

## **Snoddon, Michael AEST:EX**

---

**From:** Leslie, Sean GCPE:EX  
**Sent:** October 3, 2019 3:25 PM  
**To:** Snoddon, Michael AEST:EX  
**Cc:** Schollen, Tasha GCPE:EX  
**Subject:** KM+QA\_CDs\_Discretionary Spending\_Oct 1 2019\_FINAL  
**Attachments:** KM+QA\_CDs\_Discretionary Spending\_Oct 1 2019\_FINAL.docx

Don't think I sent these up previously – apologies. KM's and brief QA from FIN GCPE on discretionary spending. Pretty much captures what MMM was discussing today IMO – but I'll include an AEST modified version in the Issues of the Day for Monday.

Sean

## Snoddon, Michael AEST:EX

---

**From:** Snoddon, Michael AEST:EX  
**Sent:** October 3, 2019 1:21 PM  
**To:** Cardona, Diego AEST:EX  
**Subject:** Fwd: Final savings sub  
**Attachments:** TB AEST ministry savings plan REVISED Oct 3.docx; ATT00001.htm

Can you get this printed now. Before the briefing is over

Michael Snoddon  
Senior Ministerial Assistant  
Ministry of Advanced Education, Skills & Training  
cell: 250-818-1035  
email: [michael.snoddon@gov.bc.ca](mailto:michael.snoddon@gov.bc.ca)

Begin forwarded message:

**From:** "Weiss, Cheryl AEST:EX" <[Cheryl.Weiss@gov.bc.ca](mailto:Cheryl.Weiss@gov.bc.ca)>  
**Date:** October 3, 2019 at 1:09:38 PM PDT  
**To:** "Snoddon, Michael AEST:EX" <[Michael.Snoddon@gov.bc.ca](mailto:Michael.Snoddon@gov.bc.ca)>  
**Cc:** "Brewster, Kevin AEST:EX" <[Kevin.Brewster@gov.bc.ca](mailto:Kevin.Brewster@gov.bc.ca)>, "Nichols, Alisha AEST:EX" <[Alisha.Nichols@gov.bc.ca](mailto:Alisha.Nichols@gov.bc.ca)>, "Turner, Julie AEST:EX" <[Julie.Turner@gov.bc.ca](mailto:Julie.Turner@gov.bc.ca)>  
**Subject:** RE: Final savings sub

Hi Michael

As Julie requested, please find attached the TB sub for Minister's signature.

Julie, please let me know if there is anything else.

Cheryl Weiss

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

**From:** Turner, Julie AEST:EX  
**Sent:** October 3, 2019 1:00 PM  
**To:** Nichols, Alisha AEST:EX <[Alisha.Nichols@gov.bc.ca](mailto:Alisha.Nichols@gov.bc.ca)>; Weiss, Cheryl AEST:EX <[Cheryl.Weiss@gov.bc.ca](mailto:Cheryl.Weiss@gov.bc.ca)>  
**Cc:** Snoddon, Michael AEST:EX <[Michael.Snoddon@gov.bc.ca](mailto:Michael.Snoddon@gov.bc.ca)>  
**Subject:** Final savings sub

Hi - can you please send Mocjarl and myself the final Tb sub ASAP - Michael will arrange for original minister sig this afternoon.

Thanks  
Julie

## Snoddon, Michael AEST:EX

---

**From:** Snoddon, Michael AEST:EX  
**Sent:** September 20, 2019 1:53 PM  
**To:** Mark, Melanie AEST:EX  
**Subject:** Fwd: Important Message from the Deputy Minister

Hi Minister,

I've been asked to share this with you.

