

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: FW: Materials for Meet Monday with Minister
Date: Tuesday, August 1, 2017 9:57:00 AM

Diane – can you please print content from this link for me?

Thanks

From: Morel, David P MTIC:EX
Sent: Saturday, July 29, 2017 6:01 PM
To: Kot, Jill MTIC:EX; Ahmed, Sarf MTIC:EX; Bailey, Ian D MTIC:EX; Donaldson, Ian R MTIC:EX
Cc: Cook, Jeannette MTIC:EX
Subject: Materials for Meet Monday with Minister

Hi All

Attached for comment are draft the materials for meeting with minister Monday - - “one pager” on approach to implementing mandate letter commitments and procurement overview.

Be good to bring Brooke to the meeting with the Minister if possible so she hears the discussion first hand as she is working on the mandate letter initiatives.

s.13

Here is link to NDP tech strategy we discussed on Friday which is where mandate letter commitments first appeared <https://www.bcndp.ca/files/Energizing-BC-Tech1.pdf>

One last thing we will need to discuss (not with Minister) is setting up dedicated team to develop and implement mandate commitments.

David

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Cc: [Cook, Jeannette CITZ:EX](#)
Subject: Donna Sanford
Date: Tuesday, August 1, 2017 12:42:00 PM

Diane – do you have any contact info for Donna Sanford who is heading up the Confidence and Supply Agreement Secretariat?
Thanks

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: Re: QUESTION: re meeting set up for Friday morning
Date: Wednesday, August 2, 2017 7:10:43 PM

Sure fine -- do you know topic?

Sent from my iPhone

On Aug 2, 2017, at 4:29 PM, Taylor, Diane Ruth MTIC:EX <Diane.R.Taylor@gov.bc.ca> wrote:

Jeremy Brownridge, the personal secretary to the LG, would like an introductory meeting with you on Friday. I've accepted but we can always move it to next week if you need a briefing beforehand. Pls advise.

Diane R. Taylor

Assistant to:

Jill Kot, Deputy Minister

Ministry of Citizens' Services

and

Sarf Ahmed, Associate Deputy Minister

Ministry of Citizens' Services

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: Services Card meeting
Date: Thursday, August 3, 2017 4:07:00 PM

Hi Diane,

Can you arrange a meeting for me with Ian Bailey and Bev to discuss Services Card? Half hour should suffice.

Thanks

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Cc: [Cook, Jeannette CITZ:EX](#)
Subject: Re: Today
Date: Tuesday, August 8, 2017 7:24:59 AM

s.22

Jill

Sent from my iPhone

On Aug 8, 2017, at 7:19 AM, Taylor, Diane Ruth MTIC:EX <Diane.R.Taylor@gov.bc.ca> wrote:

s.22

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Cc: [DeLarge, Lorne CITZ:EX](#)
Subject: C of v mtg
Date: Thursday, August 10, 2017 5:58:05 PM

Hi Diane

An you book half hour call for me with Lorne to debrief on c of v meeting? Hopefully Friday.
Thx

Sent from my iPhone

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: Re: DM car allowance
Date: Thursday, August 10, 2017 9:55:25 PM

Lol @ parking tickets

Sent from my iPhone

On Aug 10, 2017, at 4:06 PM, Taylor, Diane Ruth MTIC:EX <Diane.R.Taylor@gov.bc.ca> wrote:

If they've had a car allowance, then – no – they don't charge for mileage or petrol. But, yes, to parking charges. No to parking tickets.

From: Kot, Jill MTIC:EX

Sent: Thursday, August 10, 2017 4:01 PM

To: Taylor, Diane Ruth MTIC:EX

Subject: Fwd: DM car allowance

Hi Diane -- in your dealings with previous dm's did they claim mileage when they used their vehicles? I am thinking no but would be interested in what you observed.

Thx

Sent from my iPhone

Begin forwarded message:

From: "Twyford, Philip MTIC:EX" <Philip.Twyford@gov.bc.ca>

Date: August 10, 2017 at 3:43:21 PM PDT

To: "Kot, Jill MTIC:EX" <Jill.Kot@gov.bc.ca>

Subject: Re: DM car allowance

Thanks, let us know how we can help. 13 DMs, that's a lot of knowledge and experience!

From: Jill Kot <Jill.Kot@gov.bc.ca>

Date: Thursday, August 10, 2017 at 3:41 PM

To: Philip Twyford <Philip.Twyford@gov.bc.ca>

Cc: Colin McEwan <Colin.McEwan@gov.bc.ca>

Subject: Re: DM car allowance

Thanks Philip -- I will also ask Diane about past practice of DMs. Apparently I am Diane's 13th dm!"

