

Ahmed, Sarf MTIC:EX

From: Lavine, Teri MTIC:EX
Sent: Monday, January 12, 2015 4:53 PM
To: Ahmed, Sarf MTIC:EX; McEwan, Colin MTIC:EX
Subject: Re: GCPE Transfer to Adv Ed

That is the amount remaining after giving GCPE their share.

Not sure what that amount is, but I can find out.

----- Original message -----

From: "Ahmed, Sarf MTIC:EX" <Sarf.Ahmed@gov.bc.ca>
Date: 01-12-2015 4:49 PM (GMT-08:00)
To: "McEwan, Colin MTIC:EX" <Colin.McEwan@gov.bc.ca>, "Lavine, Teri MTIC:EX" <Teri.Lavine@gov.bc.ca>
Cc:
Subject: FW: GCPE Transfer to Adv Ed

Does the stability mandate funding amount for us as per the deck includes GCPE's share as well ? If so, that could be given directly by TB to GCPE. If it does not include that, then they will get some to solve their salary issue ?

From: Porter, Donna A AVED:EX
Sent: Monday, January 12, 2015 2:45 PM
To: Brewster, Kevin AVED:EX
Cc: Ahmed, Sarf MTIC:EX; Fraser, John Paul GCPE:EX; McEwan, Colin MTIC:EX; Champion, Denise GCPE:EX; Lavine, Teri MTIC:EX; Taekema, Jack GCPE:EX
Subject: RE: GCPE Transfer to Adv Ed

Hi everyone, I've looped Kevin into the conversation so he is aware.

Kevin, this conversation is with respect to the out year salaries at GCPE/SI and the fact that conversations will need to take place at a higher level – ie Denise, you and Colin.

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

From: Lavine, Teri MTIC:EX
Sent: Monday, January 12, 2015 1:50 PM
To: Champion, Denise GCPE:EX; Taekema, Jack GCPE:EX
Cc: Porter, Donna A AVED:EX; Ahmed, Sarf MTIC:EX; Fraser, John Paul GCPE:EX; McEwan, Colin MTIC:EX
Subject: RE: GCPE Transfer to Adv Ed

It would be too late for a budget transfer; however, other arrangements could be made for 15/16.

Teri

From: Champion, Denise GCPE:EX
Sent: Monday, January 12, 2015 1:44 PM
To: Lavine, Teri MTIC:EX; Taekema, Jack GCPE:EX
Cc: Porter, Donna A AVED:EX; Ahmed, Sarf MTIC:EX; Fraser, John Paul GCPE:EX
Subject: Re: GCPE Transfer to Adv Ed

Thanks very much, Teri. We have some time booked with Sarf next week. Will that be too late should it be decided that additional \$ are to come from MTICS?

From: Lavine, Teri MTIC:EX
Sent: Monday, January 12, 2015 03:17 PM
To: Champion, Denise GCPE:EX; Taekema, Jack GCPE:EX
Cc: Porter, Donna A AVED:EX; Ahmed, Sarf MTIC:EX
Subject: RE: GCPE Transfer to Adv Ed

TBS is expecting that the forms are signed off today.

We've completed the budget transfer forms to move the GCPE vote as a whole. Any other funding coming from the MTIC/SSBC vote would require a discussion with Colin (and probably Sarf)

From: Champion, Denise GCPE:EX
Sent: Monday, January 12, 2015 1:11 PM
To: Lavine, Teri MTIC:EX; Taekema, Jack GCPE:EX
Cc: Porter, Donna A AVED:EX
Subject: Re: GCPE Transfer to Adv Ed

Teri,

What's the deadline for finalizing the program transfer? There are two significant pressures that require discussion and decisions before the transfer is completed...

Denise

From: Lavine, Teri MTIC:EX
Sent: Monday, January 12, 2015 01:37 PM
To: Taekema, Jack GCPE:EX
Cc: Champion, Denise GCPE:EX; Porter, Donna A AVED:EX
Subject: RE: GCPE Transfer to Adv Ed

Hi Jack,

Discussions to date have focussed on the transfer of the vote and the BRDO budget and then then corporate services support, which I understand that Donna shared with you.

Any further discussions related to out year salaries will need to take place at a higher level – ie Denise with EFO's from both organizations.

From: Taekema, Jack GCPE:EX
Sent: Friday, January 9, 2015 11:04 AM
To: Lavine, Teri MTIC:EX
Cc: Champion, Denise GCPE:EX
Subject: RE: GCPE Transfer to Adv Ed

Teri, I understand (from Donna Porter) that you (MTICS) have been having some discussions (emails?) with the AVED folks regarding the budget transfer. Please remember to include Denise Champion and myself in these discussions and ensure that we are involved in any decision making regarding GCPE financials and budgets.

