

Simpson, Vickie L EAO:EX

From: Starkes, Terri EAO:EX
Sent: Thursday, January 13, 2011 9:40 AM
To: Simpson, Vickie L EAO:EX
Subject: FW: 11/12 Budget stob realignments
Attachments: stob changesdec30.xlsx

Importance: High

From: Brereton, Kathy CSD:EX
Sent: Thursday, January 13, 2011 8:26 AM
To: Starkes, Terri EAO:EX
Cc: Minnings, Anne C CSD:EX; Anderson, Viki M CSD:EX; Tsang, Diana CSD:EX
Subject: Fw: 11/12 Budget stob realignments
Importance: High

You did send me a STOB realignment request earlier and I have submitted it to TBS. It transferred I believe \$200K to STOB 77 (I told Sam it was for FN involvement - hope that was accurate).

I asked Diana to compare with the request rec'd yesterday to ensure they are the same. If not, will see what we can do, but not sure if can rewrite at this point - will do our best.

From: Minnings, Anne C CSD:EX
Sent: Thursday, January 13, 2011 08:14 AM
To: Brereton, Kathy CSD:EX; Anderson, Viki M CSD:EX
Subject: FW: 11/12 Budget stob realignments

For action – and please respond to Terri re question of being too late.

Anne Minnings | Executive Director and CFO

Phone: 250-356-9220 | Cell: s.17

From: Starkes, Terri EAO:EX
Sent: Wednesday, January 12, 2011 5:47 PM
To: Minnings, Anne C CSD:EX
Subject: FW: 11/12 Budget stob realignments

Anne, I may of messed up here as I can't seem to find.

Help! Am I too late.

Terri

From: Starkes, Terri EAO:EX
Sent: Wednesday, January 12, 2011 5:22 PM
To: Tsang, Diana CSD:EX; Knox, Linda CSD:EX
Subject: FW: 11/12 Budget stob realignments

From: Starkes, Terri EAO:EX
Sent: Wednesday, January 5, 2011 8:44 AM
To: Bragg, Denise CSD:EX
Cc: Minnings, Anne C CSD:EX
Subject: 11/12 Budget stob realignments

I didn't know who to send this to. I reviewed with Cheryl yesterday.

Has there been any changes to who EAO's contacts are? Are they still primarily: Linda Knox, Kathy B and Martha?

<<stob changesdec30.xlsx>>

Environmental Assessment Office

Total 10/11 Working Budget	STOB	STOB Description	Total 11/12 Working Budget
4,018,000	50EA	Base Salaries & Overtime	4018000
40,000	51EA	Supplementary Salaries	50000
985,000	5298	Employee Benefits - 24.5%	985000
7,000	52EA	Employee Benefits - Other (car allowance Associate DM)	7000
416,000	57EA	Public Servant Travel	416000
292,000	5901	Legal Services	292000
361,000	60EA	Professional Services - Operating	430000
39,000	63EA	Information Systems - Operating	30000
289,000	65EA	Office and Business Expenses	428000
2,000	68EA	Statutory Advertising and Publications	1000
1,000	69EA	Utilities Materials and Supplies	2000
55,000	73EA	Amortization Expense	45000
1,000,000	77EA	Transfers-Grants	800000
1,314,000	85EA	Other Expenses	1314000
-1,000	88EA	Recoveries - Within Government	-1000
-1,000	89EA	Recoveries - Within Govt Report Entity	-1000
-1,000	9003	Recoveries - Other Misc Revenues	-1000
8,816,000		TOTAL	8815000

***Note Budget in 11/12 is \$8,815,000 -- one thousand less than in 10/11

Simpson, Vickie L EAO:EX

From: Starkes, Terri EAO:EX
Sent: Thursday, January 13, 2011 12:41 PM
To: Simpson, Vickie L EAO:EX
Subject: FW: EAO (Rev).xlsx

Importance: High

Let's discuss

From: Brereton, Kathy CSD:EX
Sent: Thursday, January 13, 2011 11:40 AM
To: Starkes, Terri EAO:EX
Cc: Tsang, Diana CSD:EX
Subject: EAO (Rev).xlsx
Importance: High

It appears that I had made an error on the transfers to implement your STOB realignment request, so we will be submitting this immediately. I hope that TBS will be able to action.

