

expand risk assessment of biometric
clinics, more testing
testing?

planning -> heart age
glucose testing - fasting vs non fast
loss of issue now &
age advancement software for smokers
have for other factors?

- contests
health status
whichever gp has best #s, donate^{eg.}
to charity of choice
to ^{enforce} create culture of pos. behaviour

- Sway

- honour C&F contacts, make them
feel special

- videos of success stories
by exec champion

3-5K / 26K - who ever look at a work

↗ segment populations - never going to hit
everyone in one program
analyze via survey results

Meeting w Jack, Suzanne, Kyla, Maral, Jill - IDEAS

Date May 27/16

- \$55K eval of MGH - considering not doing this
- biometric clinics
- other ministry focuses eg. corrections
- combine biometric w provincial meetings → did in Kelowna
eg. ^{this one was} engagement meeting
- train the trainer
own biometric screening in
their community; promote
can support them
- 22 biometric clinics last year
50 ppl target in each event
→ 3% of public service
- \$5K incl travel / clinic

- \$40K health survey incl smoking questions
- QT campaign incl puzzles etc
- \$20K photo shoot incl mgmt of shoot
- health connectors continuation
sitting w Jill O'Connell, ^{MCFD} not sure
what they want, not sure on their
goals

- next min. eg. SD.
- cont to support health connectors
who seemed to love the role
eval of hltm enhancement project.

From: [Bryant, Jill PSA:EX](#)
To: [Lew, Cindy PSA:EX](#)
Subject: FW: Sorry!
Date: Wednesday, September 16, 2015 11:03:43 AM
Attachments: 140613- BCPSA Scope of Work Document- v3.docx

Jill Bryant, Internal Community Manager
Public Service Engagement and Corporate Initiatives | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | Cell 250.507.0792
[@Work](#) - the BC Public Service Community
Website: www.gov.bc.ca/myhr
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: Skylar Pepin [<mailto:spepin@contextresearch.ca>]
Sent: Friday, June 20, 2014 10:20 AM
To: Bryant, Jill PSA:EX
Subject: Sorry!

Skylar Pepin | Outreach Team Manager
BC Lung Association- QuitNow
2675 Oak Street
Vancouver BC V6H 2K2
Direct Line- 604.861.7382



Scope of Work

BC Public Service Agency

We are pleased to once again partner with the BC Public Service Agency. The proposed tasks suggested are based on the meeting that took place between BC Public Service Agency and Context Research on behalf of BC Lung Association on May 27th, 2014.

Purpose: BC Lung Association will assist BC Public Service Agency with enhancing promotional opportunities for the services and programs that are offered to the public servants of British Columbia.

Proposed Tasks:

| | |
|--|--|
| Task: Survey public service employees regarding health indicators like smoking status | Objective: Valuable feedback gathered from employees that will assist in better planning on how to enhance each program and determining baselines and progress |
| Possible Key Performance Indicators: <ul style="list-style-type: none"> Completed surveys from 5% of the public service population | |
| Proposed Budget Allocation: \$15,000 | |

| | |
|---|--|
| Task: Creating a promotional campaign for Quittin Time | Objective: Re-introduces the program to employees and increases uptake to the service. |
| Possible Key Performance Indicators: <ul style="list-style-type: none"> Increase registration numbers for phone service Increase registration numbers for the text service | |
| Proposed Budget Allocation: \$40,000 | |

Task: Organizing a photo shoot with BCPSA employees

Objective: Inclusiveness of employees and a refreshed look to promotional materials.

Possible Key Performance Indicators:

- Increase the variety of images in the BCPSA Image Library

Proposed Budget Allocation: \$15,000

Task: Develop new promotional materials and refresh “swag” items

Objective: To create awareness of the programs and services offered by BCPSA, specifically My Good Health, and increase uptake.

Possible Key Performance Indicators:

- New swag items are used and retained by BCPSA employees as a reminder of My Good Health

Proposed Budget Allocation: \$55,000

Task: Biometric Clinics

Objective: To identify employees who are at risk for cardiovascular disease and to obtain metrics for entering into My Good Health

Possible Key Performance Indicators:

- # of employees participating at the biometric clinics
- # of different Ministries hosting biometric clinics
- % of employees participating
- # of employees identified with high CVD risk

Proposed Budget Allocation: \$145,000

Task: Re-engaging Correctional Facilities contacts to encourage biometric clinics and create a pilot specific to the ministry's needs

Objective: To create awareness of the programs and services offered by BCPSA and increase uptake

Possible Key Performance Indicators:

- Increase number of employees in Corrections who access BCPSA programs and services

Proposed Budget Allocation: \$35,000

Task: Creating an opportunity with the Ministry of Social Development to continue with the Enhanced Services Partnership pilot project

Objective: To create awareness of the programs and services offered by BCPSA and increase uptake.

Possible Key Performance Indicators:

- Increase the number of employees in the Ministry of Social Development who access BCPSA programs and services

Proposed Budget Allocation: \$35,000

Task: Continuing to engage MCFD and TRAN Health Connectors

Objective: Consistency in communication and support from BCPSA

Possible Key Performance Indicators:

- Continuation of the Enhanced Service Project with MCFD and TRAN

Proposed Budget Allocation: \$10,000

Next Steps:

1. Decision related to which tasks will be implemented.

BCPSA will review and provide feedback on the proposed tasks. Context will proceed based on the feedback.

2. Decision related to the priority of the tasks and allocation of the budget.

BCPSA with the assistance of Context will decide on the succession of tasks and the amount that is best appropriate for the proposed task.

3. Decision related to timelines for each task.

BCPSA with the assistance of Context will decide on how much time is allocated to each proposed task.

From: [Bryant, Jill PSA:EX](#)
To: [Lew, Cindy PSA:EX](#)
Subject: FW: Revised Scope of Work
Date: Wednesday, September 16, 2015 11:03:35 AM
Attachments: 140630- BCPSA Scope of Work Document- v4.docx

Jill Bryant, Internal Community Manager
Public Service Engagement and Corporate Initiatives | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | Cell 250.507.0792
[@Work](#) - the BC Public Service Community
Website: www.gov.bc.ca/myhr
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: Skylar Pepin [<mailto:spepin@contextresearch.ca>]
Sent: Wednesday, July 2, 2014 2:25 PM
To: Bryant, Jill PSA:EX
Subject: Revised Scope of Work

Good Afternoon Jill,

I hope you had a great Canada Day! Based on our discussion on Friday, here is the revised version of our proposed Scope of Work document for you to discuss with your team.