Thanks,
Jack Taekema, CPA, CGA
Director, Financial Operations
Government Communications and Public Engagement

From: Taekema, Jack GCPE:EX
Sent: Tuesday, December 23, 2014 9:20 AM
To: Lavine, Teri MTIC:EX
Subject: RE: GCPE Transfer to Adv Ed

Thanks for the response. Regarding the transfer I am hoping you can let me know how many FTE's are currently supporting GCPE and it's \$35M budget in your Corporate Services group. I can try and guess but I think it would make more sense for you to come up with your estimate before we have our discussions in January. Once you do that we may want to have a preliminary discussion.

Thanks,
Jack

From: Lavine, Teri MTIC:EX
Sent: Tuesday, December 23, 2014 9:07 AM
To: Taekema, Jack GCPE:EX
Subject: RE: GCPE Transfer to Adv Ed

Hi Jack,

Donna Porter is the acting CFO at AVED and she has been in contact with me, so I will link her up with you as she is looking for some preliminary information on both BRDO and GCPE.

I expect that Dawn/Kelly will need to provide info on BRDO -- correct ?

I would like us all to be on the same page regarding the budget transfer, so it would be helpful if you and Denise could document what you believe should be included in the transfer and then we can all meet early in the new year to finalize before the transfer is done. Does that work ?

From: Taekema, Jack GCPE:EX
Sent: Tuesday, December 23, 2014 9:02 AM
To: Lavine, Teri MTIC:EX
Subject: FW: GCPE Transfer to Adv Ed
Importance: High

Teri, further to this announcement earlier this week regarding the transfer of GCPE please ensure that Denise and myself are included in any program transfer discussions. As you are aware, there are significant program pressures that need to be dealt with. There are also financial support items to be discussed before a transfer can happen.

Regarding the transfer do you know who the CFO at Adv Educ is? Should I be contacting them or do I wait for you to initiate discussions?

Please let me know what the next steps are.

Thanks,
Jack Taekema
Director, Financial Operations
Government Communications and Public Engagement

From: Champion, Denise GCPE:EX
Sent: Thursday, December 18, 2014 4:01 PM
To: Hume, David GCPE:EX; MacLennan, Alex GCPE:EX; Moser, Walter GCPE:EX; Dawson, Elaine M GCPE:EX; Loveless, Michelle GCPE:EX; Taekema, Jack GCPE:EX
Subject: GCPE Transfer
Importance: High

Good Afternoon.

I am writing to let you know that, effective immediately, Honourable Andrew Wilkinson has been appointed as Minister of Advanced Education. GCPE will transfer to AVED as part of the Minister's new portfolio.

An official announcement is coming from JP to All Staff but I wanted you to be prepared. What does this mean – business as usual until we hear otherwise. Please hold this in confidence until John's e-mail arrives.

We can discuss further at the re-scheduled SMT tomorrow afternoon. Thank you!

Denise

Ahmed, Sarf MTIC:EX

From: Lavine, Teri MTIC:EX
Sent: Monday, December 22, 2014 2:16 PM
To: Ahmed, Sarf MTIC:EX; McEwan, Colin MTIC:EX
Subject: Update: Program Transfers

Have received confirmation, via TBS, that BRDO is going to AVED..

From: Ahmed, Sarf MTIC:EX
Sent: Monday, December 22, 2014 11:40 AM
To: Lavine, Teri MTIC:EX; McEwan, Colin MTIC:EX
Subject: Re: Program Transfers

Can you please check the OIC? Kim told me it is mentioned in it. Haven't seen the oic myself

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Lavine, Teri MTIC:EX
Sent: Monday, December 22, 2014 11:15 AM
To: McEwan, Colin MTIC:EX; Ahmed, Sarf MTIC:EX
Subject: RE: Program Transfers

BRDO had already been moved to JTST under Athana. Are we sure that it is now moving to AVED?

From: McEwan, Colin MTIC:EX
Sent: Friday, December 19, 2014 10:08 AM
To: Lavine, Teri MTIC:EX
Subject: heads up

Teri,
BRDO and GCPE will be moving with MAW to AVED. The vote structure will need to change for next year.
Colin
Colin McEwan
ADM, Corporate Services and EFO
Ministry of Technology, Innovation and Citizens' Services
Ph: (250) 952-7635
Cell: (778) 677-6416
Colin.McEwan@gov.bc.ca

Ahmed, Sarf MTIC:EX

From: Lavine, Teri MTIC:EX
Sent: Monday, December 22, 2014 11:42 AM
To: Ahmed, Sarf MTIC:EX; McEwan, Colin MTIC:EX
Subject: RE: Program Transfers

The OIC is not yet posted, so was hoping that you had seen it..

