

Page 01

Withheld pursuant to/removed as

s.22

Heron, Janelle GCPE:EX

From: Heron, Janelle GCPE:EX
Sent: Friday, May 27, 2016 12:39 PM
To: Thorkelson, Meaghan GCPE:EX
Cc: Brendeland, Deb GCPE:EX; Fisk, Nico GCPE:EX; Foster, Bruce GCPE:EX
Subject: RE: FOI and Records Management Training Completed - Carter Mann

Thanks, Meaghan!

Janelle

From: Thorkelson, Meaghan GCPE:EX
Sent: Friday, May 27, 2016 11:55 AM
To: Heron, Janelle GCPE:EX
Cc: Brendeland, Deb GCPE:EX; Fisk, Nico GCPE:EX; Foster, Bruce GCPE:EX
Subject: FOI and Records Management Training Completed - Carter Mann

Hi Janelle,

Please note that Carter Mann was trained in FOI and Records Management on May 18th at 2:30pm.

Thank you,

Meaghan Thorkelson

Freedom of Information Coordinator, GCPE
Cell: (250) 882-3811

request has been **COMPLETED!**

ber: 221344

: 2016-05-19 11:27:28

1: 2016-05-27 11:44:12

Further assistance, please reply to this email or phone AskMyHR at 1-877-277-0772 and refer to request # 221344.

Action(s):

Schedule Request

: Immediately

Information:

Requested By: Hamilton, Becky
GCOPE:EX

Phone Number: 250-387-1420

Email: becky.hamilton@gov.bc.ca

Information:

Last Name: Mann

First Name: Carter
S.22

Unit/Department ID: 019 - 5298

CAMANN

Information

Start Date: 2016/05/16

End Date:

Part-time or Hourly: F/T

Schedule: Monday-Friday

Notes: N/A

Hamilton, Becky GCPE:EX

From: TSS Contact Centre for BC Gov Payroll & HR Systems
<TSS_ContactCentreforPayroll.HRSystems_BCGOV@telus.com>
Sent: Friday, May 27, 2016 11:44 AM
To: Hamilton, Becky GCPE:EX
Subject: COMPLETED | TL Request Form | Employee: s.22 · Mann, Carter | Action: Schedule Change



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Fisk, Nico GCPE:EX

From: Fisk, Nico GCPE:EX
Sent: Thursday, May 26, 2016 9:14 AM
To: Mann, Carter GCPE:EX
Subject: RE: Security Screening Form

Thank you!

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

From: Mann, Carter GCPE:EX
Sent: Thursday, May 26, 2016 9:03 AM
To: Fisk, Nico GCPE:EX
Subject: RE: Security Screening Form

Completed form is attached. I'm sorry I don't know my employee number.

From: Fisk, Nico GCPE:EX
Sent: Tuesday, May 24, 2016 4:03 PM
To: Mann, Carter GCPE:EX
Subject: Security Screening Form
Importance: High

Hey Carter,

Further to your offer letter we need you to successfully complete a criminal record check.

Attached is the Consent for Disclosure of Criminal Record Information form. Because the Events Coordinator position has been designated as requiring a Security Screening Check we are required to complete a check prior to you starting in the position.

Please fill out, sign and email back to me for processing. Also, please scan and email me a colour copy of 2 pieces of ID (the form outlines what ID is acceptable).

Thank you

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Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

Page 07 to/à Page 10

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Fisk, Nico GCPE:EX

From: Fisk, Nico GCPE:EX
Sent: Wednesday, May 18, 2016 1:54 PM
To: Mann, Carter GCPE:EX
Cc: Brendeland, Deb GCPE:EX
Subject: 411: Resources for You! - Carter Mann

Hi,

Now that you have completed your first few days in your new position, here are a few more items to assist you within your first week:

Review [GCPE's 411 SharePoint Site!!](#)

☐ **This site contains everything you'll need to know to get you started in GCPE. ☺**

- ☐ [GCPE Acronyms and Government Acronyms](#)
- ☐ [Communications Templates](#)
- ☐ [Writing and Editing](#)
- ☐ [Subscribe to updates from the BC Newsroom](#)
- ☐ [Staff Directory...](#) Don't forget to add your picture!
- ☐ [Social Media and Digital Services](#)
- ☐ [Mobile Telecommunications](#)

Technical Services

☐ GCPE Technical Services contact information:

- ☐ Email: gcpe.servicedesk@gov.bc.ca
- ☐ Phone: 250-356-5000

☐ Contact the GCPE Technical Services Helpdesk for:

- ☐ Hardware / software / equipment *purchases*
- ☐ Account changes (when you move offices, or change phone numbers for example)
- ☐ Web Access (access to a specific GCPE website or SharePoint site)
- ☐ Blackberry/Mobile support
- ☐ Landline voicemail password reset
- ☐ Shared drive / Folder / LAN access requests
- ☐ Line of business application support
- ☐ iStore requests

☐ 77000 - General help number for:

- ☐ Questions like:
 - "I forgot my password"
 - "I can't print"
 - "My computer won't boot up"
 - "I'm getting an error in Excel"
 - "I can't get to my LAN, or I can't get to the internet"
- ☐ Computer software and hardware issues
- ☐ Password reset
- ☐ Landline voicemail password reset (select option 3)

- ☐ Printer
 - ☐ More information on [adding a network printer](#)

☐ Remote access to work email - Summer Webmail

- ☐ <https://summer.gov.bc.ca> is the URL to access your work emails from a home computer.
- ☐ When logging on you need to enter your user name with "IDIR\" in front of your IDIR username.
Example: IDIR\janheron

☐ [Microsoft Lync 2010](#)

- ☐ A great application that can be used for instant messaging, video conferencing and sharing your desktop with other government employees

Business Cards

- ☐ [Business Card Order Form](#). Save this form to your desktop, fill out the form and email to GCPE HR at CommCareers@gov.bc.ca

Social events

- ☐ Including all staff meetings, Sector gatherings etc.

Thank you,

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

Heron, Janelle GCPE:EX

From: Mann, Carter PREM:EX
Sent: Monday, May 16, 2016 9:33 AM
To: GCPE HR GCPE:EX
Subject: form
Attachments: Personal and Emergency Contact Information Fillable Form.pdf

Follow Up Flag: Follow up
Flag Status: Completed

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Where ideas work

Standard of Conduct Acknowledgement

The **Standards of Conduct Policy** for BC Public Service employees
can be read [online](#) and downloaded in [printable format](#).

The objectives of this policy are to describe the standards of conduct expected
of employees and to define employer and employee responsibilities related to them.