FYI, we have been directed that STOB realignment requests will not be considered unless they are material. For that reason, I amended all of MoE's requests to limit them to changes that affect GACs and are therefore limited to those that are needed due to the STOB management rules. For that reason, we haven't requested the smaller transfers that you've asked for within the operating STOB GAC. All STOB realignment requests have to be approved by the DM of Finance, so I can't promise these will happen, but I am hopeful that limiting them to those affecting the GAC budgets will contribute to having them processed. I hope this is okay.



EAO (Rev).xlsx

(000)

Org: B14

2010/11	2011/12	2012/13	2013/14
N	Y	Y	Y

FY11 REALIGN

Adjustment (Ministry may Specify): STOB Rlgn

[illegible]

ADJUSTMENT TOTAL	0
------------------	---

To correct STOB allocations.

Phone:

* **Note:** If you require additional rows, please insert them in the middle of the table, so as not to disrupt formulas.

BCOA Entry:		
	Initials	Date

Simpson, Vickie L EAO:EX

From: Starkes, Terri EAO:EX
Sent: Thursday, February 17, 2011 12:24 PM
To: Simpson, Vickie L EAO:EX
Subject: Please have a quick look at this note for estimates

We will be updating this biweekly as needed:



detailed budget
comparison feb...

		Budget Change		
STOB	Description	2010/11 Restated Budget	2010/11 * Forecast	2011/12 Estimate Budget
				Increase (Decrease)
				Comments
50	Salaries & Overtime	4,018,000		0 No change
51	Supplemental Salary (mat/parental leave)	40,000		10,000 EAO has a young team - more Maternity/Parental Benefits budget required to meet demands.
52	Employee Benefits	985,000		-61,000 Reduction in the benefit chargeback rate - has no impact on EAO's budget
52	Employee Benefits (car allowance)	7,000		0 No change.
57	Public Servant Travel	416,000		0 No change: EAO will continue to engage in innovative practices to reduce the cost of EAO travel.
59	Centralized Legal Costs (Attorney General)	292,000		-1,000 Budget set by Treasury Board. Judicial reviews will continue to be a budget pressure for EAO. We are currently in discussions with AGs on how to minimize EAO's exposure.
60	Professional Services- Operational & Regulatory Contracts	361,000		60,000 The development of a Quality and Assurance and a compliance program may require funding to develop and implement.
63	Info Systems-Operation	39,000		0 No change.
65	Office and Business Expenses	289,000		130,000 EAO will continue to engage in innovative practices to reduce office and business costs to help offset litigation costs (see STOB 59 above). As well, the development of a Quality and Assurance and a compliance program may require funding to develop and implement.
68	Statutory Advertising & Publications	2,000		0 No change.
69	Materials Supplies	1,000		0 No change.
73	Amortization Expense	55,000		0 No change.
77	Transfers – Grants (First Nations Capacity Funding)	1,000,000		-200,000 Funding level reflects projected current needs. Funding will assist EAO in setting up Quality Assurance and Compliance and Enforcement Program.

s.13, s.17

Starkes, Terri EAO:EX

From: Starkes, Terri EAO:EX
Sent: Friday, April 1, 2011 11:49 AM
To: Bragg, Denise CSD:EX
Subject: Interim budget letters

Has anything come out. I was wondering if it is business as usual – only able to spend 1/12 of budget, per month, etc. I am getting requests for FN grants that need to go out ASAP.

Terri

Starkes, Terri EAO:EX

From: Starkes, Terri EAO:EX
Sent: Friday, April 1, 2011 11:54 AM
To: Mazure, John C EAO:EX; Wenezenki-Yolland, Cheryl EAO:EX
Subject: FW: Interim budget letters

Fyi

From: Bragg, Denise CSD:EX
Sent: Friday, April 1, 2011 11:51 AM
To: Starkes, Terri EAO:EX
Subject: RE: Interim budget letters

Hi Terri – yes a note did come – sorry it didn't get forwarded. Will dig it out and send.

From: Starkes, Terri EAO:EX
Sent: Friday, April 1, 2011 11:49 AM
To: Bragg, Denise CSD:EX
Subject: Interim budget letters

Has anything come out? I was wondering if it is business as usual – only able to spend 1/12 of budget, per month, etc. I am getting requests for FN grants that need to go out ASAP.

Terri

Starkes, Terri EAO:EX

From: Starkes, Terri EAO:EX
Sent: Tuesday, April 5, 2011 4:27 PM
To: Minnings, Anne C CSD:EX
Subject: FW: 2011/12 - 2013/14 Budget letter
Attachments: ENV - Budget Letter - final.pdf

Hello Anne

s.13, s.17

Thank you Anne.