I have time on Friday morning to chat ☺

Thanks!

Skylar Pepin | Outreach Team Manager
BC Lung Association- QuitNow
2675 Oak Street
Vancouver BC V6H 2K2
Direct Line- 604.861.7382



Scope of Work

BC Public Service Agency

We are pleased to once again partner with the BC Public Service Agency. The proposed tasks suggested are based on the meeting that took place between BC Public Service Agency and Context Research on behalf of BC Lung Association on May 27th, 2014.

Purpose: BC Lung Association will assist BC Public Service Agency with enhancing promotional opportunities for the services and programs that are offered to the public servants of British Columbia.

Proposed Tasks:

| | |
|---|--|
| Task: Survey public service employees regarding health indicators like smoking status | Objective: Valuable feedback gathered from employees that will assist in better planning on how to enhance each program and determining baselines and progress |
| Possible Key Performance Indicators: <ul style="list-style-type: none"> Assist with creating questions for survey | |
| Proposed Budget Allocation: \$5,000 | |

| | |
|---|--|
| Task: Creating a promotional campaign for Quittin Time | Objective: Re-introduces the program to employees and increases uptake to the service. |
| Possible Key Performance Indicators: <ul style="list-style-type: none"> Increase registration numbers for phone service Increase registration numbers for the text service | |
| Proposed Budget Allocation: \$40,000 | |

Task: Develop new promotional materials and refresh “swag” items

Objective: To create awareness of the programs and services offered by BCPSA, specifically My Good Health, and increase uptake.

Possible Key Performance Indicators:

- New swag items are used and retained by BCPSA employees as a reminder of My Good Health

Proposed Budget Allocation: \$55,000

Task: Biometric Clinics

Objective: To identify employees who are at risk for cardiovascular disease and to obtain metrics for entering into My Good Health

Possible Key Performance Indicators:

- # of employees participating at the biometric clinics
- # of different Ministries hosting biometric clinics
- % of employees participating
- # of employees identified with high CVD risk

Proposed Budget Allocation: \$145,000

Task: Re-engaging Correctional Facilities contacts to encourage biometric clinics and create a pilot specific to the ministry’s needs

Objective: To create awareness of the programs and services offered by BCPSA and increase uptake

Possible Key Performance Indicators:

- Increase number of employees in Corrections who access BCPSA programs and services

Proposed Budget Allocation: \$15,000

Task: Creating an opportunity with the Ministry of Social Development to continue with the Enhanced Services Partnership pilot project

Objective: To create awareness of the programs and services offered by BCPSA and increase uptake.

Possible Key Performance Indicators:

- Increase the number of employees in the Ministry of Social Development who access BCPSA programs and services

Proposed Budget Allocation: \$80,000

Task: Continuing to engage MCFD Health Connectors

Objective: Consistency in communication and support from BCPSA

Possible Key Performance Indicators:

- Continuation of the Enhanced Service Project with MCFD and TRAN

Proposed Budget Allocation: \$10,000

Next Steps:

1. Decision related to which tasks will be implemented.

BCPSA will review and provide feedback on the proposed tasks. Context will proceed based on the feedback.

2. Decision related to the priority of the tasks and allocation of the budget.

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3. Decision related to timelines for each task.

BCPSA with the assistance of Context will decide on how much time is allocated to each proposed task.

From: [Bryant, Jill PSA:EX](#)
To: [Lew, Cindy PSA:EX](#)
Subject: FW: budget re: BC Lung
Date: Wednesday, September 16, 2015 11:03:20 AM

Jill Bryant, Internal Community Manager
Public Service Engagement and Corporate Initiatives | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | Cell 250.507.0792
[@Work](#) - the BC Public Service Community
Website: www.gov.bc.ca/myhr
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: Qualizza, Marcel PSA:EX
Sent: Thursday, August 14, 2014 4:33 PM
To: Bryant, Jill PSA:EX
Subject: Re: budget re: BC Lung

I don't think so. It just means we might not spend all of it.

Sent from my iPhone

On Aug 14, 2014, at 4:31 PM, "Bryant, Jill PSA:EX" <Jill.Bryant@gov.bc.ca> wrote:

Are we going to be in trouble with the BC Lung grant if we don't spend it until December? MCFD has asked to postpone their ESP relaunch until January as well as SDSI.

But! I did have a meeting with the new health person from TRAN today, and she'd like to look into doing more work with the ESP, so that might be a possible way to spend some...

Jill Bryant, Program Manager
Workplace Health and Safety | BC Public Service Agency
Second floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250 507-0792 |
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772

<image002.png>

From: [Bryant, Jill PSA:EX](#)
To: [Lew, Cindy PSA:EX](#)
Subject: FW: budget questions
Date: Wednesday, September 16, 2015 11:03:11 AM
Attachments: [image001.png](#)
[image002.png](#)

Jill Bryant, Internal Community Manager
Public Service Engagement and Corporate Initiatives | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | Cell 250.507.0792
[@Work](#) - the BC Public Service Community
Website: www.gov.bc.ca/myhr
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: Qualizza, Marcel PSA:EX
Sent: Tuesday, October 14, 2014 4:19 PM
To: Lew, Cindy PSA:EX; Bryant, Jill PSA:EX
Subject: RE: budget questions

Looks good to me.

From: Lew, Cindy PSA:EX
Sent: Tuesday, October 14, 2014 3:47 PM
To: Bryant, Jill PSA:EX; Qualizza, Marcel PSA:EX
Subject: RE: budget questions

That's exactly what I understand Jill. I made a small edit to #1 because I hadn't yet let Suzanne know that this idea got the green light.

From: Bryant, Jill PSA:EX
Sent: Tuesday, October 14, 2014 3:31 PM
To: Lew, Cindy PSA:EX; Qualizza, Marcel PSA:EX
Subject: budget questions

Cindy and Marcel – does this reflect our conversation this morning accurately? Feel free to make changes....

