

From: [Gunn, Paula MCF:EX](#)
To: [Jess, Katherine A MCF:EX](#); [Brown, Edena MCF:EX](#); [Urquhart, Brian LASS:EX](#); [Morton, Kaitlin MCF:EX](#)
Cc: [Brown, Aaron MCF:EX](#)
Subject: RE: constituency office expenses
Date: January 22, 2018 9:35:34 AM

Thank you for sorting this out Katherine!

From: Jess, Katherine A MCF:EX
Sent: Monday, January 22, 2018 9:29 AM
To: Brown, Edena MCF:EX; Urquhart, Brian LASS:EX; Morton, Kaitlin MCF:EX; Gunn, Paula MCF:EX
Cc: Brown, Aaron MCF:EX
Subject: RE: constituency office expenses

Very sorry, the cheque was supposed to be payable to Dr. Singer. We'll fix that and issue another one.

Edena, please mail the cheque back to me: PO Box 9760 Stn Prov Govt, Victoria, BC V8W 9S2

Katherine Jess, CPA, CMA

A/Executive Director and Chief Financial Officer

778-698-5682

From: Brown, Edena MCF:EX
Sent: Monday, January 22, 2018 9:15 AM
To: Jess, Katherine A MCF:EX; Urquhart, Brian LASS:EX; Morton, Kaitlin MCF:EX; Gunn, Paula MCF:EX
Cc: Brown, Aaron MCF:EX
Subject: RE: constituency office expenses

Hello All,

The building contractor came to our office this morning to return a cheque from the Government. It was for the \$6770.40.

He has already been paid by the landlord for the construction costs for my office. This money was supposed to be sent to the landlord of the building, Dr. James Singer. We had agreed below that this would be the way to proceed.

We will need to re-issue another cheque for this amount to :

Dr. James Singer

690165 B.C. Ltd.

3524 Southridge Dr, Castlegar, V1N 4A3

Please let me know what you need to do with the cheque I have that was mistakenly sent to Status Construction & Management Ltd.

The cheque number is: 16943634

Dated January 16, 2018.

Any questions please ask.

Thanks,

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: Brown, Edena MCF:EX
Sent: Tuesday, November 14, 2017 3:53 PM
To: Jess, Katherine A MCF:EX; Urquhart, Brian LASS:EX; Morton, Kaitlin MCF:EX; Gunn, Paula MCF:EX
Cc: Brown, Aaron MCF:EX
Subject: RE: constituency office expenses

Hello All,
I spoke with the landlord, Dr. James Singer, today.

He is happy to have a direct payment from MCFD for the office renovation. The payment can be made to the name and address that you have listed below Katherine. (BTW the office is for the Executive Assistant, not Ministerial assistant that you wrote below)
I will then wait until Legislative financial services drafts an amendment to the lease and I can make sure that Dr. Singer and Minister Conroy sign the new document.
Any questions please let me know.

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: Jess, Katherine A MCF:EX
Sent: Friday, November 10, 2017 1:51 PM
To: Urquhart, Brian LASS:EX; Morton, Kaitlin MCF:EX; Brown, Edena MCF:EX; Gunn, Paula MCF:EX
Cc: Brown, Aaron MCF:EX
Subject: RE: constituency office expenses

Hi,

To summarize our phone call, our plan is for MCFD to make a payment directly to the landlord, Dr. Singer, in the amount of \$6448 + GST to cover the portion of tenant improvements pertaining to the ministerial assistant office. The constituency office lease will be amended to reflect that this amount has been paid and therefore lease payments will be lower.

To that end:

- Edena will confirm with Dr. Singer that he is OK with receiving a direct payment from MCFD and also confirm that the payment is payable to:
690165 B.C. Ltd. at 3524 Southridge Dr, Castlegar, V1N 4A3
- I will prepare and authorize the payment
- Brian/Edena will draft an amendment to the lease and secure signatures from Dr. Singer and Minister Conroy

As a future item, Brian/LASS will communicate with the various ministries regarding ongoing lease expenses resulting from ministerial offices housed in constituency premises.

Thanks.

