

Date April 5

JC | Finance

To Do - KUM alternate - get EA

To Do - meet France folks
→ Steve Klak - Estimates
sensitive fin. issues

Contact
Cindy

to set up → Saija can do extra training

- monthly reports - review

To Do - July Perforecasting - review carefully
review w GM - report out

To Do - download + bookmark
Core Policy + Procedure
Manual

Salaries - GM has authority, VG
make recommendations
based on bgt viability

To Do - for Estimates take out
STOBs → focus
on 2018/19 Bgt

To Do - does VG need/have supplier #
⊗ check on emails in resp to GA

Page

Date

To Do - Estimates / QP have Asia
Trip costs filed /
understood

To Do - final copy china

Page

Date April 5

Geoff

① Rick Hansen Fdn

s.22

- contact
- \$10m from govt to Fdn — focus on accessibility / retrofitting
- ① - event / announcement mid May @ YVR?

Min = Simpson

② work w Orange — pot. @ Council of ~~the~~ Federation — Nat'l Program of Access.

③ Procurement — inclusion criteria around accessibility → Dan W.

④ Estimates

- check w Matt / Eric / Shelley

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Date

Page

Today

Date

April 11

- print updated salary sheet

s.13,s.22

s.13,s.22

April 17 - 19 yr. end finals
Actuals - get run from
Nicki, copy Shelley

→ will need to look at
transferring \$ from other
STOBs to Salary (travel)

2018 $\approx$ \$400K travel
→ assign travel budget

Page

Estimates
Tab 14
Date → Shelley

Budget

- 6 mo out travel

- summer
- break weeks

todo
talk to Kate
→ Eliz

- 1-2 int'l - India
- ?

Prem, PS, Evan, Don

Tab 9 Travel

- policy incl. charter aircraft
→ 3 quotes

- receipts - forms - check in
on usage w Eliz.

Eliz
todo

→ no processing w/out

todo
email

→ ask Directors
Don / Mira - rough
back by 19th 20th estimate of trips
Van - Vic

Premiers MCA Expenses - disclosure

Posie

- Constit office - RM
- MCA travel / meal allowance

Tab 10 PwP Services

- Dewa ^{s.17}

BEA - Biz Expense Auth Form

- ⊗ tech. should be done in adv but
- catering (can be after)

- for >\$100

Contracts - Lori Banister, Finance

① Direct Award

- need 3 quotes (unless <\$1000 but this is not a set amt, is ballpark)

- ①A → Justification / Pre Approval form ^{Request}
- if sole source (ie/Dewa) 3 quotes ^{Page 20} not need

⑧ need to get more folks on
BC Bid list ^{Date} i/facilitate

sole source = "high level strategy
advice"

⑩ Service Contract Checklist

→ contract is in H drive

→ create sub folder under
Finance in J Drive

→ BD provides monthly invoices w
explanation

→ send to GM if in agr.

→ send to Elizabeth

Team Mtg

- clean up / set up
- clarity on service requests
- review roles / resp.
- calendar reviews (weekly)

Maia

- Den mtg
- privy to what?
ie / docs
- Commu

Oaths

public service
oaths

Date

April 12

Staff Mtg - Maria/Danny

Team check-in

- ~~① Reg Mtgs - rotate chair/agenda?~~
- ~~② Roles - review post Δ - fixing askam~~
- ~~③ VCO Guidelines for Use~~
- ~~④ Office maintenance~~
- ⑤ Calendar review

→ Maria to put st. mtgs. in cal.

→ 1:1 ~~2~~ weekly 30 min in cal.

→ in month review roles.

training - diffusing tense situation

Date

Page

Date

April 12

Kate

① Rick Hansen Fdn
→ May 11 @ YVR 10am-11am

s.22

→

② Exec Council June 21

3pm flight

- 4pm w Ex Council

⊗

③ Budget
Travel:

• PJH +2

EA

+ 1

Kate - 12 tips
-15

- BC travel break weeks
- June/July
- 1 Int'l trip PJH +2

s.13

- Caucus - mtgs

- GM
- LC
- KVM
- SA

- DB
- MO
- VG?

- Cabinet retreat ~~June~~ 27/28
(CoCo)
- GM
- SA

- Nov - both @ VCC -
- BCFZ Nov 26-30
- FNLCG Nov 28-30

(*) Open Convention
→ has been communicated
to BCFZ

GM		DB
KVM		Mira
SA		VG

(7) Strategic Plan June 29
Session

→ KVM

Date April 12

PJH
s.22

① study

s.13,s.16,s.17

② future projects

s.13,s.16,s.17

s.13,s.16,s.17

Page 16

Withheld pursuant to/removed as

s.16;s.13;s.17

Date

April 16

Brad
Laura } RHFDn
Sarah }
Elena }

Re: RHFDn

Announcement of funding

→ frame around cert. program
BC is funding w background
of gold standard → SAP
(or maybe YVR) → but leadership
of Edn around the cert. program
SAP = Beatty (910 Mainland)

Fri May 10-11am

→ could include
other leaders

Premier

[not clear if Min. role]

Rick H.

Brad McConnell
+ leadership team

- Announcement of \$10m funding
from Premier, came
from Health but not
directly related to health

Page

- press release + press conference
→ jtc release → confirm w comms.