Hi Skylar and Suzanne – Cindy and Marcel and I had a conversation this morning re: budget items, further to our conversation last week.

We talked about priorities in terms of the projects you are working on with us, and this is where we landed:

1. Core priority is Quittin' Time, including regular program delivery and an outreach idea
Cindy and Suzanne had recently discussed ~~are working on~~
2. Biometric clinics are second, keeping in mind that we still probably can't do every clinic

we're asked to do.

3. Enhanced services is last, because we know it provides the least bang for the biggest bucks.

I know it can be difficult to disentangle all three, because biometric clinics also form part of enhanced services, and so on, but I'm hoping this gives a little bit more guidance. Because we're trying to balance the rest of the budget and know what we can move forward with here, is it possible to have a new budget overview by the end of the week?

Jill Bryant, Program Manager
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Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: [Bryant, Jill PSA:EX](#)
To: [Lew, Cindy PSA:EX](#)
Subject: FW: Revised Scope of Work Document
Date: Wednesday, September 16, 2015 11:02:51 AM
Attachments: 141017- BCPSA Scope of Work Document.docx

Jill Bryant, Internal Community Manager
Public Service Engagement and Corporate Initiatives | BC Public Service Agency
976 Meares St. | Victoria BC | V8V 3J4 | Cell 250.507.0792
[@Work](#) - the BC Public Service Community
Website: www.gov.bc.ca/myhr
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: Skylar Pepin [mailto:spepin@contextresearch.ca]
Sent: Friday, October 17, 2014 10:27 AM
To: Bryant, Jill PSA:EX
Subject: Revised Scope of Work Document

Hi Jill- I will be calling you :)

Skylar Pepin | Outreach Team Manager
BC Lung Association- QuitNow
2675 Oak Street
Vancouver BC V6H 2K2
Direct Line- 604.861.7382



Scope of Work

BC Public Service Agency

We are pleased to once again partner with the BC Public Service Agency. The proposed tasks suggested are based on the meeting that took place between BC Public Service Agency (BCPSA) and Context Research on behalf of BC Lung Association on May 27th, 2014 and successive phone calls up to October 9th, 2014.

Purpose: BC Lung Association will assist BC Public Service Agency with enhancing promotional opportunities for the services and programs that are offered to the public servants of British Columbia.

Proposed Tasks:

| | |
|---|--|
| Task: Program Delivery and Outreach for Quittin Time | Objective: Re-introduce the program to employees and increase uptake to the service. |
| Possible Key Performance Indicators: <ul style="list-style-type: none"> • Increase registration numbers for phone service • Increase registration numbers for text service | |
| Proposed Budget Allocation: \$10,000 | |

| | |
|--|---|
| Task: Biometric Clinics | Objective: To identify employees who are at risk for cardiovascular disease (CVD) and to obtain metrics for entering into My Good Health. |
| Possible Key Performance Indicators: <ul style="list-style-type: none"> • # of employees participating at the biometric clinics • # of different Ministries hosting biometric clinics • % of employees participating • # of employees identified with high CVD risk | |
| Proposed Budget Allocation: \$100,000 | |

Task:

Create an opportunity with the Ministry of Social Development (MCFD) to continue with the Enhanced Services Partnership pilot project and offer interactive workshops

Objective:

To create awareness of the programs and services offered by BCPSA and increase uptake.

Possible Key Performance Indicators:

- Increase the number of employees in the Ministry of Social Development who access BCPSA programs and services

Proposed Budget Allocation: \$91,000

Task:

Re-engage Correctional Facilities contacts to encourage biometric clinics and offer interactive workshops

Objective:

To create awareness of the programs and services offered by BCPSA and increase uptake.

Possible Key Performance Indicators:

- Increase number of employees in Corrections who access BCPSA programs and services

Proposed Budget Allocation: \$25,000

Task:

Distribute user friendly vegetable recipes that complement the Enhanced Services Partnership pilot project

Objective:

To educate employees of the programs and services offered and create consistency in communication and support from BCPSA.

Possible Key Performance Indicators:

- Increase the number of government employees who access BCPSA programs and services

Proposed Budget Allocation: \$10,000

Task:

Continue to engage MCFD and TRAN Health Connectors

Objective:

To create consistency in communication and support from BCPSA.

Possible Key Performance Indicators:

- Continuation of the Enhanced Service Project with MCFD and TRAN

Proposed Budget Allocation: \$15,000

Task:

Develop new promotional materials and refresh “swag” items

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To create awareness of the programs and services offered by BCPSA, specifically My Good Health, and increase uptake.

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From: Bryant, Jill PSA:EX
To: Qualizza, Marcel PSA:EX; Lew, Cindy PSA:EX
Subject: FW: Revised Scope of Work Document
Date: Friday, October 17, 2014 11:04:09 AM
Attachments: 141017- BCPSA Scope of Work Document.docx

From Skylar. We had a phone call to discuss. These numbers are based on the current \$266,000 left in the grant so far, with the expectation that they'll be receiving the next \$87,500 portion in December. The numbers are general, as we know sometimes money has to move from one area into another as projects go forward. All the numbers are generous (for instance, the correctional facilities work is all scheduled and will happen before the end of November, and will come in under budget).

I'm meeting in person with Skylar and John on Thursday to discuss further--let me know if you have questions or concerns before then....

Thanks!

From: Skylar Pepin [spepin@contextresearch.ca]
Sent: Friday, October 17, 2014 10:26 AM
To: Bryant, Jill PSA:EX
Subject: Revised Scope of Work Document

Hi Jill- I will be calling you :)

Skylar Pepin | Outreach Team Manager
BC Lung Association- QuitNow
2675 Oak Street
Vancouver BC V6H 2K2
Direct Line- 604.861.7382
[cid:image001.jpg@01CFE9F1.E6D9B050]

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BCPSA with the assistance of Context will decide on how much time is allocated to each proposed task.

From: [Qualizza, Marcel PSA:EX](#)
To: [Lew, Cindy PSA:EX](#); [Bryant, Jill PSA:EX](#)
Subject: RE: budget questions
Date: Tuesday, October 14, 2014 4:18:39 PM
Attachments: [image001.png](#)
[image003.png](#)

Looks good to me.

