From: Emery, Steven B FIN:EX

Sent: January 8, 2019 2:19 PM

To: Ngo, Dawn FIN:EX

Subject: FW: EA Please - Invoice I-18-02019

Attachments: I-18-02019.pdf

Yes, they provided their translation services. This invoice is good.

Thanks.

Steven Emery

Executive Director, Property Taxation Branch

From: Ngo, Dawn FIN:EX
Sent: January 8, 2019 2:18 PM
To: Emery, Steven B FIN:EX

Subject: EA Please - Invoice I-18-02019

Hi Steven,

Can you please provide your EA for this payment?

Thanks,

Dawn

From: Spaven, Teri FIN:EX Sent: January 7, 2019 8:12 AM

To: Ngo, Dawn FIN:EX < Dawn.Ngo@gov.bc.ca > Cc: Wells, Katrina FIN:EX < Katrina.Wells@gov.bc.ca >

Subject: FW: Invoice I-18-02019

Dawn, can you please advise what should be happening with these invoices.

From: Zoeller, Sonja GCPE:EX Sent: January 4, 2019 4:52 PM

To: Spaven, Teri FIN:EX <Teri.Spaven@gov.bc.ca>; Emery, Steven B FIN:EX <Steven.Emery@gov.bc.ca>

Cc: Funk, Richelle GCPE:EX <Richelle.Funk@gov.bc.ca>

Subject: FW: Invoice I-18-02019

Hi Teri,

Attached is the first invoice for the speculation and vacancy tax project, for payment from the stob 67 allocation. This is for the translations completed on the insert that will accompany the declaration letters.

If we should follow a different process for submitting invoices, please let me know.

Sonja Zoeller

Communications Manager

Ministry of Finance Desk: 250-387-1248 Cell: 250-812-6844

From: Nicole Anichini < nicole@mcis.on.ca > Sent: Monday, December 31, 2018 11:34 AM

To: Funk, Richelle GCPE:EX **Subject:** Invoice I-18-02019

Hi Richelle,

We have the following invoice for you. Invoice I-18-02019

Total Price 126.00

Payment for this invoice is due by 2019-01-30.

Thank you very much and best regards

Nicole Anichini

Project Coordinator, Translation & Special Projects Department

MCIS Language Solutions 789 Don Mills Road Unit 1010 North York ON, M3C 1T5 Canada

Tel. (416) 467 3097 x763
Fax: (416) 426-7118
Email nicole@mcis.on.ca
Visit us online at www.mcislanguages.com

MCIS Language Solutions.

1010-789 Don Mills Rd Toronto, ON, M3C1T5 Canada HST(ON) 89906 8340 RT0001



Page 1 of 2

BC - Ministry of Finance Richelle Funk 555 West Hastings V6B 4N6 Vancouver

Order No O-2018-120096

Contact Telephone Email Date Nicole Anichini (PM) (416) 467 3097 x763 nicole@mcis.on.ca 2018-12-31

Invoice No I-18-02019

Order / Item	PO Number	Price in CAD
O-2018-120096 - Tax Info Sentence ENGLISH/CHINESE - SIMPLIFIED - Tax Info Sentence Requested by: Funk, Richelle - Delivered on: 2018-12-10		
1 Minimum Price_Translation at 30.00 CAD		30.00
O-2018-120096 - Tax Info Sentence ENGLISH/CHINESE - TRADITIONAL - Tax Info Sentence Requested by: Funk, Richelle - Delivered on: 2018-12-10		
1 Minimum Price_Translation at 30.00 CAD		30.00
O-2018-120096 - Tax Info Sentence ENGLISH/PUNJABI - GURMUKHI - Tax Info Sentence Requested by: Funk, Richelle - Delivered on: 2018-12-10		
1 Minimum Price_Translation at 30.00 CAD		30.00
O-2018-120096 - Tax Info Sentence ENGLISH/TAGALOG (FILIPINO) - Tax Info Sentence Requested by: Funk, Richelle - Delivered on: 2018-12-10		
1 Minimum Price_Translation at 30.00 CAD		30.00
Subtotal		120.00
	5.0 %	6.00
Total Price		126.00

The payment for this invoice is due by 2019-01-30.

If paying by cheque/EFT, please make payment to MULTILINGUAL COMMUNITY INTERPRETER SERVICES For any inquiries regarding billing/payment, please contact Luisa@mcis.on.ca

For EFT payments, please send confirmation to info@mcis.on.ca.

E-mail: info@mcis.on.ca Website www.mcislanguages.com Address: 1010 - 789 Don Mills Rd. Toronto, ON M3C 1T5

(416) 467 3097 (416) 426 7014 Training line: Toll Free line: (888) 990 9014 Fax line: (416) 426 7118

Main line:

MCIS Language Solutions.

1010-789 Don Mills Rd Toronto, ON, M3C1T5 Canada HST(ON) 89906 8340 RT0001



Page 2 of 2

E-mail: info@mcis.on.ca Website www.mcislanguages.com Address: 1010 - 789 Don Mills Rd. Toronto, ON M3C 1T5 Main line: (416) 467 3097 Training line: (416) 426 7014 Toll Free line: (888) 990 9014 Fax line: (416) 426 7118

From: Ngo, Dawn FIN:EX

Sent: January 8, 2019 2:09 PM

To: Spaven, Teri FIN:EX

Cc: Wells, Katrina FIN:EX; Emery, Steven B FIN:EX

Subject: RE: Invoice I-18-02019

Hi Teri,

When GCPE send me the invoice, I will ask Steven for his EA via email but I can be the EA for processing purposes to eliminate the need for JVing.

Yes I will advise GCPE.

Thanks, Dawn

From: Spaven, Teri FIN:EX Sent: January 8, 2019 1:30 PM

To: Ngo, Dawn FIN:EX

Cc: Wells, Katrina FIN:EX; Emery, Steven B FIN:EX

Subject: RE: Invoice I-18-02019

Oh, okay.

Who should be the appropriate EA then to eliminate the need for journal vouchering.

Can I just leave this with you and you can advise the appropriate folks at GCPE.

From: Ngo, Dawn FIN:EX

Sent: January 8, 2019 12:57 PM

To: Spaven, Teri FIN:EX < Teri.Spaven@gov.bc.ca >

Cc: Wells, Katrina FIN:EX < Katrina. Wells@gov.bc.ca>; Emery, Steven B FIN:EX < Steven. Emery@gov.bc.ca>

Subject: RE: Invoice I-18-02019

Thanks Teri. Steven doesn't have EA for the MI Fund which is where the GCPE STOB 67 budget is. What we would need to use PTB coding for the payment and then JV the costs back to MI Fund.

From: Spaven, Teri FIN:EX Sent: January 8, 2019 12:49 PM

To: Ngo, Dawn FIN:EX <Dawn.Ngo@gov.bc.ca>

Cc: Wells, Katrina FIN:EX <Katrina.Wells@gov.bc.ca>; Emery, Steven B FIN:EX <Steven.Emery@gov.bc.ca>

Subject: RE: Invoice I-18-02019

Thanks Dawn.

Steven Emery is going to be the EA on these costs.

From: Ngo, Dawn FIN:EX

Sent: January 7, 2019 12:05 PM

To: Spaven, Teri FIN:EX < <u>Teri.Spaven@gov.bc.ca</u>> **Cc:** Wells, Katrina FIN:EX < Katrina.Wells@gov.bc.ca>

Subject: FW: Invoice I-18-02019

Hi Teri,

I can take are of this one.

Going forward, Sonja can send these directly to me and I will ask Cindy's group to prepare the ICS, get Sonja to QR and I will EA.

Dawn Stewart (GCPE) advised that the majority of STOB 67 invoices for SVT will be for advertisement firms and placement services, which will come to her shop first. They will get QR on the invoices and send to CFFS for processing.

This one is for translation services so for some reason does not go to Dawn Stewart.

Thanks,

Dawn

From: Spaven, Teri FIN:EX Sent: January 7, 2019 8:12 AM

To: Ngo, Dawn FIN:EX < <u>Dawn.Ngo@gov.bc.ca</u>>
Cc: Wells, Katrina FIN:EX < <u>Katrina.Wells@gov.bc.ca</u>>

Subject: FW: Invoice I-18-02019

Dawn, can you please advise what should be happening with these invoices.

From: Zoeller, Sonja GCPE:EX Sent: January 4, 2019 4:52 PM

To: Spaven, Teri FIN:EX < Teri.Spaven@gov.bc.ca; Emery, Steven B FIN:EX < Steven.Emery@gov.bc.ca

Cc: Funk, Richelle GCPE:EX < Richelle.Funk@gov.bc.ca >

Subject: FW: Invoice I-18-02019

Hi Teri,

Attached is the first invoice for the speculation and vacancy tax project, for payment from the stob 67 allocation. This is for the translations completed on the insert that will accompany the declaration letters.

If we should follow a different process for submitting invoices, please let me know.

Sonja Zoeller

Communications Manager Ministry of Finance Desk: 250-387-1248

Desk: 250-387-1248 Cell: 250-812-6844 From: Nicole Anichini < nicole@mcis.on.ca > Sent: Monday, December 31, 2018 11:34 AM

To: Funk, Richelle GCPE:EX **Subject:** Invoice I-18-02019

Hi Richelle,

We have the following invoice for you. Invoice I-18-02019

Total Price 126.00

Payment for this invoice is due by 2019-01-30.

Thank you very much and best regards

Nicole Anichini

Project Coordinator, Translation & Special Projects Department

MCIS Language Solutions 789 Don Mills Road Unit 1010 North York ON, M3C 1T5 Canada

Tel. (416) 467 3097 x763
Fax: (416) 426-7118
Email nicole@mcis.on.ca
Visit us online at www.mcislanguages.com

From: Emery, Steven B FIN:EX
Sent: January 10, 2019 10:11 AM

To: Ngo, Dawn FIN:EX

Subject: FW: FOR EXPENSE AUTHORITY APPROVAL: SVT Work Order / Print / Radio estimates

Attachments: Scan_20190109.pdf

Importance: High

Hi Dawn. Yes, I'm authorizing this work.

Steven Emery

Executive Director, Property Taxation Branch

-----Original Message-----From: Ngo, Dawn FIN:EX

Sent: January 10, 2019 10:03 AM

To: Emery, Steven B FIN:EX <Steven.Emery@gov.bc.ca>

Subject: FW: FOR EXPENSE AUTHORITY APPROVAL: SVT Work Order / Print / Radio estimates

Importance: High

Hi Steven,

My apologies. Forgot to check with you. Are you authorizing this work? I can sign off as EA.