Will continue to check the site and hope it is posted soon...

From: Ahmed, Sarf MTIC:EX
Sent: Monday, December 22, 2014 11:40 AM
To: Lavine, Teri MTIC:EX; McEwan, Colin MTIC:EX
Subject: Re: Program Transfers

Can you please check the OIC? Kim told me it is mentioned in it. Haven't seen the oic myself

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: Lavine, Teri MTIC:EX
Sent: Monday, December 22, 2014 11:15 AM
To: McEwan, Colin MTIC:EX; Ahmed, Sarf MTIC:EX
Subject: RE: Program Transfers

BRDO had already been moved to JTST under Athana. Are we sure that it is now moving to AVED?

From: McEwan, Colin MTIC:EX
Sent: Friday, December 19, 2014 10:08 AM
To: Lavine, Teri MTIC:EX
Subject: heads up

Teri,
BRDO and GCPE will be moving with MAW to AVED. The vote structure will need to change for next year.
Colin
Colin McEwan
ADM, Corporate Services and EFO
Ministry of Technology, Innovation and Citizens' Services
Ph: (250) 952-7635
Cell: (778) 677-6416
Colin.McEwan@gov.bc.ca


Margetish, Brenda R MTIC:EX

From: Ngo, Dawn MTIC:EX
Sent: Wednesday, January 14, 2015 11:39 AM
To: Porter, Donna A AVED:EX; Lavine, Teri MTIC:EX
Cc: Taekema, Jack GCPE:EX; Stewart, Dawn M GCPE:EX; Smith, Bruce G AVED:EX
Subject: RE: Capital Transfer?

Hi Donna,

GCPE/SI and BRDO do not have any capital budget in FY14/15 and onwards.

GCPE/SI do have T&T funding for DataBC- Enterprise Spatial Services. The T&T funding for ministries is held centrally within MTICS and reported out against MTICS budget.

CPS Identifier	Project Name
 LCTZSSA0248	DataBC - Enterprise Spatial Services

Thank you,

Dawn

From: Porter, Donna A AVED:EX
Sent: Wednesday, January 14, 2015 10:59 AM
To: Lavine, Teri MTIC:EX; Ngo, Dawn MTIC:EX
Cc: Taekema, Jack GCPE:EX; Stewart, Dawn M GCPE:EX; Smith, Bruce G AVED:EX
Subject: Capital Transfer?

Good morning everyone,

Teri, I'm just finishing up our Resource Summary for 2015/16 Estimates and noticed that the budget transfers from GCPE/SI and BRDO did not include Ministry Capital (CRF) budget.

Can you confirm that there is no budget and that it wasn't an oversight?

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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Margetish, Brenda R MTIC:EX

From: Porter, Donna A AVED:EX
Sent: Monday, January 12, 2015 2:04 PM
To: Cross, Maggie FIN:EX; Lavine, Teri MTIC:EX; Ngo, Dawn MTIC:EX
Subject: RE: ACTION - BUDGET TRANSFERS: Minister change

Hi everyone, sorry to come late to the party.... I was in another meeting. I am definitely OK with restating as well. I'll just make note on my copy of the eform.

Thanks everyone.

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

From: Ngo, Dawn MTIC:EX
Sent: Monday, January 12, 2015 1:56 PM
To: Cross, Maggie FIN:EX; Lavine, Teri MTIC:EX; Porter, Donna A AVED:EX
Subject: RE: ACTION - BUDGET TRANSFERS: Minister change

Thanks Maggie. I will do that right now.

Dawn

From: Cross, Maggie FIN:EX
Sent: Monday, January 12, 2015 1:51 PM
To: Lavine, Teri MTIC:EX; Ngo, Dawn MTIC:EX; Porter, Donna A AVED:EX
Subject: RE: ACTION - BUDGET TRANSFERS: Minister change

Yes, the restatement is just for presentation for year over year comparatives.

Dawn – if you recall the transfer you can add the restated year. And because we aren't changing the budget years, you can then approve it directly back to me.

Thank you,

Maggie Cross

S17

From: Lavine, Teri MTIC:EX
Sent: Monday, January 12, 2015 1:46 PM
To: Cross, Maggie FIN:EX; Ngo, Dawn MTIC:EX; Porter, Donna A AVED:EX
Subject: RE: ACTION - BUDGET TRANSFERS: Minister change

My only thought is because we weren't going to send all of the costs for 14/15... but you are right that is still not a reason to restate, right ?

