

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: briefing on the 12th
Date: December 4, 2018 10:21:20 AM

From: Gunn, Paula MCF:EX
Sent: Friday, December 8, 2017 1:09 PM
To: White, Emily MCF:EX; Talbot, Sarena MCF:EX
Subject: briefing on the 12th

Can we move the briefing with Allison and Phillip to the morning? MAs are supposed to be at a Premier meet and greet at the time it was scheduled (something you won't have known Emily!)

Paula Gunn

Senior Ministerial Assistant to Hon. Katrine Conroy and Hon. Katrina Chen

Minister of Children and Family Development and Minister of State for Child Care

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

250-387-1977

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: Dec 13 vs 14
Date: December 4, 2018 10:22:18 AM

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

From: Gunn, Paula MCF:EX
Sent: Friday, December 8, 2017 8:44 AM
To: White, Emily MCF:EX
Subject: Dec 13 vs 14

Morning Emily, I was just looking at MKC's calendar and looks like we still have the Wetsue'tan workshop/lunch on both days in her calendar but was thinking we had landed on her only going one of those days. Can you look into this please and delete whichever one is wrong?

Sent from my iPhone

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: appointments
Date: December 4, 2018 9:51:49 AM

From: Gunn, Paula MCF:EX
Sent: Tuesday, December 19, 2017 5:02 PM
To: Kaye, Erik FIN:EX
Cc: 'Wayne Robertson QC'; Sharma, Niki MCF:EX; Holt, Lynne FIN:EX
Subject: appointments

Hi Erik, I have been in touch with Lynne regarding the PCCC appointments coming up and discussions Niki Sharma and I had with Chair Wayne Robertson (cc'd on this email).

I am not sure if she is in the office this week, so can you give me a call tomorrow morning? (or tonight if you are still in). I am hoping to get this squared away before going on holidays. Thanks,
Paula

Paula Gunn

Senior Ministerial Assistant to Hon. Katrine Conroy and Hon. Katrina Chen

Minister of Children and Family Development and Minister of State for Child Care

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

250-387-1977

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: Ministry report
Date: December 4, 2018 10:12:06 AM

From: Massey, Christine MCF:EX
Sent: Monday, December 18, 2017 7:36 AM
To: Gunn, Paula MCF:EX; Sharma, Niki MCF:EX
Cc: Lauvaas, Kirsten GCPE:EX; Larabee, Shawn G GCPE:EX
Subject: RE: Ministry report

It's based on a misinterpretation of utilization rates in our performance management report. Shawn can work with my team and Martin Wright on an IN.

From: Gunn, Paula MCF:EX
Sent: Monday, December 18, 2017 7:31 AM
To: Massey, Christine MCF:EX; Sharma, Niki MCF:EX
Cc: Lauvaas, Kirsten GCPE:EX
Subject: Ministry report

Wondering what to make of this article and apparent internal MCFD report it's based on? Another journalist last week had questions about a report that had similar conclusions and think Karen said at that time that no one knew what report she meant. So some basic info from the program area on this would be helpful Christine, and Kirsten, think we will need an IN.

There's no need to create more daycare spaces
Vancouver Sun
Saturday, December 16, 2017
Page B02
By Andrea Mrozek and Helen Ward-2

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Page 05

Withheld pursuant to/removed as

Copyright

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: More great cc stories this morning
Date: December 4, 2018 9:50:45 AM
Attachments: [Child Care Articles week of Dec 4.docx](#)

Begin forwarded message:

From: "Gunn, Paula MCF:EX" <Paula.Gunn@gov.bc.ca>
Date: December 7, 2017 at 8:55:13 AM PST
To: "Johnston, Karen GCPE:EX" <Karen.V.Johnston@gov.bc.ca>
Cc: "Sharma, Niki MCF:EX" <Niki.Sharma@gov.bc.ca>
Subject: **More great cc stories this morning**

Hi Karen, I was thinking it would be good to get all the cc stories from the past few days collected in 1 doc and then that could be a resource for speech-writing etc. when we are looking for good examples to cite. Can you ask someone in your shop, Keely I think, to do that?

Paula

Sent from my iPhone

Hughes, Merissa CITZ:EX

Sent: December 4, 2018 9:54 AM
To: Gunn, Paula MCF:EX
Subject: FW: Child Care Major Capital Intake Four Appendices

From: Gunn, Paula MCF:EX
Sent: Friday, December 1, 2017 2:22 PM
To: Barry, Jonathan MCF:EX
Cc: Johnston, Karen GCPE:EX; Lauvaas, Kirsten GCPE:EX
Subject: FW: Child Care Major Capital Intake Four Appendices

Please confirm project #s and advise which 2 local news releases are no longer to be done. Thanks Jon.

From: Lauvaas, Kirsten GCPE:EX
Sent: Friday, December 1, 2017 2:00 PM
To: Johnston, Karen GCPE:EX; Wright, Brendan GCPE:EX; Gunn, Paula MCF:EX; Talbot, Sarena MCF:EX; Sharma, Niki MCF:EX; White, Emily MCF:EX
Subject: Child Care Major Capital Intake Four Appendices

Hi All,

Here is the updated project information for major capital.

