

**From:** Dale, Raman GCPE:EX  
**Sent:** August 20, 2021 4:51 PM  
**To:** 'Ken Davidson'  
**Cc:** Zadravec, Don GCPE:EX  
**Subject:** FW: FY 2016/17 Estimates Build - STOB 88 Internal Recoveries  
**Attachments:** Recovery Bulletin\_2008-09\_03.pdf; MOU Template NEW Those Going on TAs into the Ministry - 2021.docx; MOU Template NEW Those in Ministry Funded Positions - 2021.docx

Good afternoon Ken,

Thank you for the constructive dialogue yesterday. I look forward to hearing about your meeting with Doug (and other senior staff) on s.12; s.13; s.17 and we look forward to working through them with you to s.12; s.13; s.17  
s.12; s.13; s.17  
and I look forward to working with you on a s.12; s.13; s.17

I wanted to follow up on one of the s.12; s.13; s.17  
s.12; s.13; s.17

The original bulletin from OCG was in 2008/09. The below email from late 2015 is from a former colleague of mine at TBS and we worked together during this time. As part of the 2016/17 instructions a s.12; s.13; s.17  
s.12; s.13; s.17

These MOUs have been required as the employees are still on GCPE paylists and coded to GCPE while the salaries and benefits associated with the employee are agreed to be the other Ministries responsible for the FTE utilization and expenses.

The Estimates defines recoveries as:

#### **INTERNAL RECOVERIES**

86 *Recoveries Between Votes and Special Accounts* – includes recoveries between a vote and a special account.

88 *Recoveries Within the Consolidated Revenue Fund* – includes recoveries for the use of equipment or the provision of goods and services provincial government.

We have 2 types of MOUs for staffing:

- s.12; s.13; s.17
- For ministry requested/funded communications roles to support there comms priorities and initiatives.

s.12; s.13; s.17

Thanks again for the dialogue. More to come...

**Raman Dale, CPA, CMA**

Executive Director, Finance and Corporate Services  
Government Communications and Public Engagement  
**Phone: (250) 920-8810**

*Grateful to be living, learning and working on the traditional territory of the Lekwungen peoples*

**#CHOOSEKINDNESS**

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**From:** Cross, Maggie FIN:EX  
**Sent:** Thursday, December 10, 2015 10:53 AM  
**To:** FIN TBS Ministry Budget Contacts; FIN TBS Budget Office Contacts  
**Cc:** Estimates, TBS FIN:EX  
**Subject:** FY 2016/17 Estimates Build - STOB 88 Internal Recoveries

Good morning,

s.13

Please do not hesitate to give me a call if you have any questions or would like to discuss further.

Regards,

Maggie Cross, CPA, CGA  
Senior Estimates Analyst  
Fiscal Planning and Estimates Branch – Treasury Board Staff  
PH: 250-356-5489 / Cell: 250-415-5940 / Email: [Estimates, TBS](#)  
 *Please consider the environment before printing this email.*

**BULLETIN No. 3 – 08/09**  
**Internal Recoveries (within the CRF)**  
**STOBs XX98 and 88XX**

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*Posted On: December 3, 2007*

**STOB XX98**

The XX98 STOB series is currently being used for inter-ministry recoveries that are not approved by the Estimates (i.e. when the recovery is not budgeted to 88EA). However, this treatment skews reporting at the 4-digit STOB level; therefore OCG is now requiring ministries to use the same 4-digit STOB series for both the charge and the recovery.

s.13

## STOB 88 Series

The 88XX STOB series is used only for budgeted recoveries within the CRF (i.e. approved in the Estimates).

s.13

For more information on budgets, please contact Estimates, TBS, for actuals please contact OCG, CFAS.

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s.13

**Note 2:** For further information on which STOBs to use for actual expenses, contact FIN OCG FRAS Branch by email.

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<sup>3</sup> Due to the Salary cap, ministries must budget their salary and benefit recoveries at the 4-digit STOB level.

<sup>4</sup> The 88XX STOB series has STOBs for the ministry GAC (Group Account Classification), with a few exceptions for specific expenditures. Inter-ministry entries are system driven.