Terri Starkes
Director, Business Operations
Environmental Assessment Office
Tel: 250-356-5770



From: Bragg, Denise CSD:EX
Sent: Friday, April 1, 2011 1:05 PM
To: Starkes, Terri EAO:EX
Subject: 2011/12 - 2013/14 Budget letter

As requested

Pages 11 through 24 redacted for the following reasons:

s.12

Dimech, Victoria EAO:EX

From: Dimech, Victoria EAO:EX
Sent: Wednesday, April 20, 2011 9:16 AM
To: Horsman, Natasha EAO:EX
Subject: Budget Overview changes

Importance: High

Morning Natasha, the changes have been made.

Thanks,

From: Horsman, Natasha EAO:EX
Sent: Tuesday, April 19, 2011 4:08 PM
To: Starkes, Terri EAO:EX
Subject:
Importance: High

Hi Terri,

John has requested some updates to the EAO Budget Overview sheet you prepared for the estimates binder. I've attached a pdf of his specific comments – would you mind making the changes? I'd like to get an updated version into the Minister's binders as soon as possible.

Thanks so much!

Natasha

Natasha Horsman | Policy and Legislative Advisor
BC Environmental Assessment Office
Phone: (250) 356-5305 | Email: Natasha.Horsman@gov.bc.ca



Environmental
Assessment Office

**Environmental Assessment Office
Spring 2011 – Estimates Book**

ENVIRONMENTAL ASSESSMENT OFFICE (EAO) BUDGET OVERVIEW

	2010/11 Restated Budget	2011/12 Budget ¹	2012/13 Target	2013/14 Target
Operating Budget (\$ millions)	8.82	8.75	8.75	8.75
FTEs	55	55	55	55

Changes in Budget from 2010/11 to 2011/12

	2010/11 Restated Budget	2011/12 Budget	Change	Comment
(\$ millions)				
EAO - Operations	6.50	6.64	0.14	New Quality Assurance program will require some development & implementation funding.
Transfer to Natural Resource ministries/ agencies that support environmental assessments (EA)	1.31	1.31	0	Distribution of funding among Natural Resources ministries that support EA will need to be determined as a result of the government's reorganization in March 2011.
Capacity funding to First Nations to assist them with EAs	1.00	.80	(0.20)	Funding level reflects projected needs in 2011/12.
TOTAL	8.82	8.75	(.07)	Reflects a reduction in the cross-government benefit chargeback percentage (has no impact on EAO's budget).

¹ Reflects a reduction in the cross-government benefit chargeback percentage (has no impact on EAO's budget).

Budget Management Strategies

Operating

The Environmental Assessment Office (EAO) will continue to manage within budget by:

- Engaging in innovative practices to reduce travel, office and business costs;
- Continuing to build in-house capacity; and,
- Focusing First Nations grant funding to First Nations directly engaged in environmental assessment (EA). As well, EAO will continue to encourage project proponents to provide additional funding to assist First Nations engaged in their project EA.

First Nations Capacity Funding

Grants (STOB 77) typically range between \$5,000 to \$10,000 each. Grants are project-specific and issued to First Nations at the pre-application and the application review phases of the EA process. The grant funding is intended to assist First Nations' in engaging in the EA, particularly travelling to EAO sponsored meetings, document review and other project related work.

71 grants were provided to First Nations in fiscal year 2010/11

s.13, s.17

s.13, s.17

FTEs

The EAO FTE complement remains at 55. The number of EAO employees ranges from 55-57 at any given time depending on the number of temporary appointments and various staff leaves (e.g., maternity, educational purposes). EAO will continue to fill permanent vacancies unless the workload decreases.

Capital

EAO has no capital budget.

Simpson, Vickie L EAO:EX

From: Starkes, Terri EAO:EX
Sent: Wednesday, May 4, 2011 4:40 PM
To: Simpson, Vickie L EAO:EX
Subject: FW: 2011/12 Estimates Calendarization

Importance: High

As discussed - Could you walk me through what you have done next Wed as it is due Fri at noon.

Terri

From: Brereton, Kathy CSNR:EX
Sent: Friday, April 29, 2011 5:13 PM
To: Starkes, Terri EAO:EX
Cc: Bystedt, Nick ENV:EX
Subject: 2011/12 Estimates Calendarization
Importance: High

Attached please find the 2011/12 Estimates budget for the Environmental Assessment Office. We have been advised by Treasury Board Staff that our calendarization of these budgets must be completed by May 18th.

