

OOP FOI PREM:EX

From: Aaron, Sage PREM:EX
Sent: September 27, 2019 7:03 AM
To: LP PREM Directors; Smith, George PREM:EX; Holmwood, Jen PREM:EX; Smith, George PREM:EX
Subject: KMs on discretionary spending
Attachments: QA_KM_DiscretionarySpending513pm.docx; ATT00001.txt

OOP FOI PREM:EX

From: Spilker, Robyn FIN:EX
Sent: September 11, 2019 5:56 PM
To: Aaron, Sage PREM:EX; Smith, George PREM:EX; Robinson, Jon PREM:EX; Meggs, Geoff PREM:EX; Hockin, Amber PREM:EX
Cc: Bretscher, Paul FIN:EX
Subject: Confidential - Expenditure Management Letter
Attachments: Target Letter - Expenditure Management - FINAL.docx

Importance: High

Hi Geoff, Amber and all,

In follow up to our meeting with Geoff, Amber and Jon earlier today, Paul and I updated the expenditure management letter that will go out to Ministers on Friday.

Minister is hesitant to make additional changes, as she wants to maintain a tone similar to her previous Treasury Board Chair letters, but I'm happy to discuss any feedback.

Ministers were briefed on the expenditure management exercise at Cabinet last week, and Treasury Board reviewed the approach again today. I've available to discuss the details as needed.

Thanks,
Robyn

Robyn Spilker
Senior Ministerial Assistant
Minister of Finance and Deputy Premier
778-974-5995

OOP FOI PREM:EX

From: Meggs, Geoff PREM:EX
Sent: September 10, 2019 1:45 PM
To: Wade, Debbie PREM:EX
Subject: FW: Confidential - Material for meeting tomorrow, Sept. 11 at 12:15am
Attachments: s.12; s.13 Draft Letter Expenditure Target (Sept 10).docx

Please print

GEOFF MEGGS

Chief of Staff, Premier's Office
West Annex, Parliament Buildings
Victoria, BC, V8V 1K7
250 387-1715

From: Spilker, Robyn FIN:EX
Sent: September 10, 2019 1:16 PM
To: Meggs, Geoff PREM:EX ; Hockin, Amber PREM:EX ; Robinson, Jon PREM:EX
Cc: Bretscher, Paul FIN:EX ; Wade, Debbie PREM:EX
Subject: Confidential - Material for meeting tomorrow, Sept. 11 at 12:15am

Hi Geoff, Amber and Jon,

Thanks for taking time tomorrow at 12:15pm on the following topics:

- Budget process and priorities
- In-year fiscal management and next steps
- BCTF and BCPSEA negotiations

Attached are two documents for the meeting – we will bring hardcopies as well.

s.12; s.13

“Draft Letter Expenditure Target” – this is the draft template that will go to Ministers for in-year fiscal management, as discussed at Cabinet last wee. Our office wanted to ensure you saw the wording and could give any feedback before it goes out.

Thanks,
Robyn

Robyn Spilker

Senior Ministerial Assistant
Minister of Finance and Deputy Premier
778-974-5995

Shortt, Amanda PREM:EX

From: Miller, Amy PREM:EX
Sent: October 10, 2019 3:41 PM
To: Canitz, Shelley L PREM:EX
Subject: Fwd:s.12; s.13
Attachments: Scan_20191004.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Butler, Jason FIN:EX" <Jason.Butler@gov.bc.ca>
Date: October 4, 2019 at 4:17:38 PM PDT
To: "Wood, Heather FIN:EX" <Heather.Wood@gov.bc.ca>
Cc: "Siu, Raeleen FIN:EX" <Raeleen.Siu@gov.bc.ca>, "Wai, Joyce FIN:EX" <Joyce.Wai@gov.bc.ca>, "Spaven, Teri FIN:EX" <Teri.Spaven@gov.bc.ca>, "Miller, Amy PREM:EX" <Amy.Miller@gov.bc.ca>, "Ngo, Dawn FIN:EX" <Dawn.Ngo@gov.bc.ca>
Subject: FW:s.12; s.13

Hi Heather,

Attached is the signed spending plan for PREM. Happy to discuss further.

Thanks,
Jason

Jason Butler, CPA, CGA
Executive Director and Chief Financial Officer
Ministry of Finance
Phone: (250) 514-1016

Shortt, Amanda PREM:EX

From: Dicks, Erin L FIN:EX
Sent: September 25, 2019 3:32 PM
To: Canitz, Shelley L PREM:EX
Subject: RE: PREM Scenarios Aug 7.xlsx
Attachments: PREM Scenarios Sep 25.xlsx

Hi Shelley... as requested. Please let me know if you have any questions.