Some of the principles described in the policy statement are reflected in the
Oath of Employment taken by all employees upon entering the Public Service.

Public Service employees who breach the Standards of Conduct may be subject
to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures,
noting especially the accountabilities of employees.

Sign the statement at the bottom of this page and return it to your supervisor to submit via an
AskMyHR Online Service Request within ten working days. When submitting this form, select the
Supervising and Leading People > Access to Personnel Files service type. Retain the attached policy for
your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct
and that I have read and understood this policy.

Signature

CARTER MANN

Name

5/16/16

Date



Where ideas work

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, CARTER MANN, have received a copy of the Standards of Conduct and Chapter 12, Core Policy and Procedures Manual and understand my responsibilities regarding the appropriate use of government information and communications technology.


Employee Signature

5/16/14
Date

Pc: BCPSA HR Client Services for Employee Personnel File

Fisk, Nico GCPE:EX

From: Fisk, Nico GCPE:EX
Sent: Monday, May 16, 2016 8:56 AM
To: Mann, Carter PREM:EX
Cc: Brendeland, Deb GCPE:EX
Subject: Welcome and Administrivia – Carter Mann
Attachments: Voicemail Quick Reference Guide.pdf; Copy of All Staff Phone List GCPE 2016.xlsx

Hi Carter,

I just wanted to say welcome again! I hope you have a great first day.

To assist you in your first few days, I have attached a checklist for you below.

If you have any questions, please don't hesitate to contact me via email or by phone at 250-356-0100.

First day

Your job today is to get your bearings and the critical information you need to start your new job.

- ☐ Complete your employee start up paperwork.
- ☐ Call HR Coordinators **Becky Hamilton** or **Linda Reed** at 250-387-1420 to schedule a date and time to review the New Employee Start up Forms that you have already filled in and to schedule your Oath of Employment.
- ☐ Where required, talk to your supervisor about:
 - ☐ Photo ID
 - ☐ Security/Access cards
 - ☐ Door codes
 - ☐ Passwords (where necessary)
 - ☐ Business Cards
 - ☐ Mobile Device
 - Reminder: You will be required to review and sign the GCPE Mobile Device Usage Agreement form with a GCPE Service Desk representative at GCPE headquarters before being assigned a mobile device.
 - The GCPE Service Desk will provide you with this form when you pick up your mobile device at GCPE headquarters.
- ☐ Check your access to technology:
 - ☐ Computer – change your password.
 - You need a username (IDIR ID) to access internal government computers and websites
 - Your supervisor will provide you with your IDIR ID and password
 - To change your IDIR password, visit the IDIR password change. Or, once you log on to your computer select ctrl + alt + delete and select change a password.
 - ☐ Email and Global Address Listing (GAL)
 - Check that your email is @gov.bc.ca and that your position title is correct in the Global Address List (GAL)

- If you need to change information in the GAL, you can do so by following these steps. If there is a field you are unable to change, please contact the Technical Services team by email at gcpe.servicedesk@gov.bc.ca or by phone at 250-356-5000

****If any of the technology is not properly set-up, contact Facilities by email at FacAdmin@Victoria1.gov.bc.ca ****

- ☐ Areas to seek clarification from your supervisor
 - ☐ Start and finish times and **expectations around work hours**
 - ☐ Informed of reoccurring team and GCPE meetings - set up in calendar
 - ☐ Introductions to staff, co-workers and director – list of key contacts
 - ☐ Lunch time – places to go for lunch around the office
 - ☐ Building opening/closing times
 - ☐ GCPE staff work in various locations - Please be sure to check with your supervisor about the emergency exits and assembly areas for your building
 - ☐ First aid rooms
 - ☐ First aid attendant contacts for your building – First Aid Procedures
 - ☐ Photocopy room
 - ☐ Fax Machine – fax cover sheet
 - ☐ Mail slots/mail services
 - ☐ Supplies
 - ☐ Lunch/coffee room
 - ☐ Meeting rooms
 - ☐ Washrooms & showers
 - ☐ Bike lock-up
 - ☐ Are there parking options close to your worksite?
- ☐ Review Government Communications and Public Engagement information
 - ☐ Service Plan
 - ☐ HR Plan
 - ☐ GCPE's Diversity Plan
 - ☐ GCPE Phone List
- ☐ Additional information to read
 - ☐ Terms and Conditions of employment for excluded employees.
 - As stated in your offer letter you are a Category A OIC employee and your employment applies to the terms and conditions for excluded employees.
 - GCPE Communications positions are EXCLUDED from the bargaining unit.
- ☐ Identify work that needs to be accomplished in first week (your work plan)
- ☐ End of day check in with supervisor

Thank you,

Staffing and Development Officer, Human Resources
 Government Communications and Public Engagement
 (250) 893-7682 | Nico.Fisk@gov.bc.ca

Fisk, Nico GCPE:EX

From: Fisk, Nico GCPE:EX
Sent: Friday, May 13, 2016 3:51 PM
To: Mann, Carter PREM:EX
Cc: Heron, Janelle GCPE:EX; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX
Subject: Startup Forms – Carter Mann
Attachments: GCPE Mobile Device Usage Agreement.pdf; Personal and Emergency Contact Information Fillable Form.pdf

Hi Carter,

Following up on the welcome email that was sent to you today, below is a list of the startup forms. Please complete these forms prior to your first day so your startup process can move quickly.

Most of the links should work. Attached are a couple forms that you may not be able to access online.

Please call GCPE HR at 250-387-1420 within your first few days to book an appointment to submit your paperwork and complete your oath of employment.

Thank you,
GCPE HR

Start-up forms – Carter Mann

- ☐ Fill out your New Employee Start Up Forms. We recommend you keep copies of your paperwork.