Sent from my iPhone

On Aug 10, 2017, at 2:28 PM, Twyford, Philip MTIC:EX <Philip.Twyford@gov.bc.ca> wrote:

Jill;

I have been working with PSA to find information following your query on mileage re-imbursement. As suspected, you

cannot claim both mileage and a DM car allowance. As noted below, there may be opportunity to claim a percentage of care/maintenance/gas.

I have provided a link to the top-level information on automobile and motor vehicle allowances from the CRA website. You can drill down from there to find additional information. As noted in the material, it would be helpful if you keep a log and receipts related to your driving, including distance driven, from, to, purpose and repairs and maintenance.

Parking charges are not considered part of the vehicle allowance, and as such are valid expenses for you to claim.

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html>

regards,

Philip

Philip Twyford, CPA, CMA, C. Dir, MBA

Executive Director and Chief Financial Officer

Financial and Administrative Services Branch | Corporate Services Division

Ministry of Citizens' Services

Mobile 250.516.0268

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From: "Moore, Nina PSA:EX"

<Nina.Moore@gov.bc.ca>

Date: Thursday, August 10, 2017 at 1:40 PM

To: Philip Twyford <Philip.Twyford@gov.bc.ca>

Cc: Libby Oulton <Libby.Oulton@gov.bc.ca>

Subject: RE: DM car allowance

Hi Philip, as far as I can see, and I have followed up with a few people about this as well, it appears that if Jill is getting DM Car Allowance, she is not entitled to mileage on top of that. The DM car allowance of \$6960 yearly is in lieu of leasing a vehicle. \$6960 divided by 12 months = \$580 as referred to in Schedule 6 below.

Jill maybe able to claim as expenses, when she files her personal taxes, a percentage of care/maintenance and gas – as it relates to using her vehicle for work. She would have to talk to her financial advisor on how to best do this. I would think she would have to track her work mileage and hold on to all receipts for gas/maintenance etc. I have been searching for a mileage tracker template, however I am not having much luck.

I have sent you documentation below from Core Policy Manual and from Directive 4.5 – Terms and Conditions for Excluded Employees and Appointees. I have also been in

contact with agency staff that deal with posting info on MyHR. I will forward you whatever they are able to find as soon as I get it.
Thank you for your patience.
Nina

Where DM uses own car:

D.8 Payments of Deputy Minister Car Allowance

Each deputy minister (and associate deputy minister), who does not have an automobile provided by the Government, is entitled to an annual allowance of \$6,960 to defray the costs of using a personal vehicle for business purposes.

Canada Revenue Agency has determined that this allowance is taxable to the extent of that portion of the allowance that is not expended on business travel.

The full amount of the allowance must be included in the individual's taxable income and reported on the employee's T4 slip. The total amount is subject to payroll deductions of tax, CPP contributions and EI premiums.

When completing his or her individual income tax return, the employee can deduct the relevant expenses provided they are deductible under paragraph 8(1)(F) or 8(1)(H) of the Income Tax Act and the employee files Form T2200, Declaration of Conditions of Employment.

The individual is responsible for submitting any offsetting claim for business automobile travel by personal vehicle when submitting a tax return. The offsetting claim for business use when submitting a tax return must be supported by receipts and a daily log of kilometres travelled for business purposes.

The ministry chief financial officer is responsible for preparing a letter authorizing payment for each deputy minister (and associate deputy minister) receiving a car allowance. Each letter of authorization is to be submitted to the payroll office for processing prior to the first bi-weekly or monthly payment. The chief financial officer is required to notify the payroll office to end payment when the deputy minister (or associate deputy minister) ceases employment.

STOB 5220 - Taxable Benefits has been added to the CHIPS Account Code Table effective July 9, 2000. Deputy minister car allowance payments are to be coded to this STOB. Enter STOB 5220 in the account code field on the payline.

Note: The vehicle distance allowance does not apply when a deputy minister or associate deputy minister elects to receive a vehicle allowance.

The letter required by Payroll to set up tax benefit:

[payment of deputy minister car allowance template.docx](#)

Where DM uses leased car:

Schedule 06 - Executive Vehicles

Last updated April 12, 2016

1. Deputy minister and associate deputy minister leased vehicles

Deputy ministers and associate deputy ministers will be provided with a government leased vehicle as follows:

1. The maximum monthly lease payment exclusive of tax will not exceed \$625 per month.
2. The amount of the lease is not to be augmented by personal payment.
3. The insurance and operating costs of the leased vehicle will be paid by the province.
4. The lease will provide for buy out at fair market value (should either the province or the deputy minister or associate deputy minister wish to do so).
5. The maximum lease period will not exceed 48 months.
6. The deputy minister or associate deputy minister may elect to receive a vehicle allowance in lieu of taking a leased vehicle. The allowance is equivalent to the average lease and vehicle operating costs noted above, and is equal to \$580 per month.
7. Where the employee leaves the position of deputy minister or associate deputy minister:
 1. and foregoes the option of buying out the lease, the leased vehicle will be surrendered on the employee's last working day (inclusive of any paid leave not to exceed an amount equivalent to the current year's vacation balance); OR
 2. the payment of the allowance in lieu of a vehicle will cease on the employee's last working day (inclusive of any paid leave not to exceed an amount equivalent to the current year's vacation balance).