Thanks,

Dawn

-----Original Message-----From: Funk, Richelle GCPE:EX Sent: January 10, 2019 10:00 AM

To: Ngo, Dawn FIN:EX <Dawn.Ngo@gov.bc.ca>; CFFSHELP, FIN FIN:EX <CFFSHELP@gov.bc.ca>

Cc: Zoeller, Sonja GCPE:EX <Sonja.Zoeller@gov.bc.ca>

Subject: RE: FOR EXPENSE AUTHORITY APPROVAL: SVT Work Order / Print / Radio estimates

Importance: High

Our program leads in marketing are hoping that you can please sign this to indicate your approval.

Thank you.

R

-----Original Message-----From: Ngo, Dawn FIN:EX Sent: January 9, 2019 4:21 PM

To: CFFSHELP, FIN FIN:EX < CFFSHELP@gov.bc.ca>

Cc: Zoeller, Sonja GCPE:EX <Sonja.Zoeller@gov.bc.ca>; Funk, Richelle GCPE:EX <Richelle.Funk@gov.bc.ca>

Subject: FW: FOR EXPENSE AUTHORITY APPROVAL: SVT Work Order / Print / Radio estimates

Hello,

Work order approved. Please enter into iPro.

Thank you,

Dawn Ngo CPA, CGA | Director, Budgeting and Reporting Corporate Financial and Facilities Services Branch Corporate Services Division, Ministry of Finance 617 Government Street | Victoria, BC | 778.698-8558

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended addressee, you should not disseminate, distribute or copy this email. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system.

----Original Message-----

From: Funk, Richelle GCPE:EX Sent: January 9, 2019 12:52 PM

To: Ngo, Dawn FIN:EX <Dawn.Ngo@gov.bc.ca>
Cc: Zoeller, Sonja GCPE:EX <Sonja.Zoeller@gov.bc.ca>

Colling to FOR EVERNISE ALITHORITY APPROVAL CVT Mond

Subject: FOR EXPENSE AUTHORITY APPROVAL: SVT Work Order / Print / Radio estimates

Importance: High

Hi Dawn,

Please find attached an speculation and vacancy tax related work order signed by Kathryn LeSueur for expense authority approval.

Included are:

- > * Trapeze work order for the campaign theme and direct mail piece
- > * Radio phase 1 & 2 cost estimate
- > * Print phase 1 & 2 cost estimate

THANK YOU

r



Government Communications and Public Engagement Work Order Request

(Draw Down Form)

This workorder is subject to the terms and conditions of Standing Offer #SO-GCPE018-016 Ministry, Originating Office and Contact: Government Communications and Public Engagement Kathryn LeSueur, **Director Marketing and Advertising** Finance Ministry Supplier Name, Address and Contact: Trapeze Communications Suite 300 - 1005 Broad Street, Victoria BC TERM: November 27 - December 31 7018 Campaign Name: Speculation and Vacancy Tax Phase Campaign Theme and Mailer Deliverables: Campaign theme/graphic identity development and creation of direct mail piece. Hourly Rate **Estimated Cost** FEES (per standing offer hourly rates) Hours Client Services: 3,500.00 Concept Development 175.00 175.00 \$ 8,400.00 Design/Art Direction 48 \$ 1,800.00 Copywriting 12 150.00 Account Services 25 \$ 150.00 \$ 3,750.00 Agency Hard Costs (total only, attach estimate) Sub-Contracted Services: Sub-total \$17,450.00 PST if Applicable \$0.00 Total \$17,450.00 To be completed by SUPPLIER 03-Jan-19 Authorized Signatory Approval Richard Disland Print Name Richard Fisher Work Order # To be completed by GCPE JAN Date GCPE Approval **Print Name** To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

Print Name

Expense Authority Approval

Date



DATE:

CLIENT:

CAMPAIGN NAME:

CBS

CBS

CB\$

BELL

VIZEUM CANADA INC.

Suite 1580, 1075 West Georgia Street Vancouver BC V6E 3C9 (604) 408 8125

2019 BC GOVERNMENT COSTING ESTIMATE - 30 SEC

vizeum

CLIENT #: 531212 PRODUCT #: 19 CAMPAIGN #: FINA1906 APO: A3615

CPA: TBD A3615

. .

 CAMPAIGN DATE:
 Jan 1

 AUDIENCE:
 A255

 UNIT:
 :30 s

 MEDIA BUYER:
 Arthu

CENTRAL INTERIOR

CENTRAL INTERIOR

CENTRAL INTERIOR

CENTRAL INTERIOR

Jan 15 x 1 wk, week of Feb 4 A2554 :30 Seconds Arthur Ruiz

Ministry of Finance

Speculation and Vacancy Tax - Kelowna Radio

9-Jan-19

6a-12a \$20.00 CKOO-FM (formerly CJUIFM) Oldies KELOWNA KELOWNA Rock 6a-12a \$36.00 CKQQFM Classic Hits 6a-12a \$36.00 KELOWNA Hot AC 6a-12a \$20.00 KELOWNA CHSU KELOWNA CILK 6a-12a \$20.00

FLIG	HT1	FLIC	GHT 2
START DATE	END DATE	START DATE	END DATE
2019-01-15	2019-01-21	2019-02-04	2019-02-10
019-01-15	2019-01-21	2019-02-04	2019-02-10
2019-01-15	2019-01-21	2019-02-04	2019-02-10
2019-01-15	2019-01-21	2019-02-04	2019-02-10
2019-01-15	2019-01-21	2019-02-04	2019-02-10
2019-01-15	2019-01-21	2019-02-04	2019-02-10
2019-01-15	2019-01-21	2019-02-04	2019-02-10

2019-02-04 2019-02-10

F1	F2		TOTAL	
GRPs / Occ	GRPs / Occ			TOTAL NET
21	21	42	\$840.00	\$714.00
21	21	42	\$1,512.00	\$1,285.20
21	21	42	\$1,512.00	\$1,285.20
21	21	42	\$840.00	\$714.00
21	21	42	\$840.00	\$714.00
21	21	42	\$630.00	\$535.50
21	21	42	\$588.00	\$499.80

BELL CENTRAL INTERIOR Newstalk 6a-12a \$15.00 BELL CENTRAL INTERIOR KELOWNA 6a-12a CKKO KELOWNA CENTRAL INTERIOR \$6,762.00 \$5,747.70 Approved by Ministry Expense Authority: Material Contact Name: **Material Contact Number** Blanket APO: AGENCY OF RECORD APO# (Assigned by GCPE): Campaign Name: **Advertising Placement Order** Yes: No: **BILLING TO: Ministry Branch Mailing Address** STOB/PROJECT INFORMATION: BILLING CONTACT: GCPE 67: STOB: Name: Dawn Stewart Telephone: Ministry 67: x Enter Ministry Branch Mailing Adress Here Ministry 68: Email: GCPE.FinanceBilling@gov.bc.ca CPA/Project No.

VIZEUM CANADA INC.

Suite 1580, 1075 West Georgia Street Vancouver BC V6E 3C9 (604) 408 8125





CLIDIT R: 593212
PRODUCT: 13
CAMPAIGN: 17043195
A363.6
VERSION: 9363.6
A363.6

DATE: CLIENT: CAMPAIGN NAME: CAMPAIGN DATE: AD HEADING: AD SIZE: MEDIA BUYER:

9-Jan-19 Ministry of Finance Speculation and Vacancy Tax - Week of Jan 14 January - March, 2019