****PLEASE NOTE: Benefits are effective the first of the month following the month you are hired.**

- ☐ Mandatory forms to fill out
 - ☐ Standards of Conduct Acknowledgement
 - ☐ Information and Communications Technology Agreement
 - Please also read the 'Appropriate Use Policy' – it clearly outlines the appropriate use of Government Information and Information Technology Resources
 - ☐ GCPE Personal & Emergency Contact Information (attached)
 - ☐ Flexible Benefits Enrollment form For further information on Flexible Benefits, Questions and Answers, Flexible Benefits Program Guide and additional forms, please visit the Flexible Benefits Main Page on the MyHR site.
 - ☐ GCPE Mobile Device Usage Agreement.pdf (attached)
 - You will be asked to review and sign the form with a GCPE Service Desk representative before being assigned a mobile device.
 - ☐ Nomination of Beneficiary Form BC Pension Corp (Only required if you have no spouse. Must be filled out online. Please print and sign and return along with your other start-up paperwork)
- ☐ Optional forms to fill out
 - ☐ *Medical Services Plan of BC Application for Group Enrolment Form (*not required if already covered through a spouse or partner)

- **For out of Province** – Please note, if you have moved to B.C. within the last 3 month, you will not be eligible for MSP until you have lived in B.C. for 3 months. Please do not cancel your current MSP until you are eligible to apply for MSP in B.C.
- Propass Enrolment form – through payroll deductions. More information on the Bus pass program - Only for regular employees or for employees who are on a term 1 year or OVER
- Call GCPE HR at 250-387-1420 if you require any further information. **If you have benefit specific questions call the benefits center at 1-877-277-0772 as we do not administer benefits at GCPE HR.**

Did you know... The BC Public Service is an award-winning employer and has been recognized as one of B.C.'s Top Employers from 2008 -2015; Canada's Top 100 Employers from 2010-2015; Canada's Top 25 Family Friendly Employers for 2013-2015 and Canada's Greenest Employers from 2009-2015!

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

Fisk, Nico GCPE:EX

From: Fisk, Nico GCPE:EX
Sent: Friday, May 13, 2016 3:48 PM
To: Mann, Carter PREM:EX
Cc: Brendeland, Deb GCPE:EX; Champion, Denise GCPE:EX; Heron, Janelle GCPE:EX; GCPE HR GCPE:EX; GCPE Facilities and Administration; GCPE Service Desk GCPE:EX; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX
Subject: Welcome ~ Carter Mann



Welcome to Government Communications and Public Engagement!

Dear Carter,

Congratulations on your new assignment with Government Communications and Public Engagement. We look forward to working with you!

Getting ready for your first day:

Your location and contact information for reporting to work is as follows.

Position: Events Coordinator

Start Date & Time: May 16, 2016 @ 8:30 am

Shop/Unit: Strategic Planning and Events

Location: the Vancouver office (Suite 740- 999 Canada Place)

Director's Name & Telephone: Deb Brendeland at (250) 356-2087

Paylist /Department ID: 019-5298

Attire: Business Casual

It is important to understand how GCPE supports government. This has been clearly outlined in the Core Policy Manual Chapter 22. This chapter includes information on the GCPE mandate, objectives and policies as they relate to communications and public engagement services. This information will help you to understand our organization. Here is the link to GCPE intranet: <http://gwww.gcpe.gov.bc.ca>

FYI - here is the 2016 Parliamentary Calendar.

Corporate Values, Standards of Conduct and Appropriate Use Policy:

Prior to your first day, please review the six corporate values of the BC Public Service.

Curiosity, Service, Passion, Teamwork, Accountability, and Courage – These corporate values shape our culture and help to:

- foster practices that build a positive work culture
- establish a single employer identity
- define shared expectations

- maintain consistency of management practices
- improve organizational performance

Integrity has been placed above all the other values as an overarching quality that strongly affirms the Standards of Conduct for the BC Public Service and provides an environment where we are all able to make the right decision for the right reasons.

In addition, please review the Appropriate Use policy. This is a common sense guide on the appropriate use of government systems and devices. This policy outlines key considerations with respect to managing and protecting confidential information, including the use of personal email when doing government work and the necessity to abide by the Standards of Conduct.

Startup process and paperwork – Due within your first week:

I will email you the employee start-up paper work within the next couple of days. Your employee start up paperwork must be filled out and hand-delivered directly to our HR unit within a week of starting in your new position. The HR unit is located on the 2nd Floor of 553 Superior St.

We will review your paper work with you to ensure all the necessary information is included. To arrange an appointment to review your paperwork, and do your Oath of Employment, please contact our **HR Coordinators Becky Hamilton or Linda Reed at 250-387-1420**, during your first week of work. All public service employees swear/affirm to abide by the Standards of Conduct for Public Service Employees, as part of their Oath of Employment.

When you come in to HR, please bring:

- Social Insurance Card
- Birth Certificate

Following up from your offer letter, here is a link to the terms and conditions of employment equivalent to those established for Category A appointments.

Thank you and please feel free to call at any time if you have any questions.

Sincerely,

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

Fisk, Nico GCPE:EX

From: Fisk, Nico GCPE:EX
Sent: Friday, May 13, 2016 11:50 AM
To: Brendeland, Deb GCPE:EX
Subject: Welcome Email- Carter Mann

Hey Deb,

I'm going to send a welcome email to Carter this afternoon regarding his first day.

I just have a couple questions:

- What time should he start?
- Where is his office?
- Who should he call when he arrives?

Thank you ☺

Nico Fisk
Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

Heron, Janelle GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Thursday, May 12, 2016 1:35 PM
To: Heron, Janelle GCPE:EX
Subject: RE: For Review - Staffing Update

Looks good to me. Just another slow week in HR!

From: Heron, Janelle GCPE:EX
Sent: Thursday, May 12, 2016 1:30 PM
To: Champion, Denise GCPE:EX
Subject: For Review - Staffing Update

Hi Denise,

Here is the next staffing update. Any changes/edits on your end?

Thanks!
Janelle

Staffing update on the 411:

- Effective May 9, 2016, Tiffany Nelson accepted a regular OIC appointment as the Communications Manager assigned to Justice and Attorney General Communications. Congratulations, Tiffany!

s.22

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- Effective May 16, 2016, Carter Mann has accepted a regular OIC appointment as Events Coordinator assigned to Events Services in Vancouver^{s.22} . Welcome, Carter!
- Effective May 16, 2016, Kiran Grills, Executive Coordinator assigned to the Deputy Minister's Office, will be supporting Talent Services on a temporary basis to assist with a variety of current projects. Thanks, Kiran!
- Effective May 16, 2016, Meaghan Thorkelson, FOI Coordinator assigned to Workplace Support Services, has accepted a term-limited OIC appointment as Executive Coordinator assigned to the Deputy Minister's Office (backfilling for Kiran Grills). Congratulations, Meaghan!
- On May 17, 2016, Leanne Ritchie, Communications Manager assigned to Aboriginal Relations and Reconciliation Communications,^{s.22} . Welcome back, Leanne!
- Effective May 20, 2016, Liz Belsten has accepted a term-limited OIC appointment as an Online Editor assigned to Media Monitoring Services ^{s.22} . Welcome, Liz!
- Effective May 30, 2016, Vivek Prabhu has accepted a regular OIC appointment as a Public Affairs Officer assigned to Media Monitoring Services^{s.22}

s.22

. Welcome, Vivek!