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s.13





Date: <Month Day, Year>

Memorandum of Understanding between  
Government Communications and Public Engagement and  
Ministry of <Name>

The purpose of this agreement is to set out the agreed upon terms and conditions between Government Communications and Public Engagement (GCPE) and Ministry of <ministry name> (ministry acronym) for the support of the reimbursement of expenses for the position of <position title> role in the <Branch name>, <Division>.

1. This agreement will commence on <Month Day, Year> and will end on <Month Day, Year>.
2. The agreement may be reviewed and renewed annually by GCPE and <Ministry name>. Any extensions to the agreement should be reviewed at the earliest opportunity to allow both organizations lead time with staffing processes. The first review must occur 60 days prior to <Month Day, Year>.
3. During the term of this agreement, the <position name> role will perform duties assigned by the Ministry supervisor, <supervisor name>.
4. <Ministry name> will consult with GCPE and vice versa at the earliest possible date regarding any proposed alteration of timing or other personnel related issues associated with the temporary assignment.
5. This agreement may be terminated by GCPE with a minimum of 30 days' notice.
6. Where <ministry name> terminates the agreement prior to expiration, <ministry name> is responsible for maintaining the salary, benefits and other costs incurred by the employee for the 60 days' notice.
7. <Ministry name> will be responsible for the FTE utilization for the duration of the agreement. The GCPE Budgets and Financial Services Branch will submit the monthly FTE adjustment reporting to the PSA.
8. <Ministry name> will be responsible for salary and benefit associated costs related to this MOU. These will be recovered monthly by the GCPE by journal voucher, sent to the Ministry Financial Operations Branch, signed by the EA's and returned to GCPE for posting prior to each month end CFS GL close.
9. <Ministry name> will incur all expenses (e.g. professional development, capital and operating asset/workstation and associated costs, cell phone charges, all travel expenses, facilities costs, and GCPE taxi card usage) with respect to the employee's

services as pre-approved by the EA supervisor or designate. If any of these expenses or costs, are incurred as a result of this MOU, they will be recovered by GCPE.

10. Maximum cost recoverable under this agreement each fiscal year for base salaries and benefits shall not exceed the maximum compensation rate for this position at the Band X range or equivalent.
11. If required, compensation reviews for the <Position name> role will be conducted in accordance with procedures as set by the BC Public Service Agency and Public Sector Employers' Council Secretariat.
12. GCPE will maintain appropriate Leave Management transaction and MyPerformance Profile records.

To confirm the understanding and acceptance of the Terms and Conditions of this MOU, all parties have signed below.

\_\_\_\_\_  
 <First Name Last Name>  
 Assistant Deputy Minister  
 Division Name  
 Ministry Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 <First Name Last Name>  
 Assistant Deputy Minister  
 Communications & Media Relations  
 Government Communications and Public Engagement

\_\_\_\_\_  
 Date

Date: Month Day, Year



Memorandum of Understanding between  
Government Communications and Public Engagement and  
Ministry of <Name>

The purpose of this agreement is to set out the agreed upon terms and conditions between Government Communications and Public Engagement (GCPE) and Ministry of <ministry name> (ministry acronym) in support of the reimbursement of expenses for <Band, Position title>.

1. This agreement will commence on <Month day, year> and will end on <Month day, year>
2. During the term of this agreement, <Employee Name> will perform duties assigned by the new supervisor, <first name last name>.
3. <Ministry> will consult with GCPE and vice versa at the earliest possible date regarding any proposed amendments associated with these appointments and the terms.
4. This agreement may be terminated by any of the parties with a minimum notice of 60 days.
5. Where <Ministry> terminates the agreement prior to expiration, <Ministry> is responsible for continuing to fund the salaries, benefits and costs associated with the employee on MOU for 60 days as part of the notice.
6. <Ministry> will be responsible for the FTE utilization for the duration of the agreement. Since the positions will reside on FIN GCPE paylists, the GCPE Budget and Financial Services Branch will be responsible for submitting the monthly FTE adjustment reporting to PSA.
7. <Ministry> will be responsible for salary and benefit associated costs and expenses related to this MOU and will incur all other expenses (e.g. travel costs; which will be based on actuals incurred, <Ministry> related travel, professional development, facilities costs, mobile device usage and monthly and one-time capital and operating IM/IT assets and workstation expenses) in respect of the employee's services as pre-approved by the designated Expense Authority (EA). These recoveries will be processed monthly and submitted to <Ministry> Financial Operations Branch for EA signature and returned to GCPE Budget and Financial Services Branch for posting to CFS Oracle before each month end GL close.
8. Maximum costs recoverable under this agreement for each fiscal year for salaries and benefits shall not exceed the approved band salary for each position plus the employee benefit chargeback rate set for each fiscal year. Overhead costs will be based on actuals for the duration of this agreement. Any across-the-board or compensation increases (MCCF) during the period of this agreement will increase the overall cost of this MOU. If the annual employee benefits chargeback rate changes, the monthly recoveries will align with the revised rate as set by TBS.
9. If required, compensation reviews for these positions will be conducted in accordance with procedures as set by the BC Public Service Agency and Public Sector Employers' Council Secretariat.
10. GCPE will maintain appropriate Leave Management transactions and MyPerformance profile records.