Kirsten

From: Wetherill, Anne MCF:EX
Sent: Friday, December 1, 2017 1:46 PM
To: Barry, Jonathan MCF:EX
Subject: Child Care Major Capital Intake Four Appendices

Hi Jon:

Attached are the intake four results

Appendix A: Intake Summary Statistics
Appendix B: List of Successful Projects
Appendix E: Results by City and Health Authority

Anne Wetherill, Director

Child Care Programs and Services
Ministry of Children and Family Development
Office: 250-952-9619 | Cel/Text: 250-812-4898
www.gov.bc.ca/childcare

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: admin during the holiday season
Date: December 4, 2018 10:39:55 AM

On Dec 11, 2017, at 4:55 PM, Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca> wrote:

Hi Emily, based on the calendar info I have, I don't see an admin person working on January 3rd - can you please send me the roster of who is working when, admin-wise:

Dec 21-22 _____

Dec 27-29 _____

Jan 3-5 _____

Thanks, Paula

Paula Gunn

Senior Ministerial Assistant to Hon. Katrine Conroy and Hon. Katrina Chen

Minister of Children and Family Development and Minister of State for Child Care

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

250-387-1977

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: appointments
Date: December 4, 2018 10:41:22 AM

From: Gunn, Paula MCF:EX
Sent: Wednesday, December 20, 2017 11:08 AM
To: Massey, Christine MCF:EX
Subject: FW: appointments

Hi again Christine, Niki will be following up with you about this today, it's about a parental leave for one of the members who is named on the MO that came to me through E-Apps – just let me know if I should send that MO back to you through E-Apps right away or wait. Paula

From: Gunn, Paula MCF:EX
Sent: Tuesday, December 19, 2017 6:45 PM
To: Massey, Christine MCF:EX
Cc: Sharma, Niki MCF:EX
Subject: Fwd: appointments

Hi Christine, please see the note from Erik (from Board resourcing) below about getting advice on a 1 year leave for one of the board members. Thanks, Paula

Sent from my iPhone

Begin forwarded message:

From: "Kaye, Erik FIN:EX" <Erik.Kaye@gov.bc.ca>
Date: December 19, 2017 at 6:17:54 PM PST
To: "Gunn, Paula MCF:EX" <Paula.Gunn@gov.bc.ca>
Cc: 'Wayne Robertson QC' <wrobertson@lawfoundationbc.org>, "Sharma, Niki MCF:EX" <Niki.Sharma@gov.bc.ca>, "Holt, Lynne FIN:EX" <Lynne.Holt@gov.bc.ca>
Subject: RE: appointments

Thanks Paula. As per our conversation, here is the relevant section of the *Child Care BC Act* with respect to PCCC appointments. It would appear that the Minister has unlimited discretion under section 2 (4) to set a term of office for council members. For example, the Minister could issue an order that the term of one PCCC board member ends on date X, and then resumes on date Y (i.e. following a 1-year parental leave). I would recommend that MCFD staff get legal advice on this point before we finalize the Minister's order for the 2 appointments.

Niki, let's touch base tomorrow re next steps on the PCCC appointments.

Cheers,

Erik

Provincial Child Care Council

2 (1) In this section, "**council**" means the Provincial Child Care Council continued under this Act.

(2) The council may make recommendations

(a) to the minister about child care under this Act, and

(b) to the minister responsible for the Child Care Subsidy Act about child care subsidies under that Act.

(3) The council consists of at least 14 and not more than 21 members, each of whom is appointed by the minister and one or more of whom is designated by the minister to chair council meetings.

(4) The minister may set the term of office of any member of the council.

(5) The minister may

(a) reimburse the members for reasonable travelling and out of pocket expenses necessarily incurred by them in attending council meetings, and

(b) pay the members a fee set by the minister in accordance with the general directives of Treasury Board.

Erik Kaye
A/Director
Crown Agencies and Board Resourcing Office (CABRO)
Ministry of Finance, Government of British Columbia
778-698-4742 (w)
250-507-2076 (c)

From: Gunn, Paula MCF:EX
Sent: Tuesday, December 19, 2017 5:02 PM
To: Kaye, Erik FIN:EX
Cc: 'Wayne Robertson QC'; Sharma, Niki MCF:EX; Holt, Lynne FIN:EX
Subject: appointments

Hi Erik, I have been in touch with Lynne regarding the PCCC appointments coming up and discussions Niki Sharma and I had with Chair Wayne Robertson (cc'd on this email).

I am not sure if she is in the office this week, so can you give me a call tomorrow morning? (or tonight if you are still in). I am hoping to get this squared away before going on holidays. Thanks, Paula

Paula Gunn

Senior Ministerial Assistant to Hon. Katrine Conroy and Hon. Katrina Chen

Minister of Children and Family Development and Minister of State for Child Care

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

250-387-1977

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: ECE license renewals
Date: December 4, 2018 10:40:35 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

From: Gunn, Paula MCF:EX
Sent: Monday, December 18, 2017 10:27 AM
To: Massey, Christine MCF:EX
Cc: Sharma, Niki MCF:EX
Subject: ECE license renewals

Hi Christine, this issue came to us as MLA casework (see emails below) but just wondering if there is a systemic issue with ECE employees not receiving license renewals, and whether in cases like this one where it jeopardizes continued employment, if there is a process for addressing the problem?

From: Brown, Edena MCF:EX
Sent: Monday, December 18, 2017 9:17 AM
To: Gunn, Paula MCF:EX
Subject: FW: Advocacy - ECE Kits House

FYI

From: Eby.MLA, David [<mailto:David.Eby.MLA@leg.bc.ca>]
Sent: Friday, December 15, 2017 4:46 PM
To: Brown, Edena MCF:EX
Subject: RE: Advocacy - ECE Kits House

Hello again Edena,

I received the attached consent form for Joy Labrador in the hopes that you, and/or your colleagues, can be in touch with her to follow up on her license renewal. I could not get confirmation from her whether or not she called the client relations line.