Please consider the following in completing these templates:

- 1) We have a standard template for regular salaries and benefits. If you so choose, we can apply the same pattern for STOBs 51EA and 52EA – if that is your preference, just leave those lines alone. However, we can apply another pattern if you prefer.
- 2) We have been provided with patterns for use with STOB 59. If applicable, those patterns have already been applied in the templates.
- 3) For all other STOBs, you may enter patterns, percentages, or enter the appropriate estimated expenditures in each period. Estimated expenditures should be entered in each month, and the worksheet will automatically create the pattern that we will apply to the Estimates budget in the system. If you would prefer to use the pattern or percentage method, just enter the pattern or percentage for each period in the yellow highlighted line immediately below the line showing the budget for that STOB.

We are asked to be as accurate as possible in completing the calendarization. However, recognizing how busy everyone is, I think a reasonable estimate is the best we can expect. As OCG usually requests variance explanations at the GAC level, we may want to consider establishing a single pattern for all the STOBs within a GAC in each (or some of) the core businesses as a possible alternative, if it wouldn't be too inaccurate for an individual STOB or STOBs within the GAC. If we can be of any assistance (e.g. running reporting showing calendarized expenditures for STOBs that you anticipate may show material timing variances, please let us know.

Please return the completed template to Nick Bystedt by noon, Friday, May 13th. If you require additional time, please let me know – we can take some later as long as the majority come in earlier. Also, if you finish before the deadline, we would really appreciate your early submission. And please give me a call if you have any questions.



1 EAO EST 2012
Apr 27.xlsx

p.s. Although these numbers have not changed from the February 2011 Estimates, they are technical confidential until the revised Estimates are tabled on May 3rd.

Simpson, Vickie L EAO:EX

From: Simpson, Vickie L EAO:EX
Sent: Wednesday, May 11, 2011 12:21 PM
To: Bystedt, Nick ENV:EX
Cc: Starkes, Terri EAO:EX
Subject: 2011/12 Estimates Calendarization for Environmental Assessment Office (115)

Importance: High

Hi Nick,

Attached is the completed calendarization for EAO. Let me know if you need anything further.
Thanks.



Calendarization
EAO EST 2012 M...

Vickie Simpson, Corporate Services Coordinator, Environmental Assessment Office
Tel: (250) 356-5311 / Fax: (250) 356-7440 - Mailing address: PO Box 9426, Victoria, BC, V8W 9V1



Please consider the environment before printing this email.

From: Brereton, Kathy CSNR:EX
Sent: Friday, April 29, 2011 5:13 PM
To: Starkes, Terri EAO:EX
Cc: Bystedt, Nick ENV:EX
Subject: 2011/12 Estimates Calendarization
Importance: High

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for STOBs that you anticipate may show material timing variances, please let us know.

Please return the completed template to Nick Bystedt by noon, Friday, May 13th. If you require additional time, please let me know – we can take some later as long as the majority come in earlier. Also, if you finish before the deadline, we would really appreciate your early submission. And please give me a call if you have any questions.



1 EAO EST 2012
Apr 27.xlsx

p.s. Although these numbers have not changed from the February 2011 Estimates, they are technically confidential until the revised Estimates are tabled on May 3rd.

Kathy Brereton | Director, Financial Planning & Reporting
Corporate Services | *Natural Resource Sector*
Phone: 250-356-6132 | Cell: s.17 | Fax: 250-356-1769

PROGRAM: 115 ENVIRONMENTAL ASSESSMENT OFFICE

Paid days per month Responsibility	Service Line	STOB	Project	Annual Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
29901	70037	50EA	29000000														
29901	70037	51EA	29000000														
29901	70037	5298	29000000														
29901	70037	52EA	29000000														
29901	70037	57EA	29000000														
29901	70037	5901	29000000														
29901	70037	60EA	29000000														
29901	70037	63EA	29000000														
29901	70037	65EA	29000000														
29901	70037	68EA	29000000														
29901	70037	69EA	29000000														
29901	70037	73EA	29000000														
29901	70037	77EA	29000000														
29901	70037	85EA	29000000														
29901	70037	88EA	29000000														
29901	70037	89EA	29000000														
29901	70037	9003	29000000														
TOTAL				8,754,000.00	402,218.00	421,372.00	421,372.00	402,218.00	440,525.00	421,372.00	402,218.00	421,372.00	421,372.00	421,372.00	402,218.00	421,371.00	4,999,000.00
TOTAL %					4.59%	4.81%	4.81%	4.59%	5.03%	4.81%	4.81%	4.59%	4.81%	4.81%	4.81%	4.81%	57.11%

s.13, s.17

Pages 33 through 42 redacted for the following reasons:

s.12

Starkes, Terri EAO:EX

From: Carr, Michelle EAO:EX
Sent: Thursday, June 2, 2011 1:34 PM
To: Simpson, Vickie L EAO:EX
Cc: Starkes, Terri EAO:EX
Subject: Re: URGENT - review of resources in Annual Service Plan Report