11. Upon expiration of this agreement, <Employee first name last name> will return to a position within GCPE at an equivalent classification and compensation level as <Employee first name last name> current base position prior to the MOU, within GCPE (Band X, Title), in the same geographic location (Victoria.)

To confirm the understanding and acceptance of the Terms and Conditions of this MOU, all parties have signed below.

\_\_\_\_\_  
 <First Name Last Name>  
 Assistant Deputy Minister  
 Division Name  
 Ministry Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 <First Name Last Name>  
 Assistant Deputy Minister  
 Communications & Media Relations  
 Government Communications and Public Engagement

\_\_\_\_\_  
 Date

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s.12 ; s.13 ; s.17

## **Liu, Susan GCPE:EX**

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**From:** Ken Davidson <kenjdavidson@icloud.com>  
**Sent:** August 31, 2021 2:00 PM  
**To:** Zadravec, Don GCPE:EX  
**Subject:** Final Report - Budgets and Financial Services Branch  
**Attachments:** FINAL - Review of the Budget and Financial Services Branch 310821.docx

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Don

Further to our meeting this morning, attached please find the electronic version of my report.

Thanks for the opportunity to assist.

Ken

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s.12 ; s.13 ; s.17

## Liu, Susan GCPE:EX

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**From:** Dale, Raman GCPE:EX  
**Sent:** September 11, 2021 11:36 AM  
**To:** Zadravec, Don GCPE:EX  
**Subject:** Fwd: First draft of Service Model  
**Attachments:** SERVICE MODEL DESIGN 05092021.pptx

Hi Don,

Thanks for the convo yesterday. Attached is a draft of the <sup>s.12; s.13; s.17</sup> and options if you had not already seen.  
Ros and I went through this with him on Thursday afternoon and <sup>s.13</sup> He is going to  
tweak a bit. As you noted, <sup>s.13</sup>

s.13

Thanks.

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**From:** Ken Davidson <kenjdavidson@icloud.com>  
**Sent:** Wednesday, September 8, 2021 2:34:10 PM  
**To:** Dale, Raman GCPE:EX <Raman.Dale@gov.bc.ca>; Soo, Rosilyn L GCPE:EX <Rosilyn.Soo@gov.bc.ca>  
**Subject:** First draft of Service Model  
[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Both

Hoping you two might have some time to meet Thursday (tomorrow) afternoon to discuss the attached draft.

It was likely not necessary for me to declare it to be a first draft...I'm sure that will be obvious on reading.

Please don't waste any time word-smithing....<sup>s.13; s.17</sup>  
<sup>s.13; s.17</sup>

I'm free all afternoon

Can you suggest a time?

Ken



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s.12 ; s.13 ; s.17

## Liu, Susan GCPE:EX

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**From:** Ken Davidson <kenjdavidson@icloud.com>  
**Sent:** September 12, 2021 9:06 PM  
**To:** Zadravec, Don GCPE:EX  
**Subject:** Service Model Design  
**Attachments:** SERVICE MODEL DESIGN 11092021.pptx

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Don

Here is a first draft of a plan to develop a . s.12; s.13; s.17

s.13

Ken

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s.12 ; s.13 ; s.17