Email:

Visit 411 for recent Staffing Updates.

Thank you,
GCPE HR

Fisk, Nico GCPE:EX

From: Fisk, Nico GCPE:EX
Sent: Wednesday, May 11, 2016 4:01 PM
To: GCPE Service Desk GCPE:EX; Sall, Gurmeet GCPE:EX; Gallant, Linda GCPE:EX; Smith, Justin GCPE:EX; Taekema, Jack GCPE:EX; Foster, Bruce GCPE:EX; Thorkelson, Meaghan GCPE:EX
Cc: GCPE HR GCPE:EX; Heron, Janelle GCPE:EX; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX; Brendeland, Deb GCPE:EX
Subject: Start Up Request – Carter Mann

Hi everyone,

Please note the following start-up request for Carter Mann

Please follow your standard approval process to obtain any of the assets/equipment listed in this start up request.

Thank you,

Core Information List (HR to complete):	
1. New employee name (include middle initial if possible)	Carter Mann
2. Job Title	Events Coordinator
3. Unit/Shop Name (pay list)	Corporate Planning and Events (019-5298) (Will be located in the Vancouver office (Suite 740- 999 Canada Place)
4. Supervisor(s)	Deb Brendeland
5. Replacing / Backfilling / New Position / Promotion	s.22
6. Start date	May 16, 2016
7. End date – if applicable (term-limited/aux/coop)	N/A
8. Do they currently work for gov't (or have they in the past)?	Yes- PREM
9. If yes to #8, name of ministry currently working in (or worked with in the past) **	

GCPE Service Desk – Charles Macpherson or Ryan Franchuk – email: gcpe.servicedesk@gov.bc.ca Add SID info here		
Access/Equipment	Source of answer	Y/N/ or specific instructions (HR to fill out based on conversation with CD/Mgr/Supervisor)
GAL addition	See Core Information List above Admin Services – landline #	GCPE Service Desk to action
IDIR	Auto created Unless transfer of existing gov't employee	GCPE Service Desk to action
Computer/Workstation	Supervisor	He will sit at ^{s.22} work station. Surface instead of a laptop
Other software?	Supervisor	Adobe Acrobat, Photoshop

LAN access	Supervisor	Same as LAN access as Tim Wong and Anish Dwivedi, Events Coordinator
H: Drive Transfer **	Only do this if Employee insists	N/A
GCPE 411	Access automatically granted to all staff	GCPE Service Desk to action
Mobile device (one per EE)	Supervisor	Can he keep his current phone and phone #
VPN – Virtual Private Network (pay per use) DTS – Desktop Terminal Service (monthly fee)	Supervisor	Yes - Same as Anish and Tim
Access to Shared Mailboxes (e.g. GCPE JAG Media Requests; GCPE News)	Supervisor	N/A
Other Equipment?	Supervisor	N/A
Other systems	Supervisor	No

Administrative Services – Sue Smith and Linda Gallant

Access/Equipment	Source of answer	Y/N/ or specific instructions
Name plate	See Core Information List	Yes
HQ building access card Default is 24/7	Supervisor Note: All GCPE staff can have this	Yes
Email distribution lists:	Supervisor	GCPE All Staff GCPE Corporate Card User GCPE Minis GCPE OGS MEDIA SUMMARIES GCPE PMD - Print Media Distribution GCPE Strategic Planning and Events
Shop/ministry access card	Supervisor	Yes
Legislative Pass	Supervisor	Yes
BMO Corporate Travel Card	Supervisor	Yes
Teleconference Card	Supervisor	Yes
Taxi Card • Victoria • Vancouver	Supervisor	Yes – Victoria and Vancouver
Landline	Supervisor	Yes
Keys – office, desk, etc	See Core Information List	
Business Cards	Supervisor	Yes, please print 100 business cards.
Ergonomic Assessment	Supervisor	Linda to follow up with Carter regarding an ergo assessment
Other request?	Supervisor	N/A
Parking		Will take ^{s.22} old parking pass.

Records Services

Service/Information	Source of answer	Y/N/ or specific instructions
Records training	Supervisor	Bruce to follow up with new employee
FOI training	Supervisor	Meaghan to follow up with new employee

Financial Services		
Service/Information	Source of answer	Y/N/ or specific instructions
Relocation Assistance	HR - Dawn Stewart is cc'd on all acceptance letters	No
House-hunting	HR - Dawn Stewart is CC'd on all acceptance letters	No
Electronic Funds Transfer (EFT) – CAS set up	Supervisor Will the employee be required to travel?	Yes
Petty Cash		No
Expense Authority iExpenses?		Yes

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

Fisk, Nico GCPE:EX

From: Brendeland, Deb GCPE:EX
Sent: Wednesday, May 11, 2016 3:58 PM
To: Fisk, Nico GCPE:EX
Subject: RE: Start-up Request- Carter Mann

Thanks Nico.

From: Fisk, Nico GCPE:EX
Sent: Wednesday, May 11, 2016 3:57 PM
To: Brendeland, Deb GCPE:EX
Subject: RE: Start-up Request- Carter Mann

Hey Deb,

I will just make a note that Carter will get ^{s.22} parking pass.

Thank you

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

From: Brendeland, Deb GCPE:EX
Sent: Wednesday, May 11, 2016 3:51 PM
To: Fisk, Nico GCPE:EX
Subject: RE: Start-up Request- Carter Mann

^{s.22} does have a parking pass – can I just get him to give it to Carter?

From: Fisk, Nico GCPE:EX
Sent: Wednesday, May 11, 2016 3:22 PM
To: Brendeland, Deb GCPE:EX
Subject: RE: Start-up Request- Carter Mann

Okay perfect,

I will send it out once I hear back about the parking space.

Thanks

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

From: Brendeland, Deb GCPE:EX
Sent: Wednesday, May 11, 2016 3:20 PM
To: Fisk, Nico GCPE:EX
Subject: RE: Start-up Request- Carter Mann

Hi Nico:

Thanks for getting this done so quickly. I had a question about Expense Authority/Expenses? You have No but he will need iExpenses please.

I will check with ^{s.22} about the parking space and let you know.

Thanks,
Deb

From: Fisk, Nico GCPE:EX
Sent: Wednesday, May 11, 2016 3:05 PM
To: Brendeland, Deb GCPE:EX
Subject: Start-up Request- Carter Mann

Hey Deb,

Below is a start-up request for Carter Mann, can you please review and make sure all the information is correct before I send it off for processing.

Thank you

Hi everyone,

Please note the following start-up request for Carter Mann

Please follow your standard approval process to obtain any of the assets/equipment listed in this start up request.

