](#)  
**Subject:** GCPE Project Codes  
**Date:** Thursday, January 15, 2015 2:13:00 PM

---

Hi Dawn,

I now have access to enter the GCPE project codes into BCOA. Please review and ensure this is how you want them to appear your financial reports.

Pauline

11N0136	GCPE Attorney General
11N0147	GCPE Jobs, Tourism & Skills Training
11N0120	GCPE Community Sport & Cultural Development
11N0109	GCPE Communications & Media Relations Division
11N0114	GCPE Advanced Education
11N0129	GCPE Agriculture
11N0116	GCPE Public Safety
11N0128	GCPE Children & Family Development
11N0131	GCPE Education
11N0134	GCPE Finance
11N0135	GCPE Forests, Lands & Natural Resource Operations
11N0137	GCPE Health
11N0138	GCPE Social Development
11N0143	GCPE Technology, Innovation & Citizens' Services
11N0145	GCPE Transportation And Infrastructure
11N0146	GCPE Aboriginal Relations & Reconciliation
11N0148	GCPE Environment
11N0232	GCPE International Trade
11N0132	GCPE Energy & Mines
11N0212	GCPE Natural Gas Development
11N0103	GCPE-Miscellaneous Advertising Expenses
11N0104	GCPE-Business Approval Expenses
11N0106	GCPE-Provincial Emergency Communication Recoveries
11N0110	GCPE Media Monitoring Services
11N0111	GCPE Media Relations Unit
11N0112	GCPE Corporate Services Division
11N0113	GCPE DMO
11N0115	GCPE Citizen Engagement
11N0117	GCPE BCS
11N0139	GCPE Graphic Design Services
11N0140	GCPE Strategic Planning & Events
11N0141	GCPE Advertising & Marketing Services
11N0142	GCPE Strategic Planning & Public Engagement

11N0211	GCPE Writing & Editorial Services
11N0213	GCPE Social Media & Digital Services
11N0232	GCPE Multiculturalism
11N0361	GCPE BC Jobs Plan
11N0349	GCPE Budget
11N0347	GCPE UBCM
11N0325	GCPE Forest Fires
11N0298	GCPE LNG
11N0233	GCPE Family Day

Pauline Critchley

Financial Analyst

Ministry of Advanced Education

Corporate Finance

1st Floor, 835 Humboldt Street



250-387-6436

**Gunn, Mary E AVED:EX**

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Friday, January 16, 2015 9:33 AM  
**To:** Gunn, Mary E AVED:EX; Evans, Sharon AVED:EX  
**Subject:** FW: Time and Leave Project

Phew! ☺

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

**From:** Lavine, Teri MTIC:EX  
**Sent:** Friday, January 16, 2015 9:25 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** RE: Time and Leave Project

Hi Donna.

GCPE has their own rep on the TLAM project, so it should be easy ☺

Michelle Loveless is that contact

**From:** Porter, Donna A AVED:EX  
**Sent:** Friday, January 16, 2015 9:23 AM  
**To:** Lavine, Teri MTIC:EX  
**Subject:** Time and Leave Project

Hi Teri,

Can you give me the name of the person representing Mtics on the Time and Leave project (TLAM)?

I wanted to check-in on what the plan was to train the GCPE/SI people – or whether they had their own TLAM representation.

We have been working on the plan to disseminate the information to AVED – but this group doubles our FTEs – so a significant change.

Thanks,

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Corporate Finance Branch  
Ministry of Advanced Education  
Ph: 250 356-6819  
Cell: 250 480-9639

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**From:** [Gunn, Mary E AVED:EX](#)  
**To:** [Porter, Donna A AVED:EX](#)  
**Subject:** FW: Expense Authorities for BRDO, GCPE, SID  
**Date:** Tuesday, January 20, 2015 12:47:49 PM  
**Attachments:** [SA Card Details 20150119 26507.1.xlsb](#)

---

Hi Donna, just wanted to also flag that they have some different EA levels than what is on AVED's Expense Authority Matrix: B5 and A3.