From: Cross, Maggie FIN:EX
Sent: Monday, January 12, 2015 1:42 PM

To: Ngo, Dawn MTIC:EX; Porter, Donna A AVED:EX
Cc: Lavine, Teri MTIC:EX
Subject: RE: ACTION - BUDGET TRANSFERS: Minister change
Importance: High

Me again....

The general rule for April 1 transfers is to restate. Is there a reason why we are not restating the corporate services transfer? It will result in MTICs showing a year over year cut, and AVED showing a year over year lift.

I think we should revise the E-form, but please let me know if there is a reason why we shouldn't be restating.

Thank you,

Maggie Cross

S17

From: Lavine, Teri MTIC:EX
Sent: Friday, January 9, 2015 4:50 PM
To: Cross, Maggie FIN:EX; Ngo, Dawn MTIC:EX
Cc: Porter, Donna A AVED:EX
Subject: Re: ACTION - BUDGET TRANSFERS: Minister change

Hi Maggie

Donna and I spoke this afternoon and will have the transfer form completed by end of day Monday.

Yes, we agreed no current transfer, we would just accept 1/4 year costs via JR for work they will now be performing.

----- Original message -----

From: "Cross, Maggie FIN:EX" <Maggie.Cross@gov.bc.ca>
Date: 01-09-2015 4:40 PM (GMT-08:00)
To: "Lavine, Teri MTIC:EX" <Teri.Lavine@gov.bc.ca>, "Ngo, Dawn MTIC:EX" <Dawn.Ngo@gov.bc.ca>
Cc: "Porter, Donna A AVED:EX" <Donna.Porter@gov.bc.ca>
Subject: RE: ACTION - BUDGET TRANSFERS: Minister change

Good afternoon,

I am hoping to receive the two OIC E-forms this afternoon, but I wanted to confirm if you had agreed on a corporate services transfer. Donna and I spoke about the Corp Services transfer potentially being an April 1 transfer to avoid creating a new SL. Can you confirm if this is the case? In either case, I will need the E-form for the corporate services by end of day Monday.

Thank you,

Maggie Cross

From: Porter, Donna A AVED:EX
Sent: Monday, January 5, 2015 7:00 AM
To: Lavine, Teri MTIC:EX; Ngo, Dawn MTIC:EX
Cc: Cross, Maggie FIN:EX
Subject: RE: ACTION - BUDGET TRANSFERS: Minister change

Thanks all, we're ready when you are. Teri let's discuss sometime today if you have time.

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

From: Lavine, Teri MTIC:EX
Sent: Monday, January 5, 2015 6:54 AM
To: Ngo, Dawn MTIC:EX
Cc: Porter, Donna A AVED:EX; Cross, Maggie FIN:EX
Subject: ACTION - BUDGET TRANSFERS: Minister change

Dawn,

Can you please initiate the transfer for both BRDO and the full GCPE vote this morning.

Also, can you send Donna the vote description information for BRDO and GCPE.

We'll still need to verify/discuss if there is any ESS funding from vote 41 to transfer required.

Thanks Dawn,

Teri

From: , "Maggie FIN:EX" <Maggie.Cross@gov.bc.ca>
Date: Wednesday, December 24, 2014 at 10:54 AM
To: Teri Lavine <teri.lavine@gov.bc.ca>, "Porter, Donna A AVED:EX" <Donna.Porter@gov.bc.ca>
Cc: Dawn Ngo <Dawn.Ngo@gov.bc.ca>
Subject: Re: Minister change

Morning,

I'm not sure who thought mini-reorgs for Christmas was a good idea, but...

As Doug said, our families are important and I'd like to try and avoid anyone coming in from their holidays. That being said we need to get this done asap so I'll be looking for signed off e-forms by the 5th or 6th of January.

I'm sure we'll be talking between now and then, but if you have any questions or concerns don't hesitate to give me a shout.

Maggie Cross

S17

Sent from my iPhone

On Dec 24, 2014, at 9:03 AM, "Foster, Doug FIN:EX" <Doug.Foster@gov.bc.ca> wrote:

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.

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.

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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Margetish, Brenda R MTIC:EX

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
Attachments: GCPE - BRDO - SID Tasks Time.xlsx

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
Financial Reporting, Accounts Payable and Assurance group			
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)	FO21	minimal	
FIA (Knowledge Network): Annually		minimal	
Asset Set up (liaise with CAS):	FO18	minimal	
AR & Collections & Writeoffs:		minimal	
Financial Systems Access, Corporate Cards, 3CMB & EA's:	Clk 11	minimal	
General Financial Advice and Assurance	FO24	.1 FTE	
Budgeting group			
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 ⁵/₁₅ (Gurmeet, Linda Vale, Jesikah Post) performed the daily WSI service and minor client requests.

