

Ministry Name: Jobs, Tourism and Innovation  
FOI Request JTI-2012-00120  
British Columbia Construction Association Payments FY12

Payee Name	Supplier Number	Payment Number	Invoice Number	Payment Date	Invoice Date	GL Account	Explanation	Invoice Paid Amount
BRITISH COLUMBIA CONSTRUCTION ASSOCIATION	847178	05901384	CA90109004C5	23-Jun-11	31-Mar-11	125.51905.20921.3075.5111111	Small Business Skills Training Initiative Phase 2	169,765.50
	847178	05945291	CA90109004C6	05-Aug-11	22-Jul-11	125.51905.20921.3075.5111111	Small Business Skills Training Initiative Phase 2	13,203.69
	847178	05968965	CA90109004C7	26-Aug-11	15-Aug-11	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	51,347.67
	847178	06009573	CA90109004C8	07-Oct-11	16-Sep-11	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	175,589.65
	847178	06047054	CA90109004C9	08-Nov-11	17-Oct-11	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	239,214.67
	847178	06073966	CA90109004ADV	29-Nov-11	07-Nov-11	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	419,017.20
	847178	06073966	CA90109004C10	29-Nov-11	07-Nov-11	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	45,012.47
	847178	06078550	CA90109004C11	05-Dec-11	15-Nov-11	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	240,174.41
	847178	06154412	CA90190004C11	10-Feb-12	06-Feb-12	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	193,128.11
	847178	06154412	CA90190004C12	10-Feb-12	06-Feb-12	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	193,128.11
	847178	06170252	120215	21-Feb-12	06-Jan-12	125.51973.54020.8001.5111111	LM Partnerships - Business Succession Phase I	50,000.00
	847178	06180387	CA90109004C13	02-Mar-12	15-Feb-12	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	218,528.46
	847178	06224317	CA90109004C14	04-Apr-12	15-Mar-12	125.51651.20921.8001.5121224	Small Business Skills Training Initiative Phase 2	236,557.50
	<b>Total:</b>							<b>2,244,667.44</b>

Note 1: All payments under the Small Business Skills Training were recovered through Federal Funding under the Labour Market Agreement.

Note 2: The \$50,000 for Phase I of Business Succession was funded by the Province

# BC Construction Association STEP - P2

# INVOICE

Skilled Trades Employment Program  
#401 - 655 Tyee Road  
Victoria, British Columbia V9A 6X5  
Canada

Invoice No.: STEP - March 2011  
Date: Mar 31, 2011  
Ship Date:  
Page: 1  
Re: Order No.

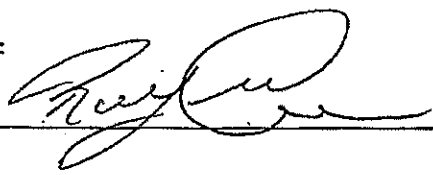
Sold to:

Ministry of Jobs, Tourism and Innovation  
PO Box 9189  
Stn Prov Govt  
Victoria, BC V8W 9E6  
Canada

Ship to:

PO Box 9189  
Stn Prov Govt  
Victoria, BC V8W 9E6  
Canada

Business No.:

Quantity	Unit	Description	Tax	Base Price	Disc %	Unit Price	Amount
1		As per Agreement # CA 90109004 - Skilled Trades Employment Program (Please see attached Schedule J for Details) - March 2011					
1		Project Delivery Costs		170,694.68		170,694.68	170,694.68
		Project Administration Costs		17,069.47		17,069.47	17,069.47
Shipped By: Tracking Number:							
Comment:							
Sold By: 							
Total Amount							187,764.15

Schedule J  
Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From March 1 to March 31, 2011

MINISTRY OF ADVANCED EDUCATION  
AND LABOUR MARKET DEVELOPMENT

APR 13 2011

LABOUR MARKET AGREEMENT UNIT

<b>Project Administration Costs</b>	
Communications / Marketing	58.98
Client Data Base Program	37.50
Innovative Funds Programs	1,666.24
Blackberries	8.00
Telephone	297.26
IT technical Support	64.40
Office Equipment	
Project Manager	1,115.15
Trades Employment Specialist	9,813.15
Clerical Support TES x 1/3 per TES	1,570.03
Executive Review Committee	
Office Supplies	155.11
Travel	929.88
Rental / Leasing	1,264.50
Promotional Events - Trade & Job Fairs	63.28
Staff Training and Upgrading	36.00
<b>Total Administrative Costs</b>	<b>\$ 17,069.47</b>

ADMIN

<b>Project Delivery Costs</b>	
Communications / Marketing	589.75
Client Data Base Program	375.00
Innovative Funds Programs	16,662.38
Blackberries	79.99
Telephone	2,872.61
IT technical Support	644.00
Office Equipment	
Project Manager	11,151.54
Trades Employment Specialist	98,131.45
Clerical Support TES x 1/3 per TES	15,700.26
Executive Review Committee	
Office Supplies	1,551.08
Travel	9,298.78
Rental / Leasing	12,645.00
Promotional Events - Trade & Job Fairs	632.84
Staff Training and Upgrading	360.00
<b>Total Project Delivery Costs</b>	<b>\$ 170,694.68</b>

**Monthly Expense Summary:**  
Reviewed by Pr. Assistant  
Approved by Sr Advisor  
Date  
Expenses not approved and amounts  
Comments  
Reviewed

<b>Total Invoiced Expenditures</b>	<b>\$ 187,764.15</b>
<b>Less any Refunds Received</b>	
<b>Total Payable</b>	<b>\$ 187,764.15</b>

Name: Manley McLachlan

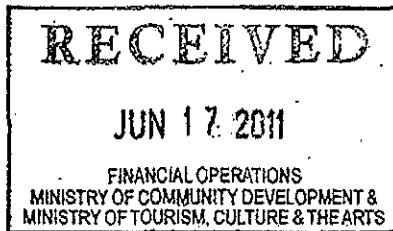
Signature:

(Authorized Contract Signing Authority for agency)

Date:

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant Intake and Exit Forms (Schedules G and H). Thank you.

All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the Targeted Initiative for Older Workers contract.



# ACCRUAL

## Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

### PAYMENT REQUEST

Date: April 13<sup>th</sup>, 2011 Invoice #: CA90109004C5

Recipient: BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

Payment Amount: \$169,765.50

Payment Stub  
Comments: March claim \$187,764.15 less advance recovery \$17,998.65

Description: Payment upon receipt of claim for eligible project expenses from  
March 1-31, 2011 under the Small Business Skills Training  
initiative Phase 2.

Requested by: Gemma D'Attilio 250-387-7243

# ACCRUAL

#### ACCRUAL

This invoice was accrued.

**Please pay from accrual  
coding (STOB 3075)**

51905-20921-3075

MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$169,765.50	
CERTIFIED THAT THE AMOUNT TO BE PAID:		
<ul style="list-style-type: none"><li>- Is correct</li><li>- Is in accordance with appropriate statute or other authority and/or contract</li><li>- Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met</li></ul>		
Date: June 15, 2011		
Ministry Spending/Certification Authority		
Signature		
Deb Rhymer		
Print Name of Spending/Certification Authority		

# ACCRUAL

## Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

### PAYMENT REQUEST

**Date:** July 22nd, 2011 **Invoice #:** CA90109004C6

**Recipient:** BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

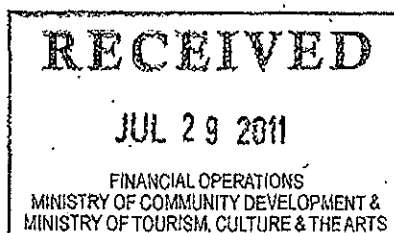
**Payment Amount:** \$13,203.69

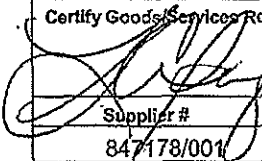
**Payment Stub**  
**Comments:** Further payment on March 2011 claim to bring contract to 60%  
(Advance recovery point -- we recovered funds too early in error.)