From: Lew, Cindy PSA:EX
Sent: Tuesday, October 14, 2014 3:47 PM
To: Bryant, Jill PSA:EX; Qualizza, Marcel PSA:EX
Subject: RE: budget questions

That's exactly what I understand Jill. I made a small edit to #1 because I hadn't yet let Suzanne know that this idea got the green light.

From: Bryant, Jill PSA:EX
Sent: Tuesday, October 14, 2014 3:31 PM
To: Lew, Cindy PSA:EX; Qualizza, Marcel PSA:EX
Subject: budget questions

Cindy and Marcel – does this reflect our conversation this morning accurately? Feel free to make changes....

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We talked about priorities in terms of the projects you are working on with us, and this is where we landed:

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I know it can be difficult to disentangle all three, because biometric clinics also form part of enhanced services, and so on, but I'm hoping this gives a little bit more guidance. Because we're trying to balance the rest of the budget and know what we can move forward with here, is it possible to have a new budget overview by the end of the week?

Jill Bryant, Program Manager
Workplace Health and Safety | BC Public Service Agency
Second floor, 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250 507-0792 |
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: [Fairbrother, Natalie M PSA:EX](#)
To: [Lew, Cindy PSA:EX](#); [Qualizza, Marcel PSA:EX](#)
Subject: BC Lung Transfer
Date: Monday, October 6, 2014 11:19:32 AM
Attachments: [image001.png](#)
[image002.png](#)

Good morning,

I have just submitted the invoice for the Sept 30th payment to BC Lung for \$87,500.

Apologies that it is a bit behind, I'm still trying to catch up^{s.22}

Marcel you should see this for approval hopefully end of day or tomorrow. Thanks,

Natalie Brenan, Manager, Benefits Financial Management and Budget
Financial Management Office | BC Public Service Agency
3rd Floor - 716 Courtney Street | Victoria, BC | 250.217.1589
MyHR@gov.bc.ca | 250.95(2).6000 | Toll Free 1.877.277.0772

From: [Lew, Cindy PSA:EX](#)
To: [Fairbrother, Natalie M PSA:EX](#)
Subject: RE: Quittin' Time fiscal year end numbers
Date: Tuesday, April 22, 2014 2:42:43 PM
Attachments: [Public Service Agency Transfer Agreement.pdf](#)
[image001.png](#)
[image003.png](#)

Hi Natalie,

As requested, here's a copy of the agreement signed by BC Lung.

Thanks,
Cindy

From: Brenan, Natalie PSA:EX
Sent: April-22-14 1:12 PM
To: Lew, Cindy PSA:EX
Cc: Qualizza, Marcel PSA:EX
Subject: RE: Quittin' Time fiscal year end numbers

Hi Cindy, if you wouldn't mind scanning me the signed copy then I can use that as backup for the first payment. Thanks!

Natalie

From: Lew, Cindy PSA:EX
Sent: April-17-14 3:57 PM
To: Brenan, Natalie PSA:EX
Cc: Qualizza, Marcel PSA:EX
Subject: RE: Quittin' Time fiscal year end numbers

Hi Natalie,

I've got a scanned version of BC Lung's signature on the new transfer agreement and the hard copy is on its way. If that is sufficient to go ahead with the first disbursement, please do go ahead.

Thanks!
Cindy

From: Brenan, Natalie PSA:EX
Sent: April-17-14 8:44 AM
To: Lew, Cindy PSA:EX
Cc: Qualizza, Marcel PSA:EX
Subject: RE: Quittin' Time fiscal year end numbers

Thanks Cindy, this is great. It seems that they will be able to use the surplus for the next couple of months, however, let me know when you would like me to get the first disbursement going. I don't want to miss it like last year!

Thanks,

Natalie Brenan, A/Manager, Benefits Financial Management
Financial Management Office | BC Public Service Agency
3rd Floor - 716 Courtney Street | Victoria, BC | 250.217.1589
MyHR@gov.bc.ca | 250.95(2).6000 | Toll Free 1.877.277.0772

From: Lew, Cindy PSA:EX
Sent: April-14-14 11:10 AM
To: Brenan, Natalie PSA:EX
Cc: Qualizza, Marcel PSA:EX; Lew, Cindy PSA:EX
Subject: Quittin' Time fiscal year end numbers

Hi Natalie,

Here are the year-end numbers from BC Lung Association for Quittin' Time and the other health promotion work they have done for us.

Please let me know if you require anything else.

Thanks,
Cindy

Transfer Agreement

THIS AGREEMENT made the 8th day of April, 2014.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the BC Public Service Agency ("the Agency")

2nd Floor, 810 Blanshard Street
Victoria, BC V8W 2H2
Fax: (250) 387-8003

OF THE FIRST PART

AND:

BC Lung Association
2675 Oak Street
Vancouver, BC V6H 2K2
Attn: Scott McDonald, Executive Director
Fax: (250) 731-5810

OF THE SECOND PART

WHEREAS:

The Agency has the authority and wishes to provide a grant to the BC Lung Association based on the terms and conditions hereinafter set forth,

The BC Lung Association is eligible for the grant as determined by the Agency,

NOW THEREFORE in consideration of the premises and covenants and agreements set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the parties), the parties agree as follows:

PAYMENT OF FUNDS

The Agency will disburse \$175,000.00 to the BC Lung Association upon the signing of this Agreement in order to meet the purposes identified in this agreement.

The Agency will disburse an additional \$87,500.00 on September 30, 2014 and on December 30, 2014 in order to meet the purposes identified in this agreement. If in the event that additional disbursements are not required by the BC Lung Association to meet the purposes identified in this agreement, an adjustment to the December 30, 2014 disbursement will be made accordingly.

Notwithstanding any other provision of this Agreement, in no event will the Agency be or become obligated to the Society pursuant to this Agreement for an amount exceeding, in the aggregate, \$350,000.00.

TERMS AND CONDITIONS

The term of this Agreement will commence from the date of signing through to March 31, 2015.

Notwithstanding any other provision of this Agreement, the provision of the grant pursuant to this Agreement is for the purposes outlined below.

PURPOSES

The Agency will provide funding to the Society to implement and promote tobacco cessation, with specific focus on the Quittin' Time Smoking Cessation Program, and other health promotion initiatives for BC public service employees and their families.

The Society agrees that the funding will be used for these purposes.