---

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 10:05 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** FW: Expense Authorities for BRDO, GCPE, SID

FYI

---

**From:** Lloyd, Ada MTIC:EX  
**Sent:** Tuesday, January 20, 2015 9:03 AM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Ogden, Lynn MTIC:EX; Hastings, Sabrina M MTIC:EX  
**Subject:** Expense Authorities for BRDO, GCPE, SID

Hi Mary,

Attached report lists employees with active Expense Authorities (Permanent and Alternate EAs).  
Ada

**Ada Lloyd & Lynn Ogden**  
Financial and Administrative Services Branch (FASB)  
Corporate Services Division

---

Ministry of Technology, Innovation and Citizens' Services  
E317 - 4000 Seymour Place  
Victoria, BC V8X 4S8  
Phone: 250-356-1417 Fax: 250-952-8286  
Email: [Ada.Lloyd@gov.bc.ca](mailto:Ada.Lloyd@gov.bc.ca)

**Gunn, Mary E AVED:EX**

---

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 8:31 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX; Porter, Donna A AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCEPE Expense Authority

Hi Dawn, sorry, I've been away since last Thursday. I am going to set up a meeting for us discuss.

Thanks,  
Mary

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, January 15, 2015 3:52 PM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** FW: GCEPE Expense Authority

Hi Mary,

How do I obtain access to CSAS as an administrator?

Thanks so much.  
Dawn

**From:** Taekema, Jack GCPE:EX  
**Sent:** Thursday, January 15, 2015 3:26 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Gesslein, Tanya GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

As discussed, this is a good idea. Please see what it takes to get access.

Regards,  
*Jack*

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, January 15, 2015 11:46 AM  
**To:** Taekema, Jack GCPE:EX  
**Cc:** Gesslein, Tanya GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

Hi Jack,

Hoping I can get the access and we can do it here?

Thank you

Dawn Stewart  
Manager, Financial Services

**Gunn, Mary E AVED:EX**

---

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 9:50 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** FW: BRDO & GCPE & SID

**Categories:** Re-org

FYI

**From:** Lloyd, Ada MTIC:EX  
**Sent:** Tuesday, January 20, 2015 8:56 AM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Hastings, Sabrina M MTIC:EX; Ogden, Lynn MTIC:EX  
**Subject:** RE: BRDO & GCPE & SID

Hi Mary,

As per our discussion, forms and requests are sent to us by employees/financial contacts for the following categories:

Expense Authority Requests  
QP Electronic Ordering forms  
Corporate Purchase Card, Travel Card, BTA forms  
CSAS Reviewer Access  
CAS Oracle Access (UARs)  
TOL Requests

By separate email I will forward you a list of current employees for each category.

Please feel free to contact us if you have any questions. Thanks, Ada

Ada Lloyd & Lynn Ogden  
Financial and Administrative Services Branch (FASB)  
Corporate Services Division

---

Ministry of Technology, Innovation and Citizens' Services  
E317 - 4000 Seymour Place  
Victoria, BC V8X 4S8  
Phone: 250-356-1417 Fax: 250-952-8286  
Email: [Ada.Lloyd@gov.bc.ca](mailto:Ada.Lloyd@gov.bc.ca)

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 13, 2015 9:14 AM  
**To:** Ogden, Lynn MTIC:EX; Lloyd, Ada MTIC:EX  
**Subject:** BRDO & GCPE

Morning Lynn/Ada,

Just thought I'd touch base on BRDO & GCPE coming to the Ministry of Advanced Education.



I was just wondering how much and what kind of support you gave them for Expense Authority, CAS Access, TOL, BMO Corporate Cards.

Is there anything that I need to know or do? Any contacts that I should have?