Katherine Jess, CPA, CMA
A/Executive Director and Chief Financial Officer
778-698-5682

From: Jess, Katherine A MCF:EX
Sent: Tuesday, November 7, 2017 4:01 PM
To: Urquhart, Brian LASS:EX
Subject: RE: constituency office expenses

Hi Brian,

It may be worthwhile having a short meeting and including Kaitlin Morton and Edena Brown from Minister Conroy's office since they have the details and among the 4 of us come up with the plan ...
Katherine Jess, CPA, CMA

A/Executive Director and Chief Financial Officer
778-698-5682

From: Urquhart, Brian [<mailto:Brian.Urquhart@leg.bc.ca>]

Sent: Tuesday, November 7, 2017 3:47 PM

To: Jess, Katherine A MCF:EX

Subject: RE: constituency office expenses

Hi Katherine,

Is there any way they can separate the \$6,800 out and not include it in the lease cost? I understand why they are doing it as that is our standard policy for the tenant improvements we pay for, however given the situation I think it would be preferable to just pay for it as a one off. That way I don't need to worry about the accounting impact of a recovery this year vs 4 years of expenses.

Thanks,

Brian

From: Jess, Katherine A MCF:EX [<mailto:Katherine.Jess@gov.bc.ca>]

Sent: Tuesday, November 07, 2017 2:40 PM

To: Urquhart, Brian <Brian.Urquhart@leg.bc.ca>

Subject: RE: constituency office expenses

Ah, so here's the rub: the landlord has (or will) embedded the cost of tenant improvements (all of them) in the lease cost and therefore your office will be paying for the \$6800 that should be paid by the ministry.

Are we able to send you a JV to transfer the \$\$ to you? If so, what is the account coding?

Failing that, we could cut you a cheque.

Thanks Brian

Katherine Jess, CPA, CMA

A/Executive Director and Chief Financial Officer

778-698-5682

From: Urquhart, Brian [<mailto:Brian.Urquhart@leg.bc.ca>]

Sent: Tuesday, November 7, 2017 9:44 AM

To: Jess, Katherine A MCF:EX

Subject: RE: constituency office expenses

Hi Katherine,

Yes, the direction received from the Office of the Clerk is that these are Ministry related expenses which should be paid for by the respective Ministry, from the budget of that Ministry. To the extent possible, all costs and activities related to the ministerial assistant in that space should be segregated. I think that there may be some more formal direction coming and at that point we will likely need to reach out to you and the other ministries to discuss further.

Kind regards,

Brian Urquhart, BBA, CPA, CA

Director

Financial Services | Legislative Assembly of B.C. | 614 Government St | Victoria, BC V8V 1X4 | Tel: 250.387.0762

From: Jess, Katherine A MCF:EX [<mailto:Katherine.Jess@gov.bc.ca>]

Sent: Tuesday, November 07, 2017 9:33 AM

To: Urquhart, Brian <Brian.Urquhart@leg.bc.ca>

Subject: RE: constituency office expenses

Hi Brian,

Did you get any direction at your meeting?
Katherine Jess, CPA, CMA
A/Executive Director and Chief Financial Officer
778-698-5682

From: Urquhart, Brian [<mailto:Brian.Urquhart@leg.bc.ca>]

Sent: Thursday, November 2, 2017 4:09 PM

To: Jess, Katherine A MCF:EX

Cc: Woodward, Hilary LASS:EX

Subject: RE: constituency office expenses

Hi Katherine,

This is a new situation for us as well. I am hoping to get some direction at a meeting tomorrow and then I will get back to you. For now, please hang on to the invoice.

Have you heard any direction on your end?

Kind regards,

Brian Urquhart, BBA, CPA, CA

Director

Financial Services | Legislative Assembly of B.C. | 614 Government St | Victoria, BC V8V 1X4 | Tel:
250.387.0762

From: Jess, Katherine A MCF:EX [<mailto:Katherine.Jess@gov.bc.ca>]

Sent: Thursday, November 02, 2017 4:02 PM

To: Urquhart, Brian <Brian.Urquhart@leg.bc.ca>

Subject: constituency office expenses

Hi Brian,

We have an invoice for tenant improvement work done to our minister's constituency office to create an office space for a ministerial assistant.