Thx

From: Simpson, Vickie L EAO:EX
Sent: Thursday, June 02, 2011 01:23 PM
To: Carr, Michelle EAO:EX
Cc: Starkes, Terri EAO:EX
Subject: FW: URGENT - review of resources in Annual Service Plan Report

Verified with MOE and our own Financial Forecast System that the numbers below are correct. Thanks.

From: Starkes, Terri EAO:EX
Sent: Thursday, June 2, 2011 9:56 AM
To: Simpson, Vickie L EAO:EX
Subject: FW: URGENT - review of resources in Annual Service Plan Report
Importance: High

What do you suggest is the best way to re-re-re-verify the final actual number? Note if we could back to Michelle early p.m., that would be great.

Terri

From: Carr, Michelle EAO:EX
Sent: Thursday, June 2, 2011 9:46 AM
To: Starkes, Terri EAO:EX
Subject: URGENT - review of resources in Annual Service Plan Report
Importance: High

Hi, Terri.

We've just received the ASPR from MOE. They are requesting we review it by tomorrow. Can you please take a look at the resource summary (pasted below) and let me know if any changes? I'm aiming to send this back to Cheryl by end of the day.

Thanks,
Michelle

Report on Resources

Environmental Assessment Office Resource Summary Table

	Estimated ¹	Other Authorizations ²	Total Estimated	Actual	Variance
Operating Expenses (\$000)					
Environmental Assessment Office	8,816	0,000	8,816	7,748	(1,068)
Total	8,816	0,000	8,816	7,748	(1,068)

¹ The "Estimated" amount corresponds to the Estimates as presented to the Legislative Assembly in March 2010.

² Other Authorizations include Supplementary Estimates, Statutory Appropriations and Contingencies. Amounts in this column are not related to the "estimated amount" under sections 5(1) and 6(1) of the Balanced Budget and Ministerial Accountability Act for ministerial accountability for operating expenses under the Act.

Starkes, Terri EAO:EX

From: Starkes, Terri EAO:EX
Sent: Friday, June 17, 2011 8:50 AM
To: Mazure, John C EAO:EX
Subject: FW: Draft audit report clearance: verification of budget breakdown
Attachments: EAO budgets (OAG Audit).xlsx

Due to employee chargeback rate being lowered, over budget is \$8754; money to FN is \$800K, \$1314 goes to other ministries. Have updated the attachment.

From: Mazure, John C EAO:EX
Sent: Thursday, June 16, 2011 3:10 PM
To: Starkes, Terri EAO:EX
Subject: Fw: Draft audit report clearance: verification of budget breakdown

Can you confirm these #'s for me - the ones I used were off the top of my head (sorry)?

From: Hart, Amy [<mailto:AHart@bcauditor.com>]
Sent: Thursday, June 16, 2011 01:09 PM
To: Mazure, John C EAO:EX
Cc: Wood, Tanya OAG:EX
Subject: Draft audit report clearance: verification of budget breakdown

Hi John,

I just have a few numbers to verify re: your comments on the draft report. Comment j27 you note that the \$8.8 budget includes \$1.2M for First Nations to participate in EA and \$1.4M for other government agencies to support EA. The numbers don't quite match with the budget breakdown you sent in February (attached). Have there been changes?

Also, I'm assuming "Other Expenses" is the government agencies \$\$\$. Is this correct?

Thanks,
Amy

Amy Hart, MPA
Manager
Office of the Auditor General of British Columbia
8 Bastion Square Victoria, B.C. V8V 1X4
Phone: 250.419.6167
Fax: 250.387.1230
ahart@bcauditor.com
www.bcauditor.com

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EAO Budgets 2009/10, 2010/11