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

Tasks	Classification of FASB Staff	by FTE%/Volume?		
		GCPE	BRDO	SID
AP Entry:	Clk 9			
JV Entry:	Clk 9	Done in GCPE		
Bank Deposits:	Clk 9			
Accountable Advances (monitoring):	FO14			
Reporting to OCG (Monthly, Quarterly, YE):	FO18/FO21			
Asset Set up (liaise with CAS):	FO18		None	
Centralized Chargebacks and Allocations (FTE, Bank Charges, Legal Services, Records Storage, Open Government, Leave Liability, Union,	FO14			
AR & Collections & Writeoffs:	FO18		None	
FIA (Knowledge Network): Annually	FO21	None	None	
FOI:	FO14	Done in GCPE	Done in GCPE	Done in GCPE
PO Entry:	Clk 9	Done in GCPE		
Financial Systems Access:	Clk 11			
EA:	Clk 11			
3CMB:				
Grant Transfer (Knowledge Network)	FO24	None	None	
General Financial Advice				

Margetish, Brenda R MTIC:EX

From: Ngo, Dawn MTIC:EX
Sent: Monday, January 5, 2015 3:14 PM
To: Porter, Donna A AVED:EX
Cc: Lavine, Teri MTIC:EX
Subject: re: GCPE FTE Burn 14-15
Attachments: Book2.xlsx

Hi Donna,

As discussed, please find attached the GCPE FTE burn for this fiscal.

Please let me know if you need anything else.

Thank you,
Dawn
356-1322

MINISTRY OF TECHNOLOGY, INNOVATION AND CITIZENS' SERVICES- GCPE Vote

REGULAR AND AUXILIARY FTE BURN

Mar 23 to Apr 19	Apr 20 to May 31	Jun 1 to Jun 28	Jun 29 to Jul 26	Jul 27 to Aug 23	Aug 24 to Sep 20	Sep 21 to Oct 18	Oct 19 to Nov 29					
212.73	209.43	205.48	201.27	201.70	201.48	204.32	204.77					
87.19	88.19	87.51	90.52	93.94	93.12	91.68	92.87					
299.92	297.62	292.99	291.79	295.64	294.60	296.00	297.64	0.00	0.00	0.00	0.00	0.00

GCPE
Strategic Initiatives
TOTAL

Margetish, Brenda R MTIC:EX

From: Ngo, Dawn MTIC:EX
Sent: Monday, January 5, 2015 10:53 AM
To: Porter, Donna A AVED:EX
Cc: Lavine, Teri MTIC:EX
Subject: RE: BRDO and GCPE vote descriptions
Attachments: GCPE and BRDO vote descriptions.xlsx; FW: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]; FW: Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]

Hi Donna,

Please find attached the vote descriptions for BRDO and GCPE. Our TBS analyst has not provided final review or approval of our vote descriptions. We have however entered our proposed vote descriptions in BCOA.

BRDO

- They fell under the Executive and Support Services sub-vote. We made no changes to the description pertaining to BRDO but just removed the description as they were transferring out of the ministry.

GCPE vote- description unchanged

GCPE sub-vote

- Slight changes to wording related to who the core business were able to recover costs from to improve wording , or make it more consistent between the two sub-votes.

Strategic Initiative sub-vote

- Multiple wording changes. Per program area, this was to improve wording and better, more accurately describe the services delivered by SID. There were no new programs.
- We have entered the proposed vote description in BCOA (Dec 5th version). However, our TBS analyst He did suggest that we might be concerned about the vote description change for SID as he feels that they have removed wording around actually providing the services and whether the change would mean that they then don't have the authority to then provide the services within their vote.
- We communicated this feedback from our TBS analyst to SID (see attached email) and they provided an updated revised vote description (Dec 23) which I had sent to our TBS analyst for comment.

Please let me know if you have any questions or need anything further.

Regards,
Dawn
356-1322

From: Porter, Donna A AVED:EX
Sent: Monday, January 5, 2015 7:00 AM
To: Lavine, Teri MTIC:EX; Ngo, Dawn MTIC:EX
Cc: Cross, Maggie FIN:EX
Subject: RE: ACTION - BUDGET TRANSFERS: Minister change

Thanks all, we're ready when you are. Teri let's discuss sometime today if you have time.