Please can you advise as to the appropriate method of paying this invoice ... I know that MOSS will physically process the bill, it's just the budget, separation of political from gov't expenditure, etc, that I'm not clear on.

Thanks.

Katherine Jess, CPA, CMA

Director, Accounting Operations, Financial Practice and Controls
and Ministry Security Officer

778-698-5682

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: ELCC
Date: January 24, 2019 10:07:44 AM

Original Message

From: Gunn, Paula MCF:EX
Sent: Thursday, January 25, 2018 2:45 PM
To: Zimmerman, Shannon S [NC]
Subject: Re: ELCC

I am free now - will walk to back if you can too

Sent from my iPhone

> On Jan 25, 2018, at 2:33 PM, "shannon.zimmerman@hrsdc-rhdcc.gc.ca" <shannon.zimmerman@hrsdc-rhdcc.gc.ca> wrote:

>

> I'm here all day so whenever works! What's best for you?

>

> Sent from my BlackBerry 10 smartphone on the Bell network.

> Original Message

> From: Gunn, Paula MCF:EX

> Sent: Thursday, January 25, 2018 1:45 PM

> To: Zimmerman, Shannon S [NC]

> Subject: Re: ELCC

>

>

> Hi Shannon - when is a good time for you for us to meet? (I had hoped there might be time at lunch but my Minister had lunch meetings that got added.)

>

> Sent from my iPhone

>

>> On Jan 24, 2018, at 6:03 PM, "shannon.zimmerman@hrsdc-rhdcc.gc.ca" <shannon.zimmerman@hrsdc-rhdcc.gc.ca> wrote:

>>

>> Welcome to Ottawa! I'll be at the FPT meeting tomorrow. Why don't we chat there?

>>

>> Sent from my BlackBerry 10 smartphone on the Bell network.

>> Original Message

>> From: Gunn, Paula MCF:EX

>> Sent: Wednesday, January 24, 2018 6:01 PM

>> To: Zimmerman, Shannon S [NC]

>> Subject: Re: ELCC

>>

>>

>> Hi Shannon, just landed in Ottawa after a full day of flights, do not envy BC MPs their travel! Do you have time to talk about ELCC dates anytime in next day or do? Paula

>>

>> Sent from my iPhone

>>

>> On Jan 24, 2018, at 12:21 AM, Gunn, Paula MCF:EX
<Paula.Gunn@gov.bc.ca<<mailto:Paula.Gunn@gov.bc.ca>>> wrote:

>>

>> Hi Shannon, sorry for the delayed response - I was in briefings all afternoon and had to speak to several people about the dates. The 12th really doesn't work. We can make the 9th in Vancouver work (our Premier won't be able to be there unfortunately but we don't want to hold up the event for that) so let me know if this is a possibility.

>>

>> Thanks, Paula

>>

>> Sent from my iPhone

>>

>> On Jan 23, 2018, at 2:23 PM, "shannon.zimmerman@hrsdc-rhdcc.gc.ca" <<mailto:shannon.zimmerman@hrsdc-rhdcc.gc.ca>> <<mailto:shannon.zimmerman@hrsdc-rhdcc.gc.ca>> wrote:

>>

>> The 9th will be hard for us because we were already tracking to be there on the 12th for a housing announcement. Do you think we could make both announcements work in Victoria on the 12th?

>>

>> Shannon Zimmerman

>> Office of the Hon. Jean-Yves Duclos, Minister of Families, Children and Social Development

>> Tel: 819-654-5567

>> Cell : 613-291-9370

>> shannon.zimmerman@hrsdc-rhdcc.gc.ca <<mailto:shannon.zimmerman@hrsdc-rhdcc.gc.ca>>

>>

>> From: Gunn, Paula MCF:EX [<mailto:Paula.Gunn@gov.bc.ca>]

>> Sent: January 23, 2018 5:08 PM

>> To: Zimmerman, Shannon S [NC]

>> Subject: RE: ELCC

>>

>> Our Throne Speech is February 13th, Shannon. My Comms team says they were looking at Friday February 9th with your comms folks.