Thanks,

Michael

Michael Snoddon  
Senior Ministerial Assistant  
Ministry of Advanced Education, Skills & Training  
cell: 250-818-1035  
email: [michael.snoddon@gov.bc.ca](mailto:michael.snoddon@gov.bc.ca)

Begin forwarded message:

**From:** "Turner, Julie AEST:EX" <[Julie.Turner@gov.bc.ca](mailto:Julie.Turner@gov.bc.ca)>  
**Date:** September 20, 2019 at 1:44:08 PM PDT  
**To:** "Snoddon, Michael AEST:EX" <[Michael.Snoddon@gov.bc.ca](mailto:Michael.Snoddon@gov.bc.ca)>  
**Subject:** RE: Important Message from the Deputy Minister

Hi – please share – I'm sure Shannon will discuss further with the Minister.

---

**From:** Snoddon, Michael AEST:EX  
**Sent:** September 20, 2019 1:40 PM  
**To:** Turner, Julie AEST:EX <[Julie.Turner@gov.bc.ca](mailto:Julie.Turner@gov.bc.ca)>  
**Subject:** Re: Important Message from the Deputy Minister

Thanks. Is Shannon sharing with Minister, or should I?

Michael Snoddon  
Senior Ministerial Assistant  
Ministry of Advanced Education, Skills & Training  
cell: 250-818-1035  
email: [michael.snoddon@gov.bc.ca](mailto:michael.snoddon@gov.bc.ca)

On Sep 20, 2019, at 1:12 PM, Turner, Julie AEST:EX <[Julie.Turner@gov.bc.ca](mailto:Julie.Turner@gov.bc.ca)> wrote:

Hi – Shannon asked that I send this to you which has gone out to all our ADM's and their offices, and ED's. This is in line with Ministry of Finance direction across government.

Thanks,

Julie

**From:** Baskerville, Shannon AEST:EX

**Sent:** September 19, 2019 10:34 AM

**To:** Brewster, Kevin AEST:EX <[Kevin.Brewster@gov.bc.ca](mailto:Kevin.Brewster@gov.bc.ca)>; Vasey, Jeff AEST:EX <[Jeff.Vasey@gov.bc.ca](mailto:Jeff.Vasey@gov.bc.ca)>; Loughran, Tony D AEST:EX <[Tony.Loughran@gov.bc.ca](mailto:Tony.Loughran@gov.bc.ca)>; Sawchuk, Bindi AEST:EX <[Bindi.Sawchuk@gov.bc.ca](mailto:Bindi.Sawchuk@gov.bc.ca)>; Weiss, Cheryl AEST:EX <[Cheryl.Weiss@gov.bc.ca](mailto:Cheryl.Weiss@gov.bc.ca)>; Wolsey, Ashley AEST:EX <[Ashley.Wolsey@gov.bc.ca](mailto:Ashley.Wolsey@gov.bc.ca)>; Lam, Emily AEST:EX <[Emily.Lam@gov.bc.ca](mailto:Emily.Lam@gov.bc.ca)>; Mason, Laura AEST:EX <[Laura.Mason@gov.bc.ca](mailto:Laura.Mason@gov.bc.ca)>; Johnson, Chris M AEST:EX <[Chris.Johnson@gov.bc.ca](mailto:Chris.Johnson@gov.bc.ca)>; Poole, Catherine AEST:EX <[Catherine.Poole@gov.bc.ca](mailto:Catherine.Poole@gov.bc.ca)>; Bains, Sunjit K AEST:EX <[Sunjit.Bains@gov.bc.ca](mailto:Sunjit.Bains@gov.bc.ca)>; Cronin, Emily AEST:EX <[Emily.Cronin@gov.bc.ca](mailto:Emily.Cronin@gov.bc.ca)>; Rotgans, Trudy AEST:EX <[Trudy.Rotgans@gov.bc.ca](mailto:Trudy.Rotgans@gov.bc.ca)>; Goodman, Dean AEST:EX <[Dean.Goodman@gov.bc.ca](mailto:Dean.Goodman@gov.bc.ca)>; Hull, Deborah AEST:EX <[Deborah.Hull@gov.bc.ca](mailto:Deborah.Hull@gov.bc.ca)>; Hutchinson, Laura AEST:EX <[Laura.Hutchinson@gov.bc.ca](mailto:Laura.Hutchinson@gov.bc.ca)>; McConnan, Kelly AEST:EX <[Kelly.McConnan@gov.bc.ca](mailto:Kelly.McConnan@gov.bc.ca)>; Sedun, Jeanne AEST:EX <[Jeanne.Sedun@gov.bc.ca](mailto:Jeanne.Sedun@gov.bc.ca)>; Stone, Marlowe J AEST:EX <[Marlowe.Stone@gov.bc.ca](mailto:Marlowe.Stone@gov.bc.ca)>; Postans, James AEST:EX <[James.Postans@gov.bc.ca](mailto:James.Postans@gov.bc.ca)>; Schwartz, Deborah AEST:EX <[Deborah.Schwartz@gov.bc.ca](mailto:Deborah.Schwartz@gov.bc.ca)>; Skillings, Chris AEST:EX <[Chris.Skillings@gov.bc.ca](mailto:Chris.Skillings@gov.bc.ca)>; Chalifour, Chelsea AEST:EX <[Chelsea.Chalifour@gov.bc.ca](mailto:Chelsea.Chalifour@gov.bc.ca)>; Edwardson, Jamie AEST:EX <[Jamie.Edwardson@gov.bc.ca](mailto:Jamie.Edwardson@gov.bc.ca)>; Lust, Monica AEST:EX <[Monica.Lust@gov.bc.ca](mailto:Monica.Lust@gov.bc.ca)>; Turner, Julie AEST:EX <[Julie.Turner@gov.bc.ca](mailto:Julie.Turner@gov.bc.ca)>