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

From: Lavine, Teri MTIC:EX
Sent: Monday, January 5, 2015 6:54 AM
To: Ngo, Dawn MTIC:EX
Cc: Porter, Donna A AVED:EX; Cross, Maggie FIN:EX
Subject: ACTION - BUDGET TRANSFERS: Minister change

Dawn,

Can you please initiate the transfer for both BRDO and the full GCPE vote this morning.

Also, can you send Donna the vote description information for BRDO and GCPE.

We'll still need to verify/discuss if there is any ESS funding from vote 41 to transfer required.

Thanks Dawn,

Teri

From: , "Maggie FIN:EX" <Maggie.Cross@gov.bc.ca>
Date: Wednesday, December 24, 2014 at 10:54 AM
To: Teri Lavine <teri.lavine@gov.bc.ca>, "Porter, Donna A AVED:EX" <Donna.Porter@gov.bc.ca>
Cc: Dawn Ngo <Dawn.Ngo@gov.bc.ca>
Subject: Re: Minister change

Morning,

I'm not sure who thought mini-reorgs for Christmas was a good idea, but...

As Doug said, our families are important and I'd like to try and avoid anyone coming in from their holidays. That being said we need to get this done asap so I'll be looking for signed off e-forms by the 5th or 6th of January.

I'm sure we'll be talking between now and then, but if you have any questions or concerns don't hesitate to give me a shout.

Maggie Cross

S17

Sent from my iPhone

On Dec 24, 2014, at 9:03 AM, "Foster, Doug FIN:EX" <Doug.Foster@gov.bc.ca> wrote:

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.

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.

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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Core Business	Approved Appropriation Description for 2015-16	Comment	Need/Reason for Requested Change
			To remove activities related to BRDO as program transferring out of MTICS
HCT 0 Executive and Support Services- (BRDO portion)	HDT 0 Voted Appropriations	<p>This sub-vote also provides for activities that support the recruitment and recommendation of candidates for appointments to all Crown corporations, agencies, boards, and commissions</p> <p>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 <u>ministries Crown agencies boards and commissions</u> and other parties both <u>internal and external to government</u> for services described within this sub-vote.</p>	<p>Was removed from MTICS ESS sub-vote description. Pertains to Board Resourcing & Development Office which is transferring out of the ministry.</p> <p>To improve the wording, or make them more consistent between the sub-votes. There were no new programs.</p>
HCT70 Government Communications and Public Engagement	HDT70 Voted Appropriation	<p>Dec 5/1 Proposed changes: NOTE: This version is what is currently in BCOA- This sub-vote provides for corporate leadership, cross-government planning, policy development and innovation in the management of common web services for government; the integration, warehousing and dissemination of enterprise data including provincial spatial information; service design 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 in this sub-vote.</p>	<p>Removed text: ministries, Crown corporations and agencies, other levels of government, public bodies, and parties external to government</p> <p>Replaced with: ministries, Crown agencies, boards and commissions, and other parties both internal and external to government</p> <p>Numerous changes made</p> <p>Old Vote Description: This sub-vote provides for corporate leadership and government innovation in the public service, cross-government planning, policy development and innovation in the management of common web services for government; the integration, warehousing and dissemination of enterprise data including provincial spatial information; service design and delivery; and key programs related to open government including open data, open information and citizen engagement. Costs may be recovered from ministries, Crown corporations and agencies, other levels of government, public bodies, and parties external to government for services described in this sub-vote.</p>
HCT75 Strategic Initiatives	HDT75 Voted Appropriation	<p>Dec 23/14 UPDATE NOTE: This version was sent to our TBS analyst for comment (not in BCOA) - This sub-vote provides for corporate leadership, cross-government planning, policy development and innovation in the delivery of common web services for government; the integration, warehousing and dissemination of enterprise data including provincial spatial information; service design 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 in this sub-vote.</p>	

Ministry: HAT00 Ministry of Technology, Innovation and Citizens' Services

Vote Name	Vote Number
HBT70 Government Communications and Public Engagement	43

Approved Vote Description for 2015-16

This vote provides for programs and operations described in the voted appropriations under the following two core businesses: Government Communications and Public Engagement and Strategic Initiatives.

Comment

no change

Margetish, Brenda R MTIC:EX

From: Taekema, Jack GCPE:EX
Sent: Tuesday, December 23, 2014 11:56 AM
To: Ngo, Dawn MTIC:EX
Cc: Stewart, Dawn M GCPE:EX; Champion, Denise GCPE:EX
Subject: FW: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]

Follow Up Flag: Follow up
Flag Status: Completed

Dawn, further to your email this morning, here is an updated version of the vote description that should work better.