Thank you,
Janelle

Core Information List (HR to complete):	
1. New employee name (include middle initial if possible)	Carter Mann
2. Job Title	Events Coordinator
3. Unit/Shop Name (pay list)	Corporate Planning and Events (019-5298) (Will be located in the Vancouver office (Suite 740- 999 Canada Place)
4. Supervisor(s)	Deb Brendeland
5. Replacing / Backfilling / New Position / Promotion	Replacing ^{s.22}
6. Start date	May 16, 2016
7. End date – if applicable (term-limited/aux/coop)	N/A
8. Do they currently work for gov't (or have	Yes- PREM

they in the past)?	
9. If yes to #8, name of ministry currently working in (or worked with in the past) **	

GCPE Service Desk – Charles Macpherson or Ryan Franchuk – email: gcpe.servicedesk@gov.bc.ca Add SID info here		
Access/Equipment	Source of answer	Y/N/ or specific instructions (HR to fill out based on conversation with CD/Mgr/Supervisor)
GAL addition	See Core Information List above Admin Services – landline #	GCPE Service Desk to action
IDIR	Auto created Unless transfer of existing gov't employee	GCPE Service Desk to action
Computer/Workstation	Supervisor	He will sit at s.22 work station. Surface instead of a laptop
Other software?	Supervisor	Adobe Acrobat, Photoshop
LAN access	Supervisor	Same as LAN access as Tim Wong and Anish Dwivedi, Events Coordinator
H: Drive Transfer **	Only do this if Employee insists	N/A
GCPE 411	Access automatically granted to all staff	GCPE Service Desk to action
Mobile device (one per EE)	Supervisor	Can he keep his current phone and phone #
VPN – Virtual Private Network (pay per use) DTS – Desktop Terminal Service (monthly fee)	Supervisor	Yes - Same as Anish and Tim
Access to Shared Mailboxes (e.g. GCPE JAG Media Requests; GCPE News)	Supervisor	N/A
Other Equipment?	Supervisor	N/A
Other systems	Supervisor	No

Administrative Services – Sue Smith and Linda Gallant		
Access/Equipment	Source of answer	Y/N/ or specific instructions
Name plate	See Core Information List	Yes
HQ building access card Default is 24/7	Supervisor Note: All GCPE staff can have this	Yes
Email distribution lists:	Supervisor	GCPE All Staff GCPE Corporate Card User GCPE Minis GCPE OGS MEDIA SUMMARIES GCPE PMD - Print Media Distribution GCPE Strategic Planning and Events
Shop/ministry access card	Supervisor	Yes
Legislative Pass	Supervisor	Yes
BMO Corporate Travel Card	Supervisor	Yes
Teleconference Card	Supervisor	Yes
Taxi Card	Supervisor	Yes – Victoria and Vancouver

<ul style="list-style-type: none"> • Victoria • Vancouver 		
Landline	Supervisor	Yes
Keys – office, desk, etc	See Core Information List	
Business Cards	Supervisor	Yes, please print 100 business cards.
Ergonomic Assessment	Supervisor	Linda to follow up with Carter regarding an ergo assessment
Other request?	Supervisor	N/A
Parking		Is there parking available?

Records Services		
Service/Information	Source of answer	Y/N/ or specific instructions
Records training	Supervisor	Bruce to follow up with new employee
FOI training	Supervisor	Meaghan to follow up with new employee

Financial Services		
Service/Information	Source of answer	Y/N/ or specific instructions
Relocation Assistance	HR - Dawn Stewart is cc'd on all acceptance letters	No
House-hunting	HR - Dawn Stewart is CC'd on all acceptance letters	No
Electronic Funds Transfer (EFT) – CAS set up	Supervisor Will the employee be required to travel?	Yes
Petty Cash		No
Expense Authority iExpenses?		No

Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca

Heron, Janelle GCPE:EX

From: Fisk, Nico GCPE:EX
Sent: Wednesday, May 11, 2016 3:11 PM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Brendeland, Deb GCPE:EX; Champion, Denise GCPE:EX; Heron, Janelle GCPE:EX; Taekema, Jack GCPE:EX; Stewart, Dawn M GCPE:EX; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX; GCPE HR GCPE:EX
Subject: Acceptance Letter for Carter Mann
Attachments: MANN, Carter - OIC Regular Offer Letter_ Accepted.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Acceptance Letters

Good Afternoon,

Please note the following signed Acceptance Letter from **Carter Mann** for your information and further action as required.

Thank you,

Nico Fisk
Staffing and Development Officer, Human Resources
Government Communications and Public Engagement
(250) 893-7682 | Nico.Fisk@gov.bc.ca



May 11, 2016

Carter Mann
Suite 740 - 999 Canada Place
Vancouver, BC V6C 3E1

Via email: Carter.Mann@gov.bc.ca

Dear Carter:

**Re: Events Coordinator
Business Leadership Role
Position #00112102 ; Pay list # 019-5298
Corporate Planning and Events
Government Communications and Public Engagement, Vancouver**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as an Events Coordinator assigned to Corporate Planning and Events. This appointment will be effective May 16, 2016, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$66,150.20 annually (or \$2,535.53 bi-weekly), which is approximately 84% of the salary range established for this position. Your supervisor will be Deb Brendeland, Director, Event Services.

Consistent with normal practice, you will be subject to a probationary period of 913 working hours, which is equivalent to six months of full-time employment. At the end of that time, if your performance has been satisfactory, your appointment will be confirmed.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check.

Following your formal acceptance of this offer, you will receive an email with a link to the terms and conditions of employment equivalent to those established for Category A appointments. The email will also contain details regarding start-up paperwork, where to report on your first day of work, and other important information.

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you are currently employed by the BC public service and have already taken an oath, please advise Becky Hamilton or Linda Reed, Human Resources Coordinator, at 250 387-1420.

Government Communications and
Public Engagement

Mailing Address:
PO Box 9409 Stn Prov Govt
Victoria BC V8W 9V1

Location Address:
4th Floor, 617 Government Street
General Enquiries: 250 387-1337

Acceptance of this offer confirms your agreement to comply with the Standards of Conduct for Public Service Employees, a copy of which has been included with this letter. A copy of "Your Benefits Package" is also attached to provide you with a summary of the benefit plans available to eligible employees.


As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton or Linda Reed.

To indicate your acceptance of this appointment and agreement with the terms outlined in this letter, I ask that you sign in the appropriate space provided, include all requested information, and return this letter to Government Communications and Public Engagement via email to CommCareers@gov.bc.ca, no later than 4:00 p.m. on Thursday, May 12, 2016.