**Description:** Due to previous error on CSC, we recovered advance before  
trigger point was reached. We are now making payment to return  
to trigger point. (Please see notes above)

**Requested by:** Gemma D'Attilio 250-387-7243

(31905)  
Please pay from accrual (STOB 3075)



MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$13,203.69	
CERTIFIED THAT THE AMOUNT TO BE PAID: - Is correct - Is in accordance with appropriate statute or other authority and/or contract - Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met		
Ministry Spending/Certification Authority Signature		Date: July 22, 2011
Deb Rhymen		
Print Name of Spending/Certification Authority		

**Grayson, Stevie JTI:EX**

---

**From:** Page, Leslie JTI:EX  
**Sent:** Friday, July 22, 2011 2:45 PM  
**To:** Grayson, Stevie JTI:EX  
**Subject:** FW: Ministry wording

Stevie, could you please prepare a Payment Request for this amount (i.e. for the \$13, 203.69) with this note attached, and forward it for signature and processing? Thanks, Leslie

---

**From:** Page, Leslie JTI:EX  
**Sent:** Friday, July 22, 2011 2:44 PM  
**To:** 'Jackie Knutson'  
**Cc:** 'Randy Garon'; D'Attilio, Gemma JTI:EX; Grayson, Stevie JTI:EX  
**Subject:** RE: Ministry wording

Hi Jackie, thanks for your note. So, it looks like we paid you the correct amount in November as per your claim, but that our CSC had an error on it resulting in us retrieving the advance too early (i.e. \$13, 203.69 too early). Sorry about this and thank you for noticing the error on the CSC. For easier record keeping we will pay you the \$13, 203.69 owed to you now.

Re the issue of GST/HST I will put your note on the file, and will expect a separate billing for 50% of any HST/GST paid on any goods you purchased over the course of the contract.

Thanks, Leslie

---

**From:** Jackie Knutson [mailto:jackie@bccassn.com]  
**Sent:** Friday, July 22, 2011 9:48 AM  
**To:** Page, Leslie JTI:EX  
**Cc:** Randy Garon  
**Subject:** RE: Ministry wording

**RECEIVED**

JUL 29 2011

FINANCIAL OPERATIONS  
MINISTRY OF COMMUNITY DEVELOPMENT &  
MINISTRY OF TOURISM, CULTURE & THE ARTS

Hi Leslie,

As per our phone call the figure in question is the November invoice below of \$162,331.88- We have \$149,128.19 submitted.

Also, as we discussed all the HST we charged the Ministry (which was not paid by the Ministry) we remitted to CRA until the ruling was completed in order to maintain onside should the ruling go towards service rather than grant. In order for us to receive the funds back from CRA we need provide them with support, therefore I will be creating credit notes to remove the HST charged from the invoices we previously submitted from our receivables. Since the Ministry did not pay any of the HST this will not affect the total claims we have submitted.

Please let me know if you have any questions.

Thank you,

Jackie

---

**From:** Page, Leslie JTI:EX [mailto:Leslie.Page@gov.bc.ca]  
**Sent:** Thursday, July 14, 2011 12:52 PM  
**To:** Randy Garon  
**Cc:** Jackie Knutson  
**Subject:** FW: Ministry wording

Hi Randy, here's a page from what we call our Commitment Summary Card showing where you at in terms of your claims and payments to date. You'll see you reached 60% of the contract value (which includes the payment of the advance) at the time of your March claim and so the March claim was reduced by \$17,998.65 to \$169,765.50. From April forward 100% of your claims will go towards recovery of the advance until the full amount of \$689,999.70 is retrieved.

PHASE 2			Nov. 1, 2010 - \$2,491,132 Oct 31 2011 contract value: Trigger point at \$1,494,679.10 60% of Phase 2 value = 30% advance \$2,299,999.00 \$689,999.70 paid on			
Contract Remaining	Invoice Date	Invoice #	Invoiced Amount	Payment Amount	Advance Recovered	Balance to Recover

Not Responsive

\$ 1,166,218.23	15-Jun-11	Mar-2011 CA90109004C5	\$ 187,764.15	\$ 169,765.50	\$ 17,998.65	\$ 672,001.05
\$ 996,452.73	15-Jun-11	Apr 2011 claim	\$ 197,803.39	\$	\$ 197,803.39	\$ 474,197.66
\$ 996,452.73	12-July-11	May 2011 claim	\$ 189,959.44	\$	\$ 189,959.44	\$ 284,238.22
					\$	
<b>PHASE 2 Totals To Date</b>			<b>\$1,020,481.44</b>	<b>\$1,494,679.10</b>		

Regarding your question about HST, please see my responses to Jackie's note in your email below. I've coloured them blue and have bolded them to make it easier to follow.

Thanks, Leslie

**From:** Randy Garon [mailto:rgaron@bccassn.com]  
**Sent:** Wednesday, July 6, 2011 10:53 AM  
**To:** Page, Leslie JTI:EX  
**Cc:** Jackie Knutson  
**Subject:** FW: Ministry wording

Good morning...

Along with a payment discrepancy,

Not Responsive

Not Responsive

I have included Jackie on the list to keep her in the loop.

Regards,

Randy Garon | Provincial Manager  
STEP: Skilled Trades Employment Program  
BC CONSTRUCTION ASSOCIATION  
401 – 655 Tyee Road, Victoria, BC V9A 6X5  
P: 250.475.1077 | C: 250.661.5310 | F: 250.475.1078  
[rgaron@bccassn.com](mailto:rgaron@bccassn.com) | [www.bccassn.com](http://www.bccassn.com) | [www.stepbc.ca](http://www.stepbc.ca)

## BCCA: BUILDING BC'S FUTURE

This e-mail transmission, including any attachments, is intended only for the named recipient(s) and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you have received this transmission in error, or are not the named recipient(s), please notify the BC Construction Association immediately by return e-mail and permanently delete this transmission, including any attachments.

Hi Leslie,

We received a payment of \$169,765.50 yesterday. We unsure what the payment relates to as it does not match any of the outstanding invoices and we have yet to reach the contract terms of claiming in excess of 60% of the contract value (schedule B 4. (c)). Usually we receive the details of the payment via mail however with the Canada Post strike this could take some time. Would you be able to let us know what this payment relates too? (Please see my answer in the email above).

Not Responsive

Not Responsive

## COMMITMENT SUMMARY CARD

Agreement #:	CA90109004	PHASE 2	
Name:	British Columbia Construction Association		
Address:	401-655 Tye Road		
City, Prov. :	Victoria BC		Email: <a href="mailto:info@bcba.ca">info@bcba.ca</a>
Postal Code	V9A 6X5		
Contact:	Manley McLachlan		Tel: 250-475-1078

Start Date:	15-Apr-09	End Date:	31-Oct-11	
Project Manager:	Leslie Page			Branch: Labour Market Development
Project:	Skilled Trades Employment Pilot Project			Division: Labour Market and Immigration
Total Agreement Value:	\$6,110,736.83	Phase 1 Value:	\$3,619,605.00	
Total Value Phase 2*:	\$2,491,131.83	*Includes slippage of \$191,132.83 from Phase 1		Vendor #: 847478/001
Fiscal Yr split:	\$1,552,132.83	\$938,999		EFT: No
	2010-2011	2011-2012	check	

Client	Resp	Account	STOB	Project
125	51651	20921	8001	5121224
049	44656	20021	8001	4401224

## Current

149,128.10

149,128.19.

[illegible]

\*accrued claim

- Note: trigger point not yet reached

- must pay \$13,203.<sup>69</sup>

Trigger pt 1,494,679.10 +  
 pd. to date  
 owed: 13,203.69 \*

### Labour Market Development

Labour Market and Immigration

100

847178/001

Vendor #: 842178/001

EFT: ~~Yes~~ No

check

**Current**

due to CSC  
error, too  
much  
advance  
recovery d.  
\*accrued claim

\* CSC showing current payment.

