

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 30, 2017 5:54 PM
To: 'gary@coconutgrove.ca'
Cc: Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: Services at Vancouver Cabinet Office

Dear Gary,

We will proceed with the services of Coconut Grove Inc.as outlined in your email of August 23rd, for plant care. The services are as follows:

One time service to clean, prune, detail, add soil ... \$125 + tax. This includes the removal of one ficus.

Monthly Horticultural program with weekly scheduled visits. \$145 + tax monthly.

Please make the invoice to the attention of Romeo Tello, Executive Assistant.

And, to set up weekly scheduling, please contact Danny Loubert at Danny.Loubert@gov.bc.ca

Thank you for your quote and I am certainly looking forward to thriving, healthy plants.

Regards,

Judy

Judy Cavanagh Executive Director, Operations and Strategic Initiatives
Vancouver Cabinet Office, Office of the Premier
P: 604-775-1600 **E:** judy.cavanagh@gov.bc.ca

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 30, 2017 2:53 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Questions from today

Thanks.

Judy

From: Poldrugovac, Saija FIN:EX
Sent: Wednesday, August 30, 2017 2:51 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Questions from today

Awesome! I've put a place holder in both our calendars (Cindy and Me) so that we don't book the time.

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 30, 2017 2:00 PM
To: Poldrugovac, Saija FIN:EX
Subject: RE: Questions from today

Hi Saija,

This is really helpful information. Thank you!!

Once I get access to detailed reports, this will make more sense.

And, I've noted that Erin too is available. I'll get back to you regarding Sept. 13th early morning.

Thanks.

Judy

From: Poldrugovac, Saija FIN:EX
Sent: Wednesday, August 30, 2017 1:24 PM
To: Cavanagh, Judy PREM:EX
Subject: Questions from today

Hi Judy,

I spoke to Erin regarding your budget question. She advised that they set your budget down to the third level stob for most stobs.

For example:

STOB 5711 – Airfare between Vic & Van
STOB 5712 – Airfare for the remainder of BC
STOB 5701 – Travel between Vic & Van
STOB 5702 – Travel with in BC (other than Vic-Van trip)
STOB 6508 – Office Supplies
STOB 6515 – Books & Subscriptions

If the budget is determined at the 3rd level. They will tell you how much to spend in STOB 57, 65 etc. It's up to you how much you spend in the detailed stobs (5711, 5712, 5701 etc) as long as all of those expenditures stay within the total budget amount for STOB 57.

Does that make sense?

As for the guest expenses...I believe that is a question for the Office of Protocol. If they can't help you, let me know and I can dig further here.

~Saija

PS. Erin is in the office the week of September 11th and is willing to set up a meeting.

Saija Poldrugovac

Executive Financial Clerk, Ministers' Office Support Services

Corporate Financial and Facilities Services Branch

Ministry of Finance

Phone: (778) 678-3496 Fax: (250) 356-7326

E-mail: Saija.Poldrugovac@gov.bc.ca

Website: <http://www.fin.gov.bc.ca/>

Serving all Ministers' Offices and the Office of the Premier

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 30, 2017 12:32 PM
To: Ng, Jay FIN:EX
Subject: J Cavanagh Exprense Authority Agreement and Certificate
Attachments: Scan_20170830.pdf

Hi Jay,

Attached is a scanned copy of the Agreement and Certificate.

Thank you.

Judy

From: JCAVANAG [<mailto:Judy.Cavanagh@gov.bc.ca>]
Sent: Wednesday, August 30, 2017 12:19 PM
To: Cavanagh, Judy PREM:EX
Subject: Scan From

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Monday, August 28, 2017 5:25 PM
To: Khan, Perveen FIN:EX
Cc: Klak, Steve M FIN:EX
Subject: RE: Expense Authority
Attachments: FM 111 Certificate J CAVANAGH Aug 2017.pdf

Hello Perveen,

As per Steve's email, I attached the certificate as I completed the FM 111 course today. This should trigger the next step, being set up with Expense Authority.

Thank you.