>>

>> From: shannon.zimmerman@hrsdc-rhdcc.gc.ca <<mailto:shannon.zimmerman@hrsdc-rhdcc.gc.ca>> [<mailto:shannon.zimmerman@hrsdc-rhdcc.gc.ca>]

>> Sent: Tuesday, January 23, 2018 1:44 PM

>> To: Gunn, Paula MCF:EX

>> Subject: RE: ELCC

>>

>> They have and the Minister just gave his blessing. A final version has to come to us for signature but you're good to move forward on your end.

>>

>> When do you need to do your announcement by?

>>

>> Shannon Zimmerman

>> Office of the Hon. Jean-Yves Duclos, Minister of Families, Children and Social Development

>> Tel: 819-654-5567

>> Cell : 613-291-9370

>> shannon.zimmerman@hrsdc-rhdcc.gc.ca <<mailto:shannon.zimmerman@hrsdc-rhdcc.gc.ca>>

>>

>> From: Gunn, Paula MCF:EX [<mailto:Paula.Gunn@gov.bc.ca>]

>> Sent: January 23, 2018 12:04 PM

>> To: Zimmerman, Shannon S [NC]

>> Subject: RE: ELCC

>>

>> Good morning Shannon, I believe our respective staff have now resolved the remaining issues with the agreement –is there a time today when you would be able to discuss potential dates for the signing? Paula

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: New Clerk 9 and Clerk Stenographer 9 Inventory Intake
Date: January 24, 2019 10:08:15 AM

From: Gunn, Paula MCF:EX
Sent: Monday, January 29, 2018 2:05 PM
To: Parte, Maura PSA:EX
Subject: FW: New Clerk 9 and Clerk Stenographer 9 Inventory Intake
Maura, I received this today but I have not been given the info on what levels my admin staff are at (re: this statement "employees at the OA2/7 and Clerk 9 levels") so wonder if that can be shared with me?

From: Clerical Inventory PSA:EX
Sent: Monday, January 29, 2018 1:50 PM
Subject: New Clerk 9 and Clerk Stenographer 9 Inventory Intake



Good afternoon,
You have been identified as someone who currently supervises and/or hires OA2/OA7, Clerk 9 or Clerk Stenographer 9 employees in the Victoria and Metro Vancouver areas. We are pleased to share that we are replenishing the Clerk 9 applicant inventory starting January 29, 2018. The posting (REQ 47738) <https://search.employment.gov.bc.ca/cgi-bin/a/highlightjob.cgi?jobid=47738> to replenish the inventory is available from January 29 to February 12, 2018.

What does this mean for you as a hiring manager?

In short, applicant inventories save you time and effort when hiring. The BCPSA has created an inventory of partially screened and skill tested applicants ready to apply on positions in the Victoria and Metro Vancouver areas. Less time is needed to screen leaving you more time to evaluate qualified candidates. This inventory approach has significantly reduced the time needed to recruit Clerk 9s (on average 45% less time than traditional hiring methods.)

If and when you need to fill a Clerk 9 position, go to [MyHR](#) to submit your hiring request. A hiring advisor will be in touch within a few days. Hiring managers will continue to have access to the current inventory to fill vacancies while the inventory is being replenished.

What does this mean for you as a supervisor?

Spread the word! You may have employees who are currently seeking Clerk 9 positions, or that you may want to see apply for upcoming opportunities at the Clerk 9 level. Although they may be happy with their current assignment and not wish to apply, your ability to provide future opportunities to them may be hampered if they are not members of the inventory. Please encourage your staff to apply. If you have employees on auxiliary status please forward this information to them.

What do I need to do?

As the inventory is mandatory for hiring actions at the Clerk 9 level, you don't need to do anything. However, your employees at the OA2/7 and Clerk 9 levels may need your support to encourage them to apply. As communication is key, please advise your staff to set up a job search agent on the Job Opportunities site for jobs in the Administrative Services category. This way they will not miss out on the posting when it goes live. Your OA2/7 and Clerk 9 employees will be receiving an email detailing how to apply for the opportunity, but it may be best for you to mention this opportunity to them in person. While we make every effort to communicate to everyone, we do not want anyone to miss out (especially those on leave or who have auxiliary status). We create our distribution lists from PeopleSoft data and we cannot guarantee the list is exhaustive.