## COMMITMENT SUMMARY CARD

# RECEIVED

JUL 29 2011

FINANCIAL OPERATIONS  
MINISTRY OF COMMUNITY DEVELOPMENT &  
MINISTRY OF TOURISM, CULTURE & THE ARTS

Email:

Tel: 250-475-1078

Agreement #: CA90109004 PHASE 2  
Name: British Columbia Construction Association  
Address: #401 - 655 Tye Road  
City, Prov.: Victoria, BC  
Postal Code: V9A 6X5  
Contact: Manley McLachlan

Start Date: 15-Apr-09 End Date: 31-Oct-11

Project Manager: Leslie Page

Branch: Labour Market Development

Project: Skilled Trades Employment Pilot Project

Division: Labour Market and Immigration

Total Agreement Value: \$6,110,736.83 Phase 1 Value: \$3,619,605.00

Total Value Phase 2\*: \$2,491,131.83 \*Includes slippage of \$191,132.83 from Phase 1

Vendor #: 847178/001

Fiscal Yr split: \$1,552,132.83 \$938,999

EFT: No

22-Jul-11-Due to error on CSC we recovered \$13,203.69 too early. Now paying client to bring up to trigger point.

2010-2011 2011-2012

Client	Resp	Account	STOB	Project
125	51651	20921	8001	5121224
049	11656	20924	8004	4404224

Current

### PHASE 2

Nov. 1, 2010 - Oct 31 2011 contract value: \$2,491,132  
Trigger point at 60% of Phase 2 value = \$1,494,679.10  
30% advance paid on \$2,299,999.00 \$689,999.70

Contract Remaining	Invoice Date	Invoice #	Invoiced Amount	Payment Amount	Advance Recovered	Balance to Recover
\$2,491,131.83	17-Nov-10	Advance Phase 2 CA90109004-ADV	\$	\$ 689,999.70	\$ 689,999.70	\$ 689,999.70
\$ 1,801,132.13	16-Dec-10	Nov 2010 CA90109004-C1	\$ 149,128.19	\$ 149,128.19	\$	
\$ 1,652,003.94	25-Jan-11	Dec 2010 CA90109004-C2	\$ 137,934.51	\$ 137,934.51	\$	
\$ 1,514,069.43	08-Mar-11	Jan 2011 CA90109004-C3	\$ 175,816.44	\$ 175,816.44	\$	
\$ 1,338,252.99	16-Mar-11	Feb 2011 CA90109004-C4	\$ 158,831.07	\$ 158,831.07	\$	
\$ 1,179,421.92	15-Jun-11	Mar 2011 CA90109004C5	\$ 187,764.15	\$ 189,765.50	\$ 17,998.65	\$ 672,001.05
\$ 1,009,656.42	15-Jun-11	Apr 2011 claim	\$ 197,803.39	\$	\$ 197,803.39	\$ 474,197.66
\$ 1,009,656.42	15-Jul-11	May 2011 claim	\$ 189,959.44	\$	\$ 189,959.44	\$ 284,238.22
\$ 1,009,656.42	22-Jul-11	Mar 2011 CA90109004C6 claim fix	\$	\$ 13,203.69	\$ 13,203.69	\$ 297,441.91
PHASE 2 Totals To Date			\$1,197,237.19	\$1,494,679.10	\$297,441.91	

Originally recorded as \$162,331.88

Accrued claim, due to above error advance recov. Too soon.

payment to bring BCCA to trigger point

# Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

## PAYMENT REQUEST

Date: August 15<sup>th</sup>, 2011

Invoice #: CA90109004C7

Recipient: BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

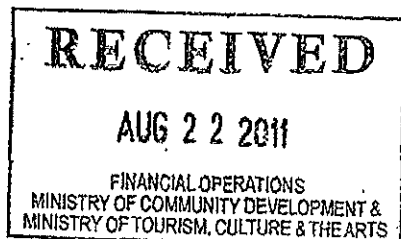
Payment Amount: \$ 51,347.67

Payment Stub

Comments: July claim \$165,504.80 less advance recovery \$114,157.13

Description: Payment upon receipt of claim for eligible project expenses from  
July 1 - 31, 2011 under the Small Business Skills Training initiative  
Phase 2.

Requested by: Gemma D'Attilio 250-387-7243



MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received <i>Sharna Johnson</i> <i>for</i> <i>Sharna Johnson</i> Leslie Page		
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$51,347.67	
CERTIFIED THAT THE AMOUNT TO BE PAID: - Is correct - Is in accordance with appropriate statute or other authority and/or contract - Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met		
Date: August 16, 2011		
Ministry Spending/Certification Authority		
Signature <i>Deb Rhymer</i>		
Deb Rhymer		
Print Name of Spending/Certification Authority		

# LABOUR MARKET AGREEMENT UNIT

AUG 15 2011

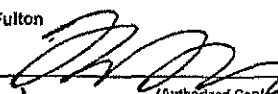
RECEIVED

Schedule J  
Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From July 1 to July 31, 2011

G/L code	Start Up Costs	
NA	Data Management Program (CQI Continual Quality Improvement)	-
5245	Web Site Development	-
5205	Communications/ Marketing	158.26
NA	Recruiting Staff	-
NA	Marketing Program Collateral	-
NA	LMJ Data Collection	-
5230	Printing (Data Forms)	-
5210	Regional Conferences	1,623.99
Total Start Up Costs		1,782.25
G/L code	Projects	
5215	Client Data Base Program (regional access)	-
5305(\$0), 5310(\$189.91), 5315(\$1,988.70), 5320(\$0), 5325(\$100), 5330(\$550), 5335(\$50), 5340(\$2163.63), 5345(\$4465.72), 5350(\$132), 5355(\$1029.40)	Innovative Funds Program (Includes PHF surplus)	10,669.36
Total Projects		10,669.36
G/L code	Equipment Purchases	
5135	Computers	419.93
5130	Blackberries	580.19
5145 & 5150	Office Equipment	-
Total Equipment Purchases		1,000.12
G/L code	Labour	
5020	Project Manager	10,587.43
5010(\$14183.39) & 5030(\$65157.41)	Trades Employment Specialist (Job Coach)	79,340.80
5040	Clerical Support (Coordinator for TES)	16,520.46
Total Labour		106,448.69
G/L code	Operating Expenses	
NA	Steering Committee	-
5220	Executive Review Committee	190.17
5155(\$760.12), 5175(\$148.88) & 5170(\$319.94)	Office Supplies	1,228.94
5240	Travel	12,459.59
5160	(Rentals) Office Lease	13,253.61
5115(\$1793.06), 5120(\$536.05) & 5125(\$936.76)	Telephone	3,265.87
5140	IT Technical Support	240.02
NA	Marketing Collateral Updates	-
NA	Evaluation, CQI and Policy	-
5235	Promotional Events (Trades and Job Fairs)	79.29
5050	Staff Training and Upgrading	(159.00)
Total Operating Expenses		30,558.49
Subtotal		150,458.91
G/L code	Administration	
5110	Administration Fees	15,045.89
Total Administration		15,045.89

Total Invoiced Expenditures	\$	165,504.80
Less any Refunds Received		
Total Payable	\$	165,504.80

Name: Abigail Fulton

Signature:   
(Authorized Contract Signing Authority for agency)

Date: Aug 11/11

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant Intake and Exit Forms (Schedules G and H). Thank you.

less advance recovery  
of \$114,157.13. See LSC.

\$51,347.67

ENTERED

# Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

## PAYMENT REQUEST

**Date:** September 16<sup>th</sup>, 2011

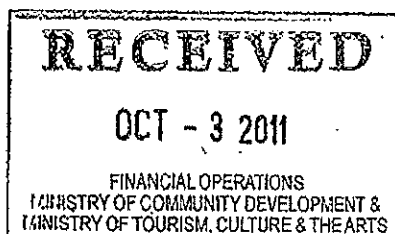
**Invoice #:** CA90109004C8

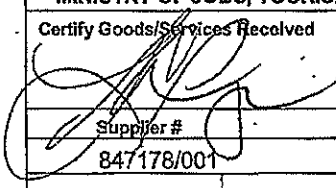

**Recipient:** BC Construction Association  
#401 - 655 Tyeé Road  
Victoria, BC  
V9A 6X5

**Payment Amount:** \$ 175,589.65

**Description:** Payment upon receipt of claim for eligible project expenses from August 1 - 31, 2011 under the Small Business Skills Training initiative Phase 2.