From: Canitz, Shelley L PREM:EX
Sent: September 25, 2019 2:22 PM
To: Dicks, Erin L FIN:EX <Erin.Dicks@gov.bc.ca>
Subject: RE: PREM Scenarios Aug 7.xlsx

Also take out the lines for Maura Parte and for contracts and legal

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, September 25, 2019 2:17 PM
To: Dicks, Erin L FIN:EX <Erin.Dicks@gov.bc.ca>
Subject: RE: PREM Scenarios Aug 7.xlsx

Erin – would you update this chart for me (including impact in this fiscal and next), using:
s.22

Thanks

From: Dicks, Erin L FIN:EX
Sent: Wednesday, August 7, 2019 2:17 PM
To: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: PREM Scenarios Aug 7.xlsx

Maura fixed, removed duplicate hire.

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: September 25, 2019 12:30 PM
To: Plecas, Bobbi IGRS:EX; MacLennan, Alex PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: Confidential - Budget 2020 letter and TB subq
Attachments: Budget 2020 letter James to Wright.pdf; Appendix A Budget 2020.pdf; Appendix B Budget 2020.pdf

Bobbi and Alex – please see the attachments re the Budget 2020 process for OoP

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: September 25, 2019 12:29 PM
To: Plecas, Bobbi IGRS:EX; MacLennan, Alex PREM:EX
Cc: Wright, Don J. PREM:EX
Subject: confidential - 19/20 Expenditure target
Attachments: Sept 13 James to Wright.pdf

Bobbi and Alex – please review the attached letter.

Shelley

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: September 25, 2019 12:00 PM
To: Geary, Vanessa PREM:EX
Subject: Confidential - Budget 2020 letter and TB sub
Attachments: Budget 2020 letter James to Wright.pdf; Appendix A Budget 2020.pdf; Appendix B Budget 2020.pdf

Shelley Canitz

Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier
778 974 5947

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: September 25, 2019 11:59 AM
To: Geary, Vanessa PREM:EX
Subject: confidential - 19/20 Expenditure target
Attachments: Sept 13 James to Wright.pdf

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: October 11, 2019 10:14 AM
To: Wensink, Alison PREM:EX
Subject: RE: JV to recover Suzanne Christensen salary and benefits

Think so

From: Wensink, Alison PREM:EX
Sent: Friday, October 11, 2019 10:12 AM
To: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: RE: JV to recover Suzanne Christensen salary and benefits

Hi Shelley,

Just wanting to confirm this all looks good to you before I provide our coding.

Thanks,

Alison

From: Scadding, Tanya CSNR:EX
Sent: October 9, 2019 3:16 PM
To: Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Cc: Allen, Jackie PREM:EX <Jackie.Allen@gov.bc.ca>
Subject: JV to recover Suzanne Christensen salary and benefits

Hi Alison,

Attached is a JV to recover salary and benefits for Q1 and Q2 for Suzanne Christensen. If you could supply EA approval and coding, I can have the JV processed on my end.

Please let me know if you have any questions.

Thank you

Tanya Scadding
Manager, Budgets and Financial Services
Supporting the Ministry of Indigenous Relations and Reconciliation
778-698-7192
<https://gwww.nrs.gov.bc.ca/csnr/fsb/financial-services>

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: September 25, 2019 1:56 PM
To: Wright, Don J. PREM:EX
Subject: RE: Budget letterq

Don – would you have time today or tomorrow morning to discuss the options for 19/20? As we must deal with the current deficit and the savings target combined, I would like an idea of where you want to go on the DMO budget – do you have a number in mind of how much you want us to cut?

From: Wright, Don J. PREM:EX
Sent: Wednesday, September 25, 2019 12:26 PM
To: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: Re: Budget letter

Yes please.

From: "Shelley PREM:EX Canitz" <Shelley.Canitz@gov.bc.ca>
Date: Wednesday, September 25, 2019 at 12:03 PM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Subject: RE: Budget letter

Would you like copies to go to Bobbi? Alex?

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, September 25, 2019 11:35 AM
To: Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Subject: RE: Budget letter

Thanks – will look and send copy to Vanessa

From: Wright, Don J. PREM:EX
Sent: Wednesday, September 25, 2019 11:21 AM
To: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: Re: Budget letter

There should be a copy in my in basket.