Thanks,  
Mary

*Mary Gunn*

Corporate Finance  
Ministry of Advanced Education  
PO Box 9154 Stn Prov Govt  
Victoria BC V8W 9H1  
☎ (250) 356-8051  
fax (250) 356-8851  
Email: [mary.gunn@gov.bc.ca](mailto:mary.gunn@gov.bc.ca)

**Gunn, Mary E AVED:EX**

---

**From:** Lloyd, Ada MTIC:EX  
**Sent:** Tuesday, January 20, 2015 12:33 PM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Hastings, Sabrina M MTIC:EX; Ogden, Lynn MTIC:EX  
**Subject:** RE: BRDO & GCPE & SID - CSAS Reviewer Access

**Categories:** Re-org

Hi Mary,

The following employees hold CSAS Reviewer Access:

Jack Taekema	DIR JTAEKEMA
Tanya Gessleil	IDIR TGESSLEI

Thanks, Ada

Ada Lloyd & Lynn Ogden  
Financial and Administrative Services Branch (FASB)  
Corporate Services Division

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Ministry of Technology, Innovation and Citizens' Services  
E317 - 4000 Seymour Place  
Victoria, BC V8X 4S8  
Phone: 250-356-1417 Fax: 250-952-8286  
Email: [Ada.Lloyd@gov.bc.ca](mailto:Ada.Lloyd@gov.bc.ca)

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 13, 2015 9:14 AM  
**To:** Ogden, Lynn MTIC:EX; Lloyd, Ada MTIC:EX  
**Subject:** BRDO & GCPE

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Mary

*Mary Gunn*

Corporate Finance  
Ministry of Advanced Education  
PO Box 9154 Stn Prov Govt  
Victoria BC V8W 9H1

**Gunn, Mary E AVED:EX**

---

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 10:03 AM  
**To:** Lloyd, Ada MTIC:EX  
**Subject:** RE: BRDO & GCPE & SID - Purchase/Travel/BTA Cards  
**Attachments:** BMO Purchasing and Travel Card Reorg Form for MTICS to AVED.xlsm

**Categories:** Re-org

Hi Ada, here is the reorg form for BMO Purchase and Travel cards.

Thanks,  
Mary

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 9:41 AM  
**To:** Lloyd, Ada MTIC:EX  
**Cc:** Hastings, Sabrina M MTIC:EX; Ogden, Lynn MTIC:EX  
**Subject:** RE: BRDO & GCPE & SID - Purchase/Travel/BTA Cards

Thanks Ada, will you be completing the BMO reorg spreadsheet for these.

Please note that Advanced Education does not use BTAs.

Thanks,  
Mary

**From:** Lloyd, Ada MTIC:EX  
**Sent:** Tuesday, January 20, 2015 9:22 AM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Hastings, Sabrina M MTIC:EX; Ogden, Lynn MTIC:EX  
**Subject:** BRDO & GCPE & SID - Purchase/Travel/BTA Cards

Hi Mary,

The following employees hold Corporate Purchase Cards:  

Name	Reports To
------	------------

s.17

The following employees hold Corporate Travel Cards:  

Name	Reports to
------	------------

s.17

s.17

The following employee holds a BTA:  
Name Reports to

s.17

Ada Lloyd & Lynn Ogden  
Financial and Administrative Services Branch (FASB)  
Corporate Services Division

---

Ministry of Technology, Innovation and Citizens' Services  
E317 - 4000 Seymour Place  
Victoria, BC V8X 4S8  
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Email: [Ada.Lloyd@gov.bc.ca](mailto:Ada.Lloyd@gov.bc.ca)

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 13, 2015 9:14 AM  
**To:** Ogden, Lynn MTIC:EX; Lloyd, Ada MTIC:EX  
**Subject:** BRDO & GCPE

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*Mary Gunn*

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☎ (250) 356-8051  
fax (250) 356-8851  
Email: [mary.gunn@gov.bc.ca](mailto:mary.gunn@gov.bc.ca)





**Gunn, Mary E AVED:EX**

---

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 12:27 PM  
**To:** Porter, Donna A AVED:EX  
**Subject:** RE: GCEPE Expense Authority

**Categories:** Re-org

Hi Donna, did you want to have a pre-meeting with Bruce, you and me before the 1:30 meeting tomorrow ?

