TRAVEL AUTHORIZATION This form must be used for all out-of-province travel

BRITISH	This form must be used for all out-of-province travel requests. It may, at the discretion of ministries, be used for in-province travel requests.						
COLUMBIA Best Place on Earth	Out-of-Province		Out-of-Canada		ovince	ESTIMATED COS	sts (in can. \$) 4,200
MINISTRY / ENTITY / CORPORATE N	<u> </u>				VOTE	Transportation	2,200
ENVIRONMENT					048	Meals	4,500
EMPLOYEE NAME	·	<u>-</u>			EMPLOYEE ID.	Lodging	
SUSANNA LAAKSONEI	N-CRAIG				s.22	Overtime	
POSITION				BARGAININ	C JNIT/GROUP NO.	Fees Other incdt's	s 650
HEAD				EXCLU	DED/3	Other Migden	<u> </u>
BRANCH / LOCATION / REGION	<u> </u>			l	-		
CLIMATE ACTION SEC	RETARIAT						
DATE DEPARTING	,	NO. OF WORK	IDAYS AWAY	ESTEMATED	OVERTIME CLAIM	—	
2015/11/28	2015/12/12		15		HOURS	—	
	R THAN PROV. OF B.C.) PAYING ANY OF T	HE COSTS			· · · ·		<u> </u>
X N/A, OR:						SUB TOTAL	11,550
DESTINATIONS						Less Costs paid by others	
PARIS, FRANCE						TOTAL COSTS	11,550
METHOD OF TRAVEL					SIGNATURES		
AIR, CAR, TAXI, SHUT	TLE		Refer to		3.4 Policy 1 and 10.4.4 LEASE SIGN ONE BOX		ithorities.
PURPOSE OF TRAVEL			DIRECTOR		1 NOT A POPON		DATE SIGNED
 Give details of event to be attended need to Ministry, etc. 	ded, project name / number, program i	nvoivea,	APPRO	AFD	NOT APPROV		YYYY/MM/9B
I Indated travel authoriza	ation for UNECCC/COP21						
Updated travel authorization for UNFCCC/COP21 Previous approval documents attached			ASSISTANT DEPUT	Y MINISTER			
			АРРЯО	VED	NOT APPROV		DATE SIGNED YYYY/MW/DD
			DEPUTY MINISTER				
			Арргоv		VORAPRA TON		DATE SIGNED YYYY / MW / DD
e e e e e e e e e e e e e e e e e e e			eAppr	ou ne Ovaie			NOV 0 3 2015
			MINISTER	~ 2 2 2 2 2 2 2			
EMPLOYEE'S SIGNATURE		SIGNED / MM / DD	APPRO	VED	NOT APPROV		DATE SIGNED YYYY / MM / DD
	1					!	
<u> </u>			<u> </u>			<u></u>	

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to fire originator. The originator attaches the original and a copy to their travel vouchor.