Upon request, the BC Lung Association will provide to the Agency, a report in the form and manner prescribed by the Agency, showing the expenditures made to date, description of activities undertaken and the estimated future expenditures, from the \$350,000.00 funding provided by the Agency.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

SIGNED AND DELIVERED on
behalf of the
BC Public Service Agency

Marcel Qualizza
Director
BC Public Service Agency

SIGNED AND DELIVERED on
behalf of BC Lung Association



Scott McDonald
Executive Director
BC Lung Association

From: [XT:HLTH Gaby, Suzanne](#)
To: [Lew, Cindy PSA:EX; s.22](#)
Subject: RE: Transfer Agreement with BC Lung
Date: Thursday, April 17, 2014 11:59:37 AM
Attachments: [image003.png](#)
[image001.png](#)

Hi Cindy,

It is standard practice with BC Lung to send hard copies by mail. It should be on its way. Thank you for following up on this.

Kind regards,

Suzanne

From: Lew, Cindy PSA:EX [<mailto:Cindy.Lew@gov.bc.ca>]
Sent: April-17-14 11:40 AM
To: s.22 : Suzanne Gaby
Subject: FW: Transfer Agreement with BC Lung

Hi Jack and Suzanne,

We received a scanned copy of the Transfer Agreement from Scott McDonald. This is great and will ensure the money can be transferred earlier than we've done in previous years. I realize however that Marcel did not specifically request a hard copy. Can I please ask you to assist me to get a hard copy with Scott's signature?

Thank you!
Cindy

From: Scott McDonald [<mailto:mcdonald@bc.lung.ca>]
Sent: Wednesday, April 16, 2014 11:24 AM
To: Qualizza, Marcel PSA:EX
Cc: 'Jack Boomer'
Subject: RE: Transfer Agreement with BC Lung

Hi Marcel.....

The signed agreement is attached as requested. We're looking forward to working with you again this year! And I will be happy to come to present to your leadership group on the work we've done.

All the best!

Cheers!

Scott

Scott McDonald
President and CEO
BC Lung Association
2675 Oak Street
Vancouver, BC Canada
V6H 2K2

Office (604) 731-5864
Mobile (604) 603-5864
Fax (604) 731-5810
email: mcdonald@bc.lung.ca



From: Qualizza, Marcel PSA:EX [<mailto:Marcel.Qualizza@gov.bc.ca>]
Sent: April-16-14 10:42 AM
To: 'mcdonald@bc.lung.ca'
Subject: FW: Transfer Agreement with BC Lung

Hi Scott. Attached is the transfer agreement as discussed. If you want to sign it and get a copy back to me I can then start the transfer process. Thanks again and I look forward to another great year. Will also be in touch about setting up a meet and greet with our leadership.

Marcel Qualizza, Director
Workplace Health and Safety | BC Public Service Agency
2nd Fl, 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-588-4094

From: [Qualizza, Marcel PSA:EX](#)
To: [Lew, Cindy PSA:EX](#)
Subject: FW: Transfer Agreement with BC Lung
Date: Wednesday, April 16, 2014 11:28:03 AM
Attachments: [image004.png](#)
[Public Service Agency Transfer Agreement.pdf](#)
[image001.png](#)

Signed.

From: Scott McDonald [<mailto:mcdonald@bc.lung.ca>]
Sent: Wednesday, April 16, 2014 11:24 AM
To: Qualizza, Marcel PSA:EX
Cc: 'Jack Boomer'
Subject: RE: Transfer Agreement with BC Lung

Hi Marcel.....

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All the best!

Cheers!

Scott

Scott McDonald
President and CEO
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2675 Oak Street
Vancouver, BC Canada
V6H 2K2

Office (604) 731-5864
Mobile (604) 603-5864
Fax (604) 731-5810
email: mcdonald@bc.lung.ca



From: Qualizza, Marcel PSA:EX [<mailto:Marcel.Qualizza@gov.bc.ca>]
Sent: April-16-14 10:42 AM

To: 'mcdonald@bc.lung.ca'

Subject: FW: Transfer Agreement with BC Lung

Hi Scott. Attached is the transfer agreement as discussed. If you want to sign it and get a copy back to me I can then start the transfer process. Thanks again and I look forward to another great year. Will also be in touch about setting up a meet and greet with our leadership.

Marcel Qualizza, Director

Workplace Health and Safety | BC Public Service Agency

2nd Fl, 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-588-4094

Transfer Agreement

THIS AGREEMENT made the 8th day of April, 2014.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the BC Public Service Agency ("the Agency")

2nd Floor, 810 Blanshard Street
Victoria, BC V8W 2H2
Fax: (250) 387-8003

OF THE FIRST PART

AND:

BC Lung Association
2675 Oak Street
Vancouver, BC V6H 2K2
Attn: Scott McDonald, Executive Director
Fax: (250) 731-5810

OF THE SECOND PART

WHEREAS:

The Agency has the authority and wishes to provide a grant to the BC Lung Association based on the terms and conditions hereinafter set forth,

The BC Lung Association is eligible for the grant as determined by the Agency,

NOW THEREFORE in consideration of the premises and covenants and agreements set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the parties), the parties agree as follows:

PAYMENT OF FUNDS

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The term of this Agreement will commence from the date of signing through to March 31, 2015.

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IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first above written.

SIGNED AND DELIVERED on
behalf of the
BC Public Service Agency

Marcel Qualizza
Director
BC Public Service Agency

SIGNED AND DELIVERED on
behalf of BC Lung Association



Scott McDonald
Executive Director
BC Lung Association

From: [Fairbrother, Natalie M PSA:EX](#)
To: [Lew, Cindy PSA:EX](#)
Subject: RE: Transfer Request
Date: Tuesday, April 15, 2014 1:19:44 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Hi Cindy, I just wanted to touch base on the payment process for this year regarding BC Lung.

So will you please let me know when I can issue the first payment for \$175K? And then I assume the next two payments are due Sept 1 and Dec 1?

