

Faust, Marnie L GCPE:EX

From: Welgush, Lindsey JTT:EX
Sent: Friday, September 8, 2017 10:32 AM
To: Lloyd, Evan GCPE:EX
Subject: New briefing note template- for your approval
Attachments: MINISTER INFO NOTE TEMPLATE.DOCX; DRAFT BN TEMPLATE.docx

Good morning, Evan:

I have created a new briefing note (for information) template since the previous version used by GCPE was dated. I have enclosed the draft version for your review and approval.

Please let me know if you have any recommendations or edits to the template.

Regards,

Lindsey Welgush

Executive Coordinator

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca

778 698-4798

Faust, Marnie L GCPE:EX

From: Welgush, Lindsey JTT:EX
Sent: Wednesday, September 13, 2017 1:36 PM
To: Lloyd, Evan GCPE:EX; Lowe, Mike GCPE:EX; Gibbs, Robb GCPE:EX; Kristianson, Eric GCPE:EX; Hume, David GCPE:EX; Dale, Raman GCPE:EX
Subject: FOR RESPONSE | FOI Request GCP-2017-73043- Due to Lindsey September 20th

Good afternoon, everyone:

Please email any responsive records for the request below by **Wednesday, September 20th**.

SCOPE: A copy of all documents including e-mails regarding the proposal, development and release of the Government Works for People, Better BC video

(Date Range for Record Search: 07/19/2017 To 09/11/2017)

Regards,

Lindsey Welgush

Executive Coordinator

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca

778 698-4798

From: GCPE FOI Coordinator GCPE:EX
Sent: Wednesday, September 13, 2017 12:13 PM
To: Hargreaves, Stephen GCPE:EX; Hardin, Karl GCPE:EX; LeGuilloux, Marg GCPE:EX; Welgush, Lindsey GCPE:EX
Cc: McLachlin, Jessica GCPE:EX; Currie, David GCPE:EX; Kelch, Kyla GCPE:EX
Subject: FOI Request GCP-2017-73043 Due September 21st

Good afternoon,

GCPE has received a request for information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

Scope: A copy of all documents including e-mails regarding the proposal, development and release of the Government Works for People, Better BC video. (Date Range for Record Search: From 07/19/2017 To 09/11/2017)
Request also opened with OOP

Applicant Type: Researcher

Instructions and Due Dates:

Due Date: **Thursday, September 21, 2017**

- All records should be provided in one combined PDF (Instructions)
- Submit one clean copy and one marked copy indicating specific harms recommendations (guide to harms)

- Records should be inclusive of everyone in your department
- Need to indicate that the Director of your department/shop agrees with the harms recommendations
- Whether or not you have records please complete the following:

The following areas were searched: (indicate Yes/No for each line below)

1. Emails:
2. LAN:
3. Workstation for hardcopies:
4. Issues Prep (Yes or N/A):

Fee Estimate Due Date: Wednesday, September 20, 2017

- Please discontinue your search and notify GCPEFOICoordinator@gov.bc.ca
- Copy and paste the following information into your response:

Fee Estimate Recommended:

1. Time (hours):
 - Should include time to search, gather, review and provide records
 - must exceed 3 hours
2. Reason:

If you wish to contact the IAO FOI Analyst assigned to this request, please let me know and I will provide you with their contact information.

Should you have any questions, concerns or anticipate any delay in processing this request please contact the FOI Coordinator at your earliest convenience.

Thank you,

Justin Smith
FOI Coordinator
Government Communications and Public Engagement

Faust, Marnie L GCPE:EX

From: Welgush, Lindsey JTT:EX
Sent: Thursday, September 14, 2017 8:59 AM
To: Lowe, Mike GCPE:EX; Gibbs, Robb GCPE:EX; Kristianson, Eric GCPE:EX; Lloyd, Evan GCPE:EX
Subject: RE: GCPE Expense Authority Cards and EA Agreement - Please Action Immediately

Hi Mike,

Robb has all the necessary sign-off authorities^{s.22} however I don't believe it is necessary to have a delegate for Learning Centre approvals for this duration. There is only one individual that is left to sign up for the course, and in the event that they are not able to enroll before noon, I am able to approve an Evan's behalf.