I would really appreciate it if you could keep me posted on any progress. We will be closed for two weeks starting tomorrow and will be back in the office on January 2nd.

Thanks so much for all your help.

Take care,

Théa Dowler | Constituency Assistant | David Eby, MLA Vancouver-Point Grey
thea.dowler@leg.bc.ca | 604-660-1297

Please note that the Vancouver Point-Grey constituency office will be closed on December 16 until we reopen on January 2, 2018.

From: Eby.MLA, David
Sent: Friday, December 15, 2017 9:40 AM
To: Brown, Edena MCF:EX <Edena.Brown@gov.bc.ca>
Subject: FW: Advocacy - ECE Kits House

Hello Edena,

I have just left you a voicemail but wanted to follow up with further details. As you can see in the email below a local community organization in our constituency (Kits Neighbourhood House) has contacted us on behalf of an ECE employee who has not received her license renewal which jeopardizes her employment as well as negatively impactinf the workplace that she would be forced to leave.

Please be in touch at your soonest possible convenience. Our office will be closed for 2 weeks as of today at 5pm and I am hoping to be able to provide them with some further information and hopefully a point of contact before then.

Thank you,

Théa Dowler | Constituency Assistant | David Eby, MLA Vancouver-Point Grey
thea.dowler@leg.bc.ca | 604-660-1297

Please note that the Vancouver Point-Grey constituency office will be closed on December 16 until we reopen on January 2, 2018.

From: Diane Peters [<mailto:dianep@kitshouse.org>]
Sent: Thursday, December 14, 2017 4:12 PM
To: Eby.MLA, David <David.Eby.MLA@leg.bc.ca>
Cc: Allen Smith <allens@kitshouse.org>; Joy Labrador <JoyL@kitshouse.org>
Subject: Advocacy - ECE Kits House

Hello David

I am contacting you in regards to supporting Kitsilano Neighbourhood House with an ongoing issue we have been experiencing with the Ministry of Children and Family Development. We have an Early Childhood Educator (Jocelyn aka. Joy Labrador) working at our daycare who applied for their licence to be renewed this past April. Over the past 9 months the Ministry of Children and Family Development has not renewed her licence, and has also provided her with very little information on when the application may be approved or denied.

This has put us in a position of having to potentially terminate our employee if her license

isn't renewed by January 15th 2018, as it is a strain on our program to have a staff working without qualifications. We have had to bring in extra staffing support during this time to meet ratio regulations. We value our employee and I know from experience that good ECE's are hard to find, which is why I am reaching out to you to let you know of the difficulties we have faced with the Ministry.

If the decision is made to not renew her licence then that ultimately leaves us with no option but to terminate, however if they are going to renew her licence then in my opinion it needs to be done in a timely manner. Taking up to and potentially more than 9 months to renew a licence is too long and puts the field of Early Childhood Education at risk, if good ECE's are losing their jobs, due to possible inefficiencies at the Ministry.

I am able to meet with your office between now and December 22nd if you would like to discuss the matter further in person, Joy (ECE) is on holidays starting tomorrow and returning January 2nd so she would be able to meet with you after then if you prefer to speak directly to her.

I can be reached at dianep@kitshouse.org or 604.736.3588 ext. 135

Joy can be reached at joyl@kitshouse.org.

Allen Smith (Executive Director) can be reached at allens@kitshouse.org or 604.736.3588 ext. 123

Thank you for your time,

Diane Peters | Manager of Childcare and Family Programs

Kitsilano Neighbourhood House

2305 West 7th Avenue, Vancouver, BC V6K 1Y4

P (604) 736-3588 ext 135

smaller transparent KNH logo.png



Visit kitshouse.org now and donate to support youth, families and seniors in your community!

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: Enable Mailbox - Password - iStore # 836646
Date: December 4, 2018 10:42:03 AM

On Dec 27, 2017, at 8:43 AM, Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca> wrote:

Is this something we asked for?

Sent from my iPhone

Begin forwarded message:

From: "Manning, Rebecca ISMC:EX" <Rebecca.Manning@gov.bc.ca>
Date: December 26, 2017 at 9:41:57 AM MST
To: "Gunn, Paula MCF:EX" <Paula.Gunn@gov.bc.ca>
Subject: Enable Mailbox - Password - iStore # 836646

As requested, the mailbox IDIR account **s.15** has been enabled with no change to the existing Full Mailbox Access group membership. There can only be one (1) owner listed for an enabled IDIR account in the Title field. If there were additional owners or co-owners listed there or elsewhere on the IDIR account, they have been removed.

Owner: **Paula Gunn**

IDIR ID: **s.15**

Password:

You will be prompted to change this password upon first log on. (IDIR change password rules <https://www.pwchange.gov.bc.ca/Help.aspx>.)

If you are connecting from outside of the SPAN network – please go to <https://77000.gov.bc.ca> and you will be prompted to reset your password through our Common Login Page.

Please note the following information applies to this enabled IDIR account:

1. The owner of the account must not share the account's password; the owner must update the password every 90 days or whenever it expires.
2. Protection of passwords is a policy requirement described in ISP 7.3.1 d and an OCIO exemption is required before the passwords can be shared.
3. **The owner of the account is responsible for the activities associated with the account.**
4. Only one person at a time may log on to the enabled IDIR account.
5. If required, the owner must perform the setup of the account on the iPhone/iPad and must update the password every 90 days or whenever it expires.
6. It is recommended that the owner of account maintain a detailed list to keep track of the devices, usernames, dates, etc. that they have setup Exchange ActiveSync on.