1/3 pg vertical, 4/C Sydney Church

		Mer 11, 19		A	Feb 2,		20,19	Jun 2		in 21, 18	Jan		18	Jan 14, 1																						
																MATERIAL DEADLINE		BOOKING DEADLINE	TPERMS	OCE NO	COLORS		Sant Colour	LinePlate	TOTLINES		Additor			Ad Sin	Publican	Cestion	Tables 1		A STATE OF THE PARTY OF	
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1				111			11	111	1 1	11				16		2 Days Prior - 10 AM		3 Days Prior - 10 AM	57.77			\$250.00	\$100,00	\$1.57	514.5	71.5	x 1	3	12.250	3.806 ×	W	44,564	Abbotsford News	BLACKPRESS	Lower Mainland	
1	1						1 1		-				1_1	17		2 Days Prior - 10 AM	M	3 Days Prior - 10 AM	5.73			\$75.00	\$50.00	\$0.74	514.5	71.5	x 7	3	12.250	3.806 ×	TH	6.577	Aldergrove Star	BLACKPRESS	Lower Mainland	\rightarrow
1													11	16		3 Days Prior - 4 PM	n	4 Days Prior - Noon	14.58			\$250.00	\$90.00	\$1.35	514.5	71.5	* 7	3	12.250	3.806 ×	W/F	27.618	Chilliwack Progress	BLACKPRESS	Lower Mainland	\rightarrow
1												1		16	100	1 Day Prior - 10 AM	4	4 Days Prior - 4PM	14.79			\$100,00	\$75.00	\$1.02	514.5	71.5	× 7	3	12.250	3.806 ×	W	14,440	Cloverdale Reporter	BLACKPRESS	Lower Mainland	\rightarrow
1														17		2 Days Prior - Noon	n	3 Days Prior - Noon	18.27			\$250.00	\$75.00	\$1.26	514.5	71.5	× 7	3	12.250	3.806 ×	TH	28.803	Langley Advance	BLACKPRESS	Lower Mainland	\rightarrow
1								1 1 1						16		2 Days Prior - Noon	n	3 Days Prior - Noon	3.71			\$250.00	\$75.00	\$1.29	514.5	71.5	× 7	3	12.250	3.806 ×	w	28.803	Langley Times	BLACKPRESS	Lower Mainland	\rightarrow
1	1							111					. 1 1	16		2 Days Prior - Noon		4 Days - Noon	10.81			\$200.00	\$75.00	\$1.09	514.5	71.5	* 7	3	12.250	3.806 x	W/F	30.451	Maple Ridge/Pitt Meadows News	BLACKPRESS	Lower Mainland	\rightarrow
1									TT				18			1 Day Prior - 9 AM	M	3 Days Prior - 10 AM	7.91			\$100.00	\$60.00	50.89	514.5	71.5	× 7	3	12.250	3.806 ×	F	11.114	Mission Record	BLACKPRESS	Lower Mainland	-
1					11					24	7		1	III		2 Days Prior - Noon	N .	4 Days Prior - 4 PM	14.57			\$75.00	\$50.00	\$0.66	514.5	71.5	× 1	3	12.250	3.806 x	TH	12.913	North Delta Reporter	BLACKPRESS	Lower Mainland	\rightarrow
1		1			11						23					3 Days Prior - 9 AM	n	4 Days Prior - Noon	51.24			\$375.00	\$100.00	\$1.12	514.5	71.5	* 1	3	12.250	3.806 >	W/F	37,472	Peace Arch News (White Rock)	BLACKPRESS	Lower Mainland	-
1										25						2 Days Prior - 10 AM	4	4 Days Prior - 4PM	23.86			\$300.00	\$150.00	51.99	514.5	71.5		3	12.250	3.806	E	70,025	Surrey Now Leader	BLACKPRESS	Lower Mainland	\rightarrow
1					7											2 DAYS - 10AM		3 DAYS - 10AM	51.10			\$480.00	\$160.00	\$1.11	514.5	71.5	2 17	1	12.250	3.806 ×	TU/TH	29,955	Nanaimo News Bulletin	BLACKPRESS	Vancouver Island North	-+
1							1									3 Days Prior - Noon	n	4 Days Prior - Noon	11.97			\$300.00	\$150.00	\$1.17	514.5	71.5	2 17	1	12.250	3.806 ×	W/F	14.542	Peninsula News Review	BLACKPRESS		-
1								30								3 Days Prior - Noon	n	4 Days Prior - Noon	58.56			\$300.00	\$150.00	\$1.28	514.5	71.5	2 17	3	12.250	3.806 ×	w	17.395	Goldstream News Gazette (Langford)	BLACKPRESS	Vancouver Island South	-
1			1					130	11				11			FRI - 4PM		THURS - 4PM	55.01			\$300.00	\$150.00	\$0.69	514.5	71.5	-	1	12.250	3.806 ×	w	5,531	Sooke News Mirror	BLACKPRESS	Vancouver Island South	-
1														16		2 DAYS - 3PM		3 DAYS - 4PM	58.71			\$395.00	\$200.00	\$1.29	514.5	71.5	- 17	2	12.250	3.806	W/F	43.428	Kelowna Capital News	BLACKPRESS	Vencouver Island South	-
1											23		11			2 Days Prior - NOON	N	3 Days Prior - NOON	71.04			\$234.00	\$104.00	\$1.37	392	196	-	2	14.000		W/F	44.184	Burnaby Now	GLACIER	Interior South	-+
1								1	11	24					1	2 Days Prior - NOON		3 Days Prior - NOON	08.96	_		\$364.00	\$130.00	50.88	392	196		-	14.000		Thi	16,354	New West Record	GLACIER	Lower Mainland	-
1								1	-					16	1	2 Days Prior - NOON		3 Days Prior - NOON	53.66	_	-	\$260.00	\$104.00	\$1.54	392	196		-	14.000	3.312	W/F	52,329	Tri City News		Lower Mainland	-
1					-			1	-	24					-	2 Days Prior - NOON		3 Days Prior - NOON	75.04	_		\$234.00	\$104.00	50.87	392	106	-	-	14.000	3.312	TH	17,050	Delta Optimist	GLACIER	Lower Mainland	-
1	1		\neg			1-1-	-	301	-			1	-11	1	1	2 Days Prior - NOON		3 Days Prior - NOON	24.88	_	-	\$390.00	\$156.00	\$2.64	392	196	-	-	14.000	3.312	W/F	60,768	North Shore News	GLACIER	Lower Mainland	-
1		-			-			1	++	24			-	111	-	2 Days Prior - NOON		3 Days Prior - NOON	76.48			\$312.00	\$130.00	51.44	392	196		-	14.000	3.312	TH TH	46,265		GLACIER	Lower Mainland	-
1	_		11		-	1	++	-	-	24		+	-	11	-	TUES - 10AM	-	MON - NOON	29.28		-	\$624.00	\$208.00	53.64	392	196	-	-	14.000	3.312	TH	105.972	Richmond News	GLACIER	Lower Mainland	-
1	1				-			111	-	-		1	18	++		2 DAYS - 12PM	\rightarrow	2 DAYS - 12PM	79.22			\$530.40	\$300.56	50.94	903	101	-	-	24.000	3.056	M.F	9.884	Vancouver Courier	GLACIER	Lower Mainland	-
1		-			-		1	111	-	-	-		-	116		3 DAYS - NOON	_	4 DAYS - 4PM	70.31		-	\$475.00	\$300.00	50.77	908	101	-	-	21.500	3.056	W/F	10.276	Kelowna Dally Counter (Subscribers)	GLACIER	Interior	-
1	+	-			-		01	+++	++	-	-		-	177	-	3 DAYS - 12PM	_	3 DAYS - 12PM	76.75			\$1,500.00	\$710.00	\$1.85	1555	100	-	-	21.500		W-SA	10,276 Average: 51,018	Westside Weekly	GLACIER	Interior	-
1					-	_	11	111	-	25				111		2 DAYS - 10AM	\rightarrow	2 DAYS - 10AM	00.00		-	31,300.00	Page V		1000	199	*	-	14.000		M-SA M-F			GLACIER	Island	-
1			-		-		11	-	-	25			-	111		1 Days Prior - NOON	N	2 Days Prior - NOON	100.25	-	-	-		\$5.55	nes.	101	7.15		13.643	3.228		MEASURED	Metro Vancouver	METRO NEWS		4
1	_	-			-	-	++	+++	22	-		11	-	+++	-	2 Days Prior - NOON		3 Days Prior - NOON	11.25			+		\$3.65	955	165				5.095	M-SA	MEASURED	Vancouver Sun (Fixed MOD Sizes)	POSTMEDIA	Lower Mainland	-
					-	denha	-		100		-			1	-	E DANS LINE - MODIN		2 Dela LUGE - MOOR	315.68					22.00	825	199		3	11.786	5.095 3	M-F/SU	MEASURED	The Province (Fixed MOD Sizes)	POSTMEDIA	Lower Mainland	

Approved by GCPE: KAT	THEYN LESUEUR ACUM SIGNATURE		Date: JAN 9/2019
AGENCY OF RECORD APO# (Ass Advertising Placement Order	signed by GCPE): Blanket APO: Yes: No:		Campaign Name:
STOB/PROJECT INFORMATION:	BILLING CONTACT:	•	BILLING TO: Ministry Branch Mailing Addres
GCPE 67: Ministry 67: x Ministry 68:	Name: Dawn Stewart	Telephone:	
CPA/Project No.	Email: GCPE.FinanceBilling@sov.bs.ca		

Instructions: This order is to be authorized by Government Communications and Public Engagement. This order is subject to the terms and conditions of the contract agreement with the Agency of Record (AOR).

GCPE to fax signed estimate to 604-646-7299

From: Emery, Steven B FIN:EX
Sent: January 10, 2019 10:42 AM

To: Ngo, Dawn FIN:EX

Subject: FW: FOR APPROVAL - Quote: translation proof

Importance: High

Yes, I approve this quote. Thanks.

Steven Emery

Executive Director, Property Taxation Branch

From: Ngo, Dawn FIN:EX

Sent: January 10, 2019 10:31 AM **To:** Emery, Steven B FIN:EX

Subject: FW: FOR APPROVAL - Quote: translation proof

Importance: High

Hi Steven,

Another one for you. Do you approve this quote for translation proof work?

Thanks!

Dawn

From: Spaven, Teri FIN:EX

Sent: January 10, 2019 10:04 AM

To: Ngo, Dawn FIN:EX < Dawn.Ngo@gov.bc.ca >

Subject: FW: FOR APPROVAL - Quote: translation proof

Importance: High

From: Funk, Richelle GCPE:EX Sent: January 10, 2019 9:58 AM

To: Spaven, Teri FIN:EX < Teri.Spaven@gov.bc.ca >

Cc: Zoeller, Sonja GCPE:EX <Sonja.Zoeller@gov.bc.ca>; Gee, Susan GCPE:EX <Susan.Gee@gov.bc.ca>; Emery, Steven B

FIN:EX < Steven. Emery@gov.bc.ca >

Subject: FOR APPROVAL - Quote: translation proof

Importance: High

Good morning Teri,

To meet our guidelines for translation for any materials that are promoted as part of an information campaign in the marketplace, we are required to have those translations proofed for accuracy by a second agency.

I have received a quote from MOSAIC, an in-province translation provider, to provide that service on the five translations we received from MOSAIC.

Can you please review and approve this quote.

Thank you.

Richelle

From: Tanja Krzman < tkrzman@mosaicbc.com>

Sent: January 10, 2019 9:25 AM

To: Funk, Richelle GCPE:EX < <u>Richelle.Funk@gov.bc.ca</u>> **Subject:** RE: B.C. government CSA for Translation request

Dear Richelle:

Please find below our estimate for the proofreading of *Property Taxes Web Page* into Chinese (Simplified), Chinese (Traditional), Filipino (Tagalog), French and Punjabi:

509 English words @ 0.225 per word x 5 languages \$572.65

The turnaround time for this project is approximately 1 business day from the date of your approval. The output will be Word files with Track Changes, for which we need to receive the source files in Word format and in compatible fonts.

Please note that the proofreaders will not review the text found in links in the file.

No taxes will be added to the fees charged for services rendered.

For further information please contact me at 604-254-0469 extension 1224.

Sincerely,



Tanja Krzman, BA, C. Tr.

Manager Translation Services 5575 Boundary Road, Vancouver BC V5R 2P9 T 604 254 0469 ext. 1224 F 604 254 2321 www.mosaicbc-lsp.org

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----Original Message----

From: Funk, Richelle GCPE:EX [mailto:Richelle.Funk@gov.bc.ca]

Sent: January 10, 2019 7:27 AM

To: Tanja Krzman

Subject: Re: B.C. government CSA for Translation request

?Hi Tanja,
Ready for the

Ready for the quote and to work with you to get this review in process.

Thanks so much.

Richelle

From: Funk, Richelle GCPE:EX

Sent: Wednesday, January 09, 2019 3:42 PM

To: Tanja Krzman

Subject: RE: B.C. government CSA for Translation request

Hi Tanja,

Absolutely - we are not asking you to check the text/copy that the links go to - ONLY the standalone page provided.

And EOD Friday is good.

I am ready for your quote.

Thank you

r

From: Tanja Krzman < tkrzman@mosaicbc.com >

Sent: January 9, 2019 3:34 PM

To: Funk, Richelle GCPE:EX < Richelle.Funk@gov.bc.ca > Subject: RE: B.C. government CSA for Translation request

Hi Richelle, end of the day on Friday would be only for the text in the file, not for the text that in the links provided in the file.