To support you in both of your roles – as a hiring manager and a supervisor – find more information on the Applicant Inventories on [MyHR](#).

Clerical Inventory Team
BC Public Service Agency

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: process for speaking engagements
Date: January 24, 2019 10:11:07 AM

From: Gunn, Paula MCF:EX

Sent: Monday, January 22, 2018 9:59 AM

To: White, Emily MCF:EX ; Lauvaas, Kirsten GCPE:EX ; Sharma, Niki MCF:EX

Cc: Johnston, Karen GCPE:EX ; Cain, Krista A MCF:EX

Subject: process for speaking engagements

I have just clarified with Karen that the best way for us to request Speaking Notes is for Emily to notify me, cc'g Niki and Sarena of any requests for speaking engagements, and I will bring that to our weekly GCPE calendar meeting (or Niki/Sarena in my absence) for discussion and assignment.

From: White, Emily MCF:EX

Sent: Monday, January 22, 2018 9:48 AM

To: Lauvaas, Kirsten GCPE:EX; Gunn, Paula MCF:EX; Sharma, Niki MCF:EX

Cc: Johnston, Karen GCPE:EX; Cain, Krista A MCF:EX

Subject: RE: SNs for MSKC for HELP conference on Jan 26th

Hi Kirsten –

I apologise for any confusion on this event. I reached out to Krista in October and again earlier this month re: SN's for this event. Please see attached. As well I have also attached the original invite. I have reached out to the organizer of the event for more info (time/location) and will forward that to you as soon as I receive it.

Please let me know if you have any further questions.

Thank you!

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: Lauvaas, Kirsten GCPE:EX

Sent: Thursday, January 18, 2018 9:09 PM

To: Gunn, Paula MCF:EX; Sharma, Niki MCF:EX; White, Emily MCF:EX

Cc: Johnston, Karen GCPE:EX

Subject: FW: SNs for MSKC for HELP conference on Jan 26th

Hi Paula,

We don't have any information on these SNs. Happy to draft something, but I don't think we received a request for notes. . . . any background on the event would be appreciated.

Thanks,

Kirsten

Begin forwarded message:

From: "Gunn, Paula MCF:EX" <Paula.Gunn@gov.bc.ca>

Date: January 18, 2018 at 5:29:16 PM PST

To: "Johnston, Karen GCPE:EX" <Karen.V.Johnston@gov.bc.ca>

Subject: SNs for MSKC for HELP conference on Jan 26th

Hi Karen, can't remember seeing this on our calendar last week, so making sure it's on the one for tomorrow (hope you saw that Sarena and I can't make 9:00 due to a federal briefing, so hoping we can move it to 1:30 – does that work?)

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: 235656 Minister Bullets re youth transitioning
Date: January 24, 2019 10:12:24 AM

From: Gunn, Paula MCF:EX
Sent: Friday, January 19, 2018 9:09 AM
To: Kuharic, Rhea MCF:EX
Cc: Talbot, Sarena MCF:EX
Subject: FW: 235656 Minister Bullets re youth transitioning

Hi Rhea, there were a couple follow-up questions on these bullets – can you please ask the program area to respond?

- How is the amount of care hours assessed and determined by the SDA?
 - Notes show that family may have received more hours from NSS than typically provided by Health Authority; SDA provided extra nursing care as well. I hope to better understand process and circumstance for that decision.
- When was the constituent last assessed before reaching adulthood?

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: Correspondence process while Sarena is away (starting tomorrow Jan 5th)
Date: January 24, 2019 10:13:12 AM

From: Gunn, Paula MCF:EX

Sent: Thursday, January 4, 2018 3:02 PM

To: Talbot, Sarena MCF:EX ; Morton, Kaitlin MCF:EX

Cc: Kuharic, Rhea MCF:EX

Subject: RE: Correspondence process while Sarena is away (starting tomorrow Jan 5th)

Thanks Sarena, this is very helpful - and just a note that I will be the MCF contact while Sarena is away, but Niki is back and will be the main CC contact. I will share this email with Niki as think she will also find it useful.