Information Security Policy

7.3.1 d) Protection and use of passwords

Passwords are highly sensitive and must be protected by not:

- Sharing or disclosing passwords;
- Permitting anyone to view the password as it is being entered;
- Writing down a password;
- Storing other personal identifiers, access codes, tokens or passwords in the same container as the token;
- Keeping a file of passwords on any computer system, including mobile devices unless that file is encrypted according to the Cryptographic Standards for Information Protection; and
- Employing any automatic or scripted logon processes for personal identifiers; and,
- Using personal identifiers, access codes, or passwords associated with Government accounts for non-government purposes.

The password follows the normal government policy for reset.

If accessing this mailbox using Exchange ActiveSync (EAS) on an iPhone, iPad or similar devices, please refer to this URL for more information: <https://ssbc-client.gov.bc.ca/MES/UserDocumentation/Setting%20Up%20Additional%20Exchange%20Mailbox.pdf>

Questions? Contact the 7-7000 Service Desk online at <https://77000.gov.bc.ca/>, by e-mail at 77000@gov.bc.ca or call 250 387-7000, **toll-free 1-866-660-0811**.

Rebecca Manning

Identity and Access Management, Shared Services BC
Service Desk Email: 77000@gov.bc.ca
Service Desk Tel: 250 387-7000 (toll-free 1 866 660-0811)
Online: [Shared Services BC Service Desk](#)

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: Estimates follow up Q's
Date: December 4, 2018 10:40:59 AM

From: Gunn, Paula MCF:EX
Sent: Tuesday, December 19, 2017 10:06 AM
To: Cain, Krista A MCF:EX
Subject: FW: Estimates follow up Q's

Hi Krista, just reviewing my "flagged" emails and realize I had miscategorised this email from you as part of the "Written Questions on Notice" package of materials when it was actually the Estimates follow-up. When we were in Opposition, these packages would come with a cover letter from the Minister – is it possible to get 2 quick letters drafted that can be sent to the critics with their respective Estimates follow-up?

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: Follow up: Child Protection Brfg - Jan
Date: December 4, 2018 10:38:59 AM

From: Gunn, Paula MCF:EX
Sent: Thursday, December 7, 2017 5:06 PM
To: White, Emily MCF:EX
Subject: RE: Follow up: Child Protection Brfg - Jan

Anything but Jan 25th – I will be in Ottawa!

From: White, Emily MCF:EX
Sent: Thursday, December 7, 2017 3:21 PM
To: Gunn, Paula MCF:EX
Subject: FW: Follow up: Child Protection Brfg - Jan

Hi Paula –

Please see dates proposed by Carmen below. Let me know which date works best for you, and I will go ahead w/ setting this up.

Best,

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

The Hon. Katrina Chen

Minister of State for Child Care

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

From: Lapthorne, Carmen MCF:EX
Sent: Monday, December 4, 2017 1:57 PM
To: White, Emily MCF:EX
Subject: RE: Follow up: Child Protection Brfg - Jan

HI – lots of availability for DM in mid Jan at this time (assuming it's in Victoria).
Jan 15-18 – pretty much available all day (not available Jan 18 3-4pm)
Jan 22 – afternoon is free
Jan 25 – free all day

Hope this helps!

Carmen

From: White, Emily MCF:EX

Sent: Monday, December 4, 2017 10:15 AM
To: Laphorne, Carmen MCF:EX
Subject: FW: Follow up: Child Protection Brfg - Jan

Hey Carm –

Looking to set this up for mid-January. Paula's schedule is a little more flexible than Alison's, so do you want to propose a few dates/times that work well for her?

Lemme know!

Thank you,

Emily White

Administrative Coordinator

The Hon. Katrine Conroy

Minister of Children and Family Development

The Hon. Katrina Chen

Minister of State for Child Care

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: emily.white@gov.bc.ca

From: Gunn, Paula MCF:EX
Sent: Monday, December 4, 2017 10:02 AM
To: Copage, Caitlin GCPE:EX
Cc: White, Emily MCF:EX
Subject: Re: Follow up: Child Protection Brfg - Jan

Thanks Caitlin, I am in Vancouver so cc'g our AC Emily who can help set up date, location etc. Emily MKC not needed at this meeting so only DMO and my calendars at issue. Thanks both!

Sent from my iPhone

On Dec 4, 2017, at 10:00 AM, Copage, Caitlin GCPE:EX <Caitlin.Copage@gov.bc.ca> wrote:

Hi Paula!

Here's a reminder, as requested ☺ just checking in on the follow up child protection briefing for mid-January.

Hope you had a great weekend!

Thanks,

Caitlin Copage
Senior Analyst, Policy and Consultation

Confidence and Supply Agreement Secretariat
caitlin.copage@gov.bc.ca
p. 778-677-6651

From: Gunn, Paula MCF:EX
Sent: Friday, December 1, 2017 5:54 PM
To: Copage, Caitlin GCPE:EX
Subject: RE: Follow up: Child Protection Brfg - Jan

Can you remind me next week Caitlin, I can't remember if I started the process on this or not!

From: Copage, Caitlin GCPE:EX
Sent: Friday, December 1, 2017 5:15 PM
To: Gunn, Paula MCF:EX
Subject: Follow up: Child Protection Brfg - Jan

Hi Paula,

You likely already have this covered, but I just wanted to check in and see if you could use any support to arrange the follow up child protection briefing for mid-January?

Thanks, and have a great weekend!