Let me know if you have any other concerns!

Regards,

Lindsey Welgush
Executive Coordinator
Government Communications and Public Engagement
Lindsey.Welgush@gov.bc.ca
778 698-4798

From: Lowe, Mike GCPE:EX
Sent: Wednesday, September 13, 2017 4:56 PM
To: Welgush, Lindsey GCPE:EX; Gibbs, Robb GCPE:EX; Kristianson, Eric GCPE:EX; Lloyd, Evan GCPE:EX
Subject: RE: GCPE Expense Authority Cards and EA Agreement - Please Action Immediately

I just registered for the course through E-learning. It's now awaiting approval from Evan.
I only raise this to suggest others should register ASAP before Evan goes away so he can approve in the online system.

And also – will there be any way to get such approvals delegated to Robb while Evan is away? It's an automated system, but surely it has built-in mechanisms for this sort of thing.

From: Welgush, Lindsey GCPE:EX
Sent: Wednesday, September 13, 2017 4:40 PM
To: Dale, Raman GCPE:EX; Gibbs, Robb GCPE:EX; Kristianson, Eric GCPE:EX; Lloyd, Evan GCPE:EX; Lowe, Mike GCPE:EX
Subject: RE: GCPE Expense Authority Cards and EA Agreement - Please Action Immediately

Please ensure that you have completed this course no later than Monday, September 18th.

Upon completion of the course, you will receive a diploma (see Raman's diploma enclosed).

Regards,

Lindsey Welgush
Executive Coordinator
Government Communications and Public Engagement
Lindsey.Welgush@gov.bc.ca

From: Welgush, Lindsey GCPE:EX
Sent: Wednesday, September 6, 2017 3:49 PM
To: Dale, Raman GCPE:EX; Gibbs, Robb GCPE:EX; Kristianson, Eric GCPE:EX; Lloyd, Evan GCPE:EX; Lowe, Mike GCPE:EX
Subject: RE: GCPE Expense Authority Cards and EA Agreement - Please Action Immediately

Here is the link to the Expense Authority course:

https://learning.gov.bc.ca/psp/CHIPSPLM_6/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_FIND_LEARNING.?Page=LM_FND_LRN_PG

Regards,

Lindsey Welgush

Executive Coordinator

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca

778 698-4798

From: Stewart, Dawn M GCPE:EX
Sent: Wednesday, September 6, 2017 3:09 PM
To: Dale, Raman GCPE:EX; Gibbs, Robb GCPE:EX; Kristianson, Eric GCPE:EX; Lloyd, Evan GCPE:EX; Lowe, Mike GCPE:EX
Cc: Welgush, Lindsey GCPE:EX
Subject: GCPE Expense Authority Cards and EA Agreement - Please Action Immediately
Importance: High

Good afternoon,

As required by all new expense authorities to government, please read the attached Expense Authority Agreement and action accordingly. Once you have completed the training, please sign your EA Card and return to me along with a signed copy of the EA Agreement.

Thank you,
Dawn

Faust, Marnie L GCPE:EX

From: Welgush, Lindsey JTT:EX
Sent: Thursday, September 14, 2017 10:32 AM
To: GCPE All Staff
Subject: GCPE | Communcation Operations org chart
Attachments: Communications Operations Division.jpg

Good morning,

Attached shows the reporting structure in the GCPE Communications Operations division, and includes which ministry communications shops fall under the responsibility of which Executive Directors.

Regards,

Lindsey Welgush
Executive Coordinator
Government Communications and Public Engagement
Lindsey.Welgush@gov.bc.ca
778 698-4798

Faust, Marnie L GCPE:EX

From: Welgush, Lindsey JTT:EX
Sent: Thursday, September 14, 2017 11:31 AM
To: Lloyd, Evan GCPE:EX
Subject: For courses needing approval

Sometimes it fails for unknown reasons when using the standard URL. Try using this one:

<https://learning.gov.bc.ca/CHIPSPLM/signon.html>

Lindsey Welgush

Executive Coordinator

Government Communications and Public Engagement

Lindsey.Welgush@gov.bc.ca

778 698-4798