**Requested by:** Gemma D'Attilio 250-387-7243




MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$175,589.65	
CERTIFIED THAT THE AMOUNT TO BE PAID: - Is correct - Is in accordance with appropriate statute or other authority and/or contract - Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met		
Date: September 27, 2011 Ministry Spending/Certification Authority Signature 		
Deb Rhymer Print Name of Spending/Certification Authority		

Schedule J  
Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From August 1 to August 31, 2011

G/L code	Start Up Costs	
NA	Data Management Program (CQI Continual Quality Improvement)	-
5245	Web Site Development	-
5205	Communications/ Marketing	256.14
NA	Recruiting Staff	-
NA	Marketing Program Collateral	-
NA	LMI Data Collection	-
5230	Printing (Data Forms)	-
5210	Regional Conferences	48.53
	<b>Total Start Up Costs</b>	<b>304.67</b>
	<b>Projects</b>	
5215	Client Data Base Program (regional access)	-
5305 (\$0), 5310 (\$2,750.04), 5315 (\$4,626.42), 5320 (\$0), 5325 (\$2,227.05), 5330 (\$0), 5335 (\$5162.11), 5340 (\$2,519.73), 5345 (\$7,760), 5350 (\$848.29), 5355 (\$348.77)	Innovative Funds Program (includes PH1 surplus)	26,242.41
	<b>Total Projects</b>	<b>26,242.41</b>
	<b>Equipment Purchases</b>	
5135	Computers	941.15
5130	Blackberries	-
5145 (\$252.86) & 5150 (\$52.71)	Office Equipment	305.57
	<b>Total Equipment Purchases</b>	<b>1,246.72</b>
	<b>Labour</b>	
5020	Project Manager	10,587.43
5010 (\$13,742.17) & 5030 (\$65,336.37)	Trades Employment Specialist (Job Coach)	79,078.54
5040	Clerical Support (Coordinator for TES)	16,176.65
	<b>Total Labour</b>	<b>105,842.62</b>
	<b>Operating Expenses</b>	
NA	Steering Committee	-
5220	Executive Review Committee	-
5155 (\$1,325.92), 5165 (\$0), 5175 (\$275.51) & 5170 (\$310.35)	Office Supplies	1,911.78
5240	Travel	5,002.93
5160	(Rentals) Office Lease	13,209.45
5115 (\$1,546.06), 5120 (\$466.74) & 5125 (\$903.74)	Telephone	2,916.54
5140	IT Technical Support	799.15
NA	Marketing Collateral Updates	-
NA	Evaluation, CQI and Policy and Procedures	-
5235	Promotional Events (Trades and Job Fairs)	281.65
5050	Staff Training and Upgrading	869.03
	<b>Total Operating Expenses</b>	<b>25,990.33</b>
	<b>Subtotal</b>	<b>159,626.95</b>
	<b>Administration</b>	
5110	Administration Fees	15,962.70
	<b>Total Administration</b>	<b>15,962.70</b>

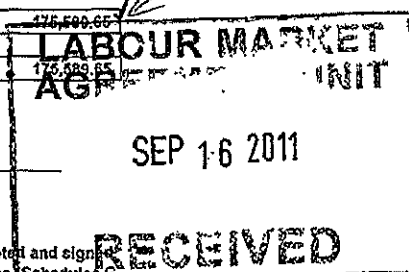
Total Invoiced Expenditures	\$	175,589.65
Less any Refunds Received		
Total Payable	\$	175,589.65

Name: Manley McLachlan

Signature:   
(Authorized Contract Signing Authority for agency)

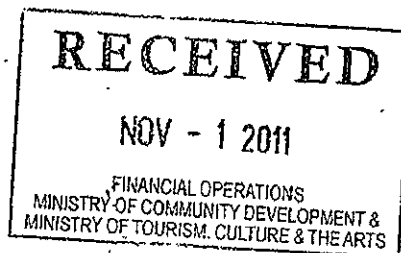
Date: Sept 14/2011

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant Intake and Exit Forms (Schedules G and H). Thank you.



Please  
Process... Note  
made in error  
with note

\$175,589.65



## Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

### PAYMENT REQUEST

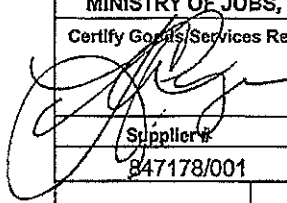
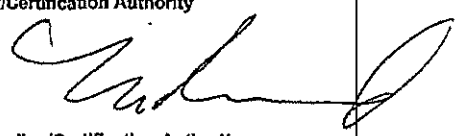
**Date:** October 17th, 2011 **Invoice #:** CA90109004C9

**Recipient:** BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

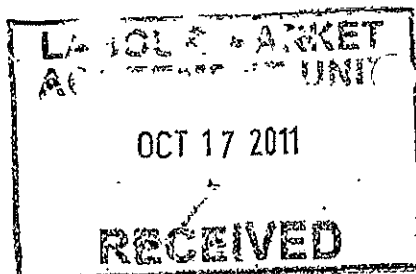
**Payment Amount:** \$ 239,214.67

**Description:** Payment upon receipt of claim for eligible project expenses from September 1 - 30, 2011 under the Small Business Skills Training initiative Phase 2.

**Requested by:** Labour Market Agreement Unit Stevie Grayson -- 250-387-4783

MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$239,214.67	
CERTIFIED THAT THE AMOUNT TO BE PAID: - Is correct - Is in accordance with appropriate statute or other authority and/or contract - Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met		
Date: October 25th, 2011		
Ministry Spending/Certification Authority		
Signature		
		
M. Renaud for Deb Rhymer		
Print Name of Spending/Certification Authority		

**M. Renaud**



Schedule J  
Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From September 1 to September 30, 2011

G/L code	Start Up Costs	
NA	Data Management Program (CQI Continual Quality Improvement)	-
5245	Web Site Development	-
5205	Communications/ Marketing	1,697.28
NA	Recruiting Staff	-
NA	Marketing Program Collateral	-
NA	LMI Data Collection	-
5230	Printing (Data Forms)	-
5210	Regional Conferences	-
Total Start Up Costs		1,697.28
Projects		
5215	Client Data Base Program (regional access)	-
5310(3,997.55), 5315(25,220.30), 5320(340), 5325(2,817.12), 5330(7,500), 5335(6,005.93), 5340(7,136.23), 5345(6,880), 5350(1,340.74) & 5355(1,432.20)	Innovative Funds Program (Includes PH1 surplus)	62,670.07
Total Projects		62,670.07
Equipment Purchases		
5135	Computers	-
5130	Blackberries	-
5145(100.16) & 5150(210.17)	Office Equipment	310.33
Total Equipment Purchases		310.33
Labour		
5020	Project Manager	10,587.43
5010(13,848.54) & 5030 (71,058.13)	Trades Employment Specialist (Job Coach)	84,906.67
5040	Clerical Support (Coordinator for TES)	16,552.64
Total Labour		112,046.74
Operating Expenses		
NA	Steering Committee	-
5220	Executive Review Committee	-
5155(2,666.37), 5170(411.27) & 5175(589.13)	Office Supplies	3,456.72
5240	Travel	16,796.15
5160	(Rentals) Office Lease	13,083.80
5115(1,473.22), 5120(546.67) & 5125(858.61)	Telephone	2,878.50
5140	IT Technical Support	738.13
NA	Marketing Collateral Updates	-
NA	Evaluation, CQI and Policy and Procedures	-
5235	Promotional Events (Trades and Job Fairs)	1,154.35
5050	Staff Training and Upgrading	2,625.81
Total Operating Expenses		40,743.46
Subtotal		217,467.88
Administration		
5110	Administration Fees	21,746.79
Total Administration		21,746.79

Total Invoiced Expenditures	\$	239,214.67
Less any Refunds Received		
Total Payable	\$	239,214.67

Name: Abigail Fulton

Signature: 

Date: Oct 3, 2011

(Authorized Contract Signing Authority for agency)

ENTERED

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant intake and Exit Forms (Schedules G and H). Thank you.