Jack

From: Champion, Denise GCPE:EX
Sent: Tuesday, December 23, 2014 11:47 AM
To: Taekema, Jack GCPE:EX
Cc: Hume, David GCPE:EX; MacLennan, Alex GCPE:EX; Moser, Walter GCPE:EX; Dawson, Elaine M GCPE:EX
Subject: RE: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]

Hi Jack,

I think the changes included below should provide the clarity that Fisnik is looking for. I'm not keen on the idea of changing it back as it didn't accurately reflect the work being done by SID.

Denise

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.

From: Taekema, Jack GCPE:EX
Sent: Tuesday, December 23, 2014 10:28 AM
To: Champion, Denise GCPE:EX
Subject: FW: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]

FYI. Should we consider changing this wording back to what it was (since it is confusing to TB)?

Jack

From: Ngo, Dawn MTIC:EX
Sent: Tuesday, December 23, 2014 9:42 AM
To: Taekema, Jack GCPE:EX
Subject: FW: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]

Jack,

Fisnik is still in the process of reviewing the proposed vote descriptions changes but has provided some initial feedback that SID should consider. His concern is related to removed wording around actually providing the services and changes such as " management of common web services" to "innovation of in the management of common web services" and whether this means SID won't have the authority to then provide these services within the vote.

Could you please review and let us know how you propose proceeding by the early part of the first week of January?

Please let me know if you have any questions.

Thank you,
Dawn

From: Taekema, Jack GCPE:EX
Sent: Monday, December 15, 2014 10:21 AM
To: Ngo, Dawn MTIC:EX
Subject: FW: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]
Importance: High

Dawn, these are the ADM's comments, which were similar to mine. . . .

Jack

From: Champion, Denise GCPE:EX
Sent: Monday, December 15, 2014 10:03 AM

To: Stewart, Dawn M GCPE:EX
Cc: Taekema, Jack GCPE:EX
Subject: FW: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]
Importance: High

Changes were made to improve wording and better, more accurately, describe the services delivered by the Strategic Initiatives Division...

From: Stewart, Dawn M GCPE:EX
Sent: Monday, December 15, 2014 9:54 AM
To: Champion, Denise GCPE:EX; Taekema, Jack GCPE:EX
Subject: FW: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]
Importance: High

Over to you for your response.

Thanks
Dawn

From: Ngo, Dawn MTIC:EX
Sent: Monday, December 15, 2014 9:53 AM
To: Stewart, Dawn M GCPE:EX
Cc: Rapanos, Kelly MTIC:EX; Taekema, Jack GCPE:EX
Subject: RE: QUESTION- Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]
Importance: High

Hi Dawn S.,

Our TBS analyst has reviewed the proposed vote description changes for GCPE/SID and has asked that you provide explanations for the changes (need/reason). Things to consider would be whether the current activities are not covered by the current vote description, were new programs approved that are not reflected in the current vote description, is it just to improve wording, etc...

It would be appreciated if a response could be provided by end of today. Please let me know if this isn't possible.

My apologies for the tight timeline and as always, thank you for your assistance.

Regards,
Dawn

From: Stewart, Dawn M GCPE:EX
Sent: Thursday, December 4, 2014 10:05 AM
To: Rapanos, Kelly MTIC:EX
Cc: Taekema, Jack GCPE:EX; Ngo, Dawn MTIC:EX
Subject: FW: Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]

Hi Kelly,

Updated:

Have a great day.
Dawn

Sent: Friday, November 21, 2014 12:15 PM
To: Stewart, Dawn M GCPE:EX; Taekema, Jack GCPE:EX
Subject: Vote Descriptions for 2015/16 Estimates [due to CSD Dec 5th at noon]

Re: 2015/16 Vote Descriptions

Good Afternoon,

We have been instructed to confirm and/or update all vote descriptions for the 2015/16 Estimates build, and I have attached your current vote description for your review and approval.

GCPE Communications:

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 corporations and agencies, other levels of government, public bodies, and parties external to government for services described within this sub-vote.

Strategic Initiatives:

This sub-vote provides for corporate leadership and services in the areas of strategic policy development and cross-government innovation in the public service. Included in this sub-vote is the management of common web services for government; the integration, warehousing, and dissemination of provincial geographic information; cross-government planning; 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.

Kindly confirm or update your core business vote descriptions and reply back to both myself and Dawn Ngo by **noon on Friday December 5th**.

Please do not hesitate to contact us if you have any questions.