- ① - BC leader in accessibility/innovation - supp. R#Hd, for 30 yrs.

To Do

→ challenge other provinces to promote nat'l objective

- ① * materials from Brad
→ take to GM/JH

- ① * ^{SAP} first gold bldg in BC
→ universal design

^{VP} BC Managing Director - Kirsten Suth

- tour

To Do

- Elena
- comms lead
- event plan
- site visit

April 18July / VG① VCO- Danny note on final tasks/
costs

- hiring ?

- I drive

- access Romeo's files →

② 2018 Budget③ Estimates = PO structure / job descrip.
JC note on Hewlett contract
- salary / FTE explain.

④ Exp. Auth Sign off

⑤ ^{my}HR - time + leave / Oracle

⑥ FOI

⑦ ~~Queen's Printer~~

⑧ file transfer

s.22

⑨ contract for

⑩ vacation request planning

⑪ Saija - oracle set up

⑫ training budget for staff

(18) Estimates - PO structure

(13) B. Dewar Contract ^{Date} → name to V

(14) set date for budget review
- DL list

(15) travel voucher approval - Forms
→ approve notes
→ to approve - on bottom ba

Next to act
Approve [FSA. MIN OFF. FIN] (C

(16) note to Directors re: bgt 20
travel est. - trips
mode tra
→ travel exp - acc.

Geoff (Debbie)	Kate Sage	Mira Don VG.
-------------------	--------------	--------------------

s.22

budget Premier - est costs travel
Vco list

Page

Joleen

- suite - daily briefing / meetings
 - PPO staff
 - Senior Min. staff
 - internal
- hotels - mid range
 - good location in terms of Embassy / mtg locations (Kelly Gossen)
 - JTT prov. list of hotels based on fixality (space for luncheons, mtgs etc), location, cost
 - Tokyo was below mkt rate
- send info to Matt

Date _____

Page

Date

get on top of list of 1/4ly
reports

- Maura

s.22

s.22

increase
happened → MP dealing

change to
mgr

- Clerk II - opp. to have
→ adv @ Clerk II higher band? Clerk I/

Excl. Staff
In band performance
- July notification

s.22

- shared drive "PO resp" / job
descriptions

Page

Date

Page

AG

Date

April 23

Karen Lindsay
Chris Ferguson - Martin

- Legal counsel for PO = ADM AG
sets service level standard expectation

s.13

- best effort standard - higher,
not as reasonable

advice + support but not
resp. for outcome - more
appropriate for consulting

s.22

VS.

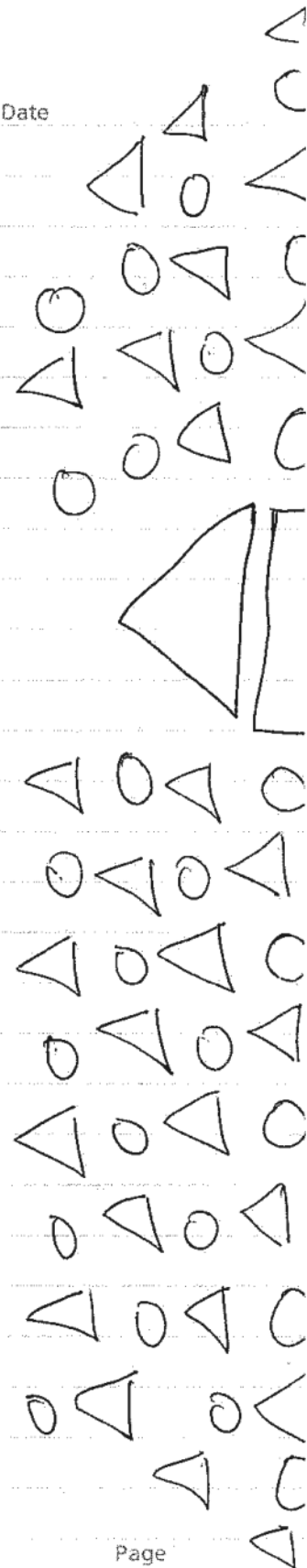
who has resp.
for Softwood Lumber

s.13

(*)

Page

Date



Page

s.22

Date April 25

s.22

- training @ staff mtg
re: harassment

→ tough calls-
s.22

s.22

- as support for GM@VCO

(*) s.22

pass on tasks to s.22

s.22

- as back up for s.22 ??

- EA alternate

Page

Date

Page

Date April 25

Maura / Judy

Ⓟ Correspondence Unit

s.22

s.22

To Do - MP to communicate w AN

Page

Page 30

Withheld pursuant to/removed as

s.22

VCOTravel

Danny
Judy

- Elizabeth / - tracks Vic
- Danny - track Van

(*) J drive ^{OgP - Finances} - travel finance
folder
restrict access

→ sub folders set up
travel vco
Victoria

(*) To Do - Eliz / Danny / VG
work out template of
travel tracking

VCO Budget - DL to track

Nikki
- get STOB 63 ^{+65 +85} breakdown VCO
- code catering @ VCO to stob 65
- stob 75

Maria

- travel tracking

→ talk to Elizabeth

- create binder of July exp. tracking

→ get memo from Matt

- Estimates

- job descriptions
 - VCO usage
 - Bob Dewar contract
- note

Date _____

Page