## Grayson, Stevie JTI:EX

---

**From:** Page, Leslie JTI:EX  
**Sent:** Friday, November 4, 2011 09:44  
**To:** Grayson, Stevie JTI:EX  
**Cc:** Ramsay, Lori R. JTI:EX  
**Subject:** FW: HST adjustment  
**Attachments:** STEP HST adjustment summary.pdf; STEP HST adjustment invoice.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Stevie, please process two payments for the BCCA. One is for this HST cost and the other is for their 10% advance for their amendment (see amendment 5).

PS if your hands are full with amendments today, maybe Lori could assist with this. Lori i'm not sure what your day is like but if this works for you, great. This is for the BCCA which is one of my Small Business Skills Training Projects.

---

**From:** Jackie Knutson [<mailto:jackie@bccassn.com>]  
**Sent:** Fri, November 4, 2011 8:24 AM  
**To:** Page, Leslie JTI:EX  
**Cc:** Randy Garon  
**Subject:** FW: HST adjustment

Hi Leslie,

Please find the attached STEP HST adjustment invoice and a summary showing the monthly totals.

The monthly summary shows the total taxable supply, as requested, however we do not have a report in our accounting system which will give us the total number. Therefore we used the same method CRA used in our audit and extracted the total taxable supply from the GST/HST charged.

The invoice total can come off of our participant support funds budget.

Please let us know if you have any questions or need additional information.

Thank you,

Jackie Knutson, BBA | Accounting & Finance  
BC CONSTRUCTION ASSOCIATION  
401 – 655 Tyee Road, Victoria, BC V9A 6X5  
P: 250.475.1077 | F: 250.475.1078  
[jackie@bccassn.com](mailto:jackie@bccassn.com) | [www.bccassn.com](http://www.bccassn.com)

## BCCA: BUILDING BC'S FUTURE

This e-mail transmission, including any attachments, is intended only for the named recipient(s) and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you have received this transmission in error, or are not the named recipient(s), please notify the BC Construction Association immediately by return e-mail and permanently delete this transmission, including any attachments.

BCCA Skilled Trades Employment Program

GST April 1 2009 to June 30 2010

Taxable supplies

PST (amounts invoiced monthly)

Total tax paid on purchases

Less: Federal refund

Total non refundable GST

HST July 1 2010 to June 30 2011

Taxable supplies

Total tax paid on purchases

Less:

Provincial refund

Federal refund

Total refund

Total non refundable HST

Not Responsive

Apr, 11	May, 11	Jun, 11
\$ 31,326.67	\$ 34,728.75	\$ 39,984.83
3,759.20	4,167.45	4,798.18
1,249.93	1,385.69	1,595.39
783.17	868.22	999.62
2,033.10	2,253.90	2,595.02
\$ 5,726.10	\$ 1,913.55	\$ 2,203.16

Not Responsive

# Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

## PAYMENT REQUEST

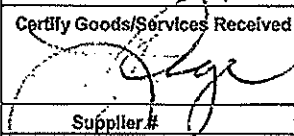

**Date:** November 7th, 2011 **Invoice #:** CA90109004-ADV

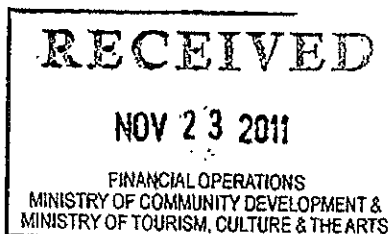
**Recipient:** BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

**Payment Amount:** \$ 419,017.20

**Description:** Payment of 10% advance for Phase 2 Project under the Small Business Skills Training initiative

**Requested by:** Labour Market Agreement Unit Stevie Grayson – 250-387-4783

<b>MINISTRY OF JOBS, TOURISM and INNOVATION</b>		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$419,017.20	
<p>CERTIFIED THAT THE AMOUNT TO BE PAID:</p> <ul style="list-style-type: none"> <li>- Is correct</li> <li>- Is in accordance with appropriate statute or other authority and/or contract</li> <li>- Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met</li> </ul>		
Date: November 7th, 2011		
Ministry Spending/Certification Authority		
Signature		
		
Deb Rhymer		
Print Name of Spending/Certification Authority		



BC Construction Association STEP - P2

Skilled Trades Employment Program  
#401 - 655 Tyea Road  
Victoria, British Columbia V9A 6X5  
Canada

INVOICE

Invoice No.: STEP - HST Adjust  
Date: Sep 24, 2011  
Ship Date:  
Page: 1  
Re: Order No.

Sold to:  
Ministry of Jobs, Tourism and Innovation  
PO Box 9189  
Stn Prov Govt  
Victoria, BC V8W 9E6  
Canada

Ship to:  
Ministry of Jobs, Tourism and Innovation  
PO Box 9189  
Stn Prov Govt  
Victoria, BC V8W 9E6  
Canada

Business No.:

Quantity	Unit	Description	Tax	Unit Price	Amount
1		Agreement # CA 90109004 - Skilled Trade Employment Program			
		GST adjustment for non refundable GST paid on goods purchased from May 2009 to June 2010 - as per support documentation monthly breakdown		12,923.33	12,923.33
1		HST adjustment for non refundable HST paid on goods purchased from July 2010 to June 2011 - as per support documentation monthly breakdown		27,997.10	27,997.10
1		Administration fee on participant support funds GST/HST expense above		4,092.04	4,092.04
Shipped By: Tracking Number:				Total Amount	45,012.47
Comment:					
Sold By:					



The Best Place on Earth

## Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

### PAYMENT REQUEST

Date: November 7th 2011

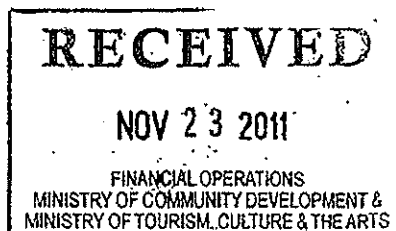
Invoice #: CA90109004C10

Recipient: BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

Payment Amount: \$ 45,012.47

Description: Agreement # CA 90109004 – Skilled Trade Employment Program  
GST adjustment for non refundable GST paid on goods purchased from May 2009 to June 2010 – as per support documentation monthly breakdown. (\$12,923.33)  
HST adjustment for non refundable HST paid on goods purchased from July 2010 to June 2011 – as per support documentation monthly breakdown (\$27,997.10)  
Administration Fee on participant support funds GST/HST expense above (\$4,092.04)

Requested by: Labour Market Agreement Unit Stevie Grayson – 250-387-4783



MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$45,012.47	
CERTIFIED THAT THE AMOUNT TO BE PAID:		
<ul style="list-style-type: none"><li>- is correct</li><li>- is in accordance with appropriate statute or other authority and/or contract</li><li>- Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met</li></ul>		
Date: Nov. 7th, 2011		
Ministry Spending/Certification Authority		
Signature		
Deb Rhymen		
Print Name of Spending/Certification Authority		

# Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

## PAYMENT REQUEST

**Date:** November 15th, 2011

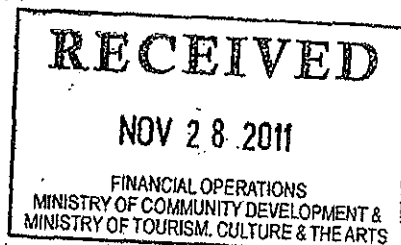
**Invoice #:** CA90109004C10

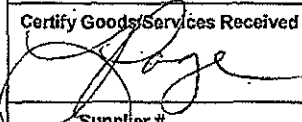
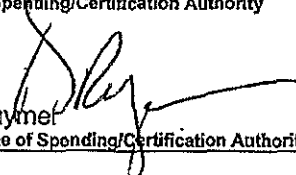
**Recipient:** BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

**Payment Amount:** \$ 240,174.41

**Description:** Payment upon receipt of claim for eligible project expenses from  
October 1-31, 2011 under the Small Business Skills Training  
initiative Phase 2.