STOB	Description	2009/10 Budget	2010/11 Budget	2011/12 Budget
50	Base Salaries and Overtime	4,035,000	4,018,000	4018000
51	Supplemental Salary Costs (mat/parental leave)	63,000	40,000	50000
52	Employee Benefits	961,000	985,000	924000
52	Employee Benefits (car allowance)	7,000	7,000	7000
57	Public Servant Travel	416,000	416,000	416000
59	Centralized Legal Costs (Attorney General)	281,000	292,000	291000
59	Greenhouse Gas Reduction Measuring & Reporting	0	0	
59	Centralized Mgmt. Support – PSA	0	0	
59	Centralized Mgmt. Support – ARES (building)	0	0	
59	Centralized Mgmt. Support – WTS	0	0	
60	Professional Services-Operational & Regulatory Contracts	111,000	361,000	421000
63	Information Systems-Operation	39,000	39,000	39000
65	Office and Business Expenses	273,000	289,000	419000
68	Statutory Advertising & Publications	2,000	2,000	2000

69	Materials Supplies	1,000	1,000	1000
73	Amortization Expense	55,000	55,000	56000
77	Transfers – Grants (First Nations Capacity Funding)	1,082,000	1,000,000	800000
85	Other Expenses	1,482,000	1,314,000	1314000
88	Recoveries - Internal to government	(1,000)	(1,000)	(1,000)
89	Recovery within Govt reporting Entity	(1,000)	(1,000)	(1,000)
90	Recoveries - External to government	(1,000)	(1,000)	(1,000)
	Total Base Funding	8,805,000	8,816,000	8,758,000

Starkes, Terri EAO:EX

From: Mazure, John C EAO:EX
Sent: Friday, June 17, 2011 10:04 AM
To: Starkes, Terri EAO:EX
Subject: Re: Draft audit report clearance: verification of budget breakdown

Thx Terri.

Brit - pls print for my 4:30 meeting.

From: Starkes, Terri EAO:EX
Sent: Friday, June 17, 2011 08:49 AM
To: Mazure, John C EAO:EX
Subject: FW: Draft audit report clearance: verification of budget breakdown

Due to employee chargeback rate being lowered, over budget is \$8754; money to FN is \$800K, \$1314 goes to other ministries. Have updated the attachment.

From: Mazure, John C EAO:EX
Sent: Thursday, June 16, 2011 3:10 PM
To: Starkes, Terri EAO:EX
Subject: Fw: Draft audit report clearance: verification of budget breakdown

Can you confirm these #'s for me - the ones I used were off the top of my head (sorry)?

From: Hart, Amy [<mailto:AHart@bcauditor.com>]
Sent: Thursday, June 16, 2011 01:09 PM
To: Mazure, John C EAO:EX
Cc: Wood, Tanya OAG:EX
Subject: Draft audit report clearance: verification of budget breakdown

Hi John,

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Thanks,
Amy

Amy Hart, MPA
Manager
Office of the Auditor General of British Columbia
8 Bastion Square Victoria, B.C. V8V 1X4
Phone: 250.419.6167
Fax: 250.387.1230
ahart@bcauditor.com
www.bcauditor.com

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Starkes, Terri EAO:EX

From: Starkes, Terri EAO:EX
Sent: Friday, June 17, 2011 2:22 PM
To: Speed, Brittney EAO:EX
Subject: FW: Draft audit report clearance: verification of budget breakdown
Attachments: EAO budgets (OAG Audit).xlsx

John asked for you to print the attachment for him for the 4:30 meeting. It goes with the one page budget sheet
Lindsay walked up to you.

From: Starkes, Terri EAO:EX
Sent: Friday, June 17, 2011 8:50 AM
To: Mazure, John C EAO:EX
Subject: FW: Draft audit report clearance: verification of budget breakdown

Due to employee chargeback rate being lowered, over budget is \$8754; money to FN is \$800K, \$1314 goes to other ministries. Have updated the attachment.

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Sent: Thursday, June 16, 2011 3:10 PM
To: Starkes, Terri EAO:EX
Subject: Fw: Draft audit report clearance: verification of budget breakdown

Can you confirm these #'s for me - the ones I used were off the top of my head (sorry)?

From: Hart, Amy [<mailto:AHart@bcauditor.com>]
Sent: Thursday, June 16, 2011 01:09 PM
To: Mazure, John C EAO:EX
Cc: Wood, Tanya OAG:EX
Subject: Draft audit report clearance: verification of budget breakdown

Hi John,

I just have a few numbers to verify re: your comments on the draft report. Comment j27 you note that the \$8.8 budget includes \$1.2M for First Nations to participate in EA and \$1.4M for other government agencies to support EA. The numbers don't quite match with the budget breakdown you sent in February (attached). Have there been changes?
Also, I'm assuming "Other Expenses" is the government agencies \$\$\$. Is this correct?