[CL55998-18 readers choice seal-trnsl-interpret-serv]

[cid:image002.jpg@01D2FCB0.E2E4BA10]<http://mosaicbc.org/>

Tanja Krzman, BA, C. Tr.
Manager
Translation Services
5575 Boundary Road, Vancouver BC V5R 2P9
T 604 254 0469 ext. 1224 F 604 254 2321
www.mosaicbc-lsp.org>

<u>Facebook<https://www.facebook.com/MOSAICBC> | Twitter<https://twitter.com/MOSAICBC> | YouTube<https://www.youtube.com/user/MOSAICBC> | YouTube<https://www.youtube<https://www.youtube<https://www.youtube<https://www.youtube<https://www.youtube<https://www.youtube<https://www.youtub</u>

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From: Funk, Richelle GCPE:EX [mailto:Richelle.Funk@gov.bc.ca]

Sent: January 9, 2019 3:31 PM

To: Tanja Krzman

Subject: RE: B.C. government CSA for Translation request

When do you think you could do it by?

r

From: Tanja Krzman < tkrzman@mosaicbc.com < mailto:tkrzman@mosaicbc.com >>

Sent: January 9, 2019 3:30 PM

To: Funk, Richelle GCPE:EX < Richelle.Funk@gov.bc.ca < mailto: Richelle.Funk@gov.bc.ca >>

Subject: RE: B.C. government CSA for Translation request

Hi Michelle,

We do provide proofreading services, but I am afraid that we would not be able to do it by 4:00 pm tomorrow. Please let me know if the deadline can be extended, and then I will send you a quote.

Sincerely,

[CL55998-18 readers choice seal-trnsl-interpret-serv]

[cid:image002.jpg@01D2FCB0.E2E4BA10]<http://mosaicbc.org/>

Tanja Krzman, BA, C. Tr.
Manager
Translation Services
5575 Boundary Road, Vancouver BC V5R 2P9
T 604 254 0469 ext. 1224 F 604 254 2321
www.mosaicbc-lsp.org>

FacebookFacebookhttps://twitter.com/MOSAICBC

|YouTube<https://www.youtube.com/user/MOSAICBC>

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From: Funk, Richelle GCPE:EX [mailto:Richelle.Funk@gov.bc.ca]

Sent: January 9, 2019 3:27 PM

To: Tanja Krzman

Subject: B.C. government CSA for Translation request

Importance: High

Good afternoon Tanja,

I am hoping that MOSAIC is in a position to do an accuracy check of five translations we have had prepared. I would a document that was originally in English [attached here] checked against translations in:

Traditional Chinese Simplified Chinese G. Punjabi French Tagalog.

And I would need them accuracy checked by end of day (4pm EST) tomorrow.

Is your company able to do an accuracy check?

And if so, can you provide me a quote. And once I get the quote approved, I will forward the five translations to you.

THANKS,

Richelle D. Funk Ministry of Finance, GCPE 250 387-3514
 From:
 Emery, Steven B FIN:EX

 To:
 Ngo, Dawn FIN:EX

Cc: Zoeller, Sonja GCPE:EX; Gee, Susan GCPE:EX; Funk, Richelle GCPE:EX

Subject: FW: BY noon please - For Signature: SVT Radio Phase 1 & 2 Cost Estimate

Date: January 14, 2019 9:31:07 AM Attachments: IMG 20190114 0001.pdf

Importance: High

Thanks Richelle for the overview discussion.

Dawn, this is approved.

Steven Emery

Executive Director, Property Taxation Branch

From: Ngo, Dawn FIN:EX

Sent: January 14, 2019 9:08 AM **To:** Emery, Steven B FIN:EX

Cc: Zoeller, Sonja GCPE:EX; Gee, Susan GCPE:EX; Funk, Richelle GCPE:EX

Subject: FW: BY noon please - For Signature: SVT Radio Phase 1 & 2 Cost Estimate

Importance: High

Hi Steven,

Once you provide your approval for this work, I can sign off as EA.

Please note that GCPE needs this by noon.

Thanks Dawn

From: Funk, Richelle GCPE:EX Sent: January 14, 2019 8:57 AM

To: Ngo, Dawn FIN:EX <<u>Dawn.Ngo@gov.bc.ca</u>>; Emery, Steven B FIN:EX <<u>Steven.Emery@gov.bc.ca</u>> **Cc:** Zoeller, Sonja GCPE:EX <<u>Sonja.Zoeller@gov.bc.ca</u>>; Gee, Susan GCPE:EX <<u>Susan.Gee@gov.bc.ca</u>>

Subject: BY noon please - For Signature: SVT Radio Phase 1 & 2 Cost Estimate

Good morning.

Please find attached the cost estimates for the SVT radio-based component of the information campaign.

I believe this requires your signature. They need your signature by noon.

Thank you Richelle

From: Kelch, Kyla GCPE:EX Sent: January 14, 2019 8:53 AM

To: Gee, Susan GCPE:EX <<u>Susan.Gee@gov.bc.ca</u>>; Zoeller, Sonja GCPE:EX <<u>Sonja.Zoeller@gov.bc.ca</u>>; Funk, Richelle GCPE:EX <<u>Richelle.Funk@gov.bc.ca</u>>

Cc: Watt, Adrienne GCPE:EX < Adrienne.Watt@gov.bc.ca >; LeSueur, Kathryn GCPE:EX

<Kathryn.LeSueur@gov.bc.ca>

Subject: For Signature: SVT Radio Phase 1 & 2 Cost Estimate

Good morning,

Can one of you forward on the attached cost estimate to be signed by the Ministry EA? I believe this document requires your signature.

Thank you,

Kyla Kelch

Marketing Officer | Advertising & Marketing Services Government Communications & Public Engagement (T) 250 896-6348 www.gov.bc.ca



VIZEUM CANADA INC.

Suite 1580, 1075 West Georgia Street Vancouver BC V6E 3C9 (604) 408 8125

2019 BC GOVERNMENT COSTING ESTIMATE - 30 SEC

vizeum

DATE: CLIENT: CAMPAIGN NAME: CAMPAIGN DATE: AUDIENCE: UNIT: MEDIA BUYER:

11-Jan-19 Ministry of Finance

Speculation and Vacancy Tax- Phase 1 and 2

January - March, 2019 A2554

:30 Seconds Arthur Rulz

CLIENT #: 531212 PRODUCT #: 19 CAMPAIGN #: FINA1907 APO: A3617 CPA: TBD VERSION: R1

						TOTAL	Ph	ase 1	Ph	ase 2	F1	F2		TOTAL	
REP GROUP	REGION	MARKETS	RECOMMENDED STATIONS	FORMAT	ROTATION	Gress 30 CPP/SPOT	START DATE	END DATE	START DATE	END DATE	GRPs /	GRPs/ Occ	GRPs / Occ	TOTAL GROSS	TOTAL NET
	LOWERMAINLAND / WHISTLER			ASSEMBLY OF		W. LEAD TO SERVE		a Heorie					LOWERMAINLAND/WHISTLER	\$100,443.00	\$85,376.55
VARIOUS	LOWERMAINLAND / WHISTLER	VANCOUVER	CFBTFM, CKKSFM, CHQMFM, CHMJ, CISL, CJJRFM, CKLGFM, CKST, CKWX, CKZZFM, CKPKFM, CFMIFM, CFOXFM, CKNW	VARIOUS	Reach Plan	\$175.00	2019-01-21	2019-01-28	2019-02-04	2019-02-17	175	350	525	\$91,875.00	\$78,093.75
TARGET	LOWERMAINLAND / WHISTLER	TRI-CITIES	CKPM FM	-		\$42.00			2019-02-04	2019-02-10	-	21	21	\$882.00	\$749.70
TARGET	LOWERMAINLAND / WHISTLER	SURREY	CISFFM		_	\$72.00	2019-01-21	2019-01-28	2019-02-04	2019-02-10	21		63	\$4,536.00	\$3,855.60
TARGET	LOWERMAINLAND / WHISTLER	FRASER VALLEY	CHWK FM			\$56.00		2027-02-20	2019-02-04	2019-02-10		21	21	\$1,176.00	\$999.60
ROGERS	LOWERMAINLAND / WHISTLER	FRASER VALLEY	CKSRFM		_	\$53.00			2019-02-04	2019-02-10		21	21	\$1,113.00	\$946.05
ROGERS	LOWERMAINLAND / WHISTLER	FRASER VALLEY	CKQCFM		-	\$41.00			2019-02-04	2019-02-10	-	21	21	\$861.00	\$731.85
	ISLAND					CONTRACTOR							ISLAND	\$19,526.00	\$16,597.10
VARIOUS	ISLAND	VICTORIA	CKKQFM, CHTTFM, CIOCFM, CIZNFM, CFAX, CHBEFM	VARIOUS	Reach Plan	\$38.00	2019-02-01	2019-02-07	2019-02-25	2019-03-03	200	200	400	\$15,200.00	\$12,920.00
CBS	ISLAND	NANAIMO	CHWFFM	Rock	6a - 12a	\$51.50	2019-02-06	2019-02-12	2019-02-25	2019-03-03	21	21	42	\$2,163.00	\$1,838.55
CBS	ISLAND	NANAIMO	CKWVFM	Hot AC	6a - 12a	\$51.50	2019-02-06	2019-02-12	2019-02-25	2019-03-03	21	21	42	\$2,163.00	\$1,838.55
	designation of the same	SOME SERVICE SERVICE		Water Committee on	AND DESCRIPTION OF THE PERSON	NAME AND ADDRESS OF THE OWNER.	-				NAME AND DESCRIPTION OF	-	CAMPAIGN TOTAL	\$119,969.00	\$101,973.65
	Approve	Approved by GCI	ME HOUSE DE LA SERVICIO DEL SERVICIO DEL SERVICIO DE LA SERVICIO DEL SERV	Print Nar		PYN LE	Sulu C	Date:	JAN.	11/201	19	,			
		Material Contact Nam	ne:				Material Co	ntact Number:							
	AGENCY OF RE	CORD	APO# (Assigned by GCPE):			Blanket APO:	Campai	gn Name:		-					
	Advertising Placem	nent Order			Yes:	No:							-		
STOB/P	ROJECT INFORMATION	:		BILLING CON	TACT:								BILLING TO: Mini	stry Branch M	ailing Address
STOB:	GCPE 67: Ministry 67: 2	(Name: D	awn Stewart									Enter Ministry Branch	Mailing Adress	Here
	CPA/Project No.		Email: se	PE.FinanceBilling@gov	v.bc.ca										

From: Emery, Steven B FIN:EX
Sent: January 14, 2019 4:00 PM

To: Funk, Richelle GCPE:EX; Ngo, Dawn FIN:EX

Cc:Zoeller, Sonja GCPE:EX; Gee, Susan GCPE:EX; Peters, Melissa GCPE:EXSubject:RE: approval - translation reconciliation: traditional/simplified Chinese

I'm good

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 14, 2019 3:37 PM

To: Ngo, Dawn FIN:EX; Emery, Steven B FIN:EX

Cc: Zoeller, Sonja GCPE:EX; Gee, Susan GCPE:EX; Peters, Melissa GCPE:EX **Subject:** approval - translation reconciliation: traditional/simplified Chinese

Related to our email earlier today – can you please confirm that a quote of approx. \$420 Cdn to reconcile the traditional/simplified Chinese translations is acceptable?