Judy

Judy Cavanagh
Executive Director, Operations and Strategic Initiatives
Office of the Premier

From: Klak, Steve M FIN:EX
Sent: Tuesday, August 15, 2017 11:43 AM
To: Cavanagh, Judy PREM:EX
Cc: Khan, Perveen FIN:EX
Subject: Expense Authority

Hi Judy, as discussed, there is an on-line course offered on the PSA Learning website called "FM 111: BC Government Expense Authority Fundamentals (Item - 59)". Once you have completed the course, please notify Perveen and she will set you up with Expense Authority.

https://learning.gov.bc.ca/psc/CHIPSPLM/EMPLOYEE/ELM/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&

Steve Klak, CPA, CA
*Chief Financial Officer and Executive Director
Ministry of Finance and Office of the Premier
Province of British Columbia
(778) 698-8556*

Corporate
Services Division
Ministry of
Finance



Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, August 25, 2017 9:52 AM
To: Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: FW: catering information
Attachments: PVO Catering Options.pdf; ATT00001.htm

Catering guidelines. Let's review on Monday.
Judy

From: MacMillan, Elizabeth PREM:EX
Sent: Friday, August 25, 2017 5:52 AM
To: Cavanagh, Judy PREM:EX
Subject: catering information

Hello Judy – very nice to talk with you yesterday by phone and meet, if only briefly, by telepresence.

As requested, please find attached info re: food service guidelines vis-à-vis meetings times & duration and previous catering arrangements made in Vancouver. **s.13**

s.13

Hope this information is helpful to you.

Looking forward to working with you and your office

Elizabeth

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Thursday, August 24, 2017 6:15 PM
To: Dicks, Erin L FIN:EX
Subject: RE: OP - Recoveries IGR

Excellent, thank you Erin.

Judy

From: Dicks, Erin L FIN:EX
Sent: Thursday, August 24, 2017 5:51 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: OP - Recoveries IGR

My apologies Judy. The \$700k in recoveries are for the Francophone Affairs Program – IGRS can recover up to \$700k of their expenditures on that program from the federal government. These expenditures include the grants they give out, as well as administrative costs (such as their two staff) of running the program. If they spend less than \$700k then they also recover less, so they try to come as close to the \$700k as possible. In 2016/17 they spent \$699,906.

From: Cavanagh, Judy PREM:EX
Sent: Thursday, August 24, 2017 5:23 PM
To: Dicks, Erin L FIN:EX
Subject: FW: OP - Recoveries IGR

Hi Erin,

I'm resending this email again, just in case it got lost in cyberspace.

Thanks.

Judy

From: Cavanagh, Judy PREM:EX
Sent: Monday, August 21, 2017 7:52 AM
To: Dicks, Erin L FIN:EX
Subject: OP - Recoveries IGR

Hi Erin,

IGR has recoveries of \$700,000. From where, do those funds come? Is it a cost-recovery cancelling out the expenditures?

Thanks.

Judy

Judy Cavanagh
Executive Director, Operations and Strategic Initiatives
Vancouver Premier's Office
Vancouver, British Columbia

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 23, 2017 2:37 PM
To: Tello, Romeo PREM:EX; Loubert, Danny MIT:EX
Subject: Missing Piece of Art - Coastal Waters
Attachments: Image 0675 Jarvis Coastal Waters #2 80 001 005.jpg

Here is information about a missing piece. Let's keep our eyes open to see if it appears out of a closet!

I have attached an image of the misplaced piece I was looking for. It is "Coastal Waters #2 Hecate Strait" by Donald Jarvis. It is a watercolour painting on paper measuring 37 cm high by 55 cm wide (frame included).

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 23, 2017 2:31 PM
To: Loubert, Danny MIT:EX; Tello, Romeo PREM:EX
Subject: FW: Information on artist
Attachments: resume.pdf

Information on the one piece of original art that is in the Premier's office.

Danny, can you photocopy the information on the indigenous carving that is at the entrance to the Premier's Office. I'd like us to put into a small binder, information on the artists as we acquire art, sculpture etc. Eventually it can be on the reception coffee table so that we can showcase the history and the artist.

Thanks.

Judy

p.s. I have lots of small binders in my office as a starting point. Let's also think about how this book could look spiffy.