Regards,
Kelly Rapanos 

Financial Analyst, Financial & Administrative Services Branch
Corporate Services Division

Ministry of Technology, Innovation and Citizens' Services
PO Box 9412 Stn Prov Govt, Victoria BC, V8W 9V1
E317 - 4000 Seymour Place
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Margetish, Brenda R MTIC:EX

From: Lavine, Teri MTIC:EX
Sent: Tuesday, December 23, 2014 7:32 AM
To: Brewster, Kevin AVED:EX; McEwan, Colin MTIC:EX
Cc: Mitrou, Shirley MTIC:EX; Porter, Donna A AVED:EX
Subject: Re: Program Transfers

Good Morning Kevin,

S22 and unfortunately we do not have any details around the reasoning for the transfer.

Doug Foster may be the best person to contact for those details.

Teri

From: , "Kevin AVED:EX" <Kevin.Brewster@gov.bc.ca>
Date: Tuesday, December 23, 2014 at 5:42 AM
To: Colin McEwan <Colin.McEwan@gov.bc.ca>
Cc: "Mitrou, Shirley MTIC:EX" <Shirley.Mitrou@gov.bc.ca>, Teri Lavine <teri.lavine@gov.bc.ca>, "Porter, Donna A AVED:EX" <Donna.Porter@gov.bc.ca>
Subject: FW: Program Transfers

Hi Colin – can you shed any light on why BRDO is being transferred from JTST to AVED?
This comes as a surprise to us...and I understand brings with it significant workload

Kevin Brewster

Assistant Deputy Minister & Executive Financial Officer | Financial and Mangement Services Division | Ministry of Advanced Education
Phone: 250-952-7410 Email: Kevin.Brewster@gov.bc.ca

From: Porter, Donna A AVED:EX
Sent: Monday, December 22, 2014 9:29 AM
To: Brewster, Kevin AVED:EX
Subject: Fwd: Program Transfers

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

Begin forwarded message:

From: "Lavine, Teri MTIC:EX" <Teri.Lavine@gov.bc.ca>
Date: December 22, 2014 at 8:38:25 AM PST
To: "Porter, Donna A AVED:EX" <Donna.Porter@gov.bc.ca>
Subject: FW: Program Transfers

As per our discussion.
Teri

From: Preniqi, Fisnik FIN:EX
Sent: Friday, December 19, 2014 1:33 PM
To: Lavine, Teri MTIC:EX
Cc: Ngo, Dawn MTIC:EX
Subject: RE: Program Transfers

Hi Teri,

We'll reverse the transfer to JTST. And then we'll need two transfers to AVED, one for BRDO and another for GCPE, but need to see the OIC for the effective dates.

Please let me know as soon as you have more info so that I can find out if we can process on time for budget. In the meantime please start e-Forms with AVED, and you can edit dates later.

Thanks,

Fisnik

From: Lavine, Teri MTIC:EX
Sent: Friday, December 19, 2014 10:23 AM
To: Preniqi, Fisnik FIN:EX
Cc: Ngo, Dawn MTIC:EX
Subject: Program Transfers
Importance: High

Fisnik,

We've been advised that the follow programs will be moving with Minister Wilkinson to AVED.

Given that we just moved BRDO to JTST, can we just use that transfer document to move it to AVED?

Since GCPE is a separate vote, can the whole vote just be moved without any action being taken by us – or ??

Thanks !

Teri

From: McEwan, Colin MTIC:EX
Sent: Friday, December 19, 2014 10:08 AM
To: Lavine, Teri MTIC:EX
Subject: heads up

Teri,

BRDO and GCPE will be moving with MAW to AVED. The vote structure will need to change for next year.

Colin

Colin McEwan

ADM, Corporate Services and EFO

Ministry of Technology, Innovation and Citizens' Services

Ph: (250) 952-7635

Cell: (778) 677-6416

Colin.McEwan@gov.bc.ca

Margetish, Brenda R MTIC:EX

From: Campbell, Tracy JTST:EX
Sent: Monday, December 22, 2014 1:18 PM
To: Lavine, Teri MTIC:EX
Subject: FW: BRDO

FYI

From: Enemark, Gord FIN:EX
Sent: Monday, December 22, 2014 1:15 PM
To: Campbell, Tracy JTST:EX
Cc: Curtis, David CSCD:EX; Foster, Doug FIN:EX
Subject: RE: BRDO

Yes it is accurate and Doug is on it.

From: Campbell, Tracy JTST:EX
Sent: Monday, December 22, 2014 1:10 PM
To: Enemark, Gord FIN:EX
Cc: Curtis, David CSCD:EX
Subject: BRDO

Hi Gord

I got a call from Teri Lavine this morning (CFO, MTICS) and she's been told that with the recent mini shuffle, BRDO and GCPE are transferring to AVED. Can you please confirm whether this is accurate? It was my understanding that responsibility for BRDO was staying with Athana (there is a pending budget transfer in the works)?

Thanks
Tracy