If so – then I will proceed to work with our third reader to secure final versions of those translations.

Thank you.

richelle

From: Funk, Richelle GCPE:EX Sent: January 14, 2019 12:02 PM

To: Ngo, Dawn FIN:EX <Dawn.Ngo@gov.bc.ca>; Emery, Steven B FIN:EX <Steven.Emery@gov.bc.ca>

Cc: Zoeller, Sonja GCPE:EX <Sonja.Zoeller@gov.bc.ca>; Gee, Susan GCPE:EX <Susan.Gee@gov.bc.ca>; Peters, Melissa

GCPE:EX < Melissa. Peters@gov.bc.ca>

Subject: RE: approval - translation reconciliation

Hi Dawn and Steve – do you require further information from me before I seek Mindstrong's recommendations?

R

From: Funk, Richelle GCPE:EX Sent: January 14, 2019 10:06 AM

To: Ngo, Dawn FIN:EX <Dawn.Ngo@gov.bc.ca>; Emery, Steven B FIN:EX <Steven.Emery@gov.bc.ca>

Cc: Zoeller, Sonja GCPE:EX <Sonja.Zoeller@gov.bc.ca>; Gee, Susan GCPE:EX <Susan.Gee@gov.bc.ca>; Peters, Melissa

GCPE:EX < Melissa. Peters@gov.bc.ca >

Subject: approval - translation reconciliation

Good morning Dawn and Steven,

As part of best standards for media information campaigns, we need to get a second, and sometimes a third opinion on translations. To that end – the MCIS translations in Punjabi, Simplified Chinese, Traditional Chinese and Tagalog received considerable recommended changes from MOSAIC.

To reconcile the recommendations, and to ensure our information is in the best form we can get it to – we would like to get a third reviewer to reconcile the recommendations.

FOR APPROVAL:

- Mindstrong Communications is able to do a translation reconciliation for us and they are quoting a charge of \$18 to do so.
- Can I accept this quote and have Mindstrong Communications provide us a reconciliation?

FYI:

- MCIS is considering the recommendations to their Tagalog copy now. They will respond to us soon.
- I am about to ask a third translator to see if they have time to reconcile the Traditional/Simplified Chinese translations that quote will be coming to you soon.
- The French translation I was able to reconcile.

Cheers,

Richelle

From: Emery, Steven B FIN:EX
Sent: January 14, 2019 12:09 PM

To: Funk, Richelle GCPE:EX; Ngo, Dawn FIN:EX

Cc: Zoeller, Sonja GCPE:EX; Gee, Susan GCPE:EX; Peters, Melissa GCPE:EX

Subject: RE: approval - translation reconciliation

I'm good with this.

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 14, 2019 12:02 PM

To: Ngo, Dawn FIN:EX; Emery, Steven B FIN:EX

Cc: Zoeller, Sonja GCPE:EX; Gee, Susan GCPE:EX; Peters, Melissa GCPE:EX

Subject: RE: approval - translation reconciliation

Hi Dawn and Steve - do you require further information from me before I seek Mindstrong's recommendations?

R

From: Funk, Richelle GCPE:EX Sent: January 14, 2019 10:06 AM

To: Ngo, Dawn FIN:EX <Dawn.Ngo@gov.bc.ca>; Emery, Steven B FIN:EX <Steven.Emery@gov.bc.ca>

Cc: Zoeller, Sonja GCPE:EX <Sonja.Zoeller@gov.bc.ca>; Gee, Susan GCPE:EX <Susan.Gee@gov.bc.ca>; Peters, Melissa

GCPE:EX < Melissa. Peters@gov.bc.ca>

Subject: approval - translation reconciliation

Good morning Dawn and Steven,

As part of best standards for media information campaigns, we need to get a second, and sometimes a third opinion on translations. To that end – the MCIS translations in Punjabi, Simplified Chinese, Traditional Chinese and Tagalog received considerable recommended changes from MOSAIC.

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- Can I accept this quote and have Mindstrong Communications provide us a reconciliation?

FYI:

- MCIS is considering the recommendations to their Tagalog copy now. They will respond to us soon.
- I am about to ask a third translator to see if they have time to reconcile the Traditional/Simplified Chinese translations that quote will be coming to you soon.

•	The French translation I was able to reconcile.
Cheers,	
Richelle	2

From: Emery, Steven B FIN:EX

Sent: January 14, 2019 4:42 PM

To: Funk, Richelle GCPE:EX

Cc: Ngo, Dawn FIN:EX

Subject: Re: For Signature: SVT In-language radio work order

Yes. We're good.

Sent from my iPhone

On Jan 14, 2019, at 4:39 PM, Funk, Richelle GCPE:EX < Richelle.Funk@gov.bc.ca > wrote:

Hi Steven -

Just checking in

Are we good on this other run of radio spots?

r

From: Funk, Richelle GCPE:EX Sent: January 14, 2019 2:52 PM

To: Ngo, Dawn FIN:EX < Dawn.Ngo@gov.bc.ca >; Emery, Steven B FIN:EX < Steven.Emery@gov.bc.ca >

Subject: For Signature: SVT In-language radio work order

Good afternoon,

Can you please by EOD sign this work order to approve the in-language radio spots for SVT.

That means radio spots in languages other than English.

This morning's work order was for radio spots in English only.

I wrapped back with the marketing coordinator to confirm the info above.

Steven, if you want other information – please email me – I'm off to a meeting BUT I will email to get any additional details you and Dawn need.

R

From: Emery, Steven B FIN:EX
Sent: January 17, 2019 9:59 AM

To: Ngo, Dawn FIN:EX; Funk, Richelle GCPE:EX

Cc: Khaira, Kally FIN:EX

Subject: FW: FOR APPROVAL: Quote Q-2019-010129-01, Declaration and Metadata

Attachments: Terms and Conditions.pdf; Q-2019-010129-01.pdf

Importance: High

Approved by me.

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 16, 2019 12:14 PM

To: Ngo, Dawn FIN:EX; Emery, Steven B FIN:EX

Cc: Khaira, Kally FIN:EX

Subject: FOR APPROVAL: Quote Q-2019-010129-01, Declaration and Metadata

Importance: High

Good day Dawn and Steven,

This should be the last piece of translation we need completed in anticipate of Monday's start to the SVT declaration period.

We need the metadata used to optimize search engine engagement translated as well as the declaration box on the main web page, which will go live on Monday.

Can you approve this quote please.

Thank you

r

From: Nicole Anichini <nicole@mcis.on.ca>

Sent: January 16, 2019 12:10 PM

To: Funk, Richelle GCPE:EX <Richelle.Funk@gov.bc.ca>

Subject: Quote Q-2019-010129-01, Declaration and Metadata

Hi Richelle,

Please find attached a quote for your request dated 2019-01-16.

If you would like to go ahead with this project, please let us know in writing. Please note, we cannot start this project without your written approval.

If you have any questions about the quote, please do not hesitate to let me know.

Best regards,

Nicole Anichini

Project Coordinator, Translation & Special Projects Department

MCIS Language Solutions 789 Don Mills Road Unit 1010 North York ON, M3C 1T5 Canada

Tel. (416) 467 3097 x763 Fax: (416) 426-7118 Email nicole@mcis.on.ca Visit us online at www.mcislanguages.com



TERMS AND CONDITIONS FOR THE PROVISION OF TRANSLATION AND RELATED LANGUAGE SERVICES

MCIS Language Solutions ("MCIS") provides organizations and individuals who request translation and other language services (the "Client") free quotations within 1 business day of receiving the Client's request. The quotation includes specific details for each individual request and the provision of services quoted is subject to the following Terms and Conditions. By approving the quotation provided by MCIS staff, the Client agrees to be bound by these Terms and Conditions.

SCHEDULE OF SERVICES

The Client retains the professional services of MCIS to provide the services described in the Quotation received from MCIS. These services include, but are not limited to, translation, revision, editing, proofreading, desktop publishing, layout formatting, transcription, voiceover, dubbing, localization and other language services.

TRANSLATION QUALITY ASSURANCE AND TRANSLATOR QUALIFICATIONS

MCIS follows a rigid quality assurance process that conforms to the requirement of the <u>Translation</u> <u>Services Standard CAN/CGSB-131.10-2008</u> and <u>ISO 17 100</u>. All of MCIS' translators and revisers also meet the qualifications requirements of the <u>Translation Services Standard CAN/CGSB-131.10-2008</u>. Specific details regarding the quality assurance process for each individual project as well as translator qualifications will be provided upon request.

DELIVERABLES

MCIS will provide the client with deliverables outlined in the quotation. The client is responsible for providing MCIS with all necessary information and documents in order to provide the services as outlined in the quotation. This includes, but is not limited to the following: languages and regional variants requested, source files in final format, target audience, style guides, reference material, instructions for translation of names, type of certification needed.



DELIVERY

Documents will be delivered electronically by MCIS to the email address specified by the client and in accordance with the instructions provided, unless otherwise agreed with the Client. Delivery of hard copies by regular mail, if needed, is included in the cost of translation. Delivery charges for overnight mail and/or messenger services will be billed in addition to the rates and/or prices set forth in the quotation provided to the client. The Client will pay any federal or provincial tax applicable to the provision of translation and other language services.

TURNAROUND TIME

MCIS will discuss the turnaround time with the Client before the beginning of the project. This turnaround time is flexible, however, and can be accelerated if reasonably possible in accordance with the Client's specific needs.

RUSH PROJECTS

In all circumstances, including when undertaking rush projects, MCIS will act in a prudent and diligent manner and will use reasonable efforts, according to circumstances and deadlines established by the Client, to offer quality service. Please note that rush charges may apply when accelerating turnaround times. Rush charges, if applicable, will be included in the quotation provided to the client.