**Subject:** Important Message from the Deputy Minister

<image001.png>

Good morning,

All ministries have recently received a request from the Ministry of Finance to submit an in-year savings plan by October 4<sup>th</sup> focused on reducing discretionary spending. Ministries have the flexibility to identify their own savings provided they do not impact services or benefits for British Columbians. This direction is to ensure that core services and programs are protected and smaller ministries and ministries with significant core programs and services are not disproportionately impacted.

Our Executive Committee, supported by our Corporate Finance Branch, will be working with each AEST division to develop a proposed action plan to achieve savings for fiscal 2019/20. This plan will require us to work together to use our existing resources more efficiently across the Ministry.

As an immediate step as we work through options for our action plan, I am asking each of you to work with me in implementing the following spending restrictions which are effective today:

- Hiring from now to March 31, 2020

- All hiring requests will require approval by the Deputy Minister.
  - All hiring (regardless of where it is in the hiring process) will now be reviewed by the Deputy Minister at regular Executive Committee meetings.
  - For positions currently in the hiring process - no offer of employment can be made without DM approval through the Executive Committee process.
  - This includes positions funded from provincial and/or federal funding sources
  - People and Workplace Strategies will continue to collect hiring requests from Divisions for review and consideration at the next possible Executive Committee meeting.
- On-boarding of approved staffing positions
    - The onboarding date for approved new hires will be determined by the Deputy Minister at Executive Committee when the request is supported to proceed.
- Travel from now to March 31, 2020
    - All travel is on hold - alternatives to travel such as teleconferencing, video or Telepresence should be considered as our first choice.
    - Only essential travel will be considered and where no other reasonable alternative is available. Essential travel will require Executive Committee approval.
    - Existing travel approvals, but where the travel has not yet taken place, are to come forward for re-approval to the Executive Committee.
    - Essential, approved travel is to be done using an economically efficient travel mode and not incur overtime where the individual on travel status is an Included Employee.
- Discretionary spending – including new contracts
    - On hold and only essential expenditures should be considered and pre-approved by the divisional ADM.
    - Essential expenditures approved by divisions will be monitored by the Corporate Finance Branch on behalf of Executive Committee.

The Ministry's Executive Committee will work quickly to provide updated spending directives on the AEST intranet site. I appreciate your support to ensure that we can achieve our savings plan while minimizing any impact to the programs and services we provide to learners across British Columbia.

Best,

Shannon Baskerville  
Deputy Minister