Failure to respond within the designated time frame will be considered a decline of the offer.

I wish you success in your new position. If you have any questions, please contact Denise Champion at 250 953-4685.

Yours truly,


John Paul Fraser
Deputy Minister

pc: Deb Brendeland, Director, Event Services
Denise Champion, ADM, Strategic Initiatives Division
Dawn-Lynn Phillips, HR Services Representative, BC Public Service Agency

☒ I accept this offer and understand all the terms and conditions of this appointment, pending approval by the Lieutenant Governor in Council.


Carter Mann

5/11/16
Date

Employee Number (if previous/current BC Government Employee): _____
Date of Birth (Year/Month/Day)^{s.22} _____
Social Insurance Number:^{s.22} _____

☐ I decline this offer.

Carter Mann

Date

Fisk, Nico GCPE:EX

From: Heron, Janelle GCPE:EX
Sent: Wednesday, May 11, 2016 3:02 PM
To: Fisk, Nico GCPE:EX
Subject: DRAFT Start Up Request – Carter Mann - Events Coordinator (VANCOUVER)

Hi Nico,

Here is the start up request we did for ^{s.22} I've added a few things like a surface for him instead of a laptop and keeping his phone number. Could you double check the info and then send to Deb for final review?

Thanks!

J.

DRAFT:

Hi everyone,

Please note the following start-up request for Carter Mann






Please follow your standard approval process to obtain any of the assets/equipment listed in this start up request.

Thank you,
Janelle

Core Information List (HR to complete):	
1. New employee name (include middle initial if possible)	
2. Job Title	Events Coordinator
3. Unit/Shop Name (pay list)	Corporate Planning and Events (019-5298) (Will be located in the Vancouver office (Suite 740- 999 Canada Place)
4. Supervisor(s)	
5. Replacing / Backfilling / New Position / Promotion	s.22
6. Start date	
7. End date – if applicable (term-limited/aux/coop)	N/A
8. Do they currently work for gov't (or have they in the past)?	Yes
9. If yes to #8, name of ministry currently working in (or worked with in the past) **	

GCPE Service Desk – Charles Macpherson or Ryan Franchuk – email: gcpe.servicedesk@gov.bc.ca Add SID info here		
Access/Equipment	Source of answer	Y/N/ or specific instructions (HR to fill out based on conversation with CD/Mgr/Supervisor)
GAL addition	See Core Information List above	GCPE Service Desk to action

	Admin Services – landline #	
IDIR	Auto created Unless transfer of existing gov't employee	GCPE Service Desk to action
Computer/Workstation	Supervisor	He will sit at ^{s.22} work station. Surface instead of a laptop
Other software?	Supervisor	Adobe Acrobat, Photoshop
LAN access	Supervisor	Same as LAN access as Tim Wong and Anish Dwivedi, Events Coordinator
H: Drive Transfer **	Only do this if Employee insists	N/A
GCPE 411	Access automatically granted to all staff	GCPE Service Desk to action
Mobile device (one per EE)	Supervisor	Can he keep his current phone and phone #
VPN – Virtual Private Network (pay per use) DTS – Desktop Terminal Service (monthly fee)	Supervisor	Yes - Same as Anish and Tim
Access to Shared Mailboxes (e.g. GCPE JAG Media Requests; GCPE News)	Supervisor	N/A
Other Equipment?	Supervisor	N/A
Other systems	Supervisor	No

Administrative Services – Sue Smith and Linda Gallant		
Access/Equipment	Source of answer	Y/N/ or specific instructions
Name plate	See Core Information List	Yes
HQ building access card Default is 24/7	Supervisor Note: All GCPE staff can have this	Yes
Email distribution lists:	Supervisor	GCPE All Staff  GCPE Corporate Card User  GCPE Minis  GCPE OGS MEDIA SUMMARIES  GCPE PMD - Print Media Distribution  GCPE Strategic Planning and Events
Shop/ministry access card	Supervisor	Yes
Legislative Pass	Supervisor	Yes
BMO Corporate Travel Card	Supervisor	Yes
Teleconference Card	Supervisor	Yes
Taxi Card <ul style="list-style-type: none"> Victoria Vancouver 	Supervisor	Yes – Victoria and Vancouver
Landline	Supervisor	Yes
Keys – office, desk, etc	See Core Information List	
Business Cards	Supervisor	Yes, please print 100 business cards.
Ergonomic Assessment	Supervisor	Linda to follow up with Carter regarding an ergo assessment
Other request?	Supervisor	N/A
Parking		Is there parking available?

Records Services		
Service/Information	Source of answer	Y/N/ or specific instructions
Records training	Supervisor	Bruce to follow up with new employee
FOI training	Supervisor	Meaghan to follow up with new employee

Financial Services		
Service/Information	Source of answer	Y/N/ or specific instructions
Relocation Assistance	HR - Dawn Stewart is cc'd on all acceptance letters	No
House-hunting	HR - Dawn Stewart is CC'd on all acceptance letters	No
Electronic Funds Transfer (EFT) – CAS set up	Supervisor Will the employee be required to travel?	Yes
Petty Cash		No
Expense Authority iExpenses?		No



May 11, 2016

Carter Mann
Suite 740 - 999 Canada Place
Vancouver, BC V6C 3E1

Via email: Carter.Mann@gov.bc.ca

Dear Carter:

**Re: Events Coordinator
Business Leadership Role
Position #00112102 ; Pay list # 019-5298
Corporate Planning and Events
Government Communications and Public Engagement, Vancouver**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as an Events Coordinator assigned to Corporate Planning and Events. This appointment will be effective May 16, 2016, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$66,150.20 annually (or \$2,535.53 bi-weekly), which is approximately 84% of the salary range established for this position. Your supervisor will be Deb Brendeland, Director, Event Services.

Consistent with normal practice, you will be subject to a probationary period of 913 working hours, which is equivalent to six months of full-time employment. At the end of that time, if your performance has been satisfactory, your appointment will be confirmed.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check.

Following your formal acceptance of this offer, you will receive an email with a link to the terms and conditions of employment equivalent to those established for Category A appointments. The email will also contain details regarding start-up paperwork, where to report on your first day of work, and other important information.

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you are currently employed by the BC public service and have already taken an oath, please advise Becky Hamilton or Linda Reed, Human Resources Coordinator, at 250 387-1420.

Acceptance of this offer confirms your agreement to comply with the Standards of Conduct for Public Service Employees, a copy of which has been included with this letter. A copy of "Your Benefits Package" is also attached to provide you with a summary of the benefit plans available to eligible employees.

As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton or Linda Reed.