I hope this is the info you required, if not please let me know.

Nina

Nina Moore, Director, Benefits Finance

Financial Management Office | BC Public Service Agency
3rd Floor - 716 Courtney Street | Victoria, BC | 778.698.4348 cell
250.415.8314

MyHR@gov.bc.ca | 250.95(2).6000 | Toll Free 1.877.277.0772

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: Mjs
Date: Friday, August 11, 2017 3:30:26 PM

Can you send me mjs cell number? Also want in my contacts pls.

Sent from my iPhone

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Cc: [Grant, Nick PSA:EX](#)
Subject: Meeting to schedule
Date: Sunday, August 20, 2017 9:22:11 PM

Diane,

Can you book a one hour meeting for me with Nick Grant please? We'd like Aug 28th if possible.

Thanks,

Jill

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: Fwd: Chat
Date: Tuesday, August 22, 2017 12:05:07 PM

Can you schedule please?

Sent from my iPhone

Begin forwarded message:

From: "Barton, Sally FLNR:EX" <Sally.Barton@gov.bc.ca>
Date: August 22, 2017 at 11:34:39 AM PDT
To: "Kot, Jill MTIC:EX" <Jill.Kot@gov.bc.ca>
Subject: Chat

Hi Jill

I wondered if you please had time for a brief chat about your previous position in Education? I met with Scott this morning, and it would be helpful to hear your perspectives on the role.

My number is s.22

Thanks
Sally

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Cc: ["Bette-Jo Hughes"](#)
Subject: BJ / Jill
Date: Tuesday, August 22, 2017 2:03:00 PM

Hi Diane,

Can you book a lunch (or dinner) for me with Bette-Jo as soon as we can make it work? s.22
s.22 Hoping you can work something in s.22

Thanks,
Jill

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: tomorrow
Date: Tuesday, August 22, 2017 2:15:00 PM

Tomorrow from 8 – 9 I will be with MJS.

Also ... can you schedule a debrief for me tomorrow with Sarf related to the capital meeting I missed?

Thanks.

Jill Kot

Deputy Minister

Ministry of Citizens' Services

PO Box 9440 Stn Prov Govt

Victoria BC V8W 9V3

Jill.kot@gov.bc.ca

(250) 387-8852

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: Reschedule Sheila on Friday pls
Date: Wednesday, August 23, 2017 8:59:26 PM

Diane -- can you reschedule lunch with Sheila Taylor on Friday? s.22

s.22 Thanks

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: FW: Ontario Healthcare Supply Chain - Ontario outreach to BC Counterparts
Date: Monday, August 28, 2017 1:31:00 PM
Attachments: [HSSCS Expert Panel Report - Ministers' Letter EN.PDF](#)
[HSSCS Expert Panel Report - MOHLTC Deputy Minister Memo EN.PDF](#)

Can you print? From aug 17.

From: Cirinna, Flora (MOHLTC) [<mailto:Flora.Cirinna@ontario.ca>]
Sent: Thursday, August 17, 2017 2:14 PM
To: Kot, Jill MTIC:EX
Cc: Taylor, Diane Ruth MTIC:EX; Wright, Sam MTIC:EX; Jackson, Justine (MOHLTC); Joshi, Kiran (MOHLTC)
Subject: Ontario Healthcare Supply Chain - Ontario outreach to BC Counterparts

Good afternoon Deputy Minister Kot,

I am reaching out to you on behalf of Justine Jackson, CAO and ADM Corporate Services for Ontario's Ministry of Health and Long-Term Care.

Last year, the provincial government established an Expert Panel to develop recommendations and advice on supply chain management in the health care sector. In the Spring 2017, the Expert Panel submitted their final report (attached here) to government, that is currently being reviewed.

Justine Jackson was asked to lead consultation following the report, identifying from within Ontario, and other jurisdictions, opportunities to transform how supply chain management is delivered within the current landscape. As part of the review, we are exploring BCCSS and have planned a trip to BC for the last week of August, with the hopes of better understanding the model and approach. John Bethel, from Ernst and Young, recommended reaching out to you, to see about connecting and hopefully meeting in person while in BC.