Thanks,

Natalie Brenan, A/Manager, Benefits Financial Management
Financial Management Office | BC Public Service Agency
3rd Floor - 716 Courtney Street | Victoria, BC | 250.217.1589
MyHR@gov.bc.ca | 250.95(2).6000 | Toll Free 1.877.277.0772

From: Lew, Cindy PSA:EX
Sent: April-03-14 4:34 PM
To: Brenan, Natalie PSA:EX
Subject: RE: Transfer Request

No worries. I scanned just for you 😊

From: Brenan, Natalie PSA:EX
Sent: April-03-14 3:13 PM
To: Lew, Cindy PSA:EX
Subject: RE: Transfer Request

Hi Cindy, sure that works! You know what, I realized that I never took a copy of it... I have been in such a whirlwind I forgot that step. However, I don't think that we need to submit it anywhere, just to have it on hand for audit purposes..

Maybe next time I come over there I can grab a copy of it if you don't mind? Sorry...

Natalie

From: Lew, Cindy PSA:EX
Sent: April-03-14 2:19 PM
To: Brenan, Natalie PSA:EX
Subject: Transfer Request

Hi Natalie,

I received the signed copy of the transfer request back via inter-office mail. I just want to confirm that we keep the original copy in our office?

Thanks,
Cindy

Cindy Lew, Program Manager
Workplace Health and Safety Branch | BC Public Service Agency
2nd Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250.507.2935
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: [XT:HLTH Gaby, Suzanne](#)
To: [Lew, Cindy PSA:EX](#)
Subject: RE: Quittin' Time numbers
Date: Monday, April 14, 2014 11:08:13 AM

Yes, the \$55K is close since the WWP and the Biometrics can spend about \$60K per month when they are full steam ahead. It is a balance to make sure there is enough left over to cover the month or so after the end of the fiscal year because we are still doing biometric clinics and needing to purchase supplies. Last year, it took a long time before we received the cheques from PSA so it makes us nervous about committing to work if there are not sufficient funds.

Regards,

Suzanne

From: Lew, Cindy PSA:EX [<mailto:Cindy.Lew@gov.bc.ca>]
Sent: April-14-14 10:56 AM
To: Suzanne Gaby
Subject: RE: Quittin' Time numbers

Thanks Suzanne. I think I got the impression that we used up all the money this year so was surprised to see the \$55K remaining.

From: Suzanne Gaby [<mailto:sgaby@contextresearch.ca>]
Sent: April-14-14 10:42 AM
To: Lew, Cindy PSA:EX
Subject: RE: Quittin' Time numbers

Hi Cindy,

No these are the numbers, just like I did last year. I use this as my document of the numbers that I take from a variety of other reports. Sometimes there are late invoices that come into BC Lung but I think I managed to capture them all. Most of those would be related the WWP rather than Quittin' Time. BC Lung has the main ledger for accounting purposes which all other reports are drawn from.

Did that answer your question?

Suzanne

From: Lew, Cindy PSA:EX [<mailto:Cindy.Lew@gov.bc.ca>]
Sent: April-14-14 9:59 AM
To: Suzanne Gaby
Subject: RE: Quittin' Time numbers

Hi Suzanne,

Thank you for the numbers.

I was a bit unsure what you meant about the excel budget document being your working copy and not final figures. Does that mean I should expect to receive a final version still?

Thank you,

Cindy

From: Suzanne Gaby [<mailto:sgaby@contextresearch.ca>]
Sent: April-10-14 8:04 PM
To: Lew, Cindy PSA:EX
Subject: Quittin' Time numbers

Hi Cindy,

I'm sorry that I have gotten the numbers to you so late on the 10th. I was over in Vancouver all day and couldn't retrieve the reports from Sykes from SFTP site.

The pdf document is the report from Smallbox regarding the number of texts for QT is 28 for the year. The Word document is sections from the Sykes report that are likely most important for you. Please let me know if you need more of the demographic data as I can retrieve it for you. The Excel document is my working budget document for PSA (not the final figures that are at BC Lung). There might be some invoices that haven't been included yet. You will see the calculation for the billable calls by Care Coaches and Care Coach Assistants. I have included the GST in the figure. In the past it was HST which made the cost higher.

There was some confusion, this time last year, regarding the billing for the Text Program for PSA which has required some reconciliation of funds in favor of PSA for the coming year. We can have a chat about this when we see each other in person. Please let me know if you have questions about any of the numbers.

Many thanks for your patience,

Suzanne

From: [Lew, Cindy PSA:EX](#)
To: [Qualizza, Marcel PSA:EX](#)
Subject: Transfer Agreement with BC Lung
Date: Tuesday, April 8, 2014 2:05:48 PM
Attachments: 2014-15 BC Lung Transfer Agreement.docx
image001.png
image002.png

Here is the transfer agreement for the new fiscal year. It uses the same language we used last year. Please discuss with Scott McDonald.

Thanks,
Cindy

Cindy Lew, Program Manager
Workplace Health and Safety Branch | BC Public Service Agency
2nd Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250.507.2935
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772

Transfer Agreement

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BETWEEN:

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2nd Floor, 810 Blanshard Street
Victoria, BC V8W 2H2
Fax: (250) 387-8003

OF THE FIRST PART

AND:

BC Lung Association
2675 Oak Street
Vancouver, BC V6H 2K2
Attn: Scott McDonald, Executive Director
Fax: (250) 731-5810

OF THE SECOND PART

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behalf of the
BC Public Service Agency

SIGNED AND DELIVERED on
behalf of BC Lung Association

Marcel Qualizza
Director
BC Public Service Agency

Scott McDonald
Executive Director
BC Lung Association

From: [Lew, Cindy PSA:EX](#)
To: [Fairbrother, Natalie M PSA:EX](#)
Subject: RE: Transfer Request
Date: Thursday, April 3, 2014 4:34:13 PM
Attachments: [image001.png](#)
[20140403163252.pdf](#)
[image003.png](#)

No worries. I scanned just for you 😊

From: Brennan, Natalie PSA:EX
Sent: April-03-14 3:13 PM
To: Lew, Cindy PSA:EX
Subject: RE: Transfer Request

Hi Cindy, sure that works! You know what, I realized that I never took a copy of it... I have been in such a whirlwind I forgot that step. However, I don't think that we need to submit it anywhere, just to have it on hand for audit purposes..

Maybe next time I come over there I can grab a copy of it if you don't mind? Sorry...