DEPOSIT

Payment can be made to MCIS via cheque, credit card, or wire transfer. By accepting these Terms and Conditions the Client acknowledges the sole responsibility to make full payment of all charges and expenses relating to the project within thirty (30) days after its completion, unless otherwise agreed upon with MCIS in writing. Advance payment may be required at the time the quote is approved. MCIS Project Coordinator will inform the Client if upfront payment is required. Collection of any related payments from any third party is a private matter of the Client and shall not affect the Client's responsibility for payment to MCIS.

CONDITIONS

Since translation is a subjective process through which different individuals may express the same meaning using different word choices, MCIS will not be liable for such variations. Additionally, there may be "personal preferences" in word selection that may be stylistic or based on a person's familiarity with company- or industry-specific terminology. MCIS will attempt to utilize reference materials and glossaries to a commercially reasonable extent, but there remains the likelihood that the Client may prefer



word insertions or replacements. As such, there may be additional costs associated with the incorporation of differing terms or language into the final translated document.

CLIENT CHANGES TO PROJECT PARAMETERS

Should the Client change the parameters of the project while it is in progress (such as turnaround time accelerated, source files not provided on time, project's scope/size expanded, etc.), MCIS reserves the right to apply additional charges and/or extend the deadline in accordance with the change requested. Furthermore, should the Client request additional services to be performed such as subjective revisions to language and/or layout, revisions to source files which might affect the target language versions, etc., then charges for such services will be due in addition to the above.

CERTIFICATION

For documents that require certification, it is the client's responsibility to give MCIS specific instructions regarding the type of certification required. MCIS will not be responsible for acceptance of translated work by any organization without specific prior instructions.

COMPLAINTS

The Client must notify MCIS of any concerns with MCIS's performance within thirty (30) calendar days of receipt of deliverables via certified letter/return receipt or via electronic mail to an account representative. If MCIS is not so notified, the Client waives all rights and claims arising out of such performance. Any changes requested to the deliverables after such period will incur additional charges.

PROJECT CANCELLATION

Should the Client cancel the service contracted, the Client will be obligated hereunder to pay MCIS for all work completed prior to MCIS having reasonably received notification of cancellation. In the case of rush projects, if the project is cancelled after the work has been assigned to translators, and before actual translation work has begun, the rush fee will be billed to the client.

LIMITATION OF LIABILITY

MCIS shall not be liable under any theory at law, in equity or otherwise for any special, exemplary, punitive, incidental, indirect, or consequential damages (even if MCIS has been advised of same), including without limitation lost profits or revenues. The entire liability of MCIS for any claim, loss or damages under any theory at law, in equity or otherwise, including without limitation contract, tort, negligence and strict liability, arising out of this agreement or the engagement of MCIS in connection with the project in question, the performance or breach hereof, or the subject matter hereof shall not in any



event exceed the sum of the payments actually made by the Client to MCIS pursuant to this agreement for the specific project that is the subject matter of dispute.

CONFIDENTIALITY

"Confidential Information" shall mean any proprietary information, data, source code, object code, flow charts, software in any stage of development, know-how, processes, designs, plans, drawings, specifications, documentation, tapes, CDs or DVDs, reports, manuals, proposals, pricing, market research or development plans disclosed in tangible or intangible form to one party ("Recipient") by the other party ("Discloser"). Recipient shall not, without prior written permission by Discloser, transmit the Confidential Information received from Discloser to any third person or entity, except (i) to independent contractors who have a need to know and have signed written confidentiality agreements agreeing to maintain the confidentiality of all Confidential Information, (ii) to those in a fiduciary relationship with the Client, or (iii) as may be required by law.

Recipient shall exert commercially reasonable efforts to confine knowledge of and access to Confidential Information to those employees who, in the ordinary course and scope of their employment, need to have knowledge of and access to such Confidential Information.

CONTENT OF DOCUMENTS SUBMITTED FOR TRANSLATION

The client agrees to indemnify MCIS from any liability resulting from the content of the translated information and further assures MCIS that the information submitted for translation does not violate any criminal or other statutes of Canada or of any other jurisdiction.

MCIS Language Solutions

1010-789 Don Mills Rd Toronto, ON, M3C1T5 Canada HST(ON) 89906 8340 RT0001



Page 1 of 2

BC - Ministry of Finance

555 West Hastings V6B 4N6 Vancouver

 Contact
 Extension
 Email
 Date

 Nicole Anichini (PM)
 (416) 467 3097 x763
 nicole@mcis.on.ca
 2019-01-16

Quote No. Q-2019-010129-01

Dear Richelle Funk,

Thank you for your request! Please see below a quote for the project:

Declaration and Metadata

Item	Quantity	Unit / Service	Due Date	Unit Price	Price in CAD
1.ENGLISH Metadata	I/CHINESE - SIN	MPLIFIED - Declaration and	1-2 business days approval	upon quote	
	66	Words_Translation at 0.22 CAD	арр. от а.	0.22	14.52
2.ENGLISI Metadata	H/CHINESE - TF	RADITIONAL - Declaration and	1-2 business days approval	upon quote	
	66	Words_Translation at 0.22 CAD		0.22	14.52
3.ENGLISI	H/FRENCH - CA	NADIAN - Declaration and Metadata	1-2 business days approval	upon quote	
	66	Words_Translation at 0.22 CAD		0.22	14.52
4.ENGLISI Metadata	H/PUNJABI - GL	JRMUKHI - Declaration and	1-2 business days approval	upon quote	
	66	Words_Translation at 0.22 CAD		0.22	14.52
5.ENGLISI	H/TAGALOG (FI	LIPINO) - Declaration and Metadata	1-2 business days approval	upon quote	
	66	Words_Translation at 0.22 CAD		0.22	14.52
Subtotal					72.60
				GST	3.63
Total Price					76.23
Prices in bra	ackets are option	s or information and not included in th	e total.		
This quote is	s valid until 2019	-02-15.			
Accepted by	Client:	Date:			

I have the authority to bind the corporation.

Approval: For approval please sign and return this quote (email: translation@mcis.on.ca or fax: 416-426-7118) OR send us a Purchase Order referencing this quote OR contact the project manager to process payment.

 E-mail:
 info@mcis.on.ca
 Main line:
 (416) 467 3097

 Website
 www.mcislanguages.com
 Training line:
 (416) 426 7014

 Address:
 1010 - 789 Don Mills Rd.
 Toll Free line:
 (888) 990 9014

 Toronto, ON M3C 1T5
 Fax line:
 (416) 426 7118

MCIS Language Solutions

1010-789 Don Mills Rd Toronto, ON, M3C1T5 Canada HST(ON) 89906 8340 RT0001



Page 2 of 2

Disclaimer: This quotation is tentative, pending confirmation of availability of qualified resources. Once the quotation is approved, the project coordinator will confirm availability and turnaround times.

Terms and Conditions:

By accepting this quote you agree the Terms and Conditions below and the additional Terms and Conditions attached. The additional Terms and Conditions are also available online at http://www.mcislanguages.com/tac. For customers with an existing agreement in place with MCIS Language Solutions, in case of a discrepancy between these Terms and Conditions and the provisions of the existing agreement for the provision of language services, the latter will take priority.

Any concerns about the deliverables should be communicated to MCIS within 30 calendar days of receipt.

Changes requested at a later date will incur additional charges.

Since translation is a subjective process through which different individuals may express the same meaning using different words, MCIS will not be liable for such variations. As such, there may be additional costs associated with changes based on the client's preferences.

The price quoted for translation services includes translation and 1 revision (unless otherwise agreed upon).

In cases where MCIS is also providing desktop publishing services for translations we have completed, the price quoted for desktop publishing also includes 2 rounds of proofreading by translators. In cases where clients are manipulating the translated text delivered by MCIS in any way (e.g. desktop publishing, additional layout formatting, website application etc.) we strongly recommend we do a final proofreading to ensure everything has been correctly placed. This is particularly important for languages using a writing system other than the alphabet to ensure there are no font display issues that compromise the text. We will provide estimates for proofreading as required. Should the client choose not to conduct proofreading of translations, MCIS will not be liable for any issues resulting from but not limited to incorrect application of text provided, incorrect font display, line breaks and so forth, and will therefore not be liable for any resultant costs incurred by the client to fix, address or correct those issues in whatever manner they decide to.

For documents that require certification, it is the client's responsibility to give MCIS specific instructions regarding the type of certification required. MCIS will not be responsible for acceptance of translated work by any organization without specific prior instructions

If work is required in less time than requested, rush fees may apply.

Client changes to the source document(s) after the translation process has started will incur additional charges.

In cases of project cancelled after work has commenced, client will be charged for actual work done before cancellation. For rush projects cancelled before actual work has begun, but where the language professionals have already been assigned, the rush fee will be charged.

If you have any questions or required further information, please don't hesitate to let me know.

We look forward to receiving your order.

Yours sincerely,

Nicole Anichini (PM)

E-mail: info@mcis.on.ca Website www.mcislanguages.com Address: 1010 - 789 Don Mills Rd. Toronto, ON M3C 1T5 Main line: (416) 467 3097 Training line: (416) 426 7014 Toll Free line: (888) 990 9014 Fax line: (416) 426 7118

From: Emery, Steven B FIN:EX
Sent: January 17, 2019 12:19 PM

To: Funk, Richelle GCPE:EX; Ngo, Dawn FIN:EX

Subject: RE: FOR URGENT SIGNATURE For Approval: SVT - In-Language Print Phase 1 Cost Estimate

Approved by me

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 17, 2019 12:09 PM

To: Emery, Steven B FIN:EX; Ngo, Dawn FIN:EX

Subject: FOR URGENT SIGNATURE For Approval: SVT - In-Language Print Phase 1 Cost Estimate

Importance: Low

Hello,

We need this approved and signed please to finalize the plans for the in-language print ads to support this first phase of the SVT declaration period.

Thank you

r

From: Kelch, Kyla GCPE:EX Sent: January 17, 2019 11:08 AM

To: Funk, Richelle GCPE:EX <Richelle.Funk@gov.bc.ca>

Subject: For Approval: SVT - In-Language Print Phase 1 Cost Estimate

Hi Richelle,

Can you get the attached signed by the EA? The sooner the better.