Caitlin Copage
Senior Analyst, Policy and Consultation
Confidence and Supply Agreement Secretariat
caitlin.copage@gov.bc.ca
p. 778-677-6651

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: FW: Vancouver Sun article - Glen Eden
Date: December 4, 2018 10:27:26 AM

On Dec 4, 2017, at 9:47 AM, Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca> wrote:

We are in Van for childcare event and are prepping Minister for Lori C to be there with related questions - we got messaging from Min Ed today on Glen Eden specifically, saying that the Director of Independent Schools is working on this and to follow up with Education.

Sent from my iPhone

On Dec 4, 2017, at 9:00 AM, Thumath, Meaghan MMHA:EX
<Meaghan.Thumath@gov.bc.ca> wrote:

A01 today. Time for a quick call?

Mobile [12508892994](tel:12508892994)
Meaghan.Thumath@gov.bc.ca

Begin forwarded message:

From: "Plank, Sarah GCPE:EX"
<Sarah.Plank@gov.bc.ca>
Date: December 4, 2017 at 8:26:49 AM PST
To: "Thumath, Meaghan MMHA:EX"
<Meaghan.Thumath@gov.bc.ca>
Subject: Vancouver Sun article - Glen Eden

14 Kids with nowhere else to go

Vancouver Sun
Monday, December 04, 2017
Page A01
By Lori Culbert

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Page 22 to/à Page 25

Withheld pursuant to/removed as

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From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: Good chat with Rhea
Date: December 4, 2018 10:25:08 AM

From: Gunn, Paula MCF:EX
Sent: Wednesday, December 6, 2017 11:52 AM
To: Brown, Edena MCF:EX; Talbot, Sarena MCF:EX
Subject: RE: Good chat with Rhea

Good info Edena, thank you. We should definitely have a chat about these issues Edena. Can you do a call at 2:30 today by any chance? (be nice to hear your voice!)

From: Brown, Edena MCF:EX
Sent: Wednesday, December 6, 2017 11:21 AM
To: Talbot, Sarena MCF:EX; Gunn, Paula MCF:EX
Subject: Good chat with Rhea

Had a good chat with Rhea about a number of issues. I gather new consent form is coming out today perhaps.

Sarena...we talked about the overly fulsome MLA Bullets and we think a lot of that will be stopped by new consent form which will allow for clearer guidelines on what ministry offices need to share and what MLA offices can expect. We can chat more about it if needed. ☺

We also talked about how a MCFD request to our Constit office is handled. Again perhaps we can chat about it but we wanted to follow proper process.

Cheers,
Edena

Edena Brown

Executive Assistant to Hon. Katrine Conroy

Minister of Children and Family Development and Minister Responsible for CBT, CPC and CRT

Cell: 250-480-8627 Email: Edena.Brown@gov.bc.ca

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: Holiday contest and video message from ministers Conroy and Chen
Date: December 4, 2018 10:29:51 AM

From: Gunn, Paula MCF:EX
Sent: Monday, December 4, 2017 12:07 PM
To: Talbot, Sarena MCF:EX
Subject: Re: Holiday contest and video message from ministers Conroy and Chen

I bought that!

Sent from my iPhone

On Dec 4, 2017, at 10:28 AM, Talbot, Sarena MCF:EX <Sarena.Talbot@gov.bc.ca> wrote:

It's not amazing but I think it'll work. We could also just use a wreath instead, we have a nice wreath we could decorate.

Sarena

On Dec 4, 2017, at 10:03 AM, Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca> wrote:

There is a table top one in MO - Sarena have a look and see if you think it's ok.

Sent from my iPhone

On Dec 4, 2017, at 9:54 AM, Lauvaas, Kirsten GCPE:EX
<Kirsten.Lauvaas@gov.bc.ca> wrote:

I have a small one (table-top) I can bring tomorrow.

Kirsten Lauvaas
250 213-5572
Sent from my iPhone

On Dec 4, 2017, at 9:44 AM, D'Souza, Pamela GCPE:EX
<Pamela.DSouza@gov.bc.ca> wrote:

No trees here either ☹

From: Gunn, Paula MCF:EX
Sent: Monday, December 4, 2017 9:42 AM
To: D'Souza, Pamela GCPE:EX
Cc: Talbot, Sarena MCF:EX; White, Emily MCF:EX; Mavor, Gayle GCPE:EX; Lauvaas, Kirsten GCPE:EX; Johnston, Karen GCPE:EX; Brandt,

Keely GCPE:EX

Subject: Re: Holiday contest and video message
from ministers Conroy and Chen

I can bring some from home - but don't have a
fake tree!

Sent from my iPhone

On Dec 4, 2017, at 9:16 AM, D'Souza, Pamela
GCPE:EX <Pamela.DSouza@gov.bc.ca> wrote:

Morning Paula,

Sorry I saw the email this morning
and grabbed some stuff from
home (not much).

I can drop it by today sometime -
I have a couple of stockings, some
lights, and bow. We could round
up some of the props from our
office, or perhaps someone from
MO can take a trip to the dollar
store by Thrifty's?

The Shaw log would be funny,
especially if the hand with the
poker appears during taping 😊

Pam

From: Gunn, Paula MCF:EX
Sent: Sunday, December 3, 2017
2:51 PM
To: D'Souza, Pamela GCPE:EX;
Talbot, Sarena MCF:EX
Cc: White, Emily MCF:EX
Subject: RE: Holiday contest and
video message from ministers
Conroy and Chen

Pam, the decorations we
inherited in this office didn't work
for the Minister's office so we will
take you up on your suggestion
that you can bring some
background decorations/props.