**Requested by:** Labour Market Agreement Unit Stevie Grayson - 250-387-4783



MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$240,174.41	
CERTIFIED THAT THE AMOUNT TO BE PAID: - is correct - is in accordance with appropriate statute or other authority and/or contract - Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met		
Date: November 22nd, 2011		
Ministry Spending/Certification Authority		
Signature 		
Deb Rhymel		
Print Name of Spending/Certification Authority		

# LABOUR MARKET AGREEMENT UNIT

NOV-15 2011

RECEIVED

## Schedule J

Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From October 1 to October 31, 2011

G/L Code	Start Up Costs	
NA	Data Management Program (CQI Continual Quality Improvement)	-
5245	Web Site Development	✓ 2,247.50
5205	Communications/ Marketing	✓ 4,854.40
NA	Recruiting Staff	-
NA	Marketing Program Collateral	-
NA	LMI Data Collection	-
5230	Printing (Data Forms)	✓ 2,473.63
5210	Regional Conferences	✓ 1,007.68
	<b>Total Start Up Costs</b>	✓ 8,583.21
	Projects	
5215	Client Data Base Program (regional access)	-
1,5310 (8,947.82), 5315 (19,398.35), 5325 (8,425.99), 5330 (7,550), 5335 (4,505.43), 5340 (6,604.50), 5345 (18,120), 5350 (22,276), 5355 (290.46)	Innovative Funds Program (includes PH1 surplus) - 120.00 (REFUND) - ✓ AP	✓ 63,936.31
	<b>Total Projects</b>	✓ 63,936.31
	Equipment Purchases	
5135	Computers	✓ 682.27
5130	Blackberries	-
5145 (493.55) & 5150 (505.31)	Office Equipment	✓ 998.86
	<b>Total Equipment Purchases</b>	✓ 1,681.13
	Labour	
5020	Project Manager	✓ 10,587.43
5010 (16,524.25) & 5030 (56,744.69)	Trades Employment Specialist (Job Coach)	✓ 80,268.94
5040	Clerical Support (Coordinator for TES)	✓ 47,238.44
	<b>Total Labour</b>	✓ 138,094.81
	Operating Expenses	
NA	Steering Committee	-
5220	Executive Review Committee	-
5155 (19,997.20), 5170 (383.29) & 5175 (263.55)	Office Supplies	✓ 2,594.04
5240	Travel	✓ 2,886.89
5160	(Rentals) Office Lease	✓ 2,410,418.12
5115 (1,459.36), 5120 (533.47) & 5125 (893.86)	Telephone	✓ 2,886.69
5140	IT Technical Support	✓ 2,886.69
NA	Marketing Collateral Updates	-
NA	Evaluation, CQI and Policy and Procedures	-
5235	Promotional Events (Trades and Job Fairs) 4,043.13 + 595.30	✓ 4,638.43
5050	Staff Training and Upgrading	-
	<b>Total Operating Expenses</b>	✓ 6,33,284.91
	<b>Subtotal</b>	✓ 218,340.37
	Administration	
5110	Administration Fees	✓ 24,834.04
	<b>Total Administration</b>	✓ 24,834.04

Total Invoiced Expenditures	\$	240,174.41
Less any Refunds Received		
Total Payable	\$	240,174.41

Name: Manley McLachlan

Signature: 

(Authorized Contract Signing Authority for agency)

Date: 10/11/11

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant Intake and Exit Forms (Schedules G and H). Thank you.

ENTERED

SN

All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the Targeted Initiative for Older Workers contract.

7

# Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

## PAYMENT REQUEST

**Date:** February 6, 2012

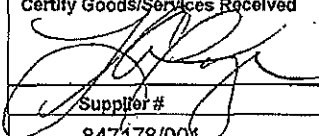
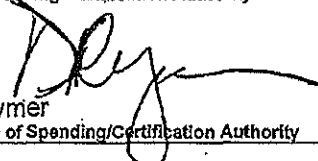
**Invoice #:** CA90109004C11

**Recipient:** BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

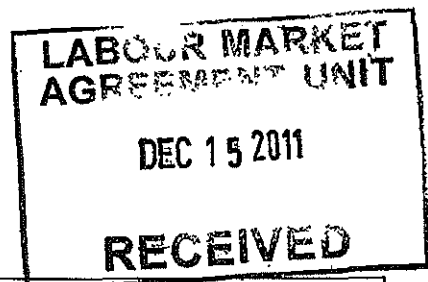
**Payment Amount:** \$193,128.11

**Description:** Payment upon receipt of claim for eligible project expenses from  
Nov 1-30, 2011 under the Small Business Skills Training Initiative,  
Phase 2, Contract Term 3.

**Requested by:** Labour Market Agreement Unit      Leslie Page— 250-387-5691

MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$193,128.11	
CERTIFIED THAT THE AMOUNT TO BE PAID: - Is correct - Is in accordance with appropriate statute or other authority and/or contract - Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met		
Date: February 6, 2012 Ministry Spending/Certification Authority Signature 		
Deb Rhymier Print Name of Spending/Certification Authority		

Schedule J  
Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From November 1 to November 30, 2011



	<b>Projects</b>	
5310 (5,676.56), 5315 (1,392.23), 5325 (886.04), 5335 (914.46), 5340 (2,506.71), 5345 (320) & 5350 (225)	Innovative Funds Program	11,921.00 ✓
	<b>Total Projects</b>	<b>11,921.00</b> ✓
	<b>Equipment Replacement &amp; Purchases</b>	
5135	Computers	10,142.47 ✓
5130	Blackberries	2,584.63 ✓
5150	Office Equipment	200.38 ✓
	<b>Total Equipment Purchases</b>	<b>12,927.48</b> ✓
	<b>Labour</b>	
5005	Program Labour	103,337.07 ✓
	<b>Total Labour</b>	<b>103,337.07</b> ✓
	<b>Operating Expenses</b>	
N/A	Executive Review Committee	- ✓
5115 (1,615.22), 5120 (532.65) & 5125 (880.64)	Telephone	3,028.51 ✓
5140	IT Support	1,224.52 ✓
5215	Data Management Maintenance & Updates	- ✓
5145 (1,069.85) & 5170 (508.92)	Office Supplies	1,578.77 ✓
5160	Office Lease	13,088.03 ✓
5175	Printing & Form Reproduction	254.04 ✓
5240	Travel	20,287.34 ✓
5050	Staff Development & Training	- ✓
5060	Staff Recruiting	- ✓
5245	Website Maintenance	- ✓
5205	Communication & Marketing	31.64 ✓
5235	Promotional Events	- ✓
5210	Regional Conferences	4,757.41 ✓
	<b>Total Operating Expenses</b>	<b>44,250.26</b> ✓
	<b>Subtotal</b>	<b>172,435.81</b> ✓
	<b>Administration</b>	
5110	BCCA Project Administration Recovery	20,692.30 ✓
	<b>Total Administration</b>	<b>20,692.30</b> ✓
<b>Total Invoiced Expenditures</b>		<b>\$ 193,128.11</b>
<b>Less any Refunds Received</b>		
<b>Total Payable</b>		<b>\$ 193,128.11</b>

Name: Abigail Fulton

Signature:   
(Authorized Contract Signing Authority for agency)

Date: Dec 14/11

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant Intake and Exit Forms (Schedules G and H). Thank you.

All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the Targeted Initiative for Older Workers contract.