From: Talbot, Sarena MCF:EX

Sent: Thursday, January 4, 2018 2:59 PM

To: Gunn, Paula MCF:EX; Morton, Kaitlin MCF:EX

Cc: Kuharic, Rhea MCF:EX

Subject: Correspondence process while Sarena is away (starting tomorrow Jan 5th)

Hi Paula and Kaitlin,

Here is an overview of the correspondence direction process so we are all on the same page, as well as the process for tomorrow next week while I am away (I am back Monday Jan 15th).

Rhea, cc'ing you for a heads up about the process next week, you can expect emails with direction from the MCF inbox from Paula and Kaitlin.

Thanks for covering for me,

Sarena

General Correspondence Process:

Kaitlin manages the MCF inbox, she triages what comes in by:

- Filing petitions/form letters into appropriate folders
- Deleting SPAM and newsletters or other obviously unrelated & unaddressed emails
- Checking the Junk folder to make sure no emails that require a reply are stuck there
- Moving event/meeting requests to Inbox subfolder "Emily-Invites"
- Moving all emails that require direction to Inbox subfolder "Direction-Sarena"
- Kaitlin also PDFs all hardcopy mail received and files the PDFs in the Inbox subfolder "Direction-Sarena" or "Emily-Invites"

Sarena provides direction by:

- forwarding emails that require direction to Rhea Kuharic (including Sarena's name in the forward so it's clear who provided the direction) and provides one of the following directions:
 - FYI (This is for emails where MCF is not in the "To" field, or for frequent writers who have already received a response to their concerns)
 - Reply Direct (This is for case-specific emails that require a direct response to the constituent from the appropriate SDA. If this is a high-profile case, you can request that the response come back to MO before being sent out from the SDA, otherwise we do not see the response before it is sent)
 - Draft Minister Signature (This is for emails that need to come from the Minister, generally it is for stakeholder organisations or for individuals who are writing with policy suggestions that do not deal with an individual case)
 - Draft DM Signature (This is for emails that need to come from the DM, it would be used

in a situation where a high profile response is required but it is not appropriate for it to come from the Minister, you can request that the response come back to MO before being sent out from the DM, otherwise we do not see the response before it is sent)

- Refer to another Ministry, with general acknowledgement from MCF Correspondence (If the request is not within MCF's mandate and is case specific, it needs to be referred to another Ministry. Correspondence will forward to the appropriate Ministry and respond to the constituent so that they know we have passed along the response)
- Refer to another Ministry, with general acknowledgement from Minister (If the request is not within MCF's mandate and is from a stakeholder, it needs to be referred to another Ministry. Correspondence will forward to the appropriate Ministry and will draft on the Minister's behalf a general response from the Minister to the constituent so that they know we have passed along the response. MO does not see the response before it goes out even though it is from the Minister because it is very general and we do not want to delay to process.)
- Once the email has been forwarded to Rhea with direction, Sarena moves the original email to the Inbox subfolder "For Action/Completed"

Process while Sarena is away:

- **Paula** will provide direction to items placed in the Direction-Sarena folder
- **Kaitlin**, in order to lighten Paula's workload, if there is something that is an obvious FYI or reply-direct and not a high profile case please send directly to **Rhea** with direction. If it is something more nuanced or high-profile, file for Paula in the Direction folder.
- **Paula** will check direction folder daily and either forward each email to **Rhea** with a direction or ask for her insight in direction (Paula – make sure to sign your name in the forward, the emails will be coming from "MCF inbox" so it's helpful for Rhea to know who actually sent the email from the inbox)

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: Initiating Travel Vouchers
Date: January 24, 2019 10:16:25 AM

From: Gunn, Paula MCF:EX

Sent: Wednesday, January 17, 2018 12:44 PM

To: White, Emily MCF:EX ; Poldrugovac, Saija FIN:EX ; Morton, Kaitlin MCF:EX

Subject: RE: Initiating Travel Vouchers

Can I please clarify the process from a paper-flow perspective, as I am not clear on that, and think that can confuse matters. Please let me know if this is correct:

1. AC or AA prepares the claim and sends to the Traveller
2. Traveller (Minister or MA) reviews the claim and selects the "Initiate" function
3. The form then goes to the Expense Authority (automatically?)
4. The Expense Authority (me for the Minister, the Minister for me?) then has to review and select "Approve"
5. Is there another step?