We thought of using the Shaw yule log as a background, which could be kind of funny!

From: D'Souza, Pamela GCPE:EX
Sent: Friday, December 1, 2017 2:12 PM
To: Gunn, Paula MCF:EX; Talbot, Sarena MCF:EX; Sharma, Niki MCF:EX
Cc: White, Emily MCF:EX; Johnston, Karen GCPE:EX; Brandt, Keely GCPE:EX; Mavor, Gayle GCPE:EX; Lauvaas, Kirsten GCPE:EX
Subject: Holiday contest and video message from ministers Conroy and Chen

Hi Paula,

Below is the revised proposal for Holiday contest and video message from ministers Conroy and Chen for your review and approval:.

Dec. 4th Post message from ministers on intranet to kick-off the contest. Message attached. Karen will take picture of both ministers at the child-care event and send to us to include in the message.

Dec.5th at 5:15 p.m. (*subject to change*) – video tape joint Holiday message from ministers. Booked in minister calendar, videographer Phil Moydl confirmed. **A video script is attached, more as a guide, as the format is casual. Staff will relate better to an unscripted, from the heart message.**

Dec 21st – deadline for staff to submit pictures, etc. to internal comms email to enter the contest.

Staff will continue to post past this date, but only those who submit by the deadline will be entered to win prizes.

Dec 22nd – message from the ministers announcing winners. To be drafted. Is it reasonable to expect the ministers to select winners within 24 hours? If not, we can move the deadline earlier. Please advise.

Based on this timeline, the prizes (MO to arrange) may not be delivered till the new year.

Please let us know your feedback.

Thanks

Pam

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: Implementation of Affordable Child Care
Date: December 4, 2018 10:36:16 AM

From: Gunn, Paula MCF:EX
Sent: Tuesday, December 5, 2017 3:57 PM
To: Brown, Edena MCF:EX; Talbot, Sarena MCF:EX
Subject: FW: Implementation of Affordable Child Care

From: Conroy, Katrine MCF:EX
Sent: Tuesday, December 5, 2017 2:21 PM
To: Gunn, Paula MCF:EX
Subject: Fwd: Implementation of Affordable Child Care

Did we get this guys original letter?

Sent from my iPhone

Begin forwarded message:

From: "MCF Early Years MCF:EX" <EarlyYears@gov.bc.ca>
Date: December 5, 2017 at 2:15:13 PM PST
To: s.22
Cc: "Conroy, Katrine MCF:EX" <Katrine.Conroy@gov.bc.ca>, "Chen, Katrina MCF:EX" <Katrina.Chen@gov.bc.ca>, "OfficeofthePremier, Office PREM:EX" <Premier@gov.bc.ca>, "James, Carole FIN:EX" <Carole.James@gov.bc.ca>
Subject: Re: Implementation of Affordable Child Care

VIA E-MAIL
Ref: 234226

s.22

Dear s.22

Thank you for your e-mail of September 29, 2017, addressed to the Honourable John Horgan, Premier of British Columbia, where you share your concerns regarding the implementation of affordable child care. As the Executive Director of Children and Youth with Special Needs, Autism and Early Years Policy with the Ministry of Children and Family Development (MCFD), I am pleased to respond on behalf of the Premier. My apologies for the delay in responding.

Our new British Columbia government is committed to building a universal, quality, and affordable child care system. The new system will provide safe, affordable, accessible and high-quality care and early learning to every child whose family wants or needs it.

In July 2017, Katrine Conroy, MLA for West Kootenay-Boundary, was appointed the Minister of Children and Family Development, which also has responsibility for child care. Minister Conroy is a former Early Childhood Educator and has

been mandated with the responsibility of ensuring all children in British Columbia children grow up in safe and nurturing environments.

In addition, Katrina Chen, MLA Burnaby-Lougheed, was appointed the Minister of State for Child Care in July 2017. Minister Chen's mandate includes working with all levels of government, child-care providers, the private and not-for-profit sectors to implement a universal child care plan that provides affordable, accessible and high-quality care and early learning to every child whose family wants or needs it, starting with infant/toddler programs. The Minister's mandate also includes providing additional investments in the Early Childhood Educator workforce through training, education and fair wages to enhance and ensure quality; and accelerating the creation of new child-care spaces in communities across the province as part of "*Building a Better BC*".

As you can imagine developing a new universal child care system is a complex undertaking, and it will take time to implement a new system. That is why this government is working with stakeholders, providers, and parents to strategize on how we implement the plan and ensure that it works for British Columbia's children and families. There will be more details about the child care plan in the February 2018 budget – the first full budget delivered by this government.

Many families are struggling to find child care for their children. We know that quality, affordable child care will help parents get back to work, strengthen our economy and improve the lives of families across the province.

Thank you once again for writing, and I encourage you to follow the February 2018 budget for more details of our child care plan.

Sincerely,

Aleksandra Stevanovic
Executive Director
Early Years, Children and Youth with Special Needs and Autism Policy

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: INFO: WTS iStore Charges & IT Purchases
Date: December 4, 2018 10:39:31 AM

From: Gunn, Paula MCF:EX
Sent: Monday, December 11, 2017 12:38 PM
To: Jess, Katherine A MCF:EX
Subject: RE: INFO: WTS iStore Charges & IT Purchases

Hi again Katherine, did you get an answer on this question I had?