2

# Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

## PAYMENT REQUEST

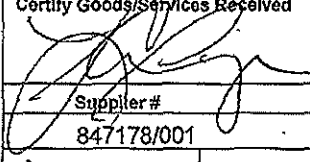

**Date:** February 6, 2012 **Invoice #:** CA90109004C12

**Recipient:** BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

**Payment Amount:** \$180,113.64

**Description:** Payment upon receipt of claim for eligible project expenses from  
Dec 1-31, 2011 under the **Small Business Skills Training  
Initiative, Phase 2, Contract Term 3.**

**Requested by:** Labour Market Agreement Unit **Leslie Page:** 250-387-5691

MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$193,128.11	
CERTIFIED THAT THE AMOUNT TO BE PAID: - Is correct - Is in accordance with appropriate statute or other authority and/or contract - Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met		
Date: February 6, 2012		
Ministry Spending/Certification Authority		
Signature 		
Deb Rhymer		
Print Name of Spending/Certification Authority		

Schedule J  
Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From December 1 to December 31, 2011

**LABOUR MARKET  
AGREEMENT UNIT**

JAN 17 2012

**RECEIVED**

	<b>Projects</b>	
5310 (8,375.80), 5315 (2,973.95), 5320 (300), 5325 (2,099.71), 5335 (1,334.44), 5340 (2,513.98), 5345 (3,200) & 5350 (144.93)	Innovative Funds Program	20,942.81
	<b>Total Projects</b>	<b>20,942.81</b>
	<b>Equipment Replacement &amp; Purchases</b>	
5135	Computers	-
5130	Blackberries	1,582.26
5150	Office Equipment	-
	<b>Total Equipment Purchases</b>	<b>1,582.26</b>
	<b>Labour</b>	
5005	Program Labour	113,161.28
	<b>Total Labour</b>	<b>113,161.28</b>
	<b>Operating Expenses</b>	
5115 (914.91), 5120 (519.46) & 5125 (881.40)	Telephone	2,315.77
5140	IT Support	1,194.65
5215	Data Management Maintenance & Updates	-
5155 (663.78) & 5170 (503.98)	Office Supplies	1,167.76
5160	Office Lease	13,797.56
5175	Printing & Form Reproduction	137.35
5240	Travel	5,630.64
5050	Staff Development & Training	809.71
5060	Staff Recruiting	-
5245	Website Maintenance	-
5205	Communication & Marketing	75.96
5235	Promotional Events	-
5210	Regional Conferences	-
	<b>Total Operating Expenses</b>	<b>25,129.40</b>
	<b>Subtotal</b>	<b>160,815.75</b>
	<b>Administration</b>	
5110	BCCA Project Administration Recovery	19,297.89
	<b>Total Administration</b>	<b>19,297.89</b>
	<b>Total Invoiced Expenditures</b>	<b>\$ 180,113.64</b>
	<b>Less any Refunds Received</b>	
	<b>Total Payable</b>	<b>\$ 180,113.64</b>

Name: Manley McLachlan

Signature: 

(Authorized Contract Signing Authority for agency)

Date: JAN 12/12

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant Intake and Exit Forms (Schedules G and H). Thank you.

**ENTERED**

All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the Targeted Initiative for Older Workers contract.



BRITISH  
COLUMBIA

LABOUR MARKET PARTNERSHIPS PROGRAM

PROGRESS PAYMENT REQUEST

# 120215

Date: January 6, 2012

Responsibility: 51973

Supplier Name: BC Construction Association

Service Line: 54020

Supplier Number: 847178

STOB: 8001

Contract Number: C12973010

Project Code: 5111111

AMOUNT: \$50,000.00

CAS Description: LMP Project Payment

Pay Stub Comment: \_\_\_\_\_

Qualified Supplier Signature: *S Grant*

DATE: Jan 6/12

Print Name/Title: Samantha Grant

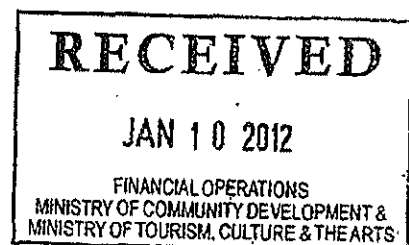
Contact Phone #: 6-2032

Expense Authority Signature: *Leila Haremi*

DATE: Jan 6/12

Print Name/Title: Leila Haremi

Contact Phone #: 7-66661



ORACLE iProcurement

[Shopping Cart](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)[Shop](#) [Requisitions](#) [Receiving](#) Confirmation

Receipt 23599 has been created for you.

## Receive Items: Confirmation Details

## Receipt Information

Receipt Date 16-Feb-2012 08:35:29

## Received Item Details

Receipt	Requisition	Description	Receipt Quantity	Unit	Packing Waybill Slip	Item Comments	Receipt Comments	Supplier
23599	8319	C12973010 - LM Partnerships - BC Construction Assoc. - Business Succession Phase I	50000	\$\$				BRITISH COLUMBIA CONSTRUCTION ASSOCIATION

[Return to Receiving](#)[Shop](#) | [Requisitions](#) | [Receiving](#) | [Shopping Cart](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Copyright (c) 2006, Oracle. All rights reserved.

[Privacy Statement](#)[https://logan.cas.gov.bc.ca:8443/OA\\_HTML/OA.jsp?page=/oracle/apps/icx/por/rcv/webu...](https://logan.cas.gov.bc.ca:8443/OA_HTML/OA.jsp?page=/oracle/apps/icx/por/rcv/webu...) 2012-02-16

**Phillips, Toni CSCD:EX**

---

**From:** Grant, Samantha JTI:EX  
**Sent:** Friday, January 13, 2012 8:51 AM  
**To:** Cockburn, Derek P CSCD:EX; Westran, Joan JTI:EX  
**Cc:** Phillips, Toni CSCD:EX  
**Subject:** RE: LMP project C12973-010 --BC Construction Association

Thank you

---

**From:** Cockburn, Derek P CSCD:EX  
**Sent:** Friday, January 13, 2012 8:34 AM  
**To:** Westran, Joan JTI:EX  
**Cc:** Grant, Samantha JTI:EX; Phillips, Toni CSCD:EX  
**Subject:** RE: LMP project C12973-010 --BC Construction Association

Joan,

We will process the initial payment on February 15<sup>th</sup>.

Derek

---

**From:** Westran, Joan JTI:EX  
**Sent:** Thursday, January 12, 2012 9:23 AM  
**To:** Cockburn, Derek P CSCD:EX  
**Cc:** Grant, Samantha JTI:EX  
**Subject:** LMP project C12973-010 --BC Construction Association

Hi, Derek...

This project is staying with the February 15 start date. Please process first payment accordingly.

Thanks!

**Joan Westran | Senior Program Developer | Engagement Practitioner**  
Ministry of Jobs, Tourism and Innovation, Labour Market Programs Branch, Victoria BC V8W 9T6  
250.953.4116 | [Joan.Westran@gov.bc.ca](mailto:Joan.Westran@gov.bc.ca)  
Labour Market Partnerships Programs

# Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

## PAYMENT REQUEST

**Date:** February 15th, 2012 **Invoice #:** CA90109004C13

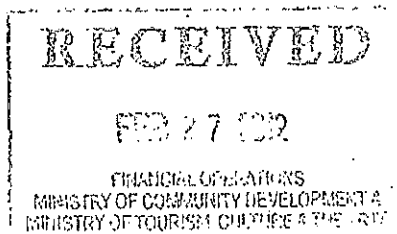
**Recipient:** BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

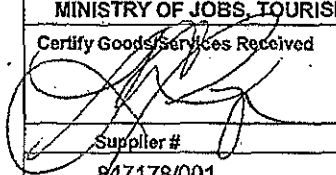
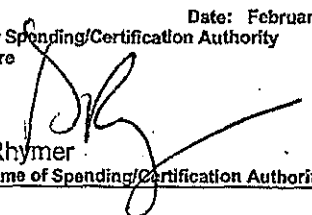
**Payment Amount:** \$ 218,528.46

**Description:** Payment upon receipt of claim for eligible project expenses from  
January 1-31st, 2012 under the Small Business Skills Training initiative  
Phase 2 – Contract Term 3.

**Pay Stub Comment:** Claim amount of \$231,542.93 adjusted to \$218,528.46 to account for  
overpayment on December 2011 claim of \$13,014.47.