From: Andersen, Kris CSCD:EX
Sent: Wednesday, August 23, 2017 1:32 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Information on artist

Hi Judy,

"Bent Tree" was created in 1989 by Philippe Raphanel. He is currently a lecturer at Emily Carr University of Art and Design. Here is a his resume (circa 2010) but he is still teaching at ECUAD.

Enjoy.

Kris

From: Cavanagh, Judy PREM:EX
Sent: Wednesday, August 23, 2017 12:04 PM
To: Andersen, Kris CSCD:EX
Subject: Information on artist

Hi Kris,

Can you send me information on the artist for the 1 original piece we have here --- Bent Tree

Thanks.

Judy

Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, August 18, 2017 2:02 PM
To: Dicks, Erin L FIN:EX
Subject: RE: Premier's Office STOB 61 Charges

Thank you Erin,

This is helpful.

Judy

From: Dicks, Erin L FIN:EX
Sent: Friday, August 18, 2017 12:35 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Premier's Office STOB 61 Charges

Hi Judy... there appear to have been three contracts for last fiscal and current fiscal – we were able to find copies of two of them. The current fiscal contract was not uploaded to Oracle, but presumably there should be a paper copy in the PREM files. In the two contracts we can see the services are “strategic and personnel advice”.

- Contract C16PREM1341
 - Term of Feb 1/16 to Sep 30/16
 - Contract maximum fees of \$228,000
 - Actual payments of \$197,845
- Contract C17PREM1413
 - Term of Oct 1/16 to Apr 10/17
 - Contract maximum of \$190,000
 - Actual payments of \$165,516
- Contract C18PREM1466
 - Contract maximum of \$20,000
 - Actuals payments to date of \$18,049

From: Cavanagh, Judy PREM:EX
Sent: Friday, August 18, 2017 11:37 AM
To: Dicks, Erin L FIN:EX
Subject: RE: Premier's Office STOB 61 Charges

Hi Erin,

Yes will you please pull the contract for 2016/17 and let me know what services were provided.

As well, have all the PCards been cancelled for former Premier offices staff. We had one bill come in today that was charged on Aug. 3rd. Romeo will send it to the payment link with a note that it was not incurred by a current staff person.

Thanks Erin.

Judy

From: Dicks, Erin L FIN:EX
Sent: Thursday, August 17, 2017 4:46 PM
To: Cavanagh, Judy PREM:EX
Subject: Premier's Office STOB 61 Charges

Hi Judy... further to our conversation I had a quick look at the details of the STOB 61 expenditures in the Premier's Office. All expenditures were paid to 1048216 B.C. LTD. which I believe is Steve Carr. The system is down at the moment so I can't actually pull a copy of the contract to confirm. Let me know if you would like me to pursue.

Thanks.

Erin Dicks

Budget Manager • Financial Planning and Budgets • Ministry of Finance

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Wensink, Alison PREM:EX

From: Dicks, Erin L FIN:EX
Sent: Friday, August 18, 2017 12:35 PM
To: Cavanagh, Judy PREM:EX
Subject: RE: Premier's Office STOB 61 Charges
Attachments: C16PREM1341 1048216 BC GEN SVC AGREEMENT part B.pdf; 3. Signed Contract # C17PREM1413 - 1048216 B.C. Ltd Oct 1 2016 - April 10 2017 \$190,000.00.pdf

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Erin Dicks

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Wensink, Alison PREM:EX

From: Cavanagh, Judy PREM:EX
Sent: Friday, August 18, 2017 12:29 PM
To: Tello, Romeo PREM:EX
Subject: FW: PREM Chart of Accounts
Attachments: CL 004 - Office of the Premier.pdf

The expenses for PVO come out of 36346 Cabinet Operations Vancouver - 34410

STOB 65 Office Expenses

Judy

From: Dicks, Erin L FIN:EX
Sent: Thursday, August 17, 2017 4:13 PM
To: Cavanagh, Judy PREM:EX
Subject: PREM Chart of Accounts

Erin Dicks

Budget Manager • Financial Planning and Budgets • Ministry of Finance
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