Thank you,

Kyla Kelch

Marketing Officer | Advertising & Marketing Services Government Communications & Public Engagement (T) 250 896-6348

www.gov.bc.ca

From: Emery, Steven B FIN:EX
Sent: January 18, 2019 11:13 AM

To: Ngo, Dawn FIN:EX; Funk, Richelle GCPE:EX

Cc: Luzzi, Kristina M FIN:EX; Thomas, Dianne L FIN:EX

Subject: FW: PLEASE APPROVE QUOTE - verification of main web page staging

Attachments: Q-2019-010142-01.pdf

Approved.

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 18, 2019 9:07 AM

To: Emery, Steven B FIN:EX; Ngo, Dawn FIN:EX
Cc: Luzzi, Kristina M FIN:EX; Thomas, Dianne L FIN:EX

Subject: PLEASE APPROVE QUOTE - verification of main web page staging

Good morning Steven and Dawn,

I am cc'ing our web leads on SVT on this request for approval, just in case you have any questions technically about this final step.

PICS has staged the five translations of the main web page.

Our last step is the link verification step.

Please find attached a quote from MCIS to:

 have translators confirm that our translated web pages, which MCIS helped us with earlier, and are now correctly staged and hyperlinked.

And further guidance on this request from PICS:

Please ask the translators to check that:

- the left navigation wording is correct. It should say "Summary" or "Overview" in that language.
- all links are there and are attached to the correct words. Many of the links are missing. You can compare to the current live main page for all the links and URLs (gov.bc.ca/spectax)
- the titles for all the Right Column Boxes are correct we had to translate those ourselves.
- we have applied the heading tags to the correct text we had to guess which text was a heading. The two headings are:
 - How to Exempt Yourself
 - How the Tax Will Be Charged if You're Not Exempt

Can you please approve this quote from MCIS to complete this work for us.

I have someone within GCPE who can, and did, review the staging for the French translation. They weren't available to do the initial translations themselves.

Thanks,

richelle

MCIS Language Solutions

1010-789 Don Mills Rd Toronto, ON, M3C1T5 Canada HST(ON) 89906 8340 RT0001



Page 1 of 2

BC - Ministry of Finance

555 West Hastings V6B 4N6 Vancouver

 Contact
 Extension
 Email
 Date

 Nicole Anichini (PM)
 (416) 467 3097 x763
 nicole@mcis.on.ca
 2019-01-18

Quote No. Q-2019-010142-01

Dear Richelle Funk,

Thank you for your request! Please see below a quote for the project:

Proper Hyperlink embedding - tax web pages

Item	Quantity	Unit / Service	Due Date	Unit Price	Price in CAD
	I/CHINESE - SI - tax web page	MPLIFIED - Proper Hyperlink s	2019-01-21 10:00 P	М	
	1	Hours_Proofreading at 59.00 CAD		59.00	59.00
	H/CHINESE - T - tax web page		2019-01-21 10:00 P	М	
	1	Hours_Proofreading at 59.00 CAD		59.00	59.00
	H/FRENCH - C/ - tax web page		2019-01-21 10:00 P		
	1	Hours_Proofreading at 59.00 CAD		59.00	59.00
	H/PUNJABI - G - tax web page	URMUKHI - Proper Hyperlink s	2019-01-21 10:00 P	М	
	1	Hours_Proofreading at 59.00 CAD		59.00	59.00
	H/TAGALOG (F - tax web page		2019-01-21 10:00 P	М	
	1	Hours_Proofreading at 59.00 CAD		59.00	59.00
Subtotal					295.00
				GST	14.75
Total Price					309.75
Prices in bra	ackets are option	ns or information and not included in t	he total.		
This quote is	s valid until 201	9-02-17.			
Accepted by	Client:	Date:			
I have the a	uthority to bind	the corporation			

I have the authority to bind the corporation.

Approval: For approval please sign and return this quote (email: translation@mcis.on.ca or fax: 416-426-7118) OR send us a Purchase Order referencing this quote OR contact the project manager to process payment.

 E-mail:
 info@mcis.on.ca
 Main line:
 (416) 467 3097

 Website
 www.mcislanguages.com
 Training line:
 (416) 426 7014

 Address:
 1010 - 789 Don Mills Rd.
 Toll Free line:
 (888) 990 9014

 Toronto, ON M3C 1T5
 Fax line:
 (416) 426 7118

MCIS Language Solutions

1010-789 Don Mills Rd Toronto, ON, M3C1T5 Canada HST(ON) 89906 8340 RT0001



Page 2 of 2

Disclaimer: This quotation is tentative, pending confirmation of availability of qualified resources. Once the quotation is approved, the project coordinator will confirm availability and turnaround times.

Terms and Conditions:

By accepting this quote you agree the Terms and Conditions below and the additional Terms and Conditions attached. The additional Terms and Conditions are also available online at http://www.mcislanguages.com/tac. For customers with an existing agreement in place with MCIS Language Solutions, in case of a discrepancy between these Terms and Conditions and the provisions of the existing agreement for the provision of language services, the latter will take priority.

Any concerns about the deliverables should be communicated to MCIS within 30 calendar days of receipt.

Changes requested at a later date will incur additional charges.

Since translation is a subjective process through which different individuals may express the same meaning using different words, MCIS will not be liable for such variations. As such, there may be additional costs associated with changes based on the client's preferences.

The price guoted for translation services includes translation and 1 revision (unless otherwise agreed upon).

In cases where MCIS is also providing desktop publishing services for translations we have completed, the price quoted for desktop publishing also includes 2 rounds of proofreading by translators. In cases where clients are manipulating the translated text delivered by MCIS in any way (e.g. desktop publishing, additional layout formatting, website application etc.) we strongly recommend we do a final proofreading to ensure everything has been correctly placed. This is particularly important for languages using a writing system other than the alphabet to ensure there are no font display issues that compromise the text. We will provide estimates for proofreading as required. Should the client choose not to conduct proofreading of translations, MCIS will not be liable for any issues resulting from but not limited to incorrect application of text provided, incorrect font display, line breaks and so forth, and will therefore not be liable for any resultant costs incurred by the client to fix, address or correct those issues in whatever manner they decide to.

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If work is required in less time than requested, rush fees may apply.

Client changes to the source document(s) after the translation process has started will incur additional charges.

In cases of project cancelled after work has commenced, client will be charged for actual work done before cancellation. For rush projects cancelled before actual work has begun, but where the language professionals have already been assigned, the rush fee will be charged.

If you have any questions or required further information, please don't hesitate to let me know.

We look forward to receiving your order.

Yours sincerely,

Nicole Anichini (PM)

E-mail: info@mcis.on.ca Website www.mcislanguages.com Address: 1010 - 789 Don Mills Rd. Toronto, ON M3C 1T5 Main line: (416) 467 3097 Training line: (416) 426 7014 Toll Free line: (888) 990 9014 Fax line: (416) 426 7118

From: Emery, Steven B FIN:EX
Sent: January 18, 2019 2:38 PM

To: Funk, Richelle GCPE:EX; Ngo, Dawn FIN:EX

Subject: RE: FOR APPROVAL: Quote Q-2019-010129-01, Declaration and Metadata

Approved.

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 18, 2019 1:40 PM

To: Ngo, Dawn FIN:EX; Emery, Steven B FIN:EX

Subject: FOR APPROVAL: Quote Q-2019-010129-01, Declaration and Metadata

Hello to both of you,

Unfortunately – a dialogue box that was approved; was since adjusted as we march through the third phase of web pages. Specially, the declaration box.

This is the new box language:

Declaration Now Open



You can complete your declaration as soon as you receive your declaration letter. You need the <u>Letter ID and Declaration Code</u> from your letter before you start.

Declare Now

Letters will be mailed Jan 21, 2019 through mid-Feb 2019.

It was:

Declaration Make sure you have the Letter ID and Declaration code before you start a Declaration. DECLARE NOW

And so – we now have to get this new declaration box translated.

The attached is the quote just for that work.

My apologies for how this has not flowed correctly.

Richelle

From: Emery, Steven B FIN:EX
Sent: January 22, 2019 4:12 PM

To: Ngo, Dawn FIN:EX; Funk, Richelle GCPE:EX; Watt, Adrienne GCPE:EX **Subject:** FW: For Signature [EOD Wed. Jan 23]: Caputs and Trapeze Work Orders

Attachments: Scan_20190122.pdf

Approved.

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 22, 2019 3:52 PM

To: Ngo, Dawn FIN:EX; Emery, Steven B FIN:EX

Cc: Watt, Adrienne GCPE:EX

Subject: For Signature [EOD Wed. Jan 23]: Caputs and Trapeze Work Orders

Hello Steve and Dawn,

Are you able to approve and sign these work orders for numerous SVT deliverables that are part of the information campaign?

The two agencies delivering are Captus and Trapeze.

- 1. Captus Online Banner Translation \$2,050
- 2. Trapeze Creative Production \$85,875

Thank you

r



Government Communications and Public Engagement Work Order Request

(Draw Down Form)

This workorder is subject to the terms and conditions of Standing Offer #SO-GCPE018-016

Ministry, Originating Office and Contact: Government Communications and Public Engagement Kathryn LeSueur, Director Marketing and Advertising

Supplier Name, Add	ress and Contact: Trap	peze Communication	ns Suite 300 - 1005 B	road Street, Victoria BC	

TERM: November 27 - March 31, 2019

Campaign Name: Speculation and Vacancy Tax

Deliverables: creation and production of print ads for 2 campaign phases (multiple sizes), creation and production of radio spots for 3 campaign phases, creation and production of 1 x 15-second pre roll spot, creation and production of HTML5 digital ads (3 sizes), creation and production of social ads (FB and IG) for 3 campaign phases, creation and production of outdoor ads to appear in 3 locations during final campaign phase, creation of PPT slide for Service BC Centres, Supply of web assets (banner in 2 sizes, side panel graphic, button style) and supply of files for transcreation.