To indicate your acceptance of this appointment and agreement with the terms outlined in this letter, I ask that you sign in the appropriate space provided, include all requested information, and return this letter to Government Communications and Public Engagement via email to CommCareers@gov.bc.ca, no later than 4:00 p.m. on Thursday, May 12, 2016.

Failure to respond within the designated time frame will be considered a decline of the offer.

I wish you success in your new position. If you have any questions, please contact Denise Champion at 250 953-4685.

Yours truly,

John Paul Fraser
Deputy Minister

pc: Deb Brendeland, Director, Event Services
Denise Champion, ADM, Strategic Initiatives Division
Dawn-Lynn Phillips, HR Services Representative, BC Public Service Agency

☐ I accept this offer and understand all the terms and conditions of this appointment, pending approval by the Lieutenant Governor in Council.

Carter Mann

Date

Employee Number (if previous/current BC Government Employee): _____

Date of Birth (Year/Month/Day): __/__/__

Social Insurance Number: _____

☐ I decline this offer.

Carter Mann

Date

Heron, Janelle GCPE:EX

From: Heron, Janelle GCPE:EX
Sent: Tuesday, May 10, 2016 4:56 PM
To: Champion, Denise GCPE:EX
Subject: Offer Letter - C. Mann
Attachments: MANN, Carter - OIC Regular Offer Letter_May 2016.docx

Hi Denise,

I have prepared Carter's OIC Regular Offer Letter for signature.

I understand he will be in Victoria tomorrow. Would you be able to print the letter and give to JP for signature?

I kept Carter's current salary of \$66,150.20 in the offer letter.^{s.13}
s.13

Thanks,
Janelle

Heron, Janelle GCPE:EX

From: Gleeson, Kelly T GCPE:EX
Sent: Tuesday, May 10, 2016 4:02 PM
To: Heron, Janelle GCPE:EX
Subject: RE: Hi - I am informed Carter will be in Vic tomorrow. Possible to get letter done /signed with big guy tomorrow? thx :)

Thx Janelle

From: Heron, Janelle GCPE:EX
Sent: Tuesday, May 10, 2016 4:00 PM
To: Gleeson, Kelly T GCPE:EX
Subject: Re: Hi - I am informed Carter will be in Vic tomorrow. Possible to get letter done /signed with big guy tomorrow? thx :)

Hi Kelly,

That should work great. Working on the letter now and will send over for signature. Thanks for letting me know he'll be in town tomorrow.

Janelle

Sent from my iPhone
250-480-8778

On May 10, 2016, at 3:30 PM, Gleeson, Kelly T GCPE:EX <Kelly.Gleeson@gov.bc.ca> wrote:

Heron, Janelle GCPE:EX

From: Heron, Janelle GCPE:EX
Sent: Monday, May 9, 2016 3:36 PM
To: Gleeson, Kelly T GCPE:EX; Champion, Denise GCPE:EX
Subject: RE: Hi - what is status of s.22 MOU please? thx
Attachments: s.22 _MOU - MIT_May 2016.pdf

Great! Thank you for confirming.

I have received the MOU from MIT with Clark Roberts' signature. We will now require sign off from s.22 and JP.

Please note, the dates have been amended from May 9/16 – Nov 11/16 to May 16/16 – Nov 18/16.

Thanks,
Janelle

From: Gleeson, Kelly T GCPE:EX
Sent: Monday, May 9, 2016 3:27 PM
To: Champion, Denise GCPE:EX; Heron, Janelle GCPE:EX
Subject: Re: Hi - what is status of s.22 IOU please? thx

That works --
Will work with PO to bring on Carter at same time

Sent from my BlackBerry 10 smartphone on the TELUS network.

From: Champion, Denise GCPE:EX
Sent: Monday, May 9, 2016 3:23 PM
To: Heron, Janelle GCPE:EX; Gleeson, Kelly T GCPE:EX
Subject: RE: Hi - what is status of s.22 MOU please? thx

Works for me. Kelly, any concerns on your end?

From: Heron, Janelle GCPE:EX
Sent: Monday, May 9, 2016 3:13 PM
To: Gleeson, Kelly T GCPE:EX; Champion, Denise GCPE:EX
Subject: RE: Hi - what is status of s.22 MOU please? thx

Hi Kelly, Hi Denise,

I spoke with Peter deWith and he looped in with Paul Irwin, Executive Director, East Asia, International Business Development Division who s.22 would be reporting to.

They would like s.22. Does this date work on our end? If so, they will get the MOU signed off on their end as soon as possible and send back to us for signature.

Thanks,
Janelle

From: Gleeson, Kelly T GCPE:EX
Sent: Monday, May 9, 2016 1:34 PM
To: Champion, Denise GCPE:EX; Heron, Janelle GCPE:EX
Subject: RE: Hi - what is status of s.22 MOU please? thx

Yes – work (de) with him please ☺

From: Champion, Denise GCPE:EX
Sent: Monday, May 9, 2016 1:33 PM
To: Heron, Janelle GCPE:EX; Gleeson, Kelly T GCPE:EX
Subject: RE: Hi - what is status of s.22 MOU please? thx

Peter DeWith is the fellow Kelly had flagged for us to work with.

From: Heron, Janelle GCPE:EX
Sent: Monday, May 9, 2016 1:28 PM
To: Champion, Denise GCPE:EX; Gleeson, Kelly T GCPE:EX
Subject: RE: Hi - what is status of s.22 MOU please? thx

Hi Kelly, Hi Denise,

s.22 MOU is still with MIT for sign off. I will follow up with them to find out if it has been signed and the start date.

Denise – I seem to have misplaced the name of the contact for MIT that was working on this. Would you mind sending me the name of the person you were working with?

Thanks!
Janelle

From: Champion, Denise GCPE:EX
Sent: Monday, May 9, 2016 1:26 PM
To: Gleeson, Kelly T GCPE:EX; Heron, Janelle GCPE:EX
Subject: RE: Hi - what is status of s.22 MOU please? thx

Janelle,

Can you also please confirm s.22 start date with MIT? Thank you!