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 8:54 AM  
**To:** Porter, Donna A AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: GCEPE Expense Authority

Thanks Donna, I have sent meeting request for tomorrow at 1:30.

**From:** Porter, Donna A AVED:EX  
**Sent:** Thursday, January 15, 2015 4:54 PM  
**To:** Gunn, Mary E AVED:EX  
**Subject:** Re: GCEPE Expense Authority

Yes good idea.

Can you book an hour with, me, you Bruce  
Dawn  
Jack

Thx

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
250 480-9639  
Sent from my iPhone

On Jan 15, 2015, at 4:33 PM, Gunn, Mary E AVED:EX <[Mary.Gunn@gov.bc.ca](mailto:Mary.Gunn@gov.bc.ca)> wrote:

FYI - should we set up a meeting?

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, January 15, 2015 3:52 PM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** FW: GCEPE Expense Authority

Hi Mary,

How do I obtain access to CSAS as an administrator?

Thanks so much.



Dawn

**From:** Taekema, Jack GCPE:EX  
**Sent:** Thursday, January 15, 2015 3:26 PM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Gesslein, Tanya GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

As discussed, this is a good idea. Please see what it takes to get access.

Regards,  
*Jack*

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, January 15, 2015 11:46 AM  
**To:** Taekema, Jack GCPE:EX  
**Cc:** Gesslein, Tanya GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

Hi Jack,

Hoping I can get the access and we can do it here?

Thank you

**Dawn Stewart**  
Manager, Financial Services

Government Communications and Public Engagement  
T 250 356-8595  
F 250 387-6687

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**From:** Gesslein, Tanya GCPE:EX  
**Sent:** Thursday, January 15, 2015 11:13 AM  
**To:** Taekema, Jack GCPE:EX; Stewart, Dawn M GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

Hi Jack and Dawn,

I can view CSAS but I can't make any changes, the folks at corporate services do that part for me.

**From:** Taekema, Jack GCPE:EX  
**Sent:** Thursday, January 15, 2015 11:03 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Gesslein, Tanya GCPE:EX  
**Subject:** FW: GCEPE Expense Authority

Dawn, I believe Tanya has access to CSAS.

Tanya, can you check this for Dawn and Mary.

Thanks,  
*Jack*

**From:** Gunn, Mary E AVED:EX  
**Sent:** Thursday, January 15, 2015 11:01 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

Thanks Dawn, who is your contact at MTICS Financial Services Branch for CSAS?

Thanks,  
Mary

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, January 15, 2015 10:55 AM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

Hi Mary,

CSAS, but MTICS Financial Services Branch did this on our behalf. I have no problems doing this for GCPE if I can be granted access to the system?

Thank you

**Dawn Stewart**  
Manager, Financial Services

Government Communications and Public Engagement  
T 250 356-8596  
F 250 387-8687

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**From:** Gunn, Mary E AVED:EX  
**Sent:** Thursday, January 15, 2015 10:46 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

Thanks Dawn, EA is all set up through CSAS. How is your EA currently set up?

Thanks,  
Mary

**From:** Stewart, Dawn M GCPE:EX  
**Sent:** Thursday, January 15, 2015 10:45 AM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Taekema, Jack GCPE:EX  
**Subject:** RE: GCEPE Expense Authority

Hi Mary,

No, we do not have access to CSAS, and will require your assistance in changing our EA's over to the new account structures. Is there a standard template you can send me that AVED uses to set-up/change EA's?

Many thanks  
Dawn

**From:** Gunn, Mary E AVED:EX  
**Sent:** Thursday, January 15, 2015 10:39 AM  
**To:** Stewart, Dawn M GCPE:EX  
**Subject:** GCEPE Expense Authority

Hi Dawn,

Just thought I'd touch base with you on expense authority. Do you have access to CSAS or do you need my assistance ?