Thanks,
Amy

Amy Hart, MPA
Manager
Office of the Auditor General of British Columbia
8 Bastion Square Victoria, B.C. V8V 1X4
Phone: 250.419.6167
Fax: 250.387.1230
ahart@bcauditor.com
www.bcauditor.com

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STOB	Description	2009/10 Budget	2010/11 Budget	2011/12 Budget
50	Base Salaries and Overtime	4,035,000	4,018,000	4,018,000
51	Supplemental Salary Costs (mat/parental leave)	63,000	40,000	50,000
52	Employee Benefits	961,000	985,000	924,000
52	Employee Benefits (car allowance)	7,000	7,000	7,000
57	Public Servant Travel	416,000	416,000	416,000
59	Centralized Legal Costs (Attorney General)	281,000	292,000	291,000
59	Greenhouse Gas Reduction Measuring & Reporting	0	0	
59	Centralized Mgmt. Support – PSA	0	0	
59	Centralized Mgmt. Support – ARES (building)	0	0	
59	Centralized Mgmt. Support – WTS	0	0	
60	Professional Services- Operational & Regulatory Contracts	111,000	361,000	421,000
63	Information Systems- Operation	39,000	39,000	39,000
65	Office and Business Expenses	273,000	289,000	419,000
68	Statutory Advertising & Publications	2,000	2,000	2,000

69	Materials Supplies	1,000	1,000	1000
73	Amortization Expense	55,000	55,000	56000
77	Transfers – Grants (First Nations Capacity Funding)	1,082,000	1,000,000	800000
85	Other Expenses	1,482,000	1,314,000	1314000
88	Recoveries - Internal to government	(1,000)	(1,000)	(1,000)
89	Recovery within Govt reporting Entity	(1,000)	(1,000)	(1,000)
90	Recoveries - External to government	(1,000)	(1,000)	(1,000)
	Total Base Funding	8,805,000	8,816,000	8,758,000

Starkes, Terri EAO:EX

From: Sutherland, Diana L CSNR:EX
Sent: Monday, June 27, 2011 3:05 PM
To: Minnings, Anne C CSNR:EX; Lord, Michael CSNR:EX; Starkes, Terri EAO:EX
Subject: FYI Budget Letter - ENV EAO

Originals have been mailed to Cheryl and John.

Diana Sutherland | Executive Administrative Assistant | Phone 250.387.9878

From: Diana.Sutherland@gov.bc.ca [mailto:Diana.Sutherland@gov.bc.ca]
Sent: Monday, June 27, 2011 2:26 PM
To: Sutherland, Diana L CSNR:EX
Subject:



20110627142516.p
df

Pages 55 through 65 redacted for the following reasons:

s.12
s.13, s.17

Simpson, Vickie L EAO:EX

From: Starkes, Terri EAO:EX
Sent: Wednesday, June 29, 2011 10:37 AM
To: Lord, Michael CSNR:EX
Cc: Simpson, Vickie L EAO:EX; Foran, Grace E EAO:EX; Cochrane, Marlene EAO:EX
Subject: EAO's Working Budget

Hello Michael,

As discussed EAO would like their Estimate Budget loaded as the Working Budget. Any over or under spending will be done by variance explanations. For example: MAG legal costs, grants to First Nations. I am back on July 25th if you have any follow up questions.

Thank you.

Terri Starkes
Director, Business Operations
Environmental Assessment Office
Tel: 250-356-5770



Simpson, Vickie L EAO:EX

From: Starkes, Terri EAO:EX
Sent: Thursday, June 30, 2011 12:53 AM
To: Brereton, Kathy CSNR:EX
Cc: Lord, Michael CSNR:EX; Simpson, Vickie L EAO:EX; Foran, Grace E EAO:EX
Subject: RE: Forecasting
Attachments: image001.jpg

Hello Kathy, I have talked to Michael regarding the working budget. EAO does not have any material variances anticipated.

Terri Starkes
Director, Business Operations
Environmental Assessment Office
Tel: 250-356-5770



From: Brereton, Kathy CSNR:EX
Sent: Tue, June 28, 2011 8:59 AM
To: Starkes, Terri EAO:EX
Cc: Lord, Michael CSNR:EX
Subject: Re: Forecasting

At this point, all we need to know is if there are any material variances anticipated. Will need to load the working budget, though - is that in? This is with Michael, so I'm not really in the loop.