Denise

From: Gleeson, Kelly T GCPE:EX
Sent: Monday, May 9, 2016 1:03 PM
To: Heron, Janelle GCPE:EX
Cc: Champion, Denise GCPE:EX
Subject: Hi - what is status of s.22 MOU please? thx

GCPE Mobile Device Usage Agreement:

- ☐ I agree to pay for all mobile charges (voice, long distance, text, data, etc.) relating to personal use.
- ☐ I agree that I will seek GCPE expense authority approval for any additional charges beyond my basic plan (roaming/tethering/texting, etc.); contact GCPE Service Desk at 250-356-5000.
- ☐ I agree to review my cell phone bill, highlight all personal charges and return to GCPE Reception, on a monthly basis, even if I am accumulating my personal charges.
Note: All charges exceeding the Mobile phone plan that do NOT relate to Government business shall be reimbursed in the full amount, or I may accumulate charges owing to a maximum of \$20.00. Cheques to be made payable to the Minister of Finance.
Additional information can be viewed online:
<https://gcpe.gov.bc.ca/411/Pages/Cell%20Phone%20Bills.aspx>
- ☐ I understand it is my responsibility to familiarize myself with my mobile plan, and that I can view my plan online at:
<https://gcpe.gov.bc.ca/411/Pages/Mobile%20Telecommunications.aspx>
- ☐ I understand it is my responsibility to contact GCPE Service Desk at 250-356-5000 or E-mail gcpe.servicedesk@gov.bc.ca; if I require more information about my plan.
- ☐ I understand that when travelling outside of Canada it is my responsibility to add a roaming package to my plan to minimize charges.
- ☐ I agree to report the loss of my mobile device to GCPE Service desk immediately.

I agree to all of the above:

CAROL MANN

Employee Name



Employee Signature

5/10/16
Date

Government Communications and Public Engagement



411 Staffing Updates

Staffing Updates

Last modified at 5/13/2016 2:38 PM by Heron, Janelle GCPE:EX [Edit this page]

May 13, 2016

- Effective May 9, 2016, Tiffany Nelson accepted a regular OIC appointment as the Communications Manager assigned to Justice and Attorney General Communications. Congratulations, Tiffany!

s.22

s.22

- Effective May 16, 2016, Carter Mann has accepted a regular OIC appointment as Events Coordinator assigned to Events Services in Vancouver. Welcome, Carter!
- Effective May 16, 2016, Kiran Grills, Executive Coordinator assigned to the Deputy Minister's Office, will be supporting Talent Services on a temporary basis to assist with a variety of current projects. Thanks, Kiran!
- Effective May 16, 2016, Meaghan Thorkelson, FOI Coordinator assigned to Workplace Support Services, has accepted a term-limited OIC appointment as Executive Coordinator assigned to the Deputy Minister's Office (backfilling for Kiran Grills). Congratulations, Meaghan!

- On May 17, 2016, Leanne Ritchie, Communications Manager assigned to Aboriginal Relations and Reconciliation Communications, s.22

s.22 Welcome back, Leanne!

- Effective May 20, 2016, Liz Belsten has accepted a term-limited OIC appointment as an Online Editor assigned to Media Monitoring Services s.22

Welcome, Liz!

- Effective May 30, 2016, Vivek Prabhu has accepted a regular OIC appointment as a Public Affairs Officer assigned to Health Communications s.22

s.22 s.22

s.22

). Welcome, Vivek!

May 6, 2016

- Effective April 25, 2016, Daniel Yona accepted a temporary appointment as Team Lead, Business Analysis assigned to the Online Service Solutions team s.22
- s.22 Congratulations, Daniel!
- Marie Alaimo, Public Affairs Officer assigned to Technology, Innovation and Citizens' Services Communications, has accepted a regular OIC appointment as a Corporate Planning Officer assigned to Corporate Planning and Events. Marie's start date will be confirmed shortly. Congratulations, Marie!

Page Rating

☆☆☆☆

Categories

No categories were selected

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2016_FINAL.pdf

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On Call Editors.aspx

BCGovNews Analytics Overview -
February 2016

By the Numbers: BC Gov News &
Social Media statistics for January
2016

GCPE Speaker Series.aspx

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2015 Annual Report_FINAL.pdf

BC Gov News - Analytics Overview -
Dec.2015_FINAL.pdf

BC Gov News - Analytics Overview -
November 2015.pdf

Creative Tree Outputs.aspx

Photography Services.aspx

Champion, Denise GCPE:EX

From: Champion, Denise GCPE:EX
Sent: Thursday, May 19, 2016 1:27 PM
To: Mann, Carter GCPE:EX
Cc: Brendeland, Deb GCPE:EX
Subject: Confirmation of Appointment

Carter,

Further to your offer letter dated May 11, 2016, I am pleased to confirm that your appointment to Government Communications and Public Engagement as an Events Coordinator, was approved and ordered on May 18, 2016 under Order in Council 329/16. As stated in our offer letter, this appointment is subject to a probationary period of 913 hours, which is equivalent to six months of full-time employment.

Please feel free to contact me if you have any questions in this regard. Welcome to GCPE!

Denise

Denise J. Champion

Assistant Deputy Minister
Strategic Initiatives Division
Government Communications & Public Engagement
Phone: 250 953-4685
Fax: 250 387-3534

e-mail: Denise.Champion@gov.bc.ca

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL


Order in Council No. 329 , Approved and Ordered May 18, 2016


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Schedule to the General Appointment Order, 2006, Order in Council 656/2006, is amended by adding the following appointments:

Column 1 Name	Column 2 Appointment	Column 3 Role	Column 4 Terms & Conditions
James MacKenzie	Public Affairs Officer Government Communications and Public Engagement Ministry of Advanced Education	Applied Leadership	Category A
Carter Mann	Events Coordinator Government Communications and Public Engagement Ministry of Advanced Education	Business Leadership	Category A
Meaghan Thorkelson	Executive Coordinator Government Communications and Public Engagement Ministry of Advanced Education	Applied Leadership	Category A



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 656/2006

May 17, 2016

page 1 of 1

O/451/2016/33

Page 49

Withheld pursuant to/removed as

s.14

Hamilton, Becky GCPE:EX

From: Phillips, Dawn-Lynn PSA:EX
Sent: Thursday, May 19, 2016 11:32 AM
To: Hamilton, Becky GCPE:EX
Cc: Reed, Linda GCPE:EX
Subject: RE: Carter Mann s.22

Hi Becky -- yes, it was signed on 19NOV15. Thanks.....dl

Dawn-Lynn Phillips, HR Service Representative
Hiring & Service Operations | BC Public Service Agency
Website: www.gov.bc.ca/myhr/contact
Phone: 250.952.6000 | Toll Free 1.877.277.0772

From: Hamilton, Becky GCPE:EX
Sent: Thursday, May 19, 2016 11:30 AM
To: Phillips, Dawn-Lynn PSA:EX
Cc: Reed, Linda GCPE:EX
Subject: Carter Mann s.22

Hi Dawn-Lynn

Would you please check to see if you have an oath on file for Carter. Thank you.