Natalie

From: Lew, Cindy PSA:EX
Sent: April-03-14 2:19 PM
To: Brennan, Natalie PSA:EX
Subject: Transfer Request

Hi Natalie,

I received the signed copy of the transfer request back via inter-office mail. I just want to confirm that we keep the original copy in our office?

Thanks,
Cindy

Cindy Lew, Program Manager
Workplace Health and Safety Branch | BC Public Service Agency
2nd Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250.507.2935
AskMyHR: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772

March 31, 2014

Prepared for Dean Skinner, Chief Financial Officer, Financial Services and Administration
Branch, BC Public Service Agency

**Issue: Request Approval for Government Transfer to BC Lung Association to operate Quittin'
Time and other health promotion initiatives and activities**

Overview of the Quittin' Time Smoking Cessation Program

Quittin' Time, launched in October 2007, is a comprehensive smoking cessation program available to employees and their dependents with coverage under the BC public service benefit plan. Components of the Quittin' Time program include telephone counselling, extended health plan reimbursement for smoking cessation products and cell phone text support services. After three years of running Quittin' Time, the smoking prevalence rate for BC public service employees has dropped from 11.8 per cent to 9.9 per cent.

The purpose of Quittin' Time is to support employees to quit smoking and stay smoke free. By reducing the smoking prevalence rate, employees' risks of developing future health issues such as heart attacks, pulmonary disease and cancer are reduced and as a result, the employer benefits from less costs associated with extended health benefits and illness-related absences.

Background

Quittin' Time's telephone counselling and text support services are managed by the BC Lung Association and supported by Sykes Assistance Services and Smallbox Software. As per CPPM Chapter 21, this transfer falls under the category of a Shared Cost Arrangement, with Estimates budget approval in STOB 80. Through the shared cost arrangement, money provided by the Agency to the BC Lung Association delivers program management of these services as specified in a Statement of Work document. In addition to program services management, the BC Lung Association implements and promotes tobacco cessation and other health promotion initiatives on behalf of the Workplace Health and Safety Branch, BC Public Service Agency. The BC Lung Association presents promotional ideas to the Branch and if the activities align with the mandate of the Branch to optimize the health and safety performance of the BC Public Service as well as reduce both current and projected health benefit costs, approval may be given for BC Lung to carry out the agreed upon activities. One such activity has been the introduction and delivery of biometric clinics including carbon dioxide testing at ministry worksites.

Our partnership with the BC Lung Association has been in place since Quittin' Time's program launch in 2007. The BC Lung Association's mandate is to reduce smoking prevalence and reduce health-related risks for the citizens of BC. With BC public service employees included in BC Lung's target population, the goals of our two organizations' goals are aligned.

Risks

Not being able to provide funding to the BC Lung Association would result in discontinuation or interruption of the Quittin' Time program and impact the Agency's ability to undertake health promotion initiatives towards improved health and safety performance of the BC public service.

Review, Evaluation, Monitoring

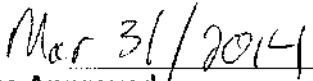
BC Lung provides the Branch with regular reporting with regards to Quittin' Time program service usage, as well as results when undertaking specific health promotion initiatives. Delivery of Quittin' Time services will adhere to qualitative and quantitative metrics as outlined in the Statement of Work.

Request for Approval

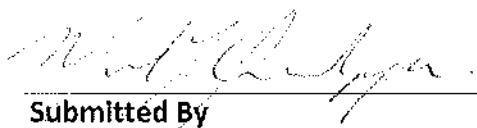
Once approval is received, the Branch will implement a 2014/15 transfer agreement with the BC Lung Association for a total amount of \$350,000, with a similar payment schedule as last year. Please find last year's transfer agreement with BC Lung attached for reference.



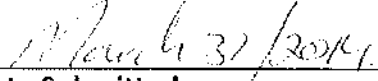
Approved By
Dean Skinner
Chief Financial Officer
Financial Services and Administration



Date Approved

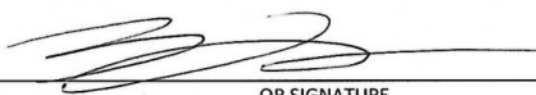


Submitted By
Marcel Qualizza
Director
Workplace Health & Safety



Date Submitted

FOREIGN CURRENCY?
(if yes, enter "\$")

| | | | | | | | | | |
|--|-------------------|---|---|--|--|------|---------|---------------------------------|-----------------------|
| PAYEE NAME <u>BC LUNG ASSOCIATION</u> | | * SUPPLIER # <u>801639</u> | | * SITE <u>002</u> | | | | | |
| CONTRACT/PO # _____ | | INVOICE DATE <u>22-APR-2014</u> <small>DD-MMM-YYYY</small> | | INVOICE # <u>15 0052</u> | | | | | |
| DATE INVOICE RECEIVED <u>22-APR-2014</u> <small>DD-MMM-YYYY</small> | | DATE GOODS/ SERVICES REC'D <u>22-APR-2014</u> <small>DD-MMM-YYYY</small> | | RECEIPT # _____ | | | | | |
| NAME &/OR ADDRESS OVERRIDE: Attn: Scott McDonald, Executive Director 2675 Oak Street Vancouver BC V6H 2K2 | | | DESCRIPTION FOR CHEQUE STUB: First disbursement to BC Lung Association as per FY15 government transfer agreement | | | | | | |
| DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ <small>DD-MMM-YYYY</small> | | GL DATE (if applicable) _____ <small>DD-MMM-YYYY</small> | | PAY ALONE? YES <input checked="" type="checkbox"/> | | | | | |
| AMOUNT (INCLUDING TAX) | PRE-TAX AMOUNT | TAX RATE <small>12%, 11%, 5%, 0%</small> | CL | RESP | SERVICE LINE | STOB | PROJECT | NAME & SUPPLIER # if STOB 57 | OFA STOB & ASSET # |
| 175,000.00 | 175,000.00 | | 100 | 70855 | 34657 | 8001 | 7000000 | | |
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| 175,000.00 | TOTAL | | | | | | | | |
| * EXPENSE AUTHORITY (EA) INFORMATION: * <u>MARCEL QUALIZZA</u> EA PRINTED NAME | | | | | * QUALIFIED RECEIVER (QR) CERTIFICATION: * <u>NATALIE BRENNAN</u> QR PRINTED NAME <small>The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met).</small> | | | | |
| * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports. * First disbursement to BC Lung Association as per FY15 government transfer agreement | | | | | *  QR SIGNATURE | | | | |
| ADDITIONAL INFORMATION OR INSTRUCTIONS: | | | | | | | | | |