**Requested by:** Labour Market Agreement Unit **Dawna Scully – 250-387-7243**



MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$218,528.46	
CERTIFIED THAT THE AMOUNT TO BE PAID: - Is correct - Is in accordance with appropriate statute or other authority and/or contract - Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met		
Ministry Spending/Certification Authority Signature		Date: February 23, 2012
		
Deb Rhymer		
Print Name of Spending/Certification Authority		

Schedule J  
Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From January 1 to January 31, 2012

	<b>Projects</b>	
5310 (8,906.69), 5315 (14,916.55), 5320 (60), 5325 (1,891.34), 5330 (4,800), 5335 (3,172.95), 5340 (4,424.49), 5345 (4,320), 5350 (2,172.38) & 5355 (385.51)	Innovative Funds Program	45,049.91
	<b>Total Projects</b>	<b>45,049.91</b>
	<b>Equipment Replacement &amp; Purchases</b>	
5135	Computers	199.42
5130	Blackberries	316.47
5145 (423.68) & 5150 (168.77)	Office Equipment	592.45
	<b>Total Equipment Purchases</b>	<b>1,108.34</b>
	<b>Labour</b>	
5005	Program Labour	124,836.09
	<b>Total Labour</b>	<b>124,836.09</b>
	<b>Operating Expenses</b>	
5115 (1,578.15), 5120 (682.37) & 5125 (1,568.66)	Telephone	3,829.18
5140	IT Support	1,058.32
5215	Data Management Maintenance & Updates	633.06
5155 (2,169.50) & 5170 (568.61)	Office Supplies	2,728.11
5160	Office Lease	15,962.06
5175	Printing & Form Reproduction	622.09
5240	Travel	8,972.34
5050	Staff Development & Training	589.98
5060	Staff Recruiting	563.68
5245	Website Maintenance	
5205	Communication & Marketing	553.70
5235	Promotional Events	227.90
5210	Regional Conferences	
	<b>Total Operating Expenses</b>	<b>35,740.42</b>
	<b>Subtotal</b>	<b>206,734.76</b>
	<b>Administration</b>	
5110	BCCA Project Administration Recovery	24,808.17
	<b>Total Administration</b>	<b>24,808.17</b>
	<b>Total Invoiced Expenditures</b>	<b>\$ 231,542.93</b>
	<b>Less any Refunds Received</b>	
	<b>Total Payable</b>	<b>\$ 231,542.93</b>

**LABOUR MARKET AGREEMENT UNIT**

FEB 15 2012

**RECEIVED**

Name: Abigail Fulton

Signature: \_\_\_\_\_

(Authorized Contract Signing Authority for agency)

Date: Feb 13 2012

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant Intake and Exit Forms (Schedules G and H). Thank you.

**ENTERED**

All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the Targeted Initiative for Older Workers contract.

BC Construction Association STEP

Skilled Trades Employment Program  
#401 - 655 Tyee Road  
Victoria, British Columbia V9A 6X5  
Canada


INVOICE

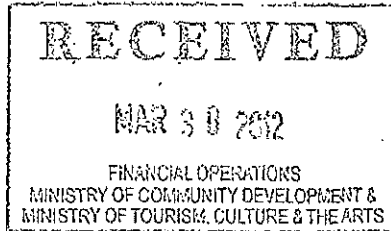
Invoice No.: STEP January 2012  
Date: Jan 31, 2012  
Ship Date:  
Page: 1  
Re: Order No.

Sold to:  
Ministry of Jobs, Tourism and Innovation  
PO Box 9189  
Stn Prov Govt  
Victoria, BC V8W 9E6  
Canada

Ship to:  
Ministry of Jobs, Tourism and Innovation  
PO Box 9189  
Stn Prov Govt  
Victoria, BC V8W 9E6  
Canada

Business No.:

Quantity	Description	Unit Price	Amount
	As per Agreement # CA 90109004 - Skilled Trades Employment Program (Please see attached Schedule J for Details) -January 2012		
1	Project Delivery Costs	206,734.76	206,734.76
1	Project Administration Costs	24,808.17	24,808.17
	Adjustment for December Invoice Payment		-13,014.47
Shipped By: Tracking Number:			
Comment:			
Sold By: 			
Total Amount			218,528.46



## Memorandum

Labour Market and Immigration  
Division

Ministry of Jobs, Tourism and  
Innovation

### PAYMENT REQUEST

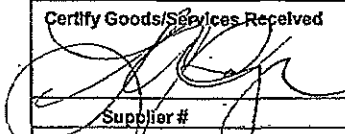
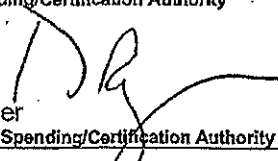
**Date:** March 15th, 2012 **Invoice #:** CA90109004C14

**Recipient:** BC Construction Association  
#401 - 655 Tyee Road  
Victoria, BC  
V9A 6X5

**Payment Amount:** \$ 236,557.50

**Description:** Payment upon receipt of claim for eligible project expenses from February 1-29th, 2012 under the Small Business Skills Training initiative Phase 2 – Contract Term 3.

**Requested by:** Labour Market Agreement Unit Dawna Scully – 250-387-7243

MINISTRY OF JOBS, TOURISM and INNOVATION		
Certify Goods/Services Received		
		Leslie Page
Supplier #	Client #	
847178/001	125	
P.O./Contract #	CA90109004	
RESP	Service Line	STOB
51651	20921	8001
Project Code	Amount	
5121224	\$236,557.50	
<p>CERTIFIED THAT THE AMOUNT TO BE PAID:</p> <ul style="list-style-type: none"><li>- is correct</li><li>- is in accordance with appropriate statute or other authority and/or contract</li><li>- Where applicable that the work has been performed, the goods supplied, the services rendered or other conditions met</li></ul>		
Date: March 27th, 2012		
Ministry Spending/Certification Authority		
Signature		
		
Deb Rhymmer		
Print Name of Spending/Certification Authority		

Schedule J  
Monthly Expenditure Reporting Template  
Name of Organization: BC Construction Association  
Contribution Agreement #: CA 901 090 04  
For the Period From February 1 to February 29, 2012

**LABOUR MARKET  
AGREEMENT UNIT**

MAR 15 2012

**RECEIVED**

	<b>Projects</b>	
5310 (6,637.30), 5315 (8,881.05), 5325 (1,007.99), 5330 (9,950), 5335 (2,397.04), 5340 (9,209.02), 5345 (3,840), 5350 (2,624.22) & 5355 (453.72)	Innovative Funds Program	45,000.34
	<b>Total Projects</b>	<b>45,000.34</b>
	<b>Equipment Replacement &amp; Purchases</b>	
5135	Computers	-
5130	Blackberries	-
5145 (483.84) & 5150 (1,413.86)	Office Equipment	1,897.70
	<b>Total Equipment Purchases</b>	<b>1,897.70</b>
	<b>Labour</b>	
5005	Program Labour	131,754.78
	<b>Total Labour</b>	<b>131,754.78</b>
	<b>Operating Expenses</b>	
5115 (1,537.11), 5120 (576.88) & 5125 (1,119.78)	Telephone	3,233.77
5140	IT Support	251.84
5215	Data Management Maintenance & Updates	342.90
5155 (1,868.53) & 5170 467.27	Office Supplies	2,335.80
5160	Office Lease	16,250.66
5175	Printing & Form Reproduction	258.71
5240	Travel	8,855.64
5050	Staff Development & Training	100.00
5060	Staff Recruiting	-
5245	Website Maintenance	-
5205	Communication & Marketing	282.74
5235	Promotional Events	647.17
5210	Regional Conferences	-
	<b>Total Operating Expenses</b>	<b>32,559.23</b>
	<b>Subtotal</b>	<b>211,212.05</b>
	<b>Administration</b>	
5110	BCCA Project Administration Recovery	25,345.45
	<b>Total Administration</b>	<b>25,345.45</b>

<b>Total Invoiced Expenditures</b>	\$	<b>236,557.50</b>
<b>Less any Refunds Received</b>		
<b>Total Payable</b>	\$	<b>236,557.50</b>

Name: Abigail Fulton

Signature: 

Date: MAR 14/12

(Authorized Contract Signing Authority for agency)

**ENTERED**

As per Schedule B of your contract, please ensure that you have attached your completed and signed Monthly Activity Report (Schedule I) and all completed Participant Intake and Exit Forms (Schedules G and H). Thank you.

All expenditures invoiced to the Province are in accordance with the criteria stated in Schedule B of the Targeted Initiative for Older Workers contract.