TRAVEL AUTHORIZATION

Columbia	It may, at the discr	etion of mini	stries, be used for in-	province trave	l requests.	ESTIMATED CO	STS (IN CAN. \$)
The Best Place on Earth	Out-of-Pro	vince	Out-of-Canada	In-Prov	ince		3,0
MINISTRY / ENTITY / CORPORATE (NAME (IF CONTRACTOR)				VOTF	Transportation	70
ENVIRONMENT					048	Meals	2,500
EMPLOYEE NAME	_· ·			:	EMPLOYEE ID.	Lodging	
SUSANNA LAAKSONE	N-CRAIG			s	5.22	Overtime	
POSITION				BARGAINING	JNIT / GROUP NO.	Fees	
HEAD				EXCLUD	ED/3	Other	
BRANCH / LOCATION / REGION				-	•		··· ·· · · · · · · · · · · · · · · · ·
CLIMATE ACTION SEC	CRETARIAT						
DATE DEPARTING YYYYY V DD	DATE RETURNING YYYY / MM / DD	NO. OF WO	PHKDAYS AWAY	ESTIMATED Ö	VERTIME CLAIM		
2015/12/03	2015/12/11		9		HOURS		
IDENTITY OF ORGANIZATION (OTH	ER THAN PROV. OF B.C.) PAYING ANY	OF THE COSTS					
N/A, OR:						SUB TOTAL	6,200
DESTINATIONS			· · · · · · · · · · · · · · · · · · ·			Less Cosis paid by others	
PARIS, FR						TOTAL COSTS	6,200
METHOD OF TRAVEL					SIGNATURES		
AIR, TAXI			Refer to		Policy 1 and 10.4.4 ASE SIGN ONE BOX		thorities.
PURPOSE OF TRAVEL Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc.			DIRECTOR	VED	NOT APPROV		DATE SIGNED YYYY / MM / DD
CONFERENCE OF THI	E PARTIES (COP21)		ASSISTANT DEPUT	Y MINISTER		: : 	
(see attached for rationale)				APPROVED NOT APPRO			DATE ŚIĠNED YYYY/MM/DD
			DEPUTY WINISTER				ah (1 ah
			APPRO		NOT APPROV		DATE SIGNED YYYY / MM / OD
- C#			Арргоч еАррг			Ni	OV 0 3 2015
			MINISTER				
EMPLOYEE'S SIGNATURE		ATE SIGNED YYY / MM / DD	APPRO	VED	NOT APPROV		DATE SIGNED YYYY / MM / DD
	Originator completes and forward			······································			

Rationale - MOE Representatives to COP 21, Paris:

Event: Climate Negotiations under the United Nations Framework Convention on Climate Change (UNFCCC), 21st Conference of the Parties (COP 21)

Where/When: Event starts November 30, runs to December 11; Paris, France.

Rationale for BC MoE staff to attend COP 21:

- The purpose of COP 21 is to achieve lasting international agreement to avoid dangerous climate change impacts.
- o Canada's COP 21 delegation will include the participation of: the Prime Minister of Canada, the Federal environment minister and Environment Canada staff, and political leadership and staff from Provinces/Territories. Almost every PT is planning engagement at COP 21, including Alberta, Quebec, and Ontario (ON's delegation will tentatively include 30 50 staff.)
- Rationale for sending BC MoE staff includes the following:

Objectives:

- Contribute to Minister of Environment's mandate letter goal to prepare and position BC to make a meaningful contribution at COP 21;
- o Participate with EC in developing Canada's positions during the negotiations to ensure that BC's interests are protected and represented;
- Demonstrate value of leadership at the subnational level through success of BC's suite of climate policies;
- Create an international platform to introduce BC's new draft Climate Leadership Plan and other key climate change / land use announcements; and
- Develop and build relationships with key representatives from global business and trade partners, to further BC's strategic and economic development priorities going forward

Requirements for MoE staff attending COP 21:

- Support Premier and Minister of Environment on policy and logistics for speaking engagements and meetings with national and subnational governments and international corporations;
- Participate in forums featuring senior public officials to discuss climate policy success in British Columbia (including carbon tax, carbon neutral government, climate action charters, etc.); and
- Provide detailed and substantive input to Canada's negotiating team on the text of the Agreement as it is developed through the COP 21 meeting.

Outcomes:

o By sending BC MoE staff to COP 21, the government of British Columbia will be well-positioned to make a meaningful contribution to COP 21, to demonstrate subnational climate leadership by using BC's success as a case study, to create and support a platform to release BC's draft Climate Leadership Plan, and to further BC's trade, investment and strategic priorities with global businesses and trade partners.

Ireland, Shannon L ENV:EX

From:

Shoemaker, Wes ENV:EX

Sent:

Thursday, September 10, 2015 3:32 PM

To:

Laaksonen-Craig, Susanna ENV:EX; Crozier, Bev ENV:EX

Subject:

Fwd: Approval for International Travel - 21st Conference of the Parties, Paris, France - Dec. 3 - 11, 2015

FYI.

Wes

W.H. (Wes) Shoemaker, MBA Deputy Minister Ministry of Environment 5th Floor, 2975 Jutland Road Victoria, BC

Tel: <u>250.387.5429</u> | Fax: <u>250.387.6003</u> E-mail: wes.shoemaker@gov.bc.ca

Please note: This email is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, disclosure or reproduction is strictly prohibited.

Sent from my iPhone

Begin forwarded message:

From: "Shoemaker, Wes ENV:EX" < Wes.Shoemaker@gov.bc.ca>

Date: September 10, 2015 at 3:31:14 PM PDT

To: "Dyble, John C PREM:EX" < John.Dyble@gov.bc.ca>

Subject: Re: Approval for International Travel - 21st Conference of the Parties, Paris, France - Dec. 3 - 11, 2015

Yes that is the plan. We are not sure yet about what the Premier's plans are in terms of dates for her travel and any related briefings during the flight she may require.

Thank you John. Will be prepared to provide a very fulsome report out upon our return.

Wes

W.H. (Wes) Shoemaker, MBA Deputy Minister Ministry of Environment 5th Floor, 2975 Jutland Road Victoria, BC

Tel: <u>250.387.5429</u> | Fax: <u>250.387.6003</u> E-mail: <u>wes.s</u>hoemaker@gov.bc.ca

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Any unauthorized use, disclosure or reproduction is strictly prohibited.**

Sent from my iPhone

On Sep 10, 2015, at 3:13 PM, Dyble, John C PREM:EX < John.Dyble@gov.bc.ca> wrote:

Wes,

Travel is fine.

Will you be travelling with the Minister and will she need you for briefings on the flights?

From: Shoemaker, Wes ENV:EX

Sent: Thursday, September 10, 2015 7:34 AM

To: Dyble, John C PREM:EX Cc: Wharf, Sandy PREM:EX

Subject: Approval for International Travel - 21st Conference of the Parties, Paris, France - Dec. 3

- 11, 2015 John,

As you are aware, BC is preparing for and planning to attend the next round of Climate Negotiations under the United Nations Framework Convention on Climate Change (UNFCCC) to be held in Paris, France in December.

Provinces and Territories have only a short time to finalize and submit their delegates to the federal government so they can be formally accredited as part of the Canadian delegation. Hotels have mostly been sold out for months, but BC has reserved a few blocks of rooms to ensure that we have secured accommodations pending the formal approval to attend the event. At this point, the proposed BC delegation will be relatively small when compared with the delegations of other Provinces such as Quebec and Ontario (whose delegation will be approximately 30 - 50 provincial staff). The delegation at this point will be PCC, plus 2 political staff (and security), Minister Polak and her Chief of Staff, myself and Susanna Laaksonen-Craig. As there will be instances where PCC and MMP will be participating in separate events at the same time, Susanna and 1 will have to split up to ensure that they each have staff support who are knowledgeable on BC's climate policies and objectives. Additionally, the federal government is prepared to include only Deputies in the confidential daily briefings as to the progress/strategies of the on-going negotiations.

Below is the rationale for our request to attend the COP21 negotiations. As there is currently an Air Canada sale offering business class fare for a significant discount, we'd like to seek your approval to travel and take advantage of these attractive fares. Preliminary estimates for a business class return fare to Paris during this timeframe will be approximately \$3200 plus tax (which is normally well over \$5000) and is comparable to premium economy fares for the roughly 17 hour flight. Hotels will run approximately \$250 euros per night.

I am therefore requesting your approval for Susanna and myself to be part of the BC delegation and as per policy, requesting your approval to purchase business class tickets.

- Event: Climate Negotiations under the United Nations Framework Convention on Climate Change (UNFCCC), 21st Conference of the Parties (COP 21)
- Where/When: Event starts November 30, runs to December 11; Paris, France.
- Rationale for BC MoE staff to attend COP 21:
 - The purpose of COP 21 is to achieve lasting international agreement to avoid dangerous climate change impacts.
 - Canada's COP 21 delegation will include the participation of: the Prime Minister of Canada, the Federal environment minister and Environment Canada staff, and political leadership and staff from PTs. Almost every PT is planning engagement at COP 21, including Alberta, Quebec, and Ontario (ON's delegation will tentatively include 30 50 staff.)
 - Rationale for sending BC MoE staff includes the following:
 - Objectives:
 - Contribute to Minister of Environment's mandate letter goal to prepare and position BC to make a meaningful contribution at COP 21;
 - Participate with EC in developing Canada's positions during the negotiations to ensure that BC's interests are protected and represented;
 - Demonstrate value of leadership at the subnational level through success of BC's suite of climate policies;

- Create an international platform to introduce BC's new draft Climate Leadership Plan and other key climate change / land use announcements; and
- Develop and build relationships with key representatives from global business and trade partners, to further BC's strategic and economic development priorities going forward
- Requirements for MoE staff attending COP 21:
 - Support Premier and Minister of Environment on policy and logistics for speaking engagements and meetings with national and subnational governments and international corporations;
 - Participate in forums featuring senior public officials to discuss climate policy success in British Columbia (including carbon tax, carbon neutral government, climate action charters, etc.); and
 - Provide detailed and substantive input to Canada's negotiating team on the text of the Agreement as it is developed through the COP 21 meeting.

Outcomes:

 By sending BC MoE staff to COP 21, the government of British Columbia will be well-positioned to make a meaningful contribution to COP 21, to demonstrate subnational climate leadership by using BC's success as a case study, to create and support a platform to release BC's draft Climate Leadership Plan, and to further BC's trade, investment and strategic priorities with global businesses and trade partners.

I await your approval.

Wes

W.H. (Wes) Shoemaker, MBA Deputy Minister Ministry of Environment 5th Floor, 2975 Jutland Road Victoria, BC

Tel: 250.387.5429 | Fax: 250.387.6003 E-mail: wes.shoemaker@gov.bc.ca

Please note: This email is intended for the addressee(s) only and may contain legally privileged information. Any unauthorized use, disclosure or reproduction is strictly prohibited.



TRAVEL AUTHORIZATION

BRITISH COLUMBIA	It may, at the discr		r all out-of-province es, be used for in-p				- (IN CAN 6)
The Best Place on Earth	Out-of-Pro	vince X	Out-of-Canada	☐ In-Pro	vince	ESTIMATED COSTS Transportation	500
MINISTRY/ENTITY/CORPORATE N					VOTE	Meals	2,500
EMPLOYEE NAME Martina Kapac de Frias					EMPLOYEE ID. s.22	Lodging Overtime	
POSITION			•	BARGAINING	UNIT / GROUP NO.	Fees	
Chief of Staff						Other	
BRANCH / LOCATION / REGION						-	
Minister's Office							
DATE DEPARTING YYYY/MM/DD	DATE RETURNING YYYY/MM/DD	NO. OF WORK		ESTIMATED	OVERTIME CLAIM		
2015/11/27	2015/12/12		11		HOURS		
N/A, OR:	ER THAN PROV. OF B.C.) PAYING ANY	OF THE COSTS				SUB TOTAL	3,000
DESTINATIONS						Less Costs paid by others	
Paris, France						TOTAL COSTS	3,000
METHOD OF TRAVEL			Refer to		SIGNATURES .4 Policy 1 and 10.4. EASE SIGN ONE BO	4 for approval author	orities.
benefits to Ministry, etc. Event: Climate Negotiat	ded, project name / number, progr ions under the United Na on Climate Change (UN	ations	DIRECTOR	VED	NOT APPRO		TE SIGNED
Conference of the Partie		100), 2100	ASSISTANT DEPUTY	MINISTER			
Benefits: The purpose o international agreement	30th and runs to Dec 11 f COP21 is to achieve la to avoid dangerous clim 21 delegation will includ	sting ate change	APPRO	VED	NOT APPRO		TE SIGNED YY / MM / DD
	e Minister of Canada, the		DEPUTY MINISTER				
	nd Environment Canada		APPRO	VED	NOT APPRO		TE SIGNED YY / MM / DD
			MINISTER				
EMPLOYEE'S SIGNATURE		OATE SIGNED YYY/MM/DD	Mary	Blak	NOT APPRO		TE SIGNED Y/MM/DD

FIN 99/WEB Rev. 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.

Instructions for the Travel Authorization Form (FIN 099)

Every employee requesting approval for out-of-province and out-of-Canada travel will complete form TB/FIN 99 in full.

Purpose of Travel – include a clear statement of the reason for the proposed travel.

Estimated Costs (in Can. \$) - provide an approximate calculation of the total costs to be incurred.

Approval Authorities - required by CPPM 10.3.4 policy 1 (per TB Directive 4/04):

- · approvals for staff are made by their respective director;
- approvals for directors and executive directors are made by the assistant deputy minister of the program area;
- approvals for assistant deputy ministers are made by the executive financial officer for the ministry;
- for approval requirements for ministers, parliamentary secretaries, deputy ministers and ministers' office staff, refer to CPPM 10.4.4.

Where approval is obtained, the immediate program area retains copy 3 (pink) and copies 1 (white) and 2 (canary) are returned to the originator.

Request for Expense Reimbursement

The employee requesting reimbursement for out-of-province or out-of-Canada travel will attach copies 1 and 2 of the approved TB/FIN 99 to their travel claim.



TRAVEL AUTHORIZATION

BRITISH COLUMBIA	This form mu It may, at the discreti		all out-of-province s. be used for in-o				
The Best Place on Earth	Out-of-Provi		Out-of-Canada	In-Pro		ESTIMATED CO	osts (in can. \$) 200
MINISTRY / ENTITY / CORPORATE NA		iice E	Out-Oi-Oariada		VOTE	Transportation	
Ministry of Environment						Meals	2,200
					EMPLOYEE ID.	Lodging	
EMPLOYEE NAME					s.22	Overtime	
Mary Polak						Fees	
POSITION				BARGAINING	UNIT / GROUP NO.		
Minister of Environment						Other	
BRANCH / LOCATION / REGION							
Minister's Office							
DATE DEPARTING YYYY/MM/DD	DATE RETURNING YYYY/MM/DD	NO. OF WORKD	AYS AWAY	ESTIMATED (OVERTIME CLAIM		
2015/11/28	2015/12/12		10		HOURS		
IDENTITY OF ORGANIZATION (OTHE	R THAN PROV. OF B.C.) PAYING ANY OF	THE COSTS					
N/A, OR:						SUB TOTAL	2,400
DESTINATIONS						Less Costs paid by others	
Paris, France						TOTAL COSTS	2,400
METHOD OF TRAVEL					SIGNATURES		
Air			Refer to		4 Policy 1 and 10.4.4 EASE SIGN ONE BOX		uthorities.
PURPOSE OF TRAVEL Give details of event to be attend benefits to Ministry, etc.	led, project name / number, program	n involved,	DIRECTOR	/ED	NOT APPROV	ED	DATE SIGNED YYYY/MM/DD
Event: Climate Negotiati	ons under the United Nati					1	
Conference of the Partie	on Climate Change (UNF	CC), 21st	ASSISTANT DEPUTY	MINISTER			
	30th and runs to Dec 11th	h	APPRO		NOT APPROV	ED	DATE SIGNED
	f COP21 is to achieve last						YYYY/MM/DD
	to avoid dangerous climate 21 delegation will include		l				
	e Minister of Canada, the		DEPUTY MINISTER				
Environment Minister and Environment Canada Staff, and			APPRO	/ED	NOT APPROV	ED	DATE SIGNED YYYY/MM/DD
political leadership and s	staff from PTs.					Í	
			MINISTER				
EMPLOYER ASIGNATURE	DAT	TE SIGNED	APPRO	/ED	NOT APPROV	ED	DATE SIGNED
Mary Blan	YYY	Y/MM/DD	1				YYYY/MM/DD

FIN 99/WEB Rev. 2008/10/08

Originator completes and forwards a copy to immediate supervisor for approval(s). If travel is approved, the supervisor retains a copy and returns the original to the originator. The originator attaches the original and a copy to their travel voucher.