Terri

Cochrane, Marlene EAO:EX

From: Mazure, John C EAO:EX
Sent: Monday, July 11, 2011 12:27 PM
To: Cochrane, Marlene EAO:EX
Subject: s.13, s.17
Attachments: s.13

Pls print

From: Mazure, John C EAO:EX
Sent: Friday, July 8, 2011 4:35 PM
To: MacDonald, Cairine ENV:EX
Cc: Eichenberger, Kathy EAO:EX; Halls, Lori D ENV:EX; Hofweber, Jim E ENV:EX; Zacharias, Mark ENV:EX
Subject: s.13, s.17

Hi Cairine, latest draft is attached.

s.13, s.17

From: MacDonald, Cairine ENV:EX
Sent: Friday, July 8, 2011 1:36 PM
To: Mazure, John C EAO:EX
Subject: s.13, s.17

s.13, s.17

Sent remote mode.

On 2011-07-08, at 12:29 PM, "Mazure, John C EAO:EX" <John.Mazure@gov.bc.ca> wrote:

s.17

thx

s.13

Cochrane, Marlene EAO:EX

From: Mazure, John C EAO:EX
Sent: Monday, July 11, 2011 1:20 PM
To: Minnings, Anne C CSNR:EX
Cc: Cochrane, Marlene EAO:EX; Eichenberger, Kathy EAO:EX
Subject: s.13, s.17

Ok. thx

From: Minnings, Anne C CSNR:EX
Sent: Monday, July 11, 2011 12:04 PM
To: Mazure, John C EAO:EX
Cc: Cochrane, Marlene EAO:EX; Eichenberger, Kathy EAO:EX
Subject: s.13, s.17

s.13, s.17

Anne Minnings | Executive Director and CFO
Phone: 250-356-9220 | Cell: s.17

From: Mazure, John C EAO:EX
Sent: Monday, July 11, 2011 12:01 PM
To: Minnings, Anne C CSNR:EX
Cc: Cochrane, Marlene EAO:EX; Eichenberger, Kathy EAO:EX
Subject: s.13, s.17

Thx Anne,

s.17, s.13

From: Minnings, Anne C CSNR:EX
Sent: Monday, July 11, 2011 10:02 AM
To: Mazure, John C EAO:EX
Subject: s.13, s.17

s.13, s.17

Anne Minnings | Executive Director and CFO
Phone: 250-356-9220 | Cell: s.17

From: Bragg, Denise CSNR:EX
Sent: Friday, July 8, 2011 6:40 PM
To: Minnings, Anne C CSNR:EX; Lord, Michael CSNR:EX
Subject: s.13, s.17

Denise G L Bragg | Assistant Deputy Minister & Executive Financial Officer
Corporate Services | *Natural Resource Sector*

From: MacDonald, Cairine ENV:EX

Sent: Thursday, July 7, 2011 8:49 PM

To: Lake, Terry ENV:EX; Mazure, John C EAO:EX; Mack, James ENV:EX; Ranson, David ENV:EX; Loiacono, Sabrina ENV:EX

Cc: Bragg, Denise CSNR:EX; Jackson, Vickie ENV:EX

Subject: s.13, s.17

s.13, s.17

Cairine MacDonald
Deputy Minister
Ministry of Environment

----- Original Message -----

From: Ianniciello, Christina MEM:EX

Sent: Thursday, July 07, 2011 04:02 PM

To: Mack, James ENV:EX; Mercer, Andrea ENV:EX

Subject: s.13, s.17

s.13

Christina

PROGRAM: 115 ENVIRONMENTAL ASSESSMENT OFFICE

Paid days per month Responsibility	Service Line	STOB	Project	Annual Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
29901	70037	50EA	2900000														
29901	70037	51EA	2900000														
29901	70037	5298	2900000														
29901	70037	52EA	2900000														
29901	70037	57EA	2900000														
29901	70037	5901	2900000														
29901	70037	60EA	2900000														
29901	70037	63EA	2900000														
29901	70037	65EA	2900000														
29901	70037	68EA	2900000														
29901	70037	69EA	2900000														
29901	70037	73EA	2900000														
29901	70037	77EA	2900000														
29901	70037	85EA	2900000														
29901	70037	88EA	2900000														
29901	70037	89EA	2900000														
29901	70037	9003	2900000														
TOTAL				8,754,000.00	434,551.00	549,705.00	556,705.00	542,551.00	575,858.00	570,705.00	537,551.00	600,705.00	648,705.00	692,705.00	2,002,553.00	750,706.00	8,463,000.00
TOTAL %					4.96%	6.28%	6.36%	6.20%	6.58%	6.52%	6.14%	6.86%	7.41%	7.91%	22.88%	8.58%	96.68%

s.13, s.17