From: "Shelley PREM:EX Canitz" <Shelley.Canitz@gov.bc.ca>
Date: Wednesday, September 25, 2019 at 9:51 AM
To: "Wright, Don J. PREM:EX" <Don.J.Wright@gov.bc.ca>
Subject: RE: Budget letter

Or can I get a copy from Heather? I would like to get to work on outcomes of it.

From: Canitz, Shelley L PREM:EX
Sent: Wednesday, September 25, 2019 9:28 AM
To: Wright, Don J. PREM:EX <Don.J.Wright@gov.bc.ca>
Subject: Budget letter

Don – do you have an e-copy of the budget letter that Vanessa and I can review?

Shelley Canitz
Executive Director, Corporate Initiatives
Office of the Deputy Minister to the Premier
778 974 5947

Shortt, Amanda PREM:EX

From: Canitz, Shelley L PREM:EX
Sent: September 20, 2019 3:42 PM
To: Wright, Don J. PREM:EX
Subject: Proposed budget email

Don – please review this note to staff – hope to send it out next week

Hello, all,

A reminder to all DMO staff that we need to keep our expenditures as restrictive as possible. We are half-way through the fiscal year and there are many demands on our finite budget. Here are some areas where spending could be reduced:

- Travel – wherever possible, assess if travel is required and if it is, work with admin staff to find the most economical option based on your needs. Admin staff routinely know of discounts/government rates for mid-day travel, passenger ferries and hotel options, and can balance those options against the demands of your calendar. Keep in mind that the telepresence and video links via Skype or VCO/Chambers may be options, especially once winter weather grounds some flights. More information on travel guidelines can be found [here](#) and [here](#).
- Business expenses – there are many expenses which are worthwhile expenditures. Should you want to access something that has a cost, work with your admin and/or supervisor. We also host a number of meetings with key stakeholders and staff – advice on business meeting expenses comes from the Core Policy and Procedures Manual:

Where justified by management, meals may be provided during meetings where it is essential that business discussions not be interrupted or where it is essential to meet over a meal period, as the issue is important, needs early resolution and no other time is available. Providing meals at business meetings should be an exceptional rather than regular occurrence, and such costs must be reasonable.

The provision of snack food items such as muffins and donuts, etc. for meetings involving only government staff is discouraged, especially in situations where meetings are conducted in the headquarters location of a majority of those employees. Often the meeting host(s) will purchase such items personally, as it would be an inappropriate use of public funds to do otherwise (unless justified by management as above).

- Legal advice from the Ministry of Attorney General can also put pressure on our budget – please use such advice sparingly or with a supervisor's consent.
- Our contract budget is also very limited. Please do look at internal resources within government.

Happy to discuss if you have any questions,

Shelley

Shortt, Amanda PREM:EX

From: Wright, Don J. PREM:EX
Sent: October 9, 2019 6:27 PM
To: Kennedy, Christine PREM:EX; Kristianson, Eric PREM:EX; Plecas, Bobbi IGRS:EX; MacLennan, Alex PREM:EX
Cc: Canitz, Shelley L PREM:EX; Allen, Jackie PREM:EX; Wensink, Alison PREM:EX; Miller, Amy PREM:EX
Subject: <no subject>

Bobbi, Alex, Christine, Eric:

As I am sure you are aware, Treasury Board has directed every ministry to generate savings in their budget. The Office of the Premier must do its fair share of that as well. Accordingly, our office is taking actions to reduce discretionary spending through the immediate implementation of spending restrictions.

What does this mean?

- All hiring is frozen and pre-approval from me will be required to fill vacancies. If you have positions currently in the hiring process, I would ask that no offers of employment be made without my approval.
- Only essential travel should be considered. I will leave the discretion for travel by Bobbi, Christine, Alex and Eric with them. All other travel will require pre-approval by me. The least cost option for travel should also be prioritized. Travel requests will be reviewed by me on a bi-weekly basis, with approvals communicated with a prompt turnaround. To facilitate this review, I would ask that you coordinate staff travel requests within your units and send them in for my review through Alison Wensink, including the date(s) of travel, purpose of travel including the names of projects and / or stakeholder organizations, estimated cost including overnight accommodations and per diems, and rationale.

Name	Date(s)	Purpose	Estimated Cost	Rationale

- The approval process for other discretionary expenditures are being reviewed and will be communicated through future spending directives. In the interim, I will need to approve any new contracts, grants, transfers or renewals.

We will discuss this with office staff in the West Annex this week, and I would ask that each of you review this direction with your staff as well. Please contact me or Amy Miller if you have any questions. s.22

s.22

I know this adds an extra level of complexity to doing our work, but it is important that we all do our part.

Thanks.

Don