From: Gunn, Paula MCF:EX
Sent: Thursday, December 7, 2017 3:44 PM
To: Jess, Katherine A MCF:EX
Subject: FW: INFO: WTS iStore Charges & IT Purchases
Importance: High

Katherine, can you let me know what this email is about? Is it expected/routine? Thanks!
Paula

From: Headen, Lorri FIN:EX
Sent: Wednesday, December 6, 2017 5:36 PM
To: Gunn, Paula MCF:EX
Subject: INFO: WTS iStore Charges & IT Purchases
Importance: High

Hello Paula!

Please find attached a spreadsheet showing WTS (SSBC) charges for Information & Technology & Phone Services for the period Jul/17 - Nov/17 details on tab 2, plus incremental storage charges for Q2 on tab 3. Also is a spreadsheet of residual WTS charges for the old Minister's Office:

<< File: Children & Family - WTS.xlsx >> << File: INV # 93946536.pdf >>
<< File: INV # 93960974.pdf >> << File: (NEW) Children & Family - WTS.xlsx >>

Here is information on Shared Services BC charges for Information & Technology & Phone Services.

High-Level Description of Funding Model Changes:

- *Basically, budgets for most of each Ministry's core IT and*

phone services have been transferred to SSBC. These items are core services, and are called “voted” / “baseline” services – this includes things like computers, phones, etc. Since budgets for these items have been transferred to SSBC, they no longer bill for these on a monthly basis any more. As long as there is no overall increase in these services for the year, there is no charge for these items. If there is a net increase in voted services over the course of the year, SSBC will be charging clients at year-end for the increased amounts. We are in discussions with SSBC to determine how the charge for an increase in voted services will work and we will notify you once a process is in place.

- Some items, however are still billed for on a regular basis, and these are called “recovery” services – this includes services such as “calling cards, voice installation services, MFD consumption charges, etc. The attached report is a summary of your “recovery services” for the period April to September 2015. If you are curious to learn more about which products are voted vs. recovery, please see the “Voted and Recoverable Products and Services” sheet [online](#).

Here is information on Shared Services BC charges for Incremental Storage charges:

What is incremental Storage?

Incremental storage is the amount of storage above a base allocation for a specific Information Technology (IT) service.

Are there costs for incremental storage?

YES. There is a cost for every Gigabyte (GB) over the base allocation for the organization. The costs for each branch are detailed in the Incremental Storage Report. Here is the summary of costs based on service:

Service Incremental Storage Cost (GB above base allocation)

Messaging, Home Drive, Share Drive , Shared Web \$2.70

SharePoint, Shared Database \$60.00

What is the Incremental Storage Report?

Workplace Technology Services bills the client organization one pooled incremental storage charge for the entire client organization (at a Ministry Level).

CSD Information Management Branch has developed a report which calculates and breaks down incremental storage and costs by service, and by groups within the client organization. Although there is some margin of error, this report allows cost distribution according to level of usage. The report also enables clients to identify where they can potentially reduce storage (and therefore costs).

How much storage do we have without getting charged?

Service Base Allocation for entire client organization
Messaging (E-mail) 150 MB X (number of mailboxes)
Home Drive 1.50 GB x (number of Shared File & Print users)
Share Drive
Shared Database 5.00 GB for each database
Shared Web 0.50 GB for each website
SharePoint 0.25 GB for each SharePoint site

How do I determine how storage is being utilized?

Checking E-mail storage:

- 1. Click on "Tools", "Mailbox Cleanup"*
- 2. Click on "View Mailbox Size"*
- 3. "Total size (including subfolders) indicates the amount of storage utilized"*
- 4. Reminder that 150MB (150,000 KB) is the base allocation (if everyone is above this amount, the organization will incur incremental storage charges)*

Checking Personal H: drive storage:

- 1. Open Microsoft Explorer.*

2. Click on the H: Drive
3. Press Ctrl-A (highlights all folders in the drive)
4. Right-click on the highlighted items and select "Properties"
5. The "Size" indicates the total H: drive storage used.
6. A good guideline / best-practice to use as an H drive benchmark is 1GB as a maximum.

How can I find large / old files in my inbox?

1. The Mailbox Cleanup tool can be utilized to find messages of a certain age/size
2. Click on "Tools", "Mailbox Cleanup"
3. There are 2 options to find specific items "Find items older than..." or "Find items larger than".
4. Enter the age/size limit, and select "Find"
5. The results will be displayed in the Advanced Find dialog box

How can I easily empty my "deleted items" folder?

When you delete a message from any folder other than the deleted items folder, outlook just moves the message to the deleted items folder (it still takes up space in your mailbox). To recover space in the mailbox, the deleted items folder should be emptied regularly.

1. Click on "Tools", "Mailbox Cleanup"
2. Click on "Empty" to permanently delete items from the "deleted items" folder
3. You can also view the size of this folder by clicking "View Deleted Items Size..."

How do I reduce the amount of storage being utilized?

The Incremental Storage Report is a good first step to help identify which areas are contributing most to incremental storage costs (i.e. e-mail, home drive, or shared drives). Depending on which area(s) are contributing most to incremental storage costs, a different approach/strategy may be utilized.

In terms of reducing incremental storage, all electronic records must

be filed using the approved Administrative Records Classification Schedule (ARCS) or an Operational Classification Records Schedule (ORCS) that has been tailored to the mandate of the organization.