FEES (per standing offer hourly rates)	Hours	Hourly Rate		Estimated Cost		
Client Services:				\$		
Concept Development	32	\$	175.00		5,600.00	
Design/Art Direction	74	\$	175.00	\$	12,950.00	
Copywriting	36	\$	150.00	\$	5,400.00	
Digital/Online Production	142	\$	175.00		24,850.00	
Broadcast Production	33	\$	200.00		6,600.00	
Account Services	80	\$	150.00	\$	12,000.00	
Agency Hard Costs (total only, attach estimate)		1		\$	67,400.00	
Travel to and from Vancouver for radio recording including Helijet rates, ground transportation and per diem				\$	925.00	
Sub-Contracted Services: Wave Audio and union talent, sourcing talent, securing talent, recording and producing 3 x 30 second radio spots and 1 x pre roll spot, stock music, audio mixing and final file output. Allows use on radio in BC for up to 6 consecutive months and Internet in BC for up to 6 months.				\$	17,550.00	
Sub-total PST if Applicable Total	••••••			\$8	5,875.00	
To be completed by SUPPLIER						
				17-Jan	-19	
	er Work Orde	r#	WI9	76		
To be completed by GCPE KATH MYN US: GCPE Approval Print Name	illuk		J	ALA . Date	22/2019	
Print Name			17 67	200		
To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY						
				Date		
Expense Authority Approval Print Name						

Government Communications and Public Engagement Work Order Request (Draw Down Form)



This workorder is subject to the terms and conditions of Standing Offer # SO-GCPE018-016

Ministry, Originating Office and Contact:
Kathryn LeSueur | Director, Marketing and Advertising
Government Communications and Public Engagement

Supplier Name, Address and Contact:

Captus Advertising Ltd. Suiter 408, 788 Beatty Street, Vancouver, BC, V6B 2M1

TERM: Jan 9 - Mar 31, 2019

Campaign Name: Ethnic Print and Radio advertising development for

BC's Speculation and Vacancy Tax 2019

Deliverables:

1. Online banner adaptation and production for Chinese

FEES (per standing offer hourly rates)	Hours	Hourly Rate		Estimated Cost	
Client Services:					
Account Services (primary day-to-day contact - Account Manager)	4	\$	80.00	\$	320.00
Creative Director (or Agency Head)	2	\$	180.00	\$	360.00
Art/Creative Direction	1	\$	130.00	\$	130.00
Copy Writing Services x 2 languages (Simplified Chinese, Traditional Chinese	2	\$	130.00	\$	260.00
Banner Production x 2 languages (Simplified Chinese, Traditional Chinese)	12	\$	65.00	\$	780.00
Trafficking	5	\$	40.00	\$	200.00
Sub-total Sub-total				\$	2,050.00
PST if Applicable					\$0.00
Total					\$2,050.00

Corgehan	GEORGE KAN	1/17/2019
Authorized Signatory Approval	Print Name	Date
o be completed by GCPE	Work Order#	W1977
ANGON BY	KATHRYN LESHELER	JAH . 72/201
CPE Approval	Print Name	Date

From: Emery, Steven B FIN:EX
Sent: January 23, 2019 4:26 PM

To: Funk, Richelle GCPE:EX; Ngo, Dawn FIN:EX

Subject: RE: ASAP: For Signature: Cost Estimate for SVT Online Media Buy

Approved

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 23, 2019 4:21 PM

To: Ngo, Dawn FIN:EX; Emery, Steven B FIN:EX

Subject: ASAP: For Signature: Cost Estimate for SVT Online Media Buy

Importance: High

Hello Steven and Dawn,

Can I have your signature/approval asap for this cost estimate for the online media buy-in to support the SVT information campaign.

Details outlined in the attached pdf estimate.

r

From: Emery, Steven B FIN:EX
Sent: January 28, 2019 11:25 AM

To: Funk, Richelle GCPE:EX; Ngo, Dawn FIN:EX

Subject: RE: Quote Q-2019-010221-01, We keep your information private and secure.

Approved.

Steven Emery

Executive Director, Property Taxation Branch

From: Funk, Richelle GCPE:EX Sent: January 28, 2019 11:20 AM

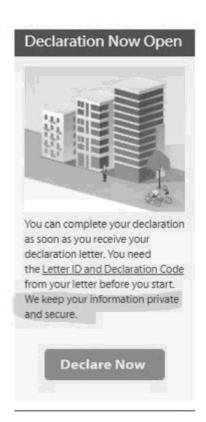
To: Emery, Steven B FIN:EX; Ngo, Dawn FIN:EX

Subject: FW: Quote Q-2019-010221-01, We keep your information private and secure.

Steven and Dawn,

As we refine our web material based on our dealings with the public on the phone, we have come to the need to add this phrase:

SE: You agreed operationally to this addition [see below].



Please approve the quote to have this translated into our five languages.

Thank you

r

From: James Lougheed <james@mcis.on.ca>

Sent: January 28, 2019 11:16 AM

To: Funk, Richelle GCPE:EX < Richelle.Funk@gov.bc.ca >

Subject: Quote Q-2019-010221-01, We keep your information private and secure.

Hi Richelle,

Being that ^{s.22} 2019-01-28.

, I am sending you the attached quote for your request dated

If you would like to go ahead with this project, please let us know in writing. Please note, we cannot start this project without your written approval.

If you have any questions about the quote, please do not hesitate to let me know.

Best regards,

James Lougheed
Project Coordinator
Translation & Special Projects Department

MCIS Language Solutions 789 Don Mills Road Unit 1010 North York ON, M3C 1T5 Canada

Tel. (416) 467 3097 x725 Fax: (416) 426-7118 Email james@mcis.on.ca

Visit us online at www.mcislanguages.com

Thomas, Dianne L FIN:EX

From: Dafoe, Lisa FIN:EX

Sent: February 1, 2019 1:10 PM **To:** Thomas, Dianne L FIN:EX

Subject: FW: SVT Insert (Req# 2018-421)

Lisa Dafoe

Forms Officer | Public Information and Corporate Services Branch | Ministry of Finance $1^{\rm st}$ Floor | 1802 Douglas St | Victoria BC | V8T 4K6

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From: Dafoe, Lisa FIN:EX

Sent: Monday, November 26, 2018 3:35 PM

To: Garland, Karen CITZ:EX

Subject: RE: SVT Insert (Req# 2018-421)

Thank you Karen! No concerns at the moment. ©

Lisa Dafoe

Forms Officer | Public Information and Corporate Services Branch | Ministry of Finance 1^{st} Floor | 1802 Douglas St | Victoria BC | V8T 4K6

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From: Garland, Karen CITZ:EX

Sent: Monday, November 26, 2018 3:31 PM

To: Dafoe, Lisa FIN:EX

Subject: RE: SVT Insert (Req# 2018-421)

Hi Lisa

Pricing for the insert as follows:

SVT insert

1 sheet, 8.5 x 11 trim size
Print 2 sides, full colour, bleeds on 80# dull text
C-fold (aka letterfold)
Artwork mid-December
Hard copy proof
Ship to DCV
1,660,000
\$59,760 (applicable tax extra)

I will go ahead and secure the printer to enable them to order the stock; please let me know if you have any questions or concerns.

Thanks! Karen

Karen Garland, Senior Print Agent Queen's Printer 250 387-6697

From: Garland, Karen CITZ:EX Sent: November 23, 2018 3:19 PM

To: Dafoe, Lisa FIN:EX <Lisa.Dafoe@gov.bc.ca>

Cc: Macadam, Bill CITZ:EX <Bill.Macadam@gov.bc.ca>

Subject: RE: SVT Insert (Reg# 2018-421)

Thanks so much Lisa!

Hope you have a great weekend.

I'll be in touch late Monday afternoon with the pricing.

Karen

Karen Garland, Senior Print Agent Queen's Printer 250 387-6697

From: Dafoe, Lisa FIN:EX

Sent: November 23, 2018 3:17 PM

To: Garland, Karen CITZ:EX < Karen. Garland@gov.bc.ca >

Cc: Dafoe, Lisa FIN:EX < Lisa.Dafoe@gov.bc.ca >; printreq@qp.gov.bc.ca

Subject: SVT Insert (Req# 2018-421)

Hello Karen,

Attached is the much anticipated print requisition for the speculation tax insert. We have confirmed a bleed will be required. The third-party marketing company knows the finalized approved artwork must be received by mid-December.

Please let me know if you have any questions or concerns. Please keep me up to date of any progress, issues or concerns and also if you have a quote once the tendering process is finalized.

As always, thank you so much for your continued support and fantastic customer service. 😊

Lisa Dafoe

Forms Officer | Public Information and Corporate Services Branch | Ministry of Finance 1st Floor | 1802 Douglas St | Victoria BC | V8T 4K6

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From: FIN REV G RPD Corporate Services FIN:EX

To: Ledger, Giomara FIN:EX

Cc: Yee, Stephanie FIN:EX; FIN REV RD FOI FIN:EX

Subject: Call for Records FIN-2019-90579 Records Due February 11, 2019 @ 10 am

Date: February 6, 2019 12:38:15 PM

Attachments: 32197 JAN 15 2019 QP Invoice 94266318.pdf

Importance: High

Hi Giomara,

This is the one record we have in Divisional Operations for the FOI request.

----Original Message-----

From: QP Billing <QPInvoices@gov.bc.ca>

Sent: January 16, 2019 5:42 AM

To: Doug.Wint@gov.bc.ca; FIN REV G RPD Corporate Services FIN:EX <RPDSERVICE@gov.bc.ca>

Subject: 32197 JAN 15 2019 QP Invoice 94266318

Importance: High

To our valued customer

Attached is a copy of your Queen's Printer Charge-back Advice for your records.

If you have any questions concerning e-invoicing, please contact Accounts Receivable at 250 952-4435 or e-mail us at QPInvoices@gov.bc.ca.



Bill To: 104532

FACILITIES REVENUE DIVISION **FINANCE** 1802 DOUGLAS ST 3RD FLR PO Box 9441 STN PROV GOVT VICTORIA BC V8W 9V4 Ministry of Citizens' Services Queen's Printer QP Printing Customer Service 250-952-4435 Email: qpinvoices@gov.bc.ca

Inter-Ministry Chargeback Advice

Document Number 94266318

Date

15-Jan-2019

Sales Order/PO No. 2018-421 KG

Customer Ref./PO Date

26-Nov-2018

Order Number

576318

26-Nov-2018

Customer Number/2nd Reference No. 104532

Page 1 of 1

Fiscal Year	2019	Ministry	022	Responsibil	lity	32197	Account	34276	STOB	6509	Project	3230331	
Product #	Descr	iption					Quanti	ty		Price/l	Jnit	Amount	
7530986007	SVT IN	SERT				1	715000	EA		N/A		62,046.00	
Subtotal												62,046.00	
PST				7.000	%		62,04	6.00				4,343.22	
Total (CAD)												66,389.22	

FIN-2019-90579

General Ledger Data Extract Responsive to FIN-2019-90579.

Service L	ine		34276	4276 ⊸▼			
STOB			6509	.,T			
Sum of A	ctual Amount		Column Labels 🔻				
			∃Jan	Gran	d Total		
Row Labe	els	Ţ					
□ 022.321	197.34276.6509.3	3230331	10,0	84.28 10,	084.28		
QP	2018-404 DD	94267328	10,0	84.28 10,	084.28		