From: White, Emily MCF:EX

Sent: Wednesday, January 17, 2018 12:26 PM

To: Poldrugovac, Saija FIN:EX; Morton, Kaitlin MCF:EX

Cc: Gunn, Paula MCF:EX

Subject: RE: Initiating Travel Vouchers

Hi Saija –

I believe we have talked about this previously. Can you please give me a call when you have a moment? 250 480 8176.

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: Poldrugovac, Saija FIN:EX

Sent: Wednesday, January 17, 2018 12:25 PM

To: White, Emily MCF:EX; Morton, Kaitlin MCF:EX

Cc: Gunn, Paula MCF:EX

Subject: RE: Initiating Travel Vouchers

s.15

~S

From: White, Emily MCF:EX

Sent: Wednesday, January 17, 2018 12:19 PM

To: Poldrugovac, Saija FIN:EX; Morton, Kaitlin MCF:EX

Cc: Gunn, Paula MCF:EX
Subject: RE: Initiating Travel Vouchers
Thank you Saija!

s.15

s.15 It is my understanding that this is the same process for Minister Chen? That approval goes to Paula?

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: Poldrugovac, Saija FIN:EX

Sent: Wednesday, January 17, 2018 12:15 PM

To: White, Emily MCF:EX; Morton, Kaitlin MCF:EX

Cc: Gunn, Paula MCF:EX

Subject: Initiating Travel Vouchers

Hey Ladies,

s.15

Please let me know if you have any questions regarding this.

~Saija

Saija Poldrugovac

Executive Financial Clerk, Ministers' Office Support Services

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: (778) 678-3496 Fax: (250) 356-7326

E-mail: Saija.Poldrugovac@gov.bc.ca

Website: <http://gwww.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

From: [Gunn, Paula MCF:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: **s.22**
Date: January 24, 2019 10:20:26 AM

From: Gunn, Paula MCF:EX
Sent: Friday, January 5, 2018 1:27 PM
To: White, Emily MCF:EX
Subject: RE **s.22**
Approved.

From: White, Emily MCF:EX
Sent: Thursday, January 4, 2018 3:14 PM
To: Gunn, Paula MCF:EX
Subject: FW: '**s.22**'
Forwarding again for consideration!

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: White, Emily MCF:EX
Sent: Wednesday, January 3, 2018 11:28 AM
To: Gunn, Paula MCF:EX
Subject: **s.22**
Hi Paula –
s.22

s.22

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](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: **s.22**
Date: January 24, 2019 10:21:18 AM

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

From: Gunn, Paula MCF:EX
Sent: Tuesday, January 16, 2018 2:30 PM
To: White, Emily MCF:EX <Emily.White@gov.bc.ca>
Cc: Sharma, Niki MCF:EX <Niki.Sharma@gov.bc.ca>
Subject: FW: **s.22**

Emily, when you are back please enter the following dates **s.22** (and maybe you can also show me how to do that too):

s.22

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

From: Sharma, Niki MCF:EX
Sent: Tuesday, January 16, 2018 2:18 PM
To: Gunn, Paula MCF:EX
Subject: Re: **s.22**

Hey Paula,

s.22

Thanks for your help

Niki

Sent from my iPhone

> On Jan 16, 2018, at 2:16 PM, Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca> wrote:

>

> Niki, should I go ahead and approve **s.22**

>

> -----Original Message-----

> From: Sharma, Niki MCF:EX

> Sent: Monday, January 8, 2018 4:49 PM

> To: White, Emily MCF:EX

> Cc: Gunn, Paula MCF:EX

> Subject: **s.22**

>

> Hi Emily,

>

, **s.22**

:

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:

>
> Thanks
>
>
>
> Sent from my iPad