Currently, we are planning to be in Victoria on Monday August 28, 2017 (times still to be confirmed), and were hoping you may have some availability to meet. Happy to coordinate directly with your office.

If you have any questions, feel free to reach out to me or Justine directly, who is cc'ed here as well. Thanks and looking forward to understanding and learning from the BC model of supply chain management in healthcare.

Flora

Flora Cirinna

Manager

Business Innovation Office

Corporate Services Division

Ministry of Health & Long-Term Care

56 Wellesley St West, 9th Floor

Phone: (416) 212-2304

Email: flora.cirinna@ontario.ca

Website links:

English: [ADVANCING HEALTHCARE IN ONTARIO, OPTIMIZING THE HEALTHCARE SUPPLY CHAIN – A NEW MODEL.](#)

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: reschedule Sandy please
Date: Wednesday, August 30, 2017 8:40:35 PM

Diane -- can you reschedule tomorrow's lunch with Sandy s.22
space to get some things done.
thanks.

? Need a little

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: breakfast with paul ramsey
Date: Thursday, August 31, 2017 2:28:00 PM

Any chance Paul Ramsey can meet me at 7 am instead of 7:30 on the 8th? I like to get to dmc a little early.

thx

Jill Kot

Deputy Minister

Ministry of Citizens' Services

PO Box 9440 Stn Prov Govt

Victoria BC V8W 9V3

Jill.kot@gov.bc.ca

(250) 387-8852

From: [Kot, Jill CITZ:EX](#)
To: [Taylor, Diane Ruth MTIC:EX](#)
Subject: FW: Materials | Federal Infrastructure | 3:30pm
Date: Thursday, August 31, 2017 2:38:00 PM
Attachments: [Investing in Canada Plan Phase 2 Placemat V-Aug 31th \(5\).xlsx](#)
[Federal Infrastructure Funding Strategy Meeting Final.docx](#)

From: Verwoord, Cindy TRAN:EX
Sent: Thursday, August 31, 2017 2:36 PM
To: Marr, David TRAN:EX; Livolsi, Patrick C TRAN:EX; Mounteney, Renee TRAN:EX; Denlinger, Becky TRAN:EX; Dawes, Jacquie CSCD:EX; Plecas, Bobbi ENV:EX; Sheldon, Tim FLNR:EX; Nikolejsin, Dave MNGD:EX; Kot, Jill MTIC:EX; Carroll, Sandra JTST:EX; Wanamaker, Lori FIN:EX; Galbraith, David J FIN:EX; Yuma Morisho, Okenge PREM:EX; Dohan, Trish CSNR:EX; Maranda, Pierrette IGRS:EX; Turner, Robert TRAN:EX; Volk, Kevin CSCD:EX
Cc: Lewthwaite, Jennifer TRAN:EX
Subject: Materials | Federal Infrastructure | 3:30pm

Hi Everyone,

Please see below and attached for materials being provided during today's 3:30pm meeting regarding Federal Infrastructure.

Thank you,

Cindy Verwoord

A/ Senior Executive Assistant

Deputy Ministers' Office | Ministry of Transportation and Infrastructure

Telephone: 250-387-3280 | Email: cindy.verwoord@gov.bc.ca

From: "Yuma Morisho, Okenge PREM:EX" <Okenge.YumaMorisho@gov.bc.ca>
Date: August 31, 2017 at 12:08:36 PM PDT
To: "Lewthwaite, Jennifer TRAN:EX" <Jennifer.Lewthwaite@gov.bc.ca>
Subject: RE: Materials for this afternoon

Please add the following to the list of materials. Thanks, oym
s.16

From: Lewthwaite, Jennifer TRAN:EX
Sent: Thursday, August 31, 2017 11:49 AM
To: Denlinger, Becky TRAN:EX; Dawes, Jacquie CSCD:EX; Plecas, Bobbi ENV:EX; Sheldon, Tim FLNR:EX; Nikolejsin, Dave MNGD:EX; Kot, Jill MTIC:EX; Carroll, Sandra JTST:EX; Wanamaker, Lori FIN:EX; Galbraith, David J FIN:EX; Yuma Morisho, Okenge PREM:EX; Dohan, Trish CSNR:EX; Maranda, Pierrette IGRS:EX; Turner, Robert TRAN:EX
Subject: Materials for this afternoon
Good morning,

Please note that we are still finalizing material for the Federal Infrastructure meeting this afternoon. We will have hard copies for those attending in person and closer to the meeting time, we will provide electronic copies as well.

Regards,

Jen Lewthwaite

Director of Executive Operations

Ministry of Transportation & Infrastructure

5B-940 Blanshard Street

Victoria, BC V8W 9T5

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