Please review the summary. If you have any questions or observe any discrepancies, please call our IMB Service Desk by phone at 387-8912, or by e-mail at 78912@gov.bc.ca, and our team would be glad to assist in working with SSBC to obtain answers or resolve billing discrepancies. The items on this summary totalling \$1,589.17 have already been charged to Ministry of Finance, and will be cost-recovered via JV to your coding 039/18YAA/14001/6301/1800000. JV WTS-LEG171130 will be submitted to Accounts today December 6, 2017 for processing. Included in the recovery is the expenses for iPad purchase, misc. charges, and iPad cover. Information can be found on tab 2 of the 1st attached document..

Cheers!

Lorri Headen

Financial Team Lead

CSD - Divisional Operations Br

Serving the Ministries of Finance, Office of the Premier, and various other entities

Phone (250) 208-7931, Fax (250) 387-8586

email: Lorri.Headen@gov.bc.ca

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: planned protest outside Ministry Office at Cambie street
Date: December 4, 2018 10:33:43 AM
Attachments: 233396 IBN for Minister re VACFSS Aug 16 Final.docx

From: Gunn, Paula MCF:EX
Sent: Tuesday, December 5, 2017 2:14 PM
To: Johnston, Karen GCPE:EX; Larabee, Shawn G GCPE:EX; Talbot, Sarena MCF:EX
Subject: RE: planned protest outside Ministry Office at Cambie street

Thanks – is there an IN on VACFSS issues by any chance?

From: Johnston, Karen GCPE:EX
Sent: Tuesday, December 5, 2017 11:08 AM
To: Larabee, Shawn G GCPE:EX; Gunn, Paula MCF:EX; Talbot, Sarena MCF:EX
Subject: FW: planned protest outside Ministry Office at Cambie street

Heads up - kj

From: Phillips, David E MCF:EX
Sent: Tuesday, December 5, 2017 10:33 AM
To: Foote, Sonya A MCF:EX; Johnston, Karen GCPE:EX
Cc: Dobmeier, Teresa MCF:EX
Subject: Fwd: planned protest outside Ministry Office at Cambie street

FYI

Sent from my iPhone

Begin forwarded message:

From: "White, Mike PJ MCF:EX" <Mike.White@gov.bc.ca>
Date: December 5, 2017 at 9:15:16 AM PST
To: "Dobmeier, Teresa MCF:EX" <Teresa.Dobmeier@gov.bc.ca>, "Phillips, David E MCF:EX" <David.Phillips@gov.bc.ca>, "Fulton, Barry J MCF:EX" <Barry.Fulton@gov.bc.ca>
Subject: **Fw: planned protest outside Ministry Office at Cambie street**

The poster says Dec 07 (Fri) but I was advised it was on Thursday.

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: White, Mike PJ MCF:EX <Mike.White@gov.bc.ca>
Sent: Tuesday, December 5, 2017 09:12
To: Dobmeier, Teresa MCF:EX; Phillips, David E MCF:EX; Fulton, Barry J MCF:EX
Subject: Fw: planned protest outside Ministry Office at Cambie street

I received a call from Bernadette Spence, Executive Director at VACFSS yesterday. Apparently there is a planned protest at our MCFD Youth Services office at 550 Cambie St. for Dec 06. (Thursday)

Dec 06 and 07 are national days of protest. Apparently the protest was originally planned for VACFSS and there is some connection with one of the cases. It was then thought to be going to the Friendship Centre. The group facilitating this has been vocal about their concerns with VACFSS on their Web site.

I copied Barry as well as the poster indicates there will be a protest at the MCFD office in Kelowna on Friday.

Dave, copying you as well as your covering this week. We should probably advise GCPE. Staff may need some support if they're feeling intimidated at all.

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Jangi, Shirin MCF:EX <Shirin.Jangi@gov.bc.ca>
Sent: Monday, December 4, 2017 19:07
To: White, Mike PJ MCF:EX; Phillips, David E MCF:EX
Subject: Fw: planned protest outside Ministry Office at Cambie street

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Bernadette Spence <bernadette_spence@vacfss.com>
Sent: Monday, December 4, 2017 4:35 PM
To: Jangi, Shirin MCF:EX
Cc: Robinson, Sheila A MCF:EX
Subject: planned protest outside Ministry Office at Cambie street

More information on the forward from Holly regarding security monitoring

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: RE: WATCHER: Outgoing Assignment - eApprovals item 6923
Date: December 4, 2018 10:42:26 AM

From: Gunn, Paula MCF:EX
Sent: Friday, December 29, 2017 2:50 PM
To: Kuharic, Rhea MCF:EX
Subject: FW: WATCHER: Outgoing Assignment - eApprovals item 6923

Rhea, I won't get to this today – is that a problem or can it wait til the 2nd?

From: MCFD eApprovals [<mailto:DoNotReply@SP2010.gov.bc.ca>]
Sent: Thursday, December 28, 2017 3:06 PM
To: Gunn, Paula MCF:EX; Morton, Kaitlin MCF:EX; White, Emily MCF:EX; Talbot, Sarena MCF:EX; Brown, Edena MCF:EX
Subject: WATCHER: Outgoing Assignment - eApprovals item 6923

Gunn, Paula MCF:EX has sent this eApprovals Item to Kuharic, Rhea.

Cliff Number: 235207

Other Number:

TRIM Number:

Topic: 10aDay ChildCare

Date Final Due: 12/11/2017 12:00:00 AM

Last Action: Item Sent To

Comments:

Apologies Paula, sent this to you without DM approval. Re-directing back to me. Thanks.

eApprovals Link:

<https://cfdeapprovals.gov.bc.ca/prod/SitePages/watchedItems.aspx>

Super User Link:

<https://cfdeapprovals.gov.bc.ca/prod/SitePages/superUser.aspx>

Cliff Link: