

From: [Twitter](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: @wetay88, see what's happening in the world
Date: Thursday, April 6, 2017 1:27:42 PM

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Page 002 to/à Page 006

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From: [Innotas Team](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: 10 Tips to Improve Your Resource Management
Date: Thursday, April 6, 2017 1:03:09 PM



Innotas



Cloud Solutions for Portfolio Management

TIP SHEET

10 Tips for Better Resource Planning



Hi Wendy,

Does your organization struggle with resource management? Focusing the right resources on the right work can be a challenge. Many organizations don't prioritize their resources correctly and experience project delays.

Download the tip sheet for keys to quick wins such as:

- Manage demand before it manages you
- Adopt product based planning
- Clean out your processes
- Integrate via portfolios

Good resource planning doesn't just happen naturally. Incorporate these tips into your resource planning strategy to maximize the use of your valuable resources.

Stop causing delays in project execution and start planning your resources more efficiently today!

Best,

Innotas Team
info@innotas.com



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From: [Rowsell, Terry N SBRT:EX](#)
To: [LCLB All](#)
Subject: Audition call -- Looking for LCLB T&C video narrators!
Date: Thursday, April 6, 2017 4:14:20 PM

Hi fellow LCLB staff,

Following up on the information I provided this morning at the branch teleconference, we are looking for volunteers to narrate our new LCLB terms and conditions videos. If you are interested email me and we'll arrange a simple "audition."

(Apparently we need to hear from Graeme.)

Cheers,

Terry

Terry Rowsell

A/Manager, Stakeholder Relations and Communications

Liquor Control and Licensing Branch

PO Box 9292 Stn Prov Govt

Victoria, British Columbia V8W 9J8

Phone: 250-952-4308 Cell: 250-889-4842

Fax: 250-952-7066

Physical location:

4th Floor, 3350 Douglas St., Victoria BC

Due to security concerns, and to keep your financial information private, Liquor Control and Licensing Branch will not accept electronically transmitted applications containing credit card information.

From: [Saastad, Kim M SDSI:EX](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: C&E next week
Date: Thursday, April 6, 2017 11:17:08 AM
Attachments: [image001.png](#)

Hi Wendy, I see that we have a C&E meeting next week in Victoria. Do we have an agenda yet?
I am wondering as I hadn't really planned on flying over for that day but will depend on what the topics are. Thanks

Kim

Kim Saastad

Executive Director | Prevention and Loss Management Services Branch
Ministry of Social Development and Social Innovation
250.377.2639 phone
250.572.1508 cell



From: [Prophet, Carl JAG:EX](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: C&E Safety Working Group - Options for 2017/18 Plan Priorities (Today, 13:15)
Date: Thursday, April 6, 2017 1:18:29 PM

The on hold music is killing me

Sent from my BlackBerry - the most secure mobile device - via the Rogers Network

From: [Walden University](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Don't delay: Application deadline approaching
Date: Thursday, April 6, 2017 11:42:07 AM

Classes begin April 10 – [Apply now!](#)

Have questions? Call: **+44 3300 373 568**

Walden University



APPLY NOW

Begin your program April 10.

Dear Wendy,

Don't miss your chance to enroll for your PhD in Criminal Justice, which begins April 10.

APPLY NOW

At Walden, your goals are our priority. To help you achieve them, we offer [grants, scholarships, and other tuition-saving opportunities](#).

[Start your application now](#), or call me at +44 3300 373 568 to get started.

Sincerely,

Kristine Williams

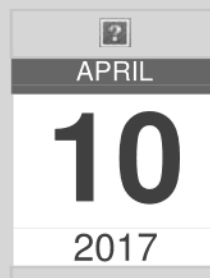
Enrollment Team

Walden University

+44 3300 373 568

kristine.williams3@waldenu.edu

Classes Begin



APPLY NOW

[Learn about financial aid options from Walden.](#)

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+44 3300 373 568

walden.u@learn.waldenu.edu

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This e-mail was sent to: wendy.taylor@gov.bc.ca
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Academic Offices: 100 Washington Avenue South, Suite 900, Minneapolis, MN 55401

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From: [Taylor, Wendy E SBRT:EX](#)
To: [Pratt, Susan M SBRT:EX](#)
Subject: Fw: Policy Essentials online course pilot testing
Date: Thursday, April 6, 2017 7:18:31 PM
Attachments: [image001.png](#)
[image003.png](#)

See below, any names we should refer for the pilot?

Wendy

From: Hill, Leanna PSA:EX
Sent: April-06-17 4:20 PM
To: Brazier, Heather M SDSI:EX; Davidson, Philip HLTH:EX; Wertz, Angela D PSA:EX; Travia, David V JAG:EX; Taylor, Wendy E SBRT:EX; Blenkin, Josh PSA:EX; Rowe, Katherine FLNR:EX; Neal, Tegan CSNR:EX; Jaggi-Smith, Michele FIN:EX
Cc: Mann, Yvonne PSA:EX
Subject: Policy Essentials online course pilot testing

Good Afternoon,

My name is Leanna Hill and I've stepped into the Policy Key Streams role to carry forward the momentum you've built with Shelley. We're about to pilot the Policy Essentials in the BC Public Service online course, and would like to know if you would consider either participating as a pilot learner, or forwarding this opportunity along to someone who might be interested. We'd like to make sure that we hear from at least 20 participants to get some rich feedback.

Thanks very much in advance!

The Learning Centre and the BC Public Service Agency has developed a brand new Policy Essentials course geared to public servants interested in policy, titled: "Policy Essentials in the BC Public Service".

You have been identified as a potential candidate to review the online course pilot, and provide feedback. This course will take approximately one hour of your time to complete and is fully online. Below is a short course description:

Policy Essentials in the BC Public Service

This short course is intended to provide BC public servants with an introduction to the topic of public policy. This 1hr course will provide you with a basic understanding of: public policy; the phases of policy development; and, the attributes and skills to be successful in a policy role.

By the end of this course, you can expect to be able to:

- define public policy.
- recognize factors that influence the public policy environment.
- recognize what policy analysis is and the role of policy analysts.
- identify phases of the policy development cycle.
- recognize the skills and attributes to be an effective policy analyst.

The pilot will run between **Tuesday April 11th to Thursday April 13th** at 5pm.

If you are willing and able to participate in the online course and provide your feedback, please

let me know as soon as possible (via reply to this email).

We need at least 20 participants to get a solid sample, and reasonable volume of feedback. The feedback you give is important to us, as it will provide us with details on whether we hit the mark and/or if changes are necessary before we launch the course through the Learning System. This course has also been designed to be mobile friendly. If you would like to participate in the course on your mobile device, please let me know as well.

How does it work?

Next Tuesday morning, I will send you a link to the training via email. You may want to find somewhere quiet to work through the course: there are sections containing audio, so we do recommend using a headset/headphones if in a public area. As you work through the course, we will ask you to provide us with your feedback using the survey that will be attached to the email. We would be extremely grateful to hear your feedback, as this will help ensure a great course experience that will be delivered to any public servant interested in this learning across the government.

Kind regards,

Leanna Hill, Learning Consultant

The Learning Centre | Talent Management Division | BC Public Service Agency

4th Floor 716 Courtney Street | Victoria BC | V8W 1C2 | Cell 250.508.0532

[Click Here for Tips for Using the Learning System](#)



Where ideas work



Where ideas work



Where ideas work

From: [Tonn, Greg SBRT:EX](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Greg's TA Form
Date: Thursday, April 6, 2017 4:45:05 PM
Attachments: GT_TA_Apr11.pdf

Please find attached my TA form for next Tuesday.

- Greg

TRAVEL AUTHORIZATION


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.

☐ Out-of-Province
 ☐ Out-of-Canada
 ☒ In-Province

MINISTRY / ENTITY / CORPORATE NAME (IF CONTRACTOR) C&E Secretariat			VOTE 	
EMPLOYEE NAME Greg Tonn			EMPLOYEE ID. s.22	
POSITION Project Coordinator			BARGAINING UNIT / GROUP NO. s.22	
BRANCH / LOCATION / REGION Liquor Control and Licensing Branch - C&E Secretariat (mainland region)				
DATE DEPARTING YYYY / MM / DD 2017/04/11	DATE RETURNING YYYY / MM / DD 2017/04/11	NO. OF WORKDAYS AWAY 0	ESTIMATED OVERTIME CLAIM 0 HOURS	
IDENTITY OF ORGANIZATION (OTHER THAN PROV. OF B.C.) PAYING ANY OF THE COSTS <input checked="" type="checkbox"/> N / A, OR:				
DESTINATIONS Victoria, BC				

ESTIMATED COSTS (IN CAN. \$)	
Transportation	240
Meals	36.5
Lodging	
Overtime	
Fees	
Other	
SUB TOTAL	276.5
Less Costs paid by others	
TOTAL COSTS	276.5

METHOD OF TRAVEL Car and ferry	SIGNATURES Refer to CPPM 10.3.4 Policy 1 and 10.4.4 for approval authorities. PLEASE SIGN ONE BOX ONLY		
PURPOSE OF TRAVEL Give details of event to be attended, project name / number, program involved, benefits to Ministry, etc. Quarterly C&E Committee meeting	DIRECTOR		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	ASSISTANT DEPUTY MINISTER		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	DEPUTY MINISTER		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD
	MINISTER		
	APPROVED	NOT APPROVED	DATE SIGNED YYYY / MM / DD

EMPLOYEE'S SIGNATURE: 
 DATE SIGNED: **2017/04/06**

Reset Form

Page 018 to/à Page 020

Withheld pursuant to/removed as

s.22

From: Thomson, Vanessa SBRT:EX
To: Taylor, Wendy E SBRT:EX
Subject: how are you doing?
Date: Thursday, April 6, 2017 11:30:39 AM

...just wanted to check in

Vanessa Thomson, CPA-CMA

Director, Management Services

Liquor Control and Licensing Branch

Ministry of Small Business and Red Tape Reduction

4th floor 3350 Douglas Street, Victoria BC

phone: 250-952-7031

From: [Ganie, Kelsy SBRT:EX](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Telus contact
Date: Thursday, April 6, 2017 2:09:50 PM
Attachments: [Invoice Download 32001832 2017 02 21.pdf](#)
[Invoice Download 32001832 2017 03 21.pdf](#)

Hi Wendy,

Linda suggested that it be you that contacts Telus since you know the steps that you took to prevent the roaming charges. The contact information for the dedicated helpline is: Toll Free: 1-800-377-5011option 2 , corp34.tm@telus.com

I have attached the relevant February invoice that has the roaming charge and the March as there is a \$106.70 data charge for your tablet you may want to query as it is usually under \$30.00.

If you need more information from me, let me know ☺

Cheers,

Kelsy



Your TELUS Mobility Bill

February 21, 2017



MINISTRY OF SMALL BUSINESS

Account number: s.17

Bill number: s.17

Account summary – turn over for details

Balance forward from your last bill \$0.00

This reflects payments of \$756.85

New charges

Mobile services \$336.11

Taxes \$25.08

Total new charges \$361.19

Total due \$361.19

Can we help?

Visit our self-serve website at:
telus.com/support

Dial *611 from your handset
Call toll-free 1-866-848-3587

Write to us at:
TELUS
PO Box 8950
Stn Terminal
Vancouver, BC
V6B 3B3

GST/HST# 81275 8878 RT0001 QST# 121 164 2781 TQ0001

TELUS is a trade name of TELUS Communications Company

PAGE 1 of 10

For payment options, see page 2.



Your account number

s.17

Bill date

Feb 21, 2017

Total if received by Mar 16, 2017

\$361.19

Payable on receipt

Amount you're paying

\$

MINISTRY OF SMALL BUSINESS
AND RED TAPE REDUCTION
3350 DOUGLAS ST
VICTORIA BC V8Z 3L1

s.17

Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please try paying online or by telephone using your credit card.

L'impression de la facture en format PDF ne sera pas d'une qualité permettant le traitement à une institution financière. Si possible, payez la facture en ligne ou par téléphone à l'aide d'une carte de crédit.

Previous charges and payments

Amount due on your last bill (Jan 21)	\$756.85
Payment received Jan 25 - Thank you	- \$518.33
Payment received Feb 17 - Thank you	- \$238.52

Balance forward from your last bill \$0.00

Mobile services - summary

Monthly and other charges (Feb 22 to Mar 21) units

Medium Use Voice	1	\$22.00
Unlimited Nationwide Voice	1	\$37.50
Cost Assure Data for Tablet	1	\$5.00

Total monthly and other charges \$64.50

Add-ons (Feb 22 to Mar 21) units

Government Recovery Fee - Data	3	\$23.37
SmartPhone Data-3 GB Shared	2	\$60.00
Government Recovery Fee- Voice	2	\$10.46
Detailed Billing \$0	3	Free

PAGE 2 of 10

Payment Options

- Online at telus.com/myaccount
- Pre-authorized credit card or debit payments
- Through your bank or financial institution
- By mail with a cheque or money order

TELUS Service Terms

You can find these online at telus.com/serviceterms

Bills are due upon receipt

- Please allow sufficient time for payments to reach TELUS by the date shown on this bill. Seven business days may be required for payment by mail and three days for bank payments. We will credit payments to your account on the day we receive them.
- Late charges of 2% compounded monthly (26.82% per annum) will be applied if we do not receive payment by the date shown on the bill.

Send your payment to:

TELUS
PO BOX 8950 STN TERMINAL
VANCOUVER, BC V6B 3C3



Mobile services - summary (continued)
Add-ons (continued)

Can Asyst \$0 1 Free

Total add-ons \$93.83

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Text Msg - Received \$0.00

Total used 3 (Msg)

Local Airtime - Phone (minutes) \$23.64

Included 419:34 (MIN)

Free 91:31 (MIN)

Additional 337:32 (MIN)

Total used 848:37 (MIN)

US 1X Data Roaming \$127.15

Total used 127.120 (MB)

Data Usage \$0.00

Total used 1,218.837 (MB)

Roaming - US / Int'l Phone \$2.25

Additional 9:00 (MIN)

Total used 9:00 (MIN)

Long Distance - Domestic Phone \$19.74

Free 192:00 (MIN)

Additional 282:00 (MIN)

Total used 474:00 (MIN)

Text Msg - Sent \$0.00

Total used 7 (Msg)

Data Usage - Mobile High Speed \$5.00

Total used 35.078 (MB)

Total usage charges \$177.78

Taxes

GST \$10.45

PST-BC \$14.63

Total taxes \$25.08

Total due..... \$361.19

Mobile services - by user

Summary of charges by user

USER	MONTHLY AND OTHER CHARGES (\$)	ADD-ONS (\$)	USAGE CHARGES (\$)	TOTAL BEFORE TAXES (\$)	TAXES (\$)	TOTAL (\$)
GREG TONN 604 652-2181 Medium Use Voice	22.00	43.02	43.38	108.40	13.01	121.41
WENDY TAYLOR s.17 Cost Assure Data for Tablet	5.00	7.79	119.39	132.18	2.14	134.32
WENDY TAYLOR 778 679-5621 Unlimited Nationwide Voice	37.50	43.02	15.01	95.53	9.95	105.48
Total	\$64.50	\$93.83	\$177.78	\$336.11	\$25.10	\$361.21

Summary of minute sharing

USER NAME AND NUMBER	MINUTES INCLUDED	MINUTES USED	MINUTES OVER(+) OR UNDER(-)	CHARGES BEFORE SHARING	CHARGES AFTER SHARING	SAVINGS IN MINUTES	SAVINGS (\$)
Local airtime							
GREG TONN 604 652-2181 Medium Use Voice	350.00	687.00	337.00	23.64	23.64	-	-
Total	350.00	687.00	337.00	\$23.64	\$23.64	\$0.00	\$0.00
Long distance							
GREG TONN 604 652-2181 Medium Use Voice	100.00	382.00	282.00	19.74	19.74	-	-
Total	100.00	382.00	282.00	\$19.74	\$19.74	\$0.00	\$0.00

Corporate Advantage Data Sharing - Canada

YOUR DATA SHARING POOL			YOUR ADDITIONAL USAGE	
USER	CONTRIBUTION TO SHARED POOL (MB)	TOTAL USAGE (MB)	ADDITIONAL USAGE OUTSIDE YOUR PLANS (MB)	CHARGES (\$)
GREG TONN 604 652-2181 Medium Use Voice	3,072.000	45.837	-	0.00
WENDY TAYLOR 778 679-5621 Unlimited Nationwide Voice	3,072.000	1,180.756	-	0.00
Total	6,144.000	1,226.593	0.000	\$0.00



Mobile services (continued)

GREG TONN

Charges for 604 652-2181

Monthly and other charges (Feb 22 to Mar 21)

Medium Use Voice	\$22.00
Advanced Voice Mail	
Call Display	
Call Waiting	
Conference Calling	
Can - US LD @ \$0.15 / min	
Canadian LD @ \$0.07	
Extended Unltd. Nights & Wknds	
TELUS to TELUS CAN Calling	
TELUS to TELUS Local Calling	
Unlimited Messaging	

Total monthly and other charges \$22.00

Add-ons (Feb 22 to Mar 21)

Detailed Billing \$0	Free
Government Recovery Fee - Data	\$7.79
Government Recovery Fee- Voice	\$5.23
SmartPhone Data-3 GB Shared	\$30.00

Total add-ons \$43.02

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Long Distance - Domestic Phone	\$19.74
Free 191:00 (MIN)	
Additional 282:00 (MIN)	
Total used 473:00 (MIN)	
Text Msg - Received	\$0.00
Total used 1 (Msg)	
Data Usage - Mobile High Speed	\$0.00
Total used 5.382 (MB)	
Data Usage	\$0.00
Total used 40.455 (MB)	
Local Airtime - Phone (minutes)	\$23.64
Included 350:00 (MIN)	
Free 91:31 (MIN)	
Additional 337:32 (MIN)	
Total used 779:03 (MIN)	

Total usage charges \$43.38

Total before taxes \$108.40

GST	\$5.42
PST-BC	\$7.59

Total for 604 652-2181, with taxes \$121.41

Mobile services (continued)

Airtime Details for 604 652-2181

	DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
Call charges									
1	Mon Jan 23 10:09 am	s.17,s.22		0:21	-	-	-	-	0.00
2	Mon Jan 23 10:16 am			0:28	-	-	-	-	0.00
3	Mon Jan 23 10:38 am			16:23	-	-	-	-	0.00
4	Mon Jan 23 02:05 pm			0:29	-	-	-	-	0.00
5	Mon Jan 23 02:11 pm			0:08	-	-	-	-	0.00
6	Mon Jan 23 02:21 pm			0:34	-	-	-	-	0.00
7	Mon Jan 23 02:29 pm			0:29	-	-	-	-	0.00
8	Mon Jan 23 02:31 pm			22:37	-	-	-	-	0.00
9	Mon Jan 23 03:23 pm			2:58	-	-	-	-	0.00
10	Tue Jan 24 09:20 am			7:03	-	-	-	-	0.00
11	Tue Jan 24 01:23 pm			10:28	-	-	-	-	0.00
12	Tue Jan 24 01:39 pm			2:09	-	-	-	-	0.00
13	Wed Jan 25 04:31 pm			10:13	-	-	-	-	0.00
14	Thu Jan 26 09:39 am			36:22	-	-	0.14	-	0.14
15	Thu Jan 26 11:14 am			30:43	-	-	2.17	-	2.17
16	Thu Jan 26 01:54 pm			117:18	-	-	8.26	-	8.26
17	Fri Jan 27 12:00 pm			24:54	-	-	-	-	0.00
18	Fri Jan 27 01:00 pm			53:09	-	-	-	-	0.00
19	Fri Jan 27 01:55 pm			16:26	-	-	1.19	-	1.19
20	Mon Jan 30 01:33 pm			3:11	-	-	0.28	-	0.28
21	Tue Jan 31 09:22 am			20:08	-	-	-	-	0.00
22	Tue Jan 31 10:14 am			1:21	-	-	-	-	0.00
23	Thu Feb 2 02:09 pm			1:26	-	-	-	-	0.00
24	Thu Feb 2 02:59 pm			51:02	0.07	3.38	-	-	3.38
25	Fri Feb 3 08:59 am			57:18	0.07	4.01	-	-	4.01
26	Fri Feb 3 12:37 pm			1:20	-	-	-	-	0.00
27	Mon Feb 6 01:21 pm			11:41	0.07	0.82	-	-	0.82
28	Tue Feb 7 09:01 am			13:20	-	-	-	-	0.00
29	Tue Feb 7 09:57 am			3:53	0.07	0.27	0.28	-	0.55
30	Wed Feb 8 10:26 am			32:37	0.07	2.28	2.31	-	4.59
31	Wed Feb 8 11:49 am			6:54	-	-	-	-	0.00
32	Thu Feb 9 08:39 am			26:18	0.07	1.84	1.89	-	3.73
33	Thu Feb 9 02:02 pm			4:27	-	-	-	-	0.00
34	Thu Feb 9 03:45 pm			9:07	-	-	-	-	0.00
35	Thu Feb 9 04:34 pm			9:09	-	-	-	-	0.00
36	Fri Feb 10 09:01 am			16:57	0.07	1.19	-	-	1.19
37	Fri Feb 10 11:53 am			1:18	0.07	0.09	0.14	-	0.23
38	Fri Feb 10 12:03 pm			0:19	0.07	0.02	0.07	-	0.09
39	Fri Feb 10 12:09 pm			1:10	0.07	0.08	0.14	-	0.22
40	Tue Feb 14 09:28 am			8:32	0.07	0.60	-	-	0.60

continued on page 7



Mobile services (continued)

GREG TONN (continued)
Charges for 604 652-2181

Airtime Details for 604 652-2181

	DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
	Call charges								
41	Tue Feb 14 02:46 pm	s.17,s.22		1:56	0.07	0.14	-	-	0.14
42	Wed Feb 15 01:33 pm			9:20	0.07	0.65	0.70	-	1.35
43	Wed Feb 15 02:25 pm			0:38	0.07	0.04	-	-	0.04
44	Wed Feb 15 04:32 pm			6:03	-	-	-	-	0.00
45	Thu Feb 16 09:19 am			4:49	-	-	-	-	0.00
46	Thu Feb 16 10:22 am			0:09	-	-	-	-	0.00
47	Thu Feb 16 10:22 am			0:05	-	-	-	-	0.00
48	Thu Feb 16 01:51 pm			1:31	-	-	-	-	0.00
49	Fri Feb 17 09:02 am			60:06	0.07	4.21	-	-	4.21
50	Fri Feb 17 01:15 pm			30:33	0.07	2.14	2.17	-	4.31
51	Tue Feb 21 09:25 am			0:40	0.07	0.05	-	-	0.05
52	Tue Feb 21 09:26 am			6:30	0.07	0.46	-	-	0.46
53	Tue Feb 21 09:51 am			2:33	-	-	-	-	0.00
54	Tue Feb 21 09:57 am			19:31	0.07	1.37	-	-	1.37
TOTAL						\$23.64	\$19.74	\$0.00	\$43.38

Mobile services (continued)

WENDY TAYLOR
Charges for s.17

Monthly and other charges (Feb 22 to Mar 21)

Cost Assure Data for Tablet	\$5.00	
Total monthly and other charges		\$5.00

Add-ons (Feb 22 to Mar 21)

Detailed Billing \$0	Free	
Can Asyst \$0	Free	
Government Recovery Fee - Data	\$7.79	
Total add-ons		\$7.79

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Data Usage - Mobile High Speed	\$5.00	
Total used 27.322 (MB)		
US 1X Data Roaming	\$114.39	
Total used 114.350 (MB)		
Total usage charges		\$119.39

Total before taxes..... **\$132.18**

GST	\$0.89	
PST-BC	\$1.25	
Total fo s.17	with taxes	\$134.32



Mobile services (continued)

WENDY TAYLOR
Charges for 778 679-5621

Monthly and other charges (Feb 22 to Mar 21)

Unlimited Nationwide Voice	\$37.50
Advanced Voice Mail	
Call Display	
Call Waiting	
Conference Calling	
Canadian LD @ \$0.07	
Canadian LD @ \$0.15	
UL Can - Can LD min	
Unlimited Messaging	
Total monthly and other charges	\$37.50

Add-ons (Feb 22 to Mar 21)

Detailed Billing \$0	Free
Government Recovery Fee - Data	\$7.79
Government Recovery Fee- Voice	\$5.23
SmartPhone Data-3 GB Shared	\$30.00
Total add-ons	\$43.02

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Roaming - US / Int'l Phone	\$2.25
Additional 9:00 (MIN)	
Total used 9:00 (MIN)	
Long Distance - Domestic Phone	\$0.00
Free 1:00 (MIN)	
Total used 1:00 (MIN)	
Text Msg - Sent	\$0.00
Total used 7 (Msg)	
Data Usage - Mobile High Speed	\$0.00
Total used 2.374 (MB)	
Text Msg - Received	\$0.00
Total used 2 (Msg)	
Data Usage	\$0.00
Total used 1,178.382 (MB)	
US 1X Data Roaming	\$12.76
Total used 12.771 (MB)	
Local Airtime - Phone (minutes)	\$0.00
Included 69:34 (MIN)	
Total used 69:34 (MIN)	
Total usage charges	\$15.01

Total before taxes..... \$95.53

GST	\$4.14
PST-BC	\$5.81
Total for 778 679-5621, with taxes.....	\$105.48

Mobile services (continued)

Airtime Details for 778 679-5621

	DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
Call charges									
1	Sun Jan 22 02:04 pm	s.17,s.22		0:32	-	-	-	-	0.00
2	Mon Jan 23 03:14 pm			0:35	-	-	-	-	0.00
3	Wed Jan 25 03:29 pm			0:29	-	-	-	-	0.00
4	Wed Jan 25 03:51 pm			6:15	-	-	-	-	0.00
5	Wed Jan 25 05:06 pm			0:24	-	-	-	-	0.00
6	Wed Jan 25 05:07 pm			0:12	-	-	-	-	0.00
7	Wed Jan 25 05:07 pm			0:49	-	-	-	-	0.00
8	Thu Jan 26 08:39 am			0:25	-	-	-	-	0.00
9	Thu Jan 26 08:40 am			0:23	-	-	-	-	0.00
10	Thu Jan 26 08:41 am			2:30	-	-	-	-	0.00
11	Thu Jan 26 09:35 am			0:46	-	-	-	-	0.00
12	Thu Jan 26 10:19 am			0:30	-	-	-	-	0.00
13	Fri Jan 27 12:29 pm			0:32	-	-	-	-	0.00
14	Tue Jan 31 10:15 am			0:52	-	-	-	-	0.00
15	Tue Jan 31 03:43 pm			0:25	-	-	-	-	0.00
16	Tue Jan 31 04:23 pm			0:43	-	-	-	-	0.00
17	Tue Jan 31 04:24 pm			0:18	-	-	-	-	0.00
18	Tue Jan 31 04:29 pm			0:41	-	-	-	-	0.00
19	Tue Jan 31 04:30 pm			1:12	-	-	-	-	0.00
20	Fri Feb 3 08:55 am			49:26	-	-	-	-	0.00
21	Fri Feb 3 02:34 pm			1:35	-	-	-	-	0.00
TOTAL						\$0.00	\$0.00	\$0.00	\$0.00

Roaming Details for 778 679-5621

	DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
Call charges									
1	Tue Feb 21 09:47 am	s.17,s.22		3:00	0.25	0.75	-	-	0.75
2	Tue Feb 21 10:49 am			2:00	0.25	0.50	-	-	0.50
3	Tue Feb 21 10:51 am			3:00	0.25	0.75	-	-	0.75
4	Tue Feb 21 01:13 pm			1:00	0.25	0.25	-	-	0.25
TOTAL						\$2.25	\$0.00	\$0.00	\$2.25

Items returned unpaid for any reason, including insufficient funds, are subject to a \$25.00 administration charge.
 Services suspended for non-payment are subject to a reconnection fee.
 Security deposits are not shown on your bill.

*Credit/CR includes an amount on account of GST/HST, QST, and PST (based on the taxes levied in the Province of supply).



Your TELUS Mobility Bill

March 21, 2017



MINISTRY OF SMALL BUSINESS

Account number: s.17

Bill number: s.17

Account summary – turn over for details

Balance forward from your last bill \$0.00

This reflects payments of \$361.19

New charges

Mobile services \$274.69

Taxes \$32.96

Total new charges \$307.65

Total due \$307.65

Can we help?

Visit our self-serve website at:
telus.com/support
Dial *611 from your handset
Call toll-free 1-866-848-3587

Write to us at:
TELUS
PO Box 8950
Stn Terminal
Vancouver, BC
V6B 3B3

GST/HST# 81275 8878 RT0001 QST# 121 164 2781 TQ0001

TELUS is a trade name of TELUS Communications Company

PAGE 1 of 10

For payment options, see page 2.



Your account number
s.17

Bill date
Mar 21, 2017

Total if received by Apr 17, 2017
\$307.65

Payable on receipt

Amount you're paying

\$

MINISTRY OF SMALL BUSINESS
AND RED TAPE REDUCTION
3350 DOUGLAS ST
VICTORIA BC V8Z 3L1

s.17

Printing this pdf version of the bill will not provide the quality required for processing at a financial institution. Please try paying online or by telephone using your credit card.

L'impression de la facture en format PDF ne sera pas d'une qualité permettant le traitement à une institution financière. Si possible, payez la facture en ligne ou par téléphone à l'aide d'une carte de crédit.

Previous charges and payments

Amount due on your last bill (Feb 21)	\$361.19
Payment received Mar 13 - Thank you	- \$361.19

Balance forward from your last bill \$0.00

Mobile services - summary

Monthly and other charges (Mar 22 to Apr 21)	units	
Unlimited Nationwide Voice	1	\$37.50
Cost Assure Data for Tablet	1	\$5.00
Medium Use Voice	1	\$22.00
Total monthly and other charges		\$64.50

Add-ons (Mar 22 to Apr 21)	units	
Government Recovery Fee - Data	3	\$23.37
Detailed Billing \$0	3	Free
Can Asyst \$0	1	Free
Government Recovery Fee- Voice	2	\$10.46
SmartPhone Data-3 GB Shared	2	\$60.00
Total add-ons		\$93.83

PAGE 2 of 10

Payment Options

- Online at telus.com/myaccount
- Pre-authorized credit card or debit payments
- Through your bank or financial institution
- By mail with a cheque or money order

TELUS Service Terms

You can find these online at telus.com/serviceterms

Bills are due upon receipt

- Please allow sufficient time for payments to reach TELUS by the date shown on this bill. Seven business days may be required for payment by mail and three days for bank payments. We will credit payments to your account on the day we receive them.
- Late charges of 2% compounded monthly (26.82% per annum) will be applied if we do not receive payment by the date shown on the bill.

Send your payment to:

TELUS
PO BOX 8950 STN TERMINAL
VANCOUVER, BC V6B 3C3



Mobile services - summary (continued)

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls, etc.

Long Distance - Domestic Phone	\$9.66
Free 143:00 (MIN)	
Additional 138:00 (MIN)	
Total used 281:00 (MIN)	
Data Usage - Mobile High Speed	\$106.70
Total used 8,338.017 (MB)	
Text Msg - Received	\$0.00
Total used 1 (Msg)	
Data Usage	\$0.00
Total used 216.024 (MB)	
Local Airtime - Phone (minutes)	\$0.00
Included 266:39 (MIN)	
Free 51:30 (MIN)	
Total used 318:09 (MIN)	
Total usage charges	\$116.36

Taxes

GST	\$13.73
PST-BC	\$19.23
Total taxes	\$32.96
Total due.....	\$307.65

Mobile services - by user

Summary of charges by user

USER	MONTHLY AND OTHER CHARGES (\$)	ADD-ONS (\$)	USAGE CHARGES (\$)	TOTAL BEFORE TAXES (\$)	TAXES (\$)	TOTAL (\$)
GREG TONN 604 652-2181 Medium Use Voice	22.00	43.02	9.66	74.68	8.97	83.65
WENDY TAYLOR s.17 Cost Assure Data for Tablet	5.00	7.79	106.70	119.49	14.35	133.84
WENDY TAYLOR 778 679-5621 Unlimited Nationwide Voice	37.50	43.02	-	80.52	9.68	90.20
Total	\$64.50	\$93.83	\$116.36	\$274.69	\$33.00	\$307.69

Summary of minute sharing

USER NAME AND NUMBER	MINUTES INCLUDED	MINUTES USED	MINUTES OVER(+) OR UNDER(-)	CHARGES BEFORE SHARING	CHARGES AFTER SHARING	SAVINGS IN MINUTES	SAVINGS (\$)
Local airtime							
GREG TONN 604 652-2181 Medium Use Voice	350.00	239.00	-110.00	-	-	-	-
Total	350.00	239.00	-110.00	\$0.00	\$0.00	\$0.00	\$0.00
Long distance							
GREG TONN 604 652-2181 Medium Use Voice	100.00	238.00	138.00	9.66	9.66	-	-
Total	100.00	238.00	138.00	\$9.66	\$9.66	\$0.00	\$0.00

Corporate Advantage Data Sharing - Canada

YOUR DATA SHARING POOL			YOUR ADDITIONAL USAGE	
USER	CONTRIBUTION TO SHARED POOL (MB)	TOTAL USAGE (MB)	ADDITIONAL USAGE OUTSIDE YOUR PLANS (MB)	CHARGES (\$)
GREG TONN 604 652-2181 Medium Use Voice	3,072.000	183.684	-	0.00
WENDY TAYLOR 778 679-5621 Unlimited Nationwide Voice	3,072.000	165.374	-	0.00
Total	6,144.000	349.058	0.000	\$0.00



Mobile services (continued)

GREG TONN
Charges for 604 652-2181

Monthly and other charges (Mar 22 to Apr 21)

Medium Use Voice	\$22.00
Advanced Voice Mail	
Call Display	
Call Waiting	
Conference Calling	
Can - US LD @ \$0.15 / min	
Canadian LD @ \$0.07	
Extended Unltd. Nights & Wknds	
TELUS to TELUS CAN Calling	
TELUS to TELUS Local Calling	
Unlimited Messaging	

Total monthly and other charges \$22.00

Add-ons (Mar 22 to Apr 21)

Detailed Billing \$0	Free
Government Recovery Fee - Data	\$7.79
Government Recovery Fee- Voice	\$5.23
SmartPhone Data-3 GB Shared	\$30.00

Total add-ons \$43.02

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Long Distance - Domestic Phone	\$9.66
Free 131:00 (MIN)	
Additional 138:00 (MIN)	
Total used 269:00 (MIN)	
Data Usage	\$0.00
Total used 50.650 (MB)	
Text Msg - Received	\$0.00
Total used 1 (Msg)	
Data Usage - Mobile High Speed	\$0.00
Total used 133.033 (MB)	
Local Airtime - Phone (minutes)	\$0.00
Included 239:41 (MIN)	
Free 51:30 (MIN)	
Total used 291:11 (MIN)	

Total usage charges \$9.66

Total before taxes..... \$74.68

GST	\$3.73
PST-BC	\$5.24

Total for 604 652-2181, with taxes..... \$83.65

Mobile services (continued)

Airtime Details for 604 652-2181

	DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
Call charges									
1	Wed Feb 22 10:27 am	s.17,s.22		5:39	-	-	-	-	0.00
2	Wed Feb 22 10:48 am			4:30	-	-	-	-	0.00
3	Fri Feb 24 08:58 am			8:44	-	-	-	-	0.00
4	Fri Feb 24 10:00 am			23:14	-	-	-	-	0.00
5	Fri Feb 24 10:52 am			44:21	-	-	-	-	0.00
6	Fri Feb 24 11:43 am			8:52	-	-	-	-	0.00
7	Fri Feb 24 11:54 am			0:21	-	-	-	-	0.00
8	Fri Feb 24 12:29 pm			14:32	-	-	-	-	0.00
9	Fri Feb 24 12:31 pm			25:00	-	-	0.56	-	0.56
10	Fri Feb 24 02:04 pm			2:58	-	-	0.21	-	0.21
11	Fri Feb 24 03:45 pm			3:53	-	-	-	-	0.00
12	Fri Feb 24 04:34 pm			21:51	-	-	1.54	-	1.54
13	Sat Feb 25 11:33 am			6:01	-	-	0.49	-	0.49
14	Mon Feb 27 09:13 am			0:32	-	-	-	-	0.00
15	Tue Feb 28 08:40 am			0:09	-	-	-	-	0.00
16	Tue Feb 28 12:01 pm			10:13	-	-	-	-	0.00
17	Tue Feb 28 12:44 pm			1:51	-	-	-	-	0.00
18	Tue Feb 28 03:02 pm			0:43	-	-	-	-	0.00
19	Tue Feb 28 03:07 pm			0:45	-	-	-	-	0.00
20	Tue Feb 28 05:15 pm			0:50	-	-	-	-	0.00
21	Wed Mar 1 04:29 pm			0:59	-	-	-	-	0.00
22	Thu Mar 2 09:23 am			3:33	-	-	-	-	0.00
23	Thu Mar 2 01:21 pm			0:34	-	-	-	-	0.00
24	Fri Mar 3 09:09 am			30:17	-	-	2.17	-	2.17
25	Wed Mar 8 09:24 am			4:09	-	-	0.35	-	0.35
26	Wed Mar 8 12:50 pm			1:55	-	-	-	-	0.00
27	Thu Mar 9 12:28 pm			10:54	-	-	0.77	-	0.77
28	Thu Mar 9 02:23 pm			20:52	-	-	1.47	-	1.47
29	Thu Mar 9 04:06 pm			0:38	-	-	-	-	0.00
30	Thu Mar 9 04:07 pm			6:51	-	-	0.49	-	0.49
31	Tue Mar 14 02:50 pm			1:59	-	-	-	-	0.00
32	Wed Mar 15 12:53 pm			1:15	-	-	-	-	0.00
33	Mon Mar 20 09:05 am			22:12	-	-	1.61	-	1.61
34	Mon Mar 20 09:29 am			0:05	-	-	-	-	0.00
TOTAL						\$0.00	\$9.66	\$0.00	\$9.66



Mobile services (continued)

WENDY TAYLOR

Charges for s.17

Monthly and other charges (Mar 22 to Apr 21)

Cost Assure Data for Tablet	\$5.00	
Total monthly and other charges		\$5.00

Add-ons (Mar 22 to Apr 21)

Detailed Billing \$0	Free	
Can Asyst \$0	Free	
Government Recovery Fee - Data	\$7.79	
Total add-ons		\$7.79

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Data Usage - Mobile High Speed	\$106.70	
Total used 8,204.983 (MB)		
Total usage charges		\$106.70

Total before taxes..... **\$119.49**

GST	\$5.98	
PST-BC	\$8.37	
Total for s.17	with taxes	\$133.84

Mobile services (continued)

WENDY TAYLOR
Charges for 778 679-5621

Monthly and other charges (Mar 22 to Apr 21)

Unlimited Nationwide Voice	\$37.50
Advanced Voice Mail	
Call Display	
Call Waiting	
Conference Calling	
Canadian LD @ \$0.07	
Canadian LD @ \$0.15	
UL Can - Can LD min	
Unlimited Messaging	
Total monthly and other charges	\$37.50

Add-ons (Mar 22 to Apr 21)

Detailed Billing \$0	Free
Government Recovery Fee - Data	\$7.79
Government Recovery Fee- Voice	\$5.23
SmartPhone Data-3 GB Shared	\$30.00
Total add-ons	\$43.02

Usage charges

Free airtime refers to non-chargeable minutes that are not part of your included minutes, and may include bonus minutes, evening and weekend calling, *611 calls. etc.

Long Distance - Domestic Phone	\$0.00
Free 12:00 (MIN)	
Total used 12:00 (MIN)	
Data Usage	\$0.00
Total used 165.374 (MB)	
Local Airtime - Phone (minutes)	\$0.00
Included 26:58 (MIN)	
Total used 26:58 (MIN)	
Total usage charges	\$0.00

Total before taxes..... \$80.52

GST	\$4.03
PST-BC	\$5.65

Total for 778 679-5621, with taxes..... \$90.20

Airtime Details for 778 679-5621

	DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
Call charges									
1	Wed Feb 22 09:48 am	s.17,s.22		1:22	-	-	-	-	0.00
2	Thu Feb 23 01:58 pm			0:08	-	-	-	-	0.00
3	Tue Feb 28 05:46 pm			0:36	-	-	-	-	0.00
4	Thu Mar 2 09:22 am			3:54	-	-	-	-	0.00

continued on page 9



March 21, 2017
MINISTRY OF SMALL BUSINESS
Account number: s.17



Mobile services (continued)

WENDY TAYLOR (continued)
Charges for 778 679-5621

Airtime Details for 778 679-5621

DATE	NUMBER AND PLACE YOU CALLED	WHERE YOU CALLED FROM	MINS: SECS	LOCAL AIRTIME RATE (\$/MIN)	LOCAL AIRTIME CHARGE (\$)	LONG DISTANCE CHARGE (\$)	OTHER CHARGE (\$)	TOTAL (\$)
Call charges								
5 Thu Mar 2 02:22 pm	s.17,s.22	VICTORIA BC	5:32	-	-	-	-	0.00
6 Thu Mar 9 03:54 pm		VICTORIA BC	0:26	-	-	-	-	0.00
7 Thu Mar 9 04:01 pm		VICTORIA BC	0:30	-	-	-	-	0.00
8 Tue Mar 14 08:20 am		VICTORIA BC	14:30	-	-	-	-	0.00
TOTAL					\$0.00	\$0.00	\$0.00	\$0.00

Items returned unpaid for any reason, including insufficient funds, are subject to a \$25.00 administration charge.
Services suspended for non-payment are subject to a reconnection fee.
Security deposits are not shown on your bill.

*Credit/CR includes an amount on account of GST/HST, QST, and PST (based on the taxes levied in the Province of supply).

From: [Bradley, Alexis SBRT:EX](#)
To: [Bagwell, Renee SBRT:EX](#); [Basarsky, Karen SBRT:EX](#); [Bendall, Esther SBRT:EX](#); [Bradley, Alexis SBRT:EX](#); [Coutts, Kathy SBRT:EX](#); [Cridland, Ronald SBRT:EX](#); [Duncan, Rod SBRT:EX](#); [Earl, Maureen SBRT:EX](#); [Owsianski, Erica SBRT:EX](#); [Fisher, Mandy](#); [Hackett, James SBRT:EX](#); [Hitchcock, Stephen SBRT:EX](#); [Howell, Trish A SBRT:EX](#); [Jones, David J SBRT:EX](#); [Killoran, Theresa SBRT:EX](#); [Kirton, Noralee SBRT:EX](#); [Lace, Patrick C SBRT:EX](#); [Leslie, Erin SBRT:EX](#); [Ley, Emily SBRT:EX](#); [Lind, Janine P SBRT:EX](#); [Mason, Shari SBRT:EX](#); [McHale, Carole SBRT:EX](#); [Morris, Kayla SBRT:EX](#); [Morrison, Chandra SBRT:EX](#); [Sawatsky, Richard SBRT:EX](#); [Rowsell, Terry N SBRT:EX](#); [Russell, Kathy A SBRT:EX](#); [Scagliati, Laura SBRT:EX](#); [Scott, Pamela SBRT:EX](#); [Sharpe, Jessica](#); [Skilling, Jean SBRT:EX](#); [Smart, Rona SBRT:EX](#); [Spencer, Darlene SBRT:EX](#); [Taylor, Wendy E SBRT:EX](#); [Thomson, Vanessa SBRT:EX](#); [Tingley, Tyler](#); [Tooby, Vicky SBRT:EX](#); [Wagner, Rebecca SBRT:EX](#); [Witton, Mimi SBRT:EX](#); [Wong, Ilene SBRT:EX](#); [Wong, Ilene SBRT:EX](#)
Subject: Lunch Person is Here!
Date: Thursday, April 6, 2017 12:01:13 PM

Alexis Bradley
Administration Clerk | Management Services Division
Ministry of Small Business & Red Tape Reduction
Liquor Control & Licensing Branch
(250) 952.7033
Alexis.Bradley@gov.bc.ca

From: [Microsoft Outlook](#) on behalf of [Tonn, Greg SBRT:EX](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Meeting Forward Notification: C&E Quarterly Meeting

Your meeting was forwarded
HYPERLINK "mailto:Greg.Tonn@gov.bc.ca" Tonn, Greg SBRT:EX has forwarded your meeting request to additional recipients.
Meeting
C&E Quarterly Meeting

Meeting Time
June-07-17 10:00 AM-3:00 PM.

Recipients
HYPERLINK "mailto:Monica.Lust@gov.bc.ca" Lust, Monica AVED:EX

All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)

Sent by Microsoft Exchange Server 2013

From: [Microsoft Outlook](#) on behalf of [Tonn, Greg SBRT:EX](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Meeting Forward Notification: C&E Committee Meeting

Your meeting was forwarded
HYPERLINK "mailto:Greg.Tonn@gov.bc.ca" Tonn, Greg SBRT:EX has forwarded your meeting request to additional recipients.
Meeting
C&E Committee Meeting

Meeting Time
September-13-17 10:00 AM-3:00 PM.

Recipients
HYPERLINK "mailto:Monica.Lust@gov.bc.ca" Lust, Monica AVED:EX

All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)

Sent by Microsoft Exchange Server 2013

From: [Microsoft Outlook](#) on behalf of [Tonn, Greg SBRT:EX](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Meeting Forward Notification: C&E Committee Meeting

Your meeting was forwarded
HYPERLINK "mailto:Greg.Tonn@gov.bc.ca" Tonn, Greg SBRT:EX has forwarded your meeting request to additional recipients.
Meeting
C&E Committee Meeting

Meeting Time
December-06-17 10:00 AM-3:00 PM.


Recipients
HYPERLINK "mailto:Monica.Lust@gov.bc.ca" Lust, Monica AVED:EX

All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)


Sent by Microsoft Exchange Server 2013

From: [The Infosecurity Magazine Team](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Now Available On Demand- Infosecurity Spring Virtual Conference
Date: Thursday, April 6, 2017 10:01:40 AM

[View in browser](#)

		
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Infosecurity Spring Virtual Conference: Now On Demand



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Watch On Demand Now





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- Understand **how useful Blockchain is** as a cybersecurity tool
- View research on the nearly completed work of the **New York Cyber Task Force**
- Evaluate the reality of bug bounty programs
- Hear **best practice case studies** on how to control sensitive data in the cloud
- Discover what **DevOps** means for cybersecurity
- Discuss the challenges that the **new Trump administration** will face in the next four years
- And much more

Join the On Demand event today.

Organized by:


Organizer

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From: Cousins, Autumn EAO:EX
To: Taylor, Wendy E SBRT:EX; Carter, Rumon EAO:EX; Craven, Paul EAO:EX
Subject: Next adms cross gov c and e meeting
Date: Thursday, April 6, 2017 11:45:52 AM

Hi Wendy

Would there be space at the next meeting for eao to present on eao's c and e digital services work?

And while I have you... s.16

Thanks!

Autumn Cousins
Director, Compliance and Enforcement
Environmental Assessment Office
Cell: 250-888-2020

From: [Thomson, Vanessa SBRT:EX](#)
To: [LCLB All](#)
Subject: Reminder Pacific Leaders Submission deadline - PSA May 31 intake
Date: Thursday, April 6, 2017 11:30:12 AM
Attachments: [Pacific Leaders Scholarship for Public Servants - LCLB Guidelines - Updated March 2017.pdf](#)

Hi all, just a reminder that the Pacific Leaders application packages (or renewals) are due to me by April 15th to meet the PSA deadline of May 31. See attached guideline for additional information. You will need to submit a complete package as follows:

1. Prepare a complete application package which includes the following:
 - a. A completed and signed current application form. See Appendix 2.
 - b. A dated letter written and signed by you outlining how your education plans support your career goals and contribute to the priorities of the BC Public Service.
 - c. A dated letter of support written and signed by your supervisor recommending you for a scholarship.
 - d. Copy of course transcripts, if this is a renewal application.

Executive will assess packages and get back to applicants in early May.

Any questions feel free to contact me,

Vanessa Thomson, CPA-CMA

Director, Management Services

Finance, Administration and Information Technology Division

Supporting Liquor Control and Licensing Branch

Corporate Management Services Branch, Ministry of Justice

3350 Douglas Street, Victoria BC

phone: 250-952-7031

MINISTRY OF SMALL BUSINESS and RED TAPE REDUCTION

Pacific Leaders Scholarships for Public Servants

**Guidelines for Liquor Control and Licensing Branch
Employees, Supervisors and Executive**



March 2017 (update)

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Program Overview

This guide is to provide LCLB employee specific guidance through the Pacific Leaders Scholarship Program. It is recommended you review the PSA website for overall information about the program: http://www2.gov.bc.ca/myhr/article.page?ContentID=98f3a1f9-7018-0308-bedb-b926febfa00b&dcr=/templatedata/sitepublisher/articles/data/myhr/learning_education/pacific_leaders_scholarships_public_servants.xml

What is it?

The Pacific Leaders Scholarships for Public Servants program provides funding for learning or development opportunities offered by a post-secondary educational institution that leads to a certificate, diploma or degree.

Scholarship recipients may be reimbursed up to a maximum of \$5,000 per 12-month scholarship year for certificate, diploma or undergraduate programs (includes CGA) or \$7,500 for masters and PhD degree programs (includes CMA). Eligible reimbursable expenses are tuition and books.

If you receive scholarship funding, you commit to a "return of service". For every 12-month period of scholarship funding, you agree to continue working in the BC Public Service for an additional specified time period in return. Once approved, LCLB will commit to providing the funding to the employee in that 12 months period if they remain employed by LCLB. This program will be offered only when funding is available.

Intake Dates/Submission Deadlines

Applications are processed three times per year, and there are three intake deadlines. The scholarship runs for one 12-month period. After that, you need to reapply for further funding.

The scholarship year start and end dates are based on intakes and shown below. The first day of your scholarship year is the earliest date that your courses can begin. Your courses are not reimbursed if they start either before or after your scholarship year.

Intake Date/PSA Submission Deadline	Scholarship Year Start Date	Scholarship Year End Date	LCLB Submission Deadline
January 31	April 1	March 31 The Following Year	December 15
May 31	September 1	August 31 The Following Year	April 15
October 31	January 1	December 31	September 15

Note: LCLB submission deadline refers to the date the application package needs to be to the Director, Management Services. Please have to your supervisor no later than 1 week (5 business days) prior so they can review and approve.

Eligibility

All staff interested in applying for a scholarship must meet the following criteria before proceeding to the application process.

- Employees who have passed their six month probationary period and are a regular full or part-time employee within the BC Public Service.
- Confirm the training requested is “developmental.” If it is not, discuss your training needs with your supervisor. See Appendix 1.
- Must submit a complete application by the LCLB and PSA deadlines.
- Must maintain a My Performance rating of “Achieves” or “Exceeds” expectations.
- The career goals and course of studies contribute to the priorities of the BC Public Service.

LCLB Staff

Before starting the application process please review the “General Information” page to ensure you meet the eligibility criteria and are aware of the application deadlines.

How to Apply/Re-apply

1. Prepare a complete application package which includes the following:
 - A fully completed and signed current application form. See Appendix 2.
 - A dated letter written and signed by you outlining how your education plans support your career goals and contribute to the priorities of the BC Public Service.
 - A dated letter of support written and signed by your supervisor recommending you for a scholarship.
 - A copy of your course transcripts, if this is a renewal application.

For further details, see the application coversheet in Appendix 2.

2. Once you have a completed application package, submit it to your supervisor for processing and signature. Your supervisor’s signature on the application form confirms a performance rating of "Achieves" or "Exceeds Expectations" and signals your ministry's support for the application and confirms that your supervisor has determined that your career goals and course of studies contribute to the priorities of the BC Public Service.
3. Once your supervisor has checked your package for completion and signed, it will be returned to you for submission to the Director of Management Services by the LCLB submission deadline referenced in the “Program Overview” section of this manual (Page 3.)
4. When the approved package is returned to you including the approval memorandum coversheet, signed by the ADM, e-mail the completed package in PDF form to the PSA at: PacificLeadersEmployeeScholarships@gov.bc.ca with a copy to the Manager, Financial Services. Be sure to keep a signed copy of your application package for your records.

After I Apply

How will I know I’m accepted?

If you are approved, you will receive an approval email approximately six to eight weeks after the application deadline. The email will contain the name of your ministry contact and will re-state the details of your return of service obligation and outline the reimbursement process. The email is followed by a formal letter of notification from the Office of the Premier. Keep this letter as you may be required to submit it when requesting reimbursement. If you are not approved you will be contacted.

After Approval

Once you have been approved you may start registering for your course/program. You will need to follow the requirements to remain in the program and reimbursement procedures below.

Requirements to Remain in the Program

1. Upon registering for your courses/program please advise your supervisor and the Director of Management Services.
2. If at any point you decide you will not be registering for courses through Pacific Leaders in your 12 month scholarship period, you must notify your supervisor and the Director of Management Services.
3. If you do not plan on re-applying in the next year you must notify your supervisor and the Manager, Financial Services by the end of the 10th month of your scholarship period.
4. You must follow all reimbursement procedures and submit no later than 4 weeks after course completion.
5. Must remain an employee of LCLB/Management Services. If you transfer positions you will need to discuss your involvement in the Pacific Leaders program with your new supervisor.

Payment for Tuition and Books

There are three options for payment of course costs and books in the Pacific Leaders Program:

Method 1 – Accountable Advance

1. Once you have received acceptance into the Pacific Leaders Program you can complete an Application for Accountable Advance Form and submit to your Expense Authority with the following documents:
 - Copy of the Email of Acceptance
 - Completed Training and Development Application, Registration and Reimbursement form
2. Upon receiving your approved documents from your Expense Authority submit the package to the Manager, Financial Services.
3. Upon receipt of all the above documents payment will be issued to you.
4. Upon registration in your chosen program and purchase of books, submit your original receipts for tuition and books and proof of registration in your selected courses to the Manager, Financial Services.
5. Upon successful completion of your approved study period, submit copies of completion and/or pass marks (60%) to the Manager, Financial Services. At this time we will close the advance against your name.

Please note that if you leave LCLB and move to a new position within or outside of government you will be required to repay the accountable advance to LCLB (net of any receipts for payment of applicable course costs and books).

Method 2 – Pre-Completion Reimbursement

6. Once you have registered in your chosen program of study and paid for your tuition and books , please submit to your Expense Authority all of the following documents:
 - Your original receipts for tuition and books

- Proof of registration in your selected courses
 - Copy of the Email of Acceptance
 - Completed Training and Development Application, Registration and Reimbursement form
7. Upon receiving your approved documents from you Expense Authority submit the package to the Manager, Financial Services.
 8. Upon receipt of all the above documents payment will be issued to you.
 9. Upon successful completion of your approved study period, submit copies of completion and/or pass marks (60%) to the Manager, Financial Services. At this time we will close the advance against your name.

Method 3 - Direct Payment Method

1. Once you have completed your chosen program of study, paid for your tuition and books and successfully completed the approved courses, please submit to your Expense Authority all of the following documents:
 - Your original receipts for tuition and books
 - Proof of registration in your chosen program of study
 - Copy of the Email of Acceptance
 - Copy of completion and/or pass marks (60%)
 - Completed Training and Development Application, Registration and Reimbursement form
2. Upon receiving your approved documents from you Expense Authority submit the [package to the Manager, Financial Services.
3. Upon receipt of all the above documents, payment will be issued to you.

Please note: The ministry will require the repayment of the full amount of all scholarships and outstanding accountable advances, in the following instances:

- failure to obtain a satisfactory standing in your course of studies;
- failure to submit grades;
- withdrawal from course/program before completion

Additionally the ministry will require the repayment of the full amount of all scholarships and accountable advances, pro-rated to the time remaining in the return of service commitment, in the following instances:

- failure to continue employment with the public service on completion of the course of study; or
- termination of employment with the public service before completing the return of service agreement.

If you move to a new position outside of LCLB you will need to discuss the PL program with your new employer.

Supervisors

Your Role

Prior to receiving a Pacific Leaders application from your direct report you will have had a discussion during the My Performance process regarding the employee's desire to be part of the PL program and the area of studies they would like to pursue. This will be documented in the employee's My Performance.

The employee will also request a dated letter of support written and signed by yourself recommending the employee for a scholarship. (See the application coversheet in Appendix 2 for further details)

Upon receiving a Pacific Leaders Application package from your direct report, your role will be to make sure they have met the submission deadline, criteria and have handed in a complete application package prior to Executive review. You are also responsible for supporting the applicant during this process and ensuring a quick turnaround on the application package once you receive it (1 week.) Upon receiving the package do the following:

1. Refer to the "Program Overview" section of this manual (Page 3) and ensure the staff member has provided you their application 1 week prior to the LCLB submission deadline.
2. Refer to the "Program Overview" section of this manual and ensure the employee meets all eligibility requirements.
3. Ensure the package is complete and includes the following:
 - A completed and signed application form.
 - A dated letter written and signed by the employee outlining how their education plans support their career goals and contribute to the priorities of the BC Public Service.
 - One dated letter of support written and signed by yourself recommending the employee for a scholarship. (Employee would have previously requested this from you while preparing their application package. See the application coversheet in Appendix 2 for further details)
 - A copy of course transcripts, if it is a renewal application.
4. If you have not already done so, advise the Division Executive member that you have received an application via e-mail and have a conversation if necessary.
5. Once you have reviewed the package for completeness you will need to apply your approval signature. The signature will confirm that a performance rating of "Achieves" or "Exceeds Expectations" has been achieved.
6. The completed and approved application package is then returned to the applicant for submission to the Director of Management Services by the LCLB submission deadline referenced in the "Program Overview" section of this manual (Page 3.)

Executive

Timeline

- All applications are to be reviewed and approved/denied at the first Executive meeting that falls after December 15, April 15 or September 15 or via e-mail within two weeks of the LCLB submission deadline (PSA deadlines January 31, May 31, October 31.)

Process

1. The Director, Management Services will ensure all Executive receive copies of application package 1 week prior to the applicable Executive meeting, when possible.
2. At the meeting in which the applications will be approved/denied, there will be a presentation by Director of Management Services explaining the following:
 - a. How many applications can be approved based on the current fiscal environment and budget.
 - b. Have we exceeded the “developmental” training budget for the fiscal currently operating in.
3. All applications will then be scored by Executive collectively using the rating chart below:

Criteria	Points
1. Previous Approved Applicant (Completed course/program in previous 12 months)	25
2. Grades for previous course (25= Above 85% average, 15= 75-85% average, 5=60-75%)	25
3. Letter of Interest (25=Strong, 15=Moderate, 5=weak)	25
4. Clearly defined Career Goal and linkage to Pacific Leaders (25=Fully demonstrated, 15=Partially demonstrated, 0=Not demonstrated)	25
5. Previous Approved Applicant (Didn't complete course/program in previous 12 months – no solid explanation why)	-10
6. Previously didn't meet reimbursement and/or other internal deadlines	-10
Total possible points	100

4.
 - a) If the application is approved, the ADM will sign the Approval Memorandum form (See Appendix 2.) The Director, Management Services will attach the approval to the application and return it to the appropriate supervisor or division Executive.
 - b) If the application is denied the Division Executive will notify the employee's supervisor and the supervisor will advise the staff member of the decision and the rationale for the denial, in writing.

Communication

In order to promote the Pacific Leaders Program the Director of Management Services will send out an e-mail to all LCLB employees a month (when possible) before each LCLB submission deadline to remind them of the intake deadline and include a copy of this manual. It will also be mentioned at the branch conference call closest to each of the LCLB intake deadlines. (Page 3.)

Appendix 1 –Training and Development Types

The following outlines three types of training within the BC Public Service as per the Learning and Development Policy Statement. The first two are not covered by the Pacific Leaders Program.

Job-Related Training

All training that is required for employees to be able to undertake their current job assignments or to enhance their job performance is considered to be job-related training. Auxiliary employees, co-op students, and other employees who do not have regular status are also eligible for job-related training. Job-related training is at the request of the employer. All training costs and expenses are either paid by the organization or reimbursed to employees.

Mandatory Training

All training that is required by legislation, policy, or collective agreements is considered to be mandatory training. An example of mandatory training is Joint Occupational Health and Safety Committee training. The same provisions for compensating employees for job-related training are applied to mandatory training.

Developmental Training (Pacific Leaders Program Eligible)

Supervisors will ensure that employees are provided with learning and development opportunities based on an assessment of their performance, potential, and role in the BC Public Service. This assessment is undertaken as part of the performance management process (see the Employee Performance Management Policy). Learning and development assessments are conducted with the active participation of the employee.

If an employee's job performance is not satisfactory, the supervisor and employee will determine the best way for the employee to gain the required competencies, knowledge, skills, or abilities. Probationary and auxiliary employees, co-op students, and other employees who do not have regular status are not eligible for developmental training funds.

If an employee's performance in the current job is satisfactory or better, the supervisor needs to assess the employee's potential for both career growth within the BC Public Service and related training needs. This training is voluntary and is intended to prepare the employee for more highly skilled positions, promotion opportunities, lateral positions, or staying in their current role. This training must be aligned with the program objectives of the organization or the BC Public Service.

For learning or development opportunities leading to a certificate, diploma, or degree, employees apply to the Pacific Leaders Scholarships for Public Servants Program for funding assistance.

Appendix 2 - Forms

The BC Public Service recognizes and encourages high achievement and is a place where dedicated, high-calibre employees get the support they need to build rewarding and dynamic careers.

Across the BC Public Service, employees with a performance rating of "Achieves" or "Exceeds Expectations" may access up to a maximum of \$5,000 per year for certificate, diploma and undergraduate degree programs and \$7,500 per year for master's or PhD programs to be used for tuition and books in areas that align with government's current and future skill needs. Successful applicants are required to commit to a Return of Service.

For complete program details, go to www.gov.bc.ca/myhr/pacificleaders and click on "Scholarships for Public Servants".

Conditions of the Pacific Leaders Scholarships for Public Servants

1. You must be a regular employee and have completed your probationary period in the BC Public Service.
2. A current, up-to-date performance evaluation (e.g. MyPerformance Profile) which lists the program of study being applied for is required. The MyPerformance Profile does not need to be signed off if your ministry's cycle is not completed.
3. Your career goals are determined by your supervisor to be consistent with the current or future needs of government.
4. As discussed in conversation with your supervisor, your current performance rating must be either "Achieves" or "Exceeds Expectations."
5. If you have previously been granted a Scholarship and this is a renewal application, a copy of your transcript must accompany the application in order to be considered.

Instructions and Information

Ensure all steps in the application process are completed, which includes obtaining your supervisor's approval for this application. Please read these instructions and conditions carefully.

1. Complete Sections 1, 2, 3 and 4 of this application and:
 - Write a maximum 500-word letter indicating how the program will support your career development in the public service.
 - Provide a signed letter of support from your current supervisor (for suggestions, refer to **Guide for Supervisors** section following).
 - Provide a copy of your current cycle MyPerformance Profile which lists the program of study being applied for. The MyPerformance Profile does not need to be signed off if your ministry's cycle is not completed.
 - Keep a copy of the completed application for your records.
2. Forward the completed application package to your supervisor who will:
 - Review the application.
 - Confirm s/he is aware that Scholarship funding is provided by your ministry/organization
 - Confirm that you are performing at a rating of either "Achieves" or "Exceeds Expectations".
 - Confirm that the requested course of studies is consistent with your career path and that the program of studies is described in your current MyPerformance Profile.
 - Confirm that the requested training or education is consistent with the goals of the BC Public Service.
 - Sign the application and return it to you.

3. Email or mail a scanned copy of the completed application package to:

Pacific Leaders Scholarships for Public Servants

PacificLeadersEmployeeScholarships@gov.bc.ca

BC Public Service Agency

Mailing Address:

PO Box 9496 Stn Prov Govt
Victoria BC V8W 9N7

Street Address:

Main Floor Reception –
810 Blanshard Street
Victoria BC

Note: Application packages must be received by January 31st for the spring and summer semesters, May 31st for the fall semester and October 31st for the winter semester. Late applications cannot be accepted. *If you do not have access to a scanner, fax your application to 250-387-0749*

4. Ensure that progress in the education program is part of your on-going performance management conversations.
5. When you have completed your course of study, you must provide proof of completion and/or pass mark to your ministry contact, or your ministry may require repayment of the full amount.

Guide for Supervisors

As a supervisor, your letter of recommendation is a vital part of assessing the applicant's suitability for a Scholarship. Your evaluation of the applicant could include the following factors:

Capacity/Readiness

- Extent to which the applicant is motivated to engage in a program of study
- Extent to which the applicant has acted as a change agent in the workplace
- Describe applicant's potential for growth, professional development and career momentum

Leadership

- Degree to which the applicant demonstrates leadership capabilities

Commitment

- Extent to which you are supportive of this applicant
- Likelihood that the Public Service will continue to be the career of choice for this applicant

Please comment on any or all of the factors as they apply to the applicant. Please be as specific as possible.

Final Checklist for Applicant

Before submitting your application, ensure you have attached the following documents. Your application cannot be administered until each of the following documents has been received.

- ☒ Fully completed and signed application form
- ☒ A dated letter written and signed by you in support of your application
- ☒ One dated letter of support written and signed by your supervisor
- ☒ Copy of your current, up-to-date MyPerformance Profile which lists the program of study being applied for. The MyPerformance Profile does not need to be signed off if your ministry's cycle is not completed.
- ☒ Copy of course transcripts that includes your name, the educational institution and grades received to date (if this is a renewal application).

Questions? Contact Information:

Pacific Leaders Scholarships for Public Servants

BC Public Service Agency

E-mail: PacificLeadersEmployeeScholarships@gov.bc.ca

Program Details: www.gov.bc.ca/myhr/pacificleaders

Please type or print clearly

Freedom of Information and Protection of Privacy Act (FOIPPA)

The personal information requested on this form is required to process your application for the Scholarship for Public Servants. This information is collected in accordance with FOIPPA. Questions about the collection or use of this information can be directed to the Program Administrator, The Learning Centre PO Box 9496 Stn Prov Govt, Victoria BC V8W 9N7.

☐ NEW APPLICATION ☐ RENEWAL APPLICATION

SECTION 1 – APPLICANT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	EMPLOYEE ID
JOB TITLE		PHONE NUMBER	
MINISTRY AND BRANCH NAME		E-MAIL ADDRESS	
APPLICANT'S WORK MAILING ADDRESS (USE PO BOX, IF APPLICABLE)		CITY	PROVINCE
		POSTAL CODE	

SECTION 2 – POST-SECONDARY INSTITUTION INFORMATION

DEGREE, DIPLOMA OR CERTIFICATE (FULL PROGRAM NAME)			
NAME OF POST-SECONDARY INSTITUTION			
MAILING ADDRESS (STREET ADDRESS OR PO BOX NUMBER)		CITY	PROVINCE
		POSTAL CODE	
ANNUAL ESTIMATED COST OF TUITION	ANNUAL ESTIMATED COST OF BOOKS	ARE YOU IN RECEIPT OF ANY OTHER SCHOLARSHIPS?	
\$	\$	<input type="checkbox"/> YES <input type="checkbox"/> NO	

SECTION 3 – RETURN OF SERVICE In applying for the Scholarship, I agree to the following:

- For each 12-month period that a Scholarship is provided, I agree to a one-year Return of Service to the BC Public Service for each scholarship year plus one additional year.
- As each scholarship year is processed and awarded independently, the additional year is reflected in the Return of Service summary calculations shown below but will only come into effect upon the completion of the final Scholarship year.
- I understand my Return of Service commitment must be completed, and that it is not guaranteed to be in a position related to my area of study.
- Should I leave the BC Public Service before I have completed the Return of Service period, I will refund to the government the total cost of my Scholarship funding pro-rated to the time remaining in my commitment.

Intake	Scholarship Year		Return of Service Commitment	
This application is for the October 2014 intake	<i>Your scholarship year is based on the intake applied to and is the same for everyone in that intake regardless of when your courses begin. The first day of your Scholarship year is the earliest date that your courses can begin.</i>		<i>The start date is the day after the end date shown in the Scholarship Year "End Date" Column. The end date is calculated by adding two years to that "End Date."</i>	
	Start Date	End Date	Start Date	End Date
<input type="checkbox"/> January 2014	April 1, 2014	March 31, 2015	April 1, 2015	March 31, 2017
<input type="checkbox"/> May 2014	September 1, 2014	August 31, 2015	September 1, 2015	August 31, 2017
<input checked="" type="checkbox"/> October 2014	January 1, 2015	December 31, 2015	January 1, 2016	December 31, 2017

For further information on Return of Service, go to:

www.gov.bc.ca/myhr/pacificleaders. Click on "Scholarships for Public Servants" and go to "FAQs – Return of Service".

SECTION 4 – APPLICANT DECLARATION

- I wish to be considered for the Pacific Leaders Scholarships for Public Servants.
- My signature confirms that all of the information provided is complete, correct and accurate in every detail.
- I understand that withholding relevant data or providing false or misleading data in this application or otherwise in support of this application will be grounds for the Government of British Columbia to take appropriate action.
- I understand that all information provided in this application is subject to audit and verification.
- I understand that the maximum funding per scholarship for certificate, diploma or undergraduate programs is \$5,000 and \$7,500 for Masters or PhD programs.
- For the purpose of verifying and/or investigating information pertaining to this application, and related documents, I consent to the exchange of information between the BC Public Service Agency (or its agent) and the following agencies: educational institutions and their financial aid offices; and provincial ministries, departments and agencies.
- I agree to allow my name, photograph, and study plans to be released publicly if I receive a scholarship.

APPLICANT SIGNATURE	PRINT NAME	PHONE NO.	DATE SIGNED (YYYY/MM/DD)
X		()	

SECTION 5 – SUPERVISOR DECLARATION

I support the above named applicant for the Scholarship and confirm that:

- My organization supports and agrees to fund this request, if approved.
- This employee is performing at a rating of either "Achieves" or "Exceeds" Expectations.
- The requested course of studies is consistent with the employee's career path and that the program of studies is described in their current MyPerformance Profile.
- The requested training or education is consistent with the goals of the BC Public Service.

SUPERVISOR SIGNATURE	PRINT NAME	PHONE NO.	DATE SIGNED (YYYY/MM/DD)
X		()	

TRAINING AND DEVELOPMENT APPLICATION, REGISTRATION AND REIMBURSEMENT

RESET

Please complete this form for all training/development activities of one half day or more.

PART 1 – APPLICANT

EMPLOYEE ID	EMPLOYEE LAST NAME – PLEASE PRINT NAME	FIRST NAME AND INITIAL	E-MAIL ADDRESS
MINISTRY/BRANCH NAME		WORK LOCATION ADDRESS – Include postal code	WORK PHONE NO. ()
			WORK FAX NO. ()
JOB TITLE/CLASSIFICATION	EMPLOYEE CLASS <input type="checkbox"/> BCGEU <input type="checkbox"/> PEA <input type="checkbox"/> NURSES <input type="checkbox"/> CUPE <input type="checkbox"/> OTHER, specify: <input type="checkbox"/> MGMT. EXCL. <input type="checkbox"/> SCHEDULE A <input type="checkbox"/> SAL. PHYSICIANS <input type="checkbox"/> OIC	APPOINTMENT STATUS <input type="checkbox"/> REGULAR <input type="checkbox"/> AUXILIARY	
NAME OF INSTITUTION/ORGANIZATION PROVIDING TRAINING		DOES EMPLOYEE REQUIRE ADAPTATIONS/ADJUSTMENTS TO TRAINING ENVIRONMENT TO ACCOMMODATE A DISABILITY? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please advise facilitator of needs.	
		ADMINISTRATION <input type="checkbox"/> INTERNAL (Administered within government) <input type="checkbox"/> EXTERNAL (Provided by external vendor outside of government)	
TRAINING/DEVELOPMENT COURSE TITLE – Attach outline/brochure (If applicable)	COURSE CODE	SESSION NO.	DEGREE/DIPLOMA/CERTIFICATE PROGRAM NAME (If applicable)
		TRAINING LOCATION – CITY	
TRAINING START DATE YYYY/MM/DD	TRAINING END DATE YYYY/MM/DD	TRAINING SESSION TIME FROM TO	NUMBER OF WORK HOURS ABSENT
		NUMBER OF DAYS ABSENT	NUMBER OF INSTRUCTION HOURS
I AM ALSO APPLYING FOR: <input type="checkbox"/> LEAVE – ARTICLE/SECTION NO. <input type="checkbox"/> FINANCIAL SUPPORT		METHOD OF PAYMENT <input type="checkbox"/> CORPORATE CREDIT CARD (for external training only, transaction copy attached) <input type="checkbox"/> INVOICE ATTACHED (to be paid by employer) <input type="checkbox"/> ELECTRONIC JOURNAL VOUCHER (for intra-ministry training only) <input type="checkbox"/> EMPLOYEE TO BE REIMBURSED (receipts to follow)	EXPENSE TYPE Course Cost Books Travel and Related Expenses (Travel Voucher must be completed) TOTAL
PRIMARY TRAINING/DEVELOPMENT REASON (✓) ONE REASON ONLY <input type="checkbox"/> MD – Organizational Development <input type="checkbox"/> DV – Employee Development <input type="checkbox"/> JR – Job Related <input type="checkbox"/> CM – Legal/Regulatory Requirement OR Certification		COSTS (must complete)	
EMPLOYEE SIGNATURE		DATE SIGNED YYYY MM DD	

PART 2 – APPROVALS / RECOMMENDATIONS (Refer to corporate and ministry policy for reimbursement guidelines)

I have discussed this application with the applicant:

<input type="checkbox"/> TRAINING REQUEST APPROVED <input type="checkbox"/> REIMBURSEMENT RECOMMENDED (If applicable) TOTAL: \$ COURSE COST BOOKS TRAVEL <input type="checkbox"/> REQUEST NOT APPROVED AT THIS TIME FOR THE FOLLOWING REASON:	<input type="checkbox"/> LEAVE NOT REQUIRED <input type="checkbox"/> LEAVE WITH PAY APPROVED AT % <input type="checkbox"/> LEAVE WITH PAY NOT APPROVED <input type="checkbox"/> EDUCATION LEAVE WITHOUT PAY APPROVED	Indicate whether DIRECTLY or GENERALLY related to current duties: <input type="checkbox"/> DIRECTLY RELATED <input type="checkbox"/> GENERALLY RELATED
MANAGER/DESIGNATED SUPERVISOR AUTHORITY SIGNATURE	PRINT NAME	DATE SIGNED YYYY MM DD

Expense Authority approval and financial coding are ONLY required for training and development that requires payment

CLIENT	RESP. CENTRE (Exp. Org.)	SERVICE LINE (Task)	STOB (Exp. Type)	PROJECT NO. (If Applicable)	SUPPLIER NO.	INVOICE/REIMBURSEMENT AMOUNT APPROVED \$
EXPENSE AUTHORITY SIGNATURE						DATE SIGNED YYYY MM DD
CERTIFIED THAT THE AMOUNT TO BE PAID IS CORRECT, IS IN ACCORDANCE WITH APPROPRIATE STATUTE OR OTHER AUTHORITY FOR PAYMENT AND/OR CONTRACT; AND, WHERE APPLICABLE, THAT THE WORK HAS BEEN PERFORMED, THE GOODS SUPPLIED, THE SERVICE RENDERED AND/OR OTHER CONDITIONS MET.						

PART 3 – OTHER DESIGNATED AUTHORITY (If required)

SIGNATURE (e.g., Training Advisors, Ministry Occupational Safety and Health Contact, etc.)	PRINT NAME	DATE SIGNED YYYY MM DD
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PART 4 – CHIPS DATA ENTRY: TRAINING ADMINISTRATION & LEAVE (If required)

<input type="checkbox"/> CERTIFICATION RECEIVED? YYYY MM DD	<input type="checkbox"/> RECERTIFICATION REQUIRED? YYYY MM DD	DATE TRAINING ENTERED INTO CHIPS YYYY MM DD	INITIALS	DATE LEAVE ENTERED INTO CHIPS YYYY MM DD	INITIALS – LEAVE RECORDER
--	--	--	----------	---	---------------------------

TRAINING AND DEVELOPMENT APPLICATION, REGISTRATION AND REIMBURSEMENT

Complete this application for any **internal or external training and development activities of one-half day or more**. This includes employee initiated and employer supported requests for training, development or educational programs, seminars, courses, workshops and conferences, during or outside normal working hours. **Refer to corporate and ministry training and development policies and guidelines for complete details.**

Please note: If your ministry has identified that preference will be given to employees from specific equity groups for selected courses or developmental activities, attach a covering memo which identifies whether you are aboriginal, visible minority, a person with a disability or female.

PART 1 – APPLICANT

1. Complete Part 1 in full.
2. Indicate Primary Training Reason:
MD – Organizational Development – Training/development which includes the entire work unit or ministry, to improve the operational effectiveness of that specific group or organization.
DV – Employee Development – Professional, educational and career development that is generally related to the employee's current job duties and is expected to enhance a person's ability to function on the job.
JR – Job Related – Training/development identified through corporate and ministry strategic priorities, performance and business planning processes to enhance the employee's knowledge/skills/abilities to perform the current job.
CM – Legal/Regulatory Requirement or Certification – Essential training/development where there is a legislated responsibility to meet specific certification standards and provide regulatory services.
3. Forward a signed, hard copy to your supervisor for approval and completion of Part 2.
4. Spending Authority approval is required for payments and/or reimbursement of expenses for all external training and for any internal training that requires payment.
5. Obtain "Other Designated Authority Signature" (Part 3) for some specific programs or if required by ministry. (e.g. Ministry Occupational Safety and Health (OSH) contact must sign all OSH committee training requests.)
6. Upon approval, employee or designate registers as directed in the outline/brochure for the training/development.
7. Where appropriate forward a copy of the approved application to the branch administrator to commit funds.
8. Retain the original application until training/development is completed.

Once training/development is completed:

1. Confirm "Costs" section upon completion of training/development and indicate method of payment.
2. Attach original receipts or invoices to the ORIGINAL application for payment processing.
3. Attach proof of completion, certification/license or statement of grades to all reimbursement requests.
4. Forward a photocopy of the application (attach proof of completion, certification/license or statement of grades) to the designated ministry Training Administrator and Leave Administrator (if applicable) for entry into CHIPS.
5. Retain a photocopy of the original application for record keeping purposes.
6. Submit a travel voucher (if applicable) with original receipts for reimbursement of pre-approved, related travel expenses.
7. Complete a Training and Development Evaluation form where required by ministry Training and Development Policy.

PART 2 – APPROVALS

1. Supervisor and Spending Authority completes Part 2, as required.
2. Supervisor signs and forwards application to Spending Authority for approval, where appropriate.
3. Upon supervisor approval, Spending Authority indicates approval and commits funds.
4. Spending Authority or designate processes payment/reimbursement of expenses.

PART 3 – OTHER DESIGNATED AUTHORITY (If required)

1. Refer to the training/development outline or ministry policy for program pre-requisites and approval guidelines.
2. Forward the approved application according to the registration instructions or return to employee.

PART 4 – CHIPS DATA ENTRY: TRAINING ADMINISTRATION & LEAVE (If applicable)

1. Record the employee attendance, training reason, certification (if applicable) and **course cost** in the CHIPS Administer Training Module. Refer to the Web-based Learning Assistant (WLA) at <https://icw.eview.gov.bc.ca/chips/training/training.htm> for complete data entry instructions.
2. Training Administrator initials and records the date entered in CHIPS and files the application on the employee's personnel file, (ARCS 1385-20).
3. If required, (e.g., professional development leave as outlined in collective agreements) forward to Leave Administrator.
4. Leave Administrator selects and records the appropriate leave code in CHIPS, initials and records the date entered in CHIPS, and files the application as required.

Freedom of Information and Protection of Privacy Act

The information collected on this form is required to process your application for training and development. If you have any questions about the collection of this information, contact your training or personnel office. This form is in compliance with the *Freedom of Information and Protection of Privacy Act*.



MEMORANDUM

Date

Re: Pacific Leaders Application for xxx (Employee No. xxx)

Reviewed and approved:

Michelle Carr
Assistant Deputy Minister
Liquor Control and Licensing Branch

Approved this ____ day of xx, 20xx.

APPLICATION FOR ACCOUNTABLE ADVANCE

Instructions:

Sections A, B, C and D – to be completed by employee requiring advance.

Section E – to be completed by ministry expense authority.

Section F – to be completed by Government Agent (in accordance with CPPM B.2).

Section G – to be completed by person receiving cheque, if other than applicant.

Pursuant to Treasury Board CPPM 4.3.9.2, assignment of wages is not applicable to advances issued for purposes of salaries and wages.

Freedom of Information and Protection of Privacy Act

The personal information requested on this form is collected under the authority of and used for the purpose of administering the *Financial Administration Act*. Questions about the collection or use of this information can be directed to the Branch Secretary, Financial Management Branch at 250 387-4671, PO Box 9413 Stn Prov Govt, Victoria BC V8W 9V1.

MINISTRY CONTROL NO.

DOCUMENT CONTROL NO.

A	CLIENT	EMPLOYEE ID.	EMPLOYEE SURNAME	INITIALS	RESP. CENTRE	SERVICE LINE	STOB
MINISTRY/BRANCH/ADDRESS			EMPLOYEE HOME ADDRESS			SUPPLIER CODE	
						WORK PHONE NO. ()	
						HOME PHONE NO. ()	
TYPE OF ADVANCE						AMOUNT REQUIRED	
<input type="checkbox"/> TRAVEL <input type="checkbox"/> SALARY/INDIVIDUAL <input type="checkbox"/> WORKING CAPITAL <input type="checkbox"/> OTHER:							
<input type="checkbox"/> STANDING <input type="checkbox"/> TEMPORARY – <i>applicants must complete Section C. Advance must be accounted for or repaid within one week of completion of the travel.</i>						YYYY / MM / DD DATE CHEQUE REQUIRED	
IF YOU NOW HOLD A TRAVEL ADVANCE, COMPLETE BELOW					C ESTIMATED COSTS (CDN \$)		
AMOUNT OF STANDING ADVANCE		AMOUNT OF TEMPORARY ADVANCE			TRANSPORTATION _____		
					PER DIEMS _____		
					ACCOMMODATION _____		
					OTHER _____		
					TOTAL _____		
B REASON FOR ADVANCE AND DESTINATION					DEPARTURE YYYY / MM / DD		RETURN YYYY / MM / DD
					DATES OF TRAVEL		
D In consideration of the accountable advance made to me, as requested above, I promise to pay the Minister of Finance, on demand, any amount of the advance not expended for the purpose for which it was authorized and not repaid.							
I understand and agree that the Comptroller General is authorized to recover by setoff under section 38 of the <i>Financial Administration Act</i> , any amount of the accountable advance not expended for the purpose for which it was authorized and not repaid. I also agree that recovery by setoff may be made against any money due and payable to me by the Province of British Columbia. Money due and payable to me may include, but is not restricted to, wages, salaries and severance payments.							
Nothing contained in this agreement shall prejudice the right of the Minister of Finance to recover by setoff or by any other collection action any amount of the accountable advance not expended for the purpose for which it was authorized and not repaid.							
EMPLOYEE SIGNATURE						DATE SIGNED YYYY MM DD	
X							
E AUTHORIZATION EXPENSE AUTHORITY – Certified that the amount to be advanced is in accordance with appropriate statute or other authority for payment and/or contract.							
NAME – TYPE OR PRINT		POSITION TITLE		SIGNATURE OF EXPENSE AUTHORITY		DATE SIGNED YYYY MM DD	
				X			
F GOVERNMENT AGENT CHEQUE NO.		TYPE OF ID				ID NO.	
G SIGNATURE OF PERSON RECEIVING CHEQUE – IF OTHER THAN APPLICANT						SURNAME – TYPE OR PRINT	
X							

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Withheld pursuant to/removed as

s.14

From: [Haywood, Steven](#) TRAN:EX
To: [Taylor, Wendy E](#) SBRT:EX
Subject: RE: C&E Committee Quarterly Meeting
Date: Thursday, April 6, 2017 10:54:26 AM

Hi Wendy,

I wanted to advise that I will be at the C&E meeting however will need to step out from 1030-noon for a high priority meeting.

Regards,

Steve

-----Original Appointment-----

From: Taylor, Wendy E SBRT:EX

Sent: Tuesday, November 22, 2016 10:15 AM

To: Taylor, Wendy E SBRT:EX; Gilmore, Tena ABR:EX; Hryciuk, Lorie AGRI:EX; Grout, Kim ALC:EX; Callow, Sharlane AVED:EX; Clint.Abbott@safetyauthority.ca; Bienert, Kristine BCUC:EX; Homer, Ian BCUC:EX; Bcrvictoria@smtp.gc.ca; Cousins, Autumn EAO:EX; Milne, Andrew EAO:EX; Parks, Chris EAO:EX; Russell, Jim AGRI:EX; Quintieri, Angela EBC:EX; Armstrong, Joanne L EDUC:EX; Jonker, Brian EDUC:EX; Clarke, Wilma EDUC:EX; Forsdick, Doug O ENV:EX; Airey, David ENV:EX; Anctil, Tim ENV:EX; Belanger, Marcel ENV:EX; Canuel, Aaron ENV:EX; Doyle, Chris J ENV:EX; Austad, Bob ENV:EX; Laughland, Gwenda J ENV:EX; Hofweber, Jane ENV:EX; Walsh, Stuart G ENV:EX; Hughes, Suzanne M FIN:EX; Perhar, Satish FIN:EX; Carter, Chris A FIN:EX; West, Gerard FIN:EX; Burke, Lisa FIN:EX; Fitzgerald, Anna FIN:EX; Giesbrecht, Al FIN:EX; Meilleur, Len FIN:EX; Stewart, Robert A FIN:EX; Bulmer, James G FIN:EX; Johnson, Stacy W FIN:EX; McLeod, Tamara FIN:EX; Hold - 161013 - Peck, Dan N FIN:EX; Wong, Gordon FIN:EX; McCabe, Melissa FIN:EX; Foxall, Dave FIN:EX; Fynes, Shaun F FIN:EX; Treloar, Jeff T FIN:EX; Bowman, Bradley FLNR:EX; Edquist, Kevin FLNR:EX; Khaira, Kally FIN:EX; King, Richard FLNR:EX; Murray, Brian G HLTH:EX; Machin, Evan W HLTH:EX; Bedford, Sue HLTH:EX; Brad.Craig@icbc.com; Ben.Shotton@icbc.com; Tadla, Dana PSSG:EX; Corrado, Paul JAG:EX; Eggleston, Darcy JAG:EX; Wharton, Peter JAG:EX; Hoffman, Steve JAG:EX; Prophet, Carl JAG:EX; Beresford, Christopher JAG:EX; Marchenski, Marcia JAG:EX; Stancato, Vincent PSSG:EX; Seeley, Erin JTST:EX; Ennis, Randall LASS:EX; Johnson, Chris M LBR:EX; Robinson, Jeff D MCF:EX; Suarez, Francisco MCF:EX; Nowell, Rylan MEM:EX; Demchuk, Tania MEM:EX; Kupperts, Haley MEM:EX; Pocklington, Cheryl M MEM:EX; Thorpe, Rolly MEM:EX; Messmer, Mark J MEM:EX; Newell, Chris J MEM:EX; Quist, Bev MEM:EX; Morgan, Lance C MTIC:EX; Perkins, Gary MTIC:EX; Prosser, Ken A MTIC:EX; Mclean, Kenneth FIN:EX; McLean, Ken OGC:EX; Horner, Shannon E OHCS:EX; Panter, Audrey OHCS:EX; Mandur, Tracy PSA:EX; Buck, Brad PSA:EX; Chrisgian, Ourania PSA:EX; Dunkley, Brian PSA:EX; Campbell, Corrie L PSSG:EX; Lenz, Allison PSSG:EX; McRobert, Brad P PSSG:EX; Sajko, Sandra PSSG:EX; Steenvoorden, Tom PSSG:EX; Alexander, Corinne PSSG:EX; michel.legault@rcmp-grc.gc.ca; kathy.furgason@rcmp-grc.gc.ca; jay.fulks@rcmp-grc.gc.ca; Tonn, Greg SBRT:EX; Hitchcock, Stephen SBRT:EX; Jones, Kathleen SBRT:EX; Scott, Douglas S SBRT:EX; Tetzl, Raymond SBRT:EX; Toogood, John SDSI:EX; Saastad, Kim M SDSI:EX; Dennis, Perry TRAN:EX; Haywood, Steven TRAN:EX; Kangas, Brian TRAN:EX; Anderson, Gordon A TRAN:EX; Cooper, Robert TRAN:EX; Vanderkuip, Kristin TRAN:EX; McTaggart, Craig WCB:EX; Natt, Gurpreet WCB:EX

Cc: Whibley, David JTST:EX; Johnston, Jeff; Wichary, Andreas ALC:EX; Giardini, Mario SBRT:EX; Kortum, Alex FIN:EX; 'mark.guiton@safetyauthority.ca'; Webb, Chantal LBR:EX; Joyce, Robert W LBR:EX; Last, Gavin AGRI:EX; Azimi, Bob PSSG:EX; Franklin, Janice ABR:EX

Subject: C&E Committee Quarterly Meeting

When: Tuesday, April 11, 2017 10:00 AM-3:00 PM (UTC-08:00) Pacific Time (US & Canada).

Where: s.15

Hi everyone,

We have had to move the date for our next C&E meeting to accomodate schedules. Hope this time works for you!

Wendy

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Withheld pursuant to/removed as

s.13;s.17

From: Michel Legault
To: Taylor, Wendy E SBRT:EX
Subject: Re: Dates
Date: Thursday, April 6, 2017 4:40:51 PM

Yes. ML

>>> "Taylor, Wendy E SBRT:EX" 2017/04/06 2:43 PM >>>
I think triple dates jun 19. Do they have hotel rooms?

Sent from my iPhone

On Apr 6, 2017, at 11:46 AM, Michel Legault > wrote:

Wendy,

I hope your day is going well. Here is the message from the hotel on dates.

"Rather slim pickings, but I can do a single classroom (30ish) for May 1-5, a double classroom June 12 & 13, or up to a triple classroom June 19-22".

Let me know what you think. ML

From: [Tonn, Greg SBRT:EX](#)
To: [Callow, Sharlane AVED:EX](#)
Cc: [Taylor, Wendy E SBRT:EX](#); [Lust, Monica AVED:EX](#)
Subject: RE: future C&E Committee Meetings
Date: Thursday, April 6, 2017 9:45:30 AM

Thanks for clarifying Sharlane. It has been a true pleasure to work with you. I wish you all the best in your new position. I will add Monica to the Committee.

Monica – Please do not fret if you cannot attend the conference call for the training working group this Friday. The Action Plan update will be reviewed again during the meeting on Tuesday.

The meeting this coming Tuesday is the annual planning meeting where the committee will work to set the priorities for the next 12 months. Any ideas on how to make the C&E sector more effective and efficient are greatly appreciated ☺

Best,

Greg

Greg Tonn

Project Coordinator

Compliance & Enforcement Secretariat

Cell: 604-652-2181

From: Callow, Sharlane AVED:EX
Sent: Thursday, April 6, 2017 9:32 AM
To: Tonn, Greg SBRT:EX
Cc: Taylor, Wendy E SBRT:EX; Lust, Monica AVED:EX
Subject: RE: future C&E Committee Meetings
Hi Greg

Apologies for not communicating sooner. **s.22**

s.22 As noted below, Monica Lust will be taking on AVED representation and it should also be noted she will be the ADM alternate for Claire Avison.

Thanks

Sharlane

Sharlane Callow

Project Director | Post Secondary Audit and Accountability Branch
Ministry of Advanced Education

3rd Floor - 835 Humboldt Street | Victoria BC | Office: 250.356.7210 | Mobile: 250.217.4874

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From: Tonn, Greg SBRT:EX
Sent: Wednesday, April 5, 2017 2:56 PM
To: Lust, Monica AVED:EX
Cc: Taylor, Wendy E SBRT:EX; Callow, Sharlane AVED:EX
Subject: RE: future C&E Committee Meetings
Hi Monica,

I have forwarded you the invite for the meeting on April 11. I just want to be clear as the subject line is a little misleading. The meeting next Tuesday is a C&E Committee meeting, and not a ADM's Committee meeting.

I know I granted you access to our SharePoint site in early February. Should I add you as a member of the C&E Committee as well?

Kindest regards,

Greg

Greg Tonn

Project Coordinator

Compliance & Enforcement Secretariat

Cell: 604-652-2181

From: Lust, Monica AVED:EX
Sent: Wednesday, April 5, 2017 2:37 PM
To: Taylor, Wendy E SBRT:EX
Cc: Tonn, Greg SBRT:EX
Subject: RE: future C&E ADM Committee Meetings

Thank you, both. I will be taking Sharlane Callow's place, so I have some catching up to do. I understand there is also a meeting on Friday – would Sharlane have attended that one as well? My calendar won't allow it for this Friday, but I can book in future meetings where able.

Monica Lust

Registrar and Executive Director

203 – 1155 West Pender St, Vancouver, BC V6E 2P4

P: 604-569-0033 | D: 604-569-0031 | F: 778-945-0606 | Toll Free: 1-800-661-7441

privatetraininginstitutions.gov.bc.ca

From: Taylor, Wendy E SBRT:EX

Sent: Wednesday, April 5, 2017 2:35 PM
To: Lust, Monica AVED:EX
Cc: Tonn, Greg SBRT:EX
Subject: Re: future C&E ADM Committee Meetings
It is next Tuesday April 11 Greg can you forward the invite.
Wendy

Sent from my iPhone

On Apr 5, 2017, at 1:51 PM, Lust, Monica AVED:EX <Monica.Lust@gov.bc.ca> wrote:

Hello Wendy, can you let me know when the next meeting is? I've not received any invitations.
Thanks,
Monica Lust
Registrar and Executive Director



203 – 1155 West Pender St, Vancouver, BC V6E 2P4
P: 604-569-0033 | D: 604-569-0031 | F: 778-945-0606 | Toll Free: 1-800-661-7441
privatetraininginstitutions.gov.bc.ca

From: Poirier, Dorice AVED:EX
Sent: Tuesday, March 14, 2017 1:41 PM
To: Taylor, Wendy E SBRT:EX
Cc: Lust, Monica AVED:EX; Callow, Sharlane AVED:EX; Economou, Irene AVED:EX; Wyllie, Sandra AVED:EX
Subject: future C&E ADM Committee Meetings

Hi Wendy,

At the request of ADM Avison would you be able to extend these future invitations to the Registrar/Executive Director, Monica Lust who oversees the Private Training Institutions Branch.

I cc Monica and her assistant Irene. Many thanks!

Dorice Poirier | Executive Administrative Assistant to Assistant Deputy Minister, Claire Avison – Governance, Legislation and Strategic Policy Division | Ministry of Advanced Education | (250 356-0826)
dorice.poirier@gov.bc.ca

-----Original Appointment-----

From: Taylor, Wendy E SBRT:EX
Sent: Tuesday, January 17, 2017 2:33 PM
To: Taylor, Wendy E SBRT:EX; Scott, Douglas S ABR:EX; Mack, James AGRI:EX; Symes, Elan C FIN:EX; Sidhu, Manjit HLTH:EX; Cavanaugh, Lynda A JAG:EX; Deitch, James JAG:EX; Callow, Sharlane AVED:EX; Birnie, Kayla ABR:EX; Gilmore, Tena ABR:EX; Sandstrom, Kurt JAG:EX; Handrahan, Kirk TRAN:EX; Bowman, Deborah TRAN:EX; Robb, Peter L. MEM:EX; Mingay, Rob JTST:EX; Carr, Michelle SBRT:EX; Hughes, Doug J HLTH:EX; Hopkins, Jim FIN:EX; Curtis, David FIN:EX; Lewis, Kaaren ENV:EX; Farkas, George EDUC:EX; Western, Nola EBC:EX; Upton, Debi L SDSI:EX; Soares, Ramona EDUC:EX; Richter, Kevin J TRAN:EX; Davison, John C PSA:EX; Vasey, Jeff AVED:EX; Bailey, Ian D MTIC:EX; MacLaren, Les MEM:EX; Bawa, Reg R MCF:EX; Hughes, Trevor LBR:EX; MacDonald, Scott D JTST:EX; Pecknold, Clayton PSSG:EX; Merchant, Brent PSSG:EX; Lapointe, Lisa PSSG:EX; Mazure, John C FIN:EX; Zacharias, Mark ENV:EX; Standen, Jim ENV:EX; Craven, Paul EAO:EX; Faganello, Tara CSCD:EX; Avison, Claire AVED:EX; Stewart, Sharon A HLTH:EX; Nash, Laurel ABR:EX
Cc: Thelisma, Marie A HLTH:EX; Amann-Blake, Nathaniel MEM:EX; Demchuk, Tania MEM:EX; Alexander, Corinne PSSG:EX; Laughland, Gwenda J ENV:EX; Filmer, Cam A TRAN:EX; Cousins, Autumn EAO:EX; Paget, Gary CSCD:EX; Andrade, Ana CSCD:EX; Melvin, Stephanie JAG:EX
Subject: C&E ADM Committee Meeting
When: Tuesday, January 17, 2017 2:30 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).
Where: s.15

From: [Witton, Mimi SBRT:EX](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: RE: Preparation for Next Tuesday CE Meeting
Date: Thursday, April 6, 2017 9:09:52 AM

Good morning Wendy,

I can definitely have the lunch and coffees ordered for the C&E committee meeting. If Greg can send me an updated attendee list, I will sort out the sign in sheet and name tags.

I'd be glad to help assist with recording the Action plan, the only snag is that I have prior commitments at 2 so I'll have to duck out early.

See you on Tuesday!

Mimi Witton

Regional Administrative Assistant

Liquor Control and Licensing Branch

Phone: 250 952-5743

Email: Mimi.Witton@gov.bc.ca

From: Taylor, Wendy E SBRT:EX
Sent: Wednesday, April 5, 2017 4:54 PM
To: Witton, Mimi SBRT:EX
Cc: Tonn, Greg SBRT:EX
Subject: Preparation for Next Tuesday CE Meeting

Hi Mimi,

Can you please contact our regular place f- the Agean and order lunch for 45 for next Tuesday please. Our meeting next week will be at a new location which is even closer tothem. Meeting will be at !s.15

s.15 . Could we have lunch for 11:45 please.

Can you order soup and wraps no sandwiches and desserts.

As well, can you contact BLENZ coffee at the corner of Douglas and Sussex and order coffee for 30 and tea for 15 for 10 am please.

I will pick up drinks for the meeting for lunch.

Mimi, can you also arrange for name tags, sign in sheet as well for us please. If you are able to attend Tuesday it would be great as we need help recording for theAction plan.

Greg, can you work with Mimi on the Business Exp apprvoyal for the food and get it into Suzanne for signing please.

Mimi, I will send you the agenda if you could make us copies for the meeting. I will send when it is ready.

Thanks so much.s.22

, but will be checking email.

Wendy

From: [Tonn, Greg SBRT:EX](#)
To: [Witton, Mimi SBRT:EX](#)
Cc: [Taylor, Wendy E SBRT:EX](#)
Subject: RE: Preparation for Next Tuesday CE Meeting
Date: Thursday, April 6, 2017 9:17:07 AM

Hi Mimi,
Can you please give me a call today to discuss?
Thanks,
Greg

Greg Tonn

Project Coordinator
Compliance & Enforcement Secretariat
Cell: 604-652-2181

From: Taylor, Wendy E SBRT:EX
Sent: Wednesday, April 5, 2017 4:54 PM
To: Witton, Mimi SBRT:EX
Cc: Tonn, Greg SBRT:EX
Subject: Preparation for Next Tuesday CE Meeting
Hi Mimi,

Can you please contact our regular place f- the Agean and order lunch for 45 for next Tuesday please. Our meeting next week will be at a new location which is even closer tothem. Meeting will be at s.15
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Mimi, can you also arrange for name tags, sign in sheet as well for us please. If you are able to attend Tuesday it would be great as we need help recording for theAction plan.

Greg, can you work with Mimi on the Business Exp apprvoal for the food and get it into Suzanne for signing please.

Mimi, I will send you the agenda if you could make us copies for the meeting. I will send when it is ready.
Thanks so much. s.22 but will be checking email.

Wendy

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Withheld pursuant to/removed as

s.16;s.17

From: [Taylor, Wendy E SBRT:EX](#)
To: [Hoffman, Steve JAG:EX](#)
Subject: Re: s.22
Date: Thursday, April 6, 2017 2:41:33 PM

Yes I will
Thx
Sent from my iPhone

On Apr 6, 2017, at 2:07 PM, Hoffman, Steve JAG:EX <Steve.Hoffman@gov.bc.ca> wrote:

Just got off the phone with him. He's going to come to meet me for a coffee and a chat at 1145 on Tuesday at c&e. Will you get a cake?

Steve Hoffman, CPP
Special Advisor - Security
Corporate Risk & Security Division

Providing Safety & Security to Ministry Personnel and Assets

Ministry of Justice
Ministry of Public Safety & Solicitor General
9th Floor, 1001 Douglas Street
Victoria, BC V8W 9J7

☎ **604-657-5467**

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s.16;s.17

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s.16;s.22;s.17

Accept

Decline

Maybe



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From: [DataBreachToday Enews](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Regulators Warn of Man-in-the-Middle Attack Risks
Date: Thursday, April 6, 2017 12:14:28 PM

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From: [Micro Focus](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Reminder! Shape the future of COBOL – have your say
Date: Thursday, April 6, 2017 12:53:28 PM

[View Online](#)

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From: [Morrison, Chandra SBRT:EX](#)
To: [LCLB HQ All Staff](#)
Subject: Section 62 Taste Test
Date: Thursday, April 6, 2017 4:28:24 PM

Good Afternoon,

I need to conduct product evaluation on Hibiscus and Sweet Orange Bitters to see if they meet the Section 62 criteria for non-potable alcohol. I am looking for 3-4 volunteers to participate in a taste test which will be conducted at 1:30 pm on Thursday April 13th. If you are interested in participating in this test, please reply to this email by 3 pm Tuesday April 11th. Priority will be given to individuals who have never participated in a liquor taste test before.

Regards,

Chandra Morrison

Senior Licensing Analyst

Liquor Control & Licensing Branch (LCLB)

Phone: 250 952-5770

Fax: 250 952-7066

www.pssg.gov.bc.ca/lclb

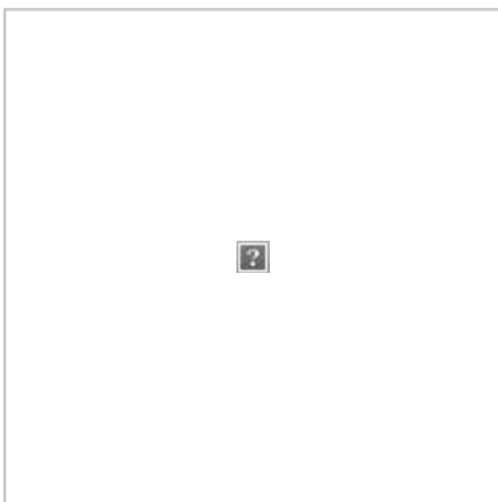
Due to security concerns, Liquor Control and Licensing Branch will not accept electronically transmitted applications containing credit card information.

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DUPLICATE

From: [Miranda Maslany, Vantage Point](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Strengthen Your Executive Director - Board Chair partnership
Date: Thursday, April 6, 2017 2:55:29 PM



Page 094 to/à Page 095

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s.22

From: Fairmont President's Club
To: Taylor, Wendy E SBRT:EX
Subject: Wendy, enjoy exclusive savings on select destinations
Date: Thursday, April 6, 2017 9:52:39 AM

Great Rates, Great Dates. | April 2017

[View online](#)



RESERVATIONS

DESTINATIONS

LOYALTY

Great RATES Great DATES
April 2017

Wendy Taylor

s.22

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From: [Rowsell, Terry N SBRT:EX](#)
To: [Bell, Suzanne N SBRT:EX](#); [LCLB All](#)
Subject: RE: Text File for staff - what to expect in an election year
Date: Thursday, April 6, 2017 4:37:43 PM

Remember that the "Ctrl+F" search function is your friend.

From: Bell, Suzanne N SBRT:EX
Sent: Thursday, April 6, 2017 4:35 PM
To: LCLB All
Subject: FW: Text File for staff - what to expect in an election year

Hi Gang, Jim Booth created a text file (below) for those of you who'd prefer to read it that way.

Cheers!

Suzanne

From: Booth, Jim A SBRT:EX
Sent: Thursday, April 6, 2017 1:15 PM
To: Bell, Suzanne N SBRT:EX
Cc: Hitchcock, Stephen SBRT:EX
Subject: RE: PowerPoint for staff - what to expect in an election year

Suzanne,

I found the format of the PPT difficult to read so exported it to text version.

<< File: The time leading up to general elections can raise a number of questions for public servants.pdf >>

But looking at the length of it ... realized it is extensive.

Jim Booth

(250) 354-6747

"Due to security concerns, Liquor Control and Licensing Branch will not accept electronically transmitted applications containing credit card information."

From: Bell, Suzanne N SBRT:EX
Sent: Thursday, April 6, 2017 12:41 PM
To: LCLB All
Subject: FW: PowerPoint for staff - what to expect in an election year

Hi everyone, here is the slide deck that Michelle distributed in March about what to expect in an election year, in case any of you want to take another look.

Cheers!

Suzanne

From: Carr, Michelle SBRT:EX

Sent: Thursday, March 2, 2017 10:23 AM

To: LCLB All

Subject: PowerPoint for staff - what to expect in an election year

Hi, everyone.

As discussed at the all branch meeting a few minutes ago, please find attached a deck that discusses key matters to be aware of during an election. Please take the time to do a quick read of this, and don't hesitate to raise any questions you might have.

Thanks,

Michelle

Michelle Carr | Assistant Deputy Minister and General Manager

Liquor Control and Licensing Branch

Ministry of Small Business and Red Tape Reduction

Phone: 250-952-5777



BRITISH
COLUMBIA

BRITISH COLUMBIA

2017 Elections

Guidance for Public Servants



The time leading up to general elections can raise a number of questions for public servants:

- What are the key periods?
- Are the actions of government constrained?
- Are the actions of public servants constrained?
- What considerations govern these decisions?



Introduction

- Elections in BC are governed by a number of written and 'unwritten' rules.
- The landscape can be complex - diligence and caution are warranted leading up to a general election and, particularly, during the campaign, election and transition periods.
- We believe that if you understand and appreciate the requirements for each of the key periods, you can act with confidence to continue contributing to the proper functioning of government prior to and during the election.



Key Periods During the Election

- the 'pre-writ' period leading up to the election before the writs of election are issued;
- the 'writ' period – once the writs are issued commencing the campaign and election periods; and
- the transition to the incoming government.



Key dates for the 2017 elections

- 'Pre-writ' period – period preceding April 11, 2017;
- The 'writ' period begins on April 11, 2017 when the writs of election must be issued;
- The **campaign period** runs from April 11, 2017 to voting day on May 9, 2017;
- The **election period** runs from April 11, 2017 and ends on the date set for the return of the writ; and
- **Transition** to the incoming Cabinet begins after the election results are finalized.



1. The Pre-Writ Period

- The government of the day must :
 - plan for the constraints that apply in the election period;
and
 - takes necessary action to ensure that necessary government operations – both routine and urgent can continue during the election period



2. The writ period

- Begins with the issuance of writs of election for each electoral districts. Writs issued on April 11, 2017 (Day 0).
- General election day set under the *BC Constitution Act*– May 9, 2017 (Day 28).
- Campaign period ends on Day 28 – general voting day.
- Election period generally 51 days long – ends after the date set for return of the writs – once results are confirmed.



3. Transition Period

- LGinC asks the leader of the political party that holds the confidence of the majority of the Legislative Assembly to form a government and become the Premier.
- Executive Council (Cabinet) established by OIC under the *BC Constitution Act*, made on the recommendation of the Premier.
- No specific time limit for forming the new Executive Council, but there is an expectation that the new Cabinet will be formed 'without unnecessary delay'.



The 'Caretaker' Period

- Constitutional convention of 'responsible government'.
- Legislative Assembly is dissolved once writs are issued.
- Cabinet continues as executive government with the election in progress – in 'caretaker' role.
- The rationale for this convention is that, following dissolution of the government, there is no elected chamber to which government can be held accountable and the government cannot assume that it will command the confidence in the next Legislature.



What happens to the Legislative Assembly, Cabinet, Ministers, MLAs and ministerial staff during the election period:

- Cabinet continues in caretaker role – Ministers continue to hold portfolios.
- MLAs no longer hold office.
- Executive and ministerial assistants on leave without pay.
- Minister's administrative coordinators and support staff remain.



Deputy Ministers' roles

- During the 'caretaker' period, Deputy Ministers have a key role in ensuring the continuance of necessary government business.
- Deputy Ministers are accountable for ensuring that government facilities and resources continue are used only for official government business and that the public servants in their ministries carry out their responsibilities in a non-partisan manner during the 'caretaker' period.



Cabinet Documents

- Particular care must be taken to ensure Cabinet confidence is retained.
- Basic rule : Cabinet records must be kept confidential – they are not automatically accessible to a succeeding government of a different party.
- Control of Cabinet records is with the Cabinet Secretary during the interregnum and transition periods.
- Deputy Ministers in each Ministry are accountable for the proper management of Cabinet records during these periods.



Non-Cabinet Government Records

- Government information is defined in the new *Information Management Act*.
- The primary consideration in the management of government records during the caretaking period is ensuring confidentiality and security.
- Consider *FOIPPA*, the *Information Management Act*, Core Policy, and approved information schedules.



Correspondence and FOIPPA

- Normal correspondence continues.
- References to post-election action are in terms of the 'incoming government'.
- Access to Information requests continue to be processed.



Advertising

- Government is permitted to continue to inform the public of available services during the campaign period.
- Be aware that there can be perception issues regarding what does and does not constitute election advertising.
- All communications requests must be approved by ministry GCPE Communications Director.



Use of Logo, Internet and Social Media

- Use of BCID is permitted in some circumstances. Logo affiliated with government programs may not be used during campaign period.
- Websites, except BC Laws, are generally frozen during interregnum – except to make corrections.
- Websites and social media accounts considered critical to public health and safety will continue during interregnum.
- Other postings must be considered on a case by cases basis and must be approved by the ministry GCPE Communications Director.



Routine matters – in practice:

- In the election period, government should restrict itself – in matters of policy, expenditure and appointments – to activities that are:
 - Routine;
 - Non-controversial;
 - Urgent;
 - Reversible by a new government without undue cost or disruption; or
 - Agreed to by opposition parties (if consultation is appropriate).



What public servants can and cannot do during an election.

- Public servants are generally, depending on their role in government, not precluded from political participation.
- However, the impartiality of the public service is a cornerstone of Canadian democracy.
- This means that care is necessary in order to ensure that the public servant's rights to freedom of expression and association are exercised in harmony with the duties of employment and the standards of conduct for public servants.



Standards of Conduct provide guidance:

- Duty of loyalty – serve the government of the day to the best of one's ability
- Impartiality – must not introduce partisan politics into workplace or use their position to lend weight to expression of opinions
- Government resources must not be used in support of political activities – including confidential government information
- Employees must not engage in political activities during work hours or using government resources
- Conflicts of interest must be avoided



Standards of Conduct provide guidance:

- Employees may hold jobs outside government, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities provided it does not:
 - interfere with the performance of their employment duties
 - bring the government into disrepute;
 - represent a conflict of interest or create the reasonable perception of a conflict of interest;
 - appear to be an official act or to represent government opinion or policy;
 - involve the unauthorized use of work time or government premises, services, equipment, or supplies; or
 - gain an advantage that is derived from their employment.

Standards of Conduct provide guidance:

- Public servants can, outside of work and on their own time engage in political activity without compromising their neutrality.
- Care should be taken in use of personal social media not to blur the lines between professional and private lives.
- Public servants should not identify themselves as public servants or wear their uniforms or I.D. cards when canvassing, soliciting donations or attending public events.



Running as a Candidate

- Under s. 67 of the BC *Election Act*, an employee is entitled to leave without pay from employment to run as a candidate in an election.
- The candidate's employer must grant the individual a leave without pay in accordance with this section.
- Deputy Ministers review requests to ensure conflicts of interest do not exist between the employee's work and duties for the office to which nomination is sought.



Voting

- Employees are entitled to have 4 consecutive clear hours in order to vote.
- Leave from work only if there are less than 4 clear hours outside of working hours available to vote.
- Operational requirements must be considered in scheduling.
- If operational issues arise, employees may also take advantage of early polling opportunities prior to the date of election.



Conclusion

- If you have any doubt, don't hesitate to seek guidance from your Ministry Executive through your supervisor.
- We are confident that with the support of supervisors and senior ministry executive, you will be able to continue to act with integrity and support the proper functioning of government through the various periods leading up to the next general election in British Columbia and the transition to the incoming government.

From: [Mia Broadbent](#)
To: [Taylor, Wendy E SBRT:EX](#)
Subject: Worldwide Business Review - 2017 Ones to Watch in Canada
Date: Thursday, April 6, 2017 12:13:17 PM
Attachments: [2017 Ones to Watch in Canada-03.png](#)



Hello ,

My name is Mia Broadbent and I am getting in touch with you on behalf of Worldwide Business Review to tell you that Provincial Government Of British Columbia have been selected as a winner in our 2017 Ones to Watch in Canada Awards.

The '2017 Ones to Watch in Canada' Awards have been launched to showcase the impressive ongoing work of Canadian firms, across all sectors and industries, and to give these organizations and individuals the perfect platform from which to discuss company growth and future plans whilst enjoying increased global recognition.

From law, manufacturing and construction firms, to retail, agriculture, finance and consultancy professionals, the 'Ones to Watch in Canada' Awards provide targeted access to a global network of 60,000 + business professionals, CEOs, investors and HNWI's – the perfect audience for Canadian firms seeking to forge lucrative ongoing business relationships, attract foreign investment capital or explore new business opportunities.

As a winner, you're entitled to the full copyright of the award title and a free award certificate. However, if you would like to get a head start on your marketing activity, we offer several promotional options that are designed to showcase you and your firm to a wealth of potential new clients in Canada and beyond.

Option #1: Gold Package

Cost £1,995

Full front cover main image and headline

- A front-end double page inclusion in the magazine (up to approx. 1,800 words)
- 2 personalised crystal trophies
- A logo for your own marketing
- Full rights to the PDFs for you to use as you wish

Option #2: Silver Package

Cost £795

- A front-end double page inclusion in the magazine (up to approx. 1,800 words)
- Front cover sub-headline and supporting image
- Inclusion of your article on our website
- 1 personalised crystal trophy
- A logo for use in your marketing
- Full rights to the PDFs for you to use as you wish

Option #3: Bronze Package

Cost £295

- Front cover sub-headline and supporting image
- Single page profile in the publication
- Inclusion of your article on our website
- 1 personalised crystal trophy
- A logo for use in your marketing

(P&P is not included and is applicable on top of all orders that include a trophy. VAT charged for UK sales and EC sales unless we are in receipt of a valid EC VAT number)

If you wish to proceed and gain access to our targeted audience for a minimal cost, please reply confirming your chosen package and the associated cost i.e. **'Agreed Option #3 - £295'**.

Each month the publication is distributed digitally to our 60,000 professional subscribers and our website is viewed by more than 20,000 unique visitors each month. Leads are sourced from reputable data providers, ensuring that our marketing opportunities are relevant and appropriate. Should you wish to learn more about Worldwide Business Review, then please do let me know.

If you would like to see examples of reports or if you have any further queries at all, please do let me know.

Best regards,

Mia Broadbent– Media Executive
Worldwide Business Review

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