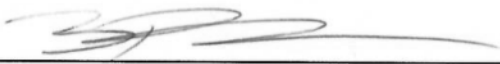
BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

CINDY LEW 7-5204

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

BCPSA FMO 017 REV. JUN/10

FMO DATE STAMP
RECEIVED
APR 22 2014
BC PUBLIC SERVICE AGENCY
CORPORATE SUPPORT SERVICES

| | | | | | | | | | |
|---|-------------------|---|-----|--|--|------|---------|---------------------------------|-----------------------|
| PAYEE NAME <u>BC LUNG ASSOCIATION</u> | | * SUPPLIER # <u>801639</u> | | * SITE <u>002</u> | | | | | |
| CONTRACT/PO # _____ | | INVOICE DATE <u>22-DEC-2014</u> | | INVOICE # <u>15 0591</u> | | | | | |
| DATE INVOICE RECEIVED <u>22-DEC-2014</u> | | DATE GOODS/ SERVICES REC'D <u>22-DEC-2014</u> | | RECEIPT # _____ | | | | | |
| NAME &/OR ADDRESS OVERRIDE: Attn: Scott McDonald, Executive Director 2675 Oak Street Vancouver BC V6H 2K2 | | DESCRIPTION FOR CHEQUE STUB: Dec 30/14 disbursement to BC Lung Association as per FY15 government transfer agreement | | | | | | | |
| DATE CHQ/EFT REQ'D (ONLY IF URGENT) _____ | | GL DATE (if applicable) _____ | | PAY ALONE? YES <input checked="" type="checkbox"/> | | | | | |
| AMOUNT (INCLUDING TAX) | PRE-TAX AMOUNT | TAX RATE 12%, 11%, 5%, 0% | CL | RESP | SERVICE LINE | STOB | PROJECT | NAME & SUPPLIER # if STOB 57 | OFA STOB & ASSET # |
| 87,500.00 | 87,500.00 | | 100 | 70855 | 34657 | 8001 | 7000000 | | |
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| 87,500.00 | TOTAL | | | | | | | | |
| * EXPENSE AUTHORITY (EA) INFORMATION: | | | | | * QUALIFIED RECEIVER (QR) CERTIFICATION: | | | | |
| * <u>MARCEL QUALIZZA</u> EA PRINTED NAME | | | | | * <u>NATALIE BREMAN</u> QR PRINTED NAME | | | | |
| * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: Note: This is also the line description displayed on GL detail reports. | | | | | The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met). | | | | |
| * Final disbursement to BC Lung Association as per FY15 government transfer agreement | | | | | *  QR SIGNATURE | | | | |
| ADDITIONAL INFORMATION OR INSTRUCTIONS: | | | | | | | | | |

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

CINDY LEW 7-5204

* Note: Fields with an asterisk do not need to be completed for iProcurement invoices.

BCPSA FMO 017 REV. JUN/10

FMO DATE STAMP

INVOICE CODING SHEET


RETURN CHEQUE TO MINISTRY?

(if yes, enter "D")

FOREIGN CURRENCY?

(if yes, enter "\$")

RUSH

| | | | | | | | | | |
|--|---------------------|------------------------------|--|--|--|------|---------|---------------------------------|-----------------------|
| PAYEE NAME | BC LUNG ASSOCIATION | * SUPPLIER # | 801639 | * SITE | 002 | | | | |
| CONTRACT/PO # | | INVOICE DATE | 06-OCT-2014 | INVOICE # | 15 0385 | | | | |
| | | DD-MMM-YYYY | | | | | | | |
| DATE INVOICE RECEIVED | 06-OCT-2014 | DATE GOODS/ SERVICES REC'D | 30-SEP-2014 | RECEIPT # | | | | | |
| | | DD-MMM-YYYY | | | | | | | |
| NAME &/OR ADDRESS OVERRIDE: Attn: Scott McDonald, Executive Director 2675 Oak Street Vancouver BC V6H 2K2 | | | DESCRIPTION FOR CHEQUE STUB: Sept 30/14 disbursement to BC Lung Association as per FY15 government transfer agreement | | | | | | |
| DATE CHQ/EFT REQ'D (ONLY IF URGENT) | | GL DATE (if applicable) | | PAY ALONE? YES <input checked="" type="checkbox"/> | | | | | |
| | | | | DD-MMM-YYYY | | | | | |
| AMOUNT (INCLUDING TAX) | PRE-TAX AMOUNT | TAX RATE 12%, 11%, 5%, 0% | CL | RESP | SERVICE LINE | STOB | PROJECT | NAME & SUPPLIER # if STOB 57 | OFA STOB & ASSET # |
| 87,500.00 | 87,500.00 | | 100 | 70855 | 34657 | 8001 | 7000000 | | |
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| 87,500.00 | TOTAL | | | | | | | | |
| * EXPENSE AUTHORITY (EA) INFORMATION: | | | | | * QUALIFIED RECEIVER (QR) CERTIFICATION: | | | | |
| MARCEL QUALIZZA | | | | | NATALIE BRENNAN | | | | |
| EA PRINTED NAME | | | | | QR PRINTED NAME | | | | |
| * BRIEF PAYMENT DESCRIPTION FOR EA NOTIFICATION: | | | | | The goods provided or services delivered have been inspected or reviewed; and the goods or services were properly received and documentation to support the account has been verified (i.e., goods: as ordered, correct quantity and suitable quality; services: as contracted, appropriate deliverables and/or performance criteria met; or other conditions, if any, have been met). | | | | |
| Note: This is also the line description displayed on GL detail reports. | | | | | | | | | |
| * Second disbursement to BC Lung Association as per FY15 government transfer agreement | | | | |  | | | | |
| | | | | | QR SIGNATURE | | | | |
| ADDITIONAL INFORMATION OR INSTRUCTIONS: | | | | | | | | | |
| | | | | | | | | | |

BRANCH BUSINESS CONTACT NAME AND PHONE NUMBER:

CINDY LEW 7-5204

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