Thanks,  
Mary

*Mary Gunn*  
Corporate Finance  
Ministry of Advanced Education  
PO Box 9154 Stn Prov Govt  
Victoria BC V8W 9H1  
☎ (250) 356-8051  
fax (250) 356-8851  
Email: [mary.gunn@gov.bc.ca](mailto:mary.gunn@gov.bc.ca)

**Gunn, Mary E AVED:EX**

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**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 12:48 PM  
**To:** Porter, Donna A AVED:EX  
**Subject:** FW: Expense Authorities for BRDO, GCPE, SID  
**Attachments:** SA\_Card\_Details\_20150119\_26507 1 .xlsb

**Categories:** Re-org

Hi Donna, just wanted to also flag that they have some different EA levels than what is on AVED's Expense Authority Matrix: B5 and A3.

**From:** Gunn, Mary E AVED:EX  
**Sent:** Tuesday, January 20, 2015 10:05 AM  
**To:** Porter, Donna A AVED:EX  
**Subject:** FW: Expense Authorities for BRDO, GCPE, SID

FYI

**From:** Lloyd, Ada MTIC:EX  
**Sent:** Tuesday, January 20, 2015 9:03 AM  
**To:** Gunn, Mary E AVED:EX  
**Cc:** Ogden, Lynn MTIC:EX; Hastings, Sabrina M MTIC:EX  
**Subject:** Expense Authorities for BRDO, GCPE, SID

Hi Mary,

Attached report lists employees with active Expense Authorities (Permanent and Alternate EAs). Ada

Ada Lloyd & Lynn Ogden  
Financial and Administrative Services Branch (FASB)  
Corporate Services Division

---

Ministry of Technology, Innovation and Citizens' Services  
E317 - 4000 Seymour Place  
Victoria, BC V8X 4S8  
Phone: 250-356-1417 Fax: 250-952-8286  
Email: [Ada.Lloyd@gov.bc.ca](mailto:Ada.Lloyd@gov.bc.ca)

[illegible][illegible]

Manuscript for Reviewers (JCL) has been accepted by the American Psychological Association. References to peer-reviewed literature should be included in the text.

[illegible]

### Time On Line Reorg Changes

Employee Name	Empl ID #	TOL Role	TOL Role Change	Dept Access To Be Removed	Dept Access To Be Added	Employee ID Access To Be Removed		Employee ID Access To Be Added		Comments
						Empl ID #	Employee Name	Empl ID #	Employee Name	
<b>Board Resourcing and Development Office (019-5232)</b>										
Lu, Barbara	s.22	Employee Time Entry								
Shaw, Brea		Sign-off Authority			019-5232					
Mackenzie-Ast, Larkin		Employee Time Entry								
Brodie, Natalya		Sign-off Authority			019-5232					NSO is Donna Porter
Szabo, Susanne		Employee Time Entry								
Ma, Christina		Employee Time Entry								
										Brodie, Natalya is the NSO for 019-5232

DEC 2014 REGRG - EMPLOYEES TRANSFERRING FROM MTICS TO AYED

Board Resourcing and Development Office 019-4444

Name	Title	IDIR ID	Employee #	Position #	Position Title from CSAS report	EA	Pcard	Tcard	EA Trng	QP	DW	Disc	TOL Role	Current Responsibilities at MTICS	Security Group	End Dated from MTICS	AE CAS Access Completed	Comments
Brodie, Natalya	Director	NBRODIE	s.22		Senior Analyst	A4	✓				✓	✓	Sign-off Authority	BCGOV - Self Service Common Functions FI - AP - Expenses FI - AP - Inquiry FI - PQ - Internet Procurement FVFS - IB - Qualified Receiver	Finance Ministries			
Mackenzie-Ast, Larkin	Manager	LAMACKEN									✓	✓	Employee Time Entry	BCGOV - Self Service Common Functions FI - AP - Expenses FI - GL - Inquiry FI - PQ - Internet Procurement	Finance Ministries			
Shaw, Brea	Executive Assistant	BRESHAW			Senior Analyst	A4	✓				✓	✓	Leave Approver	BCGOV - Self Service Common Functions FI - AP - Expenses FI - PQ - Internet Procurement	Finance Ministries			
Szabo, Susanne	Office Assistant	SSZABO											Employee Time Entry					No CAS access
Ma, Christina	Office Assistant	CHRISMA											Employee Time Entry	BCGOV - Self Service Common Functions FI - AP - Expenses FI - PQ - Internet Procurement	Used for Fieandels Access Only			
Lui, Barbara	??	BARBLU											Employee Time Entry					No CAS access

DEC. 2014 REQ - EMPLOYEES TRANSFERRING FROM MTICS TO AVED

GCPE

Name	IDR ID	Employee #	Position #	Position Title from CSAS report	EA	Pcard	Tcard	EA Trng	QP	DW	Disc +	TOL Role	Current Responsibilities at MTICS	Security Group	End Dated from MTICS	AE CAS Access Completed	Comments
John Paul Fraser	s.22			Deputy Minister	A1		✓										
Denise Champion				ADM. Strategic Initiatives	A1												
David Hume				Executive Director, Citizen Engagement	A2												
Walter Moser				Executive Director, Corporate Online Services	A2												
Alex MacLennan				Executive Director, Strategic Design & Transformation	A2												
Prosser Morrison				Project Director	A3												
David White				Director, Design Strategy, CEU	A3												
Jack Taekema				Director, Financial Operations	A3												
Elaine Dawson				Director, Corp Data & Web Services	A3												
Stephen Bamford				Director, System Solutions & Architecture	A3												
Stéphanie Albert				Director, Online Service Solutions	A3												
Savannah Murphy				Director, Strategic Business Transformation	A3												
Dawn Stewart				Manager, Financial Services	A4	✓											
Susan Hepburn				Team Lead	A4												
Gregory Lawrence				Team Lead	A4												
Colin Kewell				Team Lead	A4												
Chris Spiter				Team Lead	A4												
Troy Dudge				Financial Analyst	B5												
Lelia Kujarska				Financial Services Clerk	B5	✓											
Charles MacPherson				Technical Services Manager	B5												
Alexandra Bata				Financial Services Coordinator	F5												
Susan Smith				Administrative Services Officer	F5												



**From:** Porter, Donna A AVED:EX  
**To:** Critchley, Pauline AVED:EX; Choo, Julie AVED:EX; Smith, Bruce G AVED:EX  
**Subject:** RE: Re-org Feedback - before 9am please  
**Date:** Tuesday, January 20, 2015 7:49:24 AM

---

Hi again, thanks for this. Good information for timing.

I'm sure Heather will do the ADI and no (other than letting them know it's done) we don't need to involve GCPE/SI.

As a courtesy it would be good to let them know when it's imminent so they can run transaction detail reports (PDF and Excel) for their own use. We'll need them too – but I'm sure Heather can provide them as back-up for the ADI.

Thanks,

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Ministry of Advanced Education  
Ph: 250 356-6819

---

**From:** Critchley, Pauline AVED:EX  
**Sent:** Tuesday, January 20, 2015 7:41 AM  
**To:** Porter, Donna A AVED:EX; Choo, Julie AVED:EX; Smith, Bruce G AVED:EX; Davidson, Paul AVED:EX; Gunn, Mary E AVED:EX; Carr, Stephanie AVED:EX  
**Subject:** RE: Re-org Feedback - before 9am please

Hi Donna,

Great that you are meeting with Teri...say hi from me (I used to work for Teri)

Chart of Accounts is set up but we are waiting for pay lists to be set up. Once they are completed, PSA will move the employees and from there Mary can set up the EA's. From that point on we will start processing invoices and the actuals can be moved. The actuals can be moved now but it's best to wait until EA's are set up and they start using our coding to save having to move more later. If these are done using an ADI spreadsheet it should be fairly easy.

With regards to moving the actuals, I'm assuming they will prepare an ADI spreadsheet and submit it us for approval. Will Heather Longmuir be our contact for this? Do we need to involve Dawn?

Pauline

---

**From:** Porter, Donna A AVED:EX  
**Sent:** Tuesday, January 20, 2015 7:29 AM

**To:** Critchley, Pauline AVED:EX; Choo, Julie AVED:EX; Smith, Bruce G AVED:EX; Davidson, Paul AVED:EX; Gunn, Mary E AVED:EX; Carr, Stephanie AVED:EX  
**Subject:** Re-org Feedback - before 9am please

Hi

I'm heading to an early meeting and then CFO council for 10am.

I've arranged to have a chat with Teri about the re-org and next steps – but I'd appreciate any input you may have.

We both think that you all have it well in hand – but want to raise any questions or concerns that may have arisen – even if it's a question about the role we play with the new groups.

Donna Porter, CPA, CMA  
A/Chief Financial Officer  
Corporate Finance Branch  
Ministry of Advanced Education  
Ph: 250 356-6819  
Cell: 250 480-9639

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**To:** Porter, Donna A AVED:EX; Critchley, Pauline AVED:EX; Choo, Julie AVED:EX; Smith, Bruce G AVED:EX; Davidson, Paul AVED:EX; Carr, Stephanie AVED:EX  
**Subject:** RE: Re-org Feedback - before 9am please  
**Date:** Tuesday, January 20, 2015 8:53:34 AM

---

Hi Donna,

Corporate Cards – reorg spreadsheets need to be completed (outgoing ministry prepares and sends to incoming ministry and then it is sent to BMO)

CAS Access – outgoing ministry needs to cancel CAS access in their ministry and incoming ministry then sets up (will need names and what access they had to set up)

EA – needs to be cancelled in outgoing ministry and set up in incoming ministry

Thanks,  
Mary

---

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**To:** Critchley, Pauline AVED:EX; Choo, Julie AVED:EX; Smith, Bruce G AVED:EX; Davidson, Paul AVED:EX; Gunn, Mary E AVED:EX; Carr, Stephanie AVED:EX  
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Phone call with Donna + Brea - Jan 8?

Corp Cards - will need to do up forms for Teard + Beard  
for AED

Need list of names for TUL transfer  
CAS access  
Teard's  
Beard's

# Things To Do

		Date	Complete
1	Update hierarchy table - in draft		
2	Travel + Board <sup>3/24</sup> forms redone for all new cards		
3	BMO reorg spreadsheet - Ada working on		
4	Organize stay to end + start EA with Ada		
5	CIP-Ada to fly w/ her GPSA to see if they still need b/4 transferring		
6	add new PCs to signing limits for No RC restriction EAs		
7			
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093760

M2B-2245



Recycled Paper

GCPE

Separate Vote # 43

298 FTE's



4

"BOARD" Resource Dev Office

~ Vancouver ~ mtics

< 200  
100

GCPE

Strategic Initiatives  
7 Branches

They have their own Deputy Ministers

How much support did mtic provide

BADO ↔

facilities

IT

- finance

- Procurement

John Paul Fraser  
Denise Champion

where  
are  
they?

Jack Taekema

s.17

Pollock just need request.



full directory

## To Do's

- check in with MTIC's facilities
  - GCPE (300) ~ GCPE
  - BRDO (4) ~ AED
- Pull Directory - understand  
OR6 structure
- Exec. DM / ADM  
(John Paul Fraser / Denise Champion)  
where are they - will they  
remain there?

How do they fit with BOP/mcc?

#730-999 Canada Place

BRDC - Board Resourcing & Development Office

- purchasing office supplies
- furniture / equipment
- security

BOF/MOC

5 staff      Dir - ex assist = 2  
                 Mgr - 2 office/BT = 3  
                 BRDC suffix (NOT mtrc/AVED)

JAN 8<sup>th</sup>

1 FTE - WILL ASK FOR CLK 14<sup>TOP LEVEL</sup> 13 BENEFITS  
FUNDING (NOT SURE WHAT TO DO)

CODING SET UP - RC's vs Service lines

Budget trnsfr Jan 15<sup>th</sup>

paylists still pending from TSS (1 wk?)

✓ Expense Authority - trnsfr in