

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 30, 2019 9:19 AM
To: s.22
Subject: Re: Reference Check for s.22

Ok, no worries. s.22 but thought I would try to wrap up this competition if I could. I am
not sure what my schedule is tomorrow, s.22 . Can we schedule for 9:30 Thursday?

Thanks!

Sent from my iPhone

On Jul 30, 2019, at 9:15 AM, s.22 wrote:

Hi Krista,

s.22 so I'm not able to take a call right now. I'll try calling you when things
have settled a bit if you're available.

Alternatively, happy to hold 9:30 am tomorrow morning for you. As that will be a more stable day.

Thanks!

s.22

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 30, 2019 8:55 AM
To: s.22
Subject: Re: Reference Check for s.22

Hi s.22

Do you have time this morning for a call?

Thanks,
Krista

Sent from my iPhone

On Jul 29, 2019, at 9:35 AM, s.22 wrote:

Good morning Krista,

I have received your voicemail requesting a reference check for s.22 I am happy
to provide this.

Please let me know when you would like us to discuss.

Thanks,

s.22

From: Microsoft Outlook **On Behalf Of** D'Argis, Krista GCPE:EX

Sent: Friday, July 26, 2019 3:29 PM

To: 's.22

Subject: Voice Mail (32 seconds)

You received a voice mail from D'Argis, Krista GCPE:EX (Cell) at [2508868724](tel:2508868724).

Caller-Id: [2508868724](tel:2508868724)
Job Title: FOI Lead
Company: Government Communications and Public Engagement
Work: [778 698-3997](tel:7786983997)
Mobile: [250 886-8724](tel:2508868724)
Email: Krista.DArgis@gov.bc.ca

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 30, 2019 9:15 AM
To: Dale, Raman GCPE:EX
Subject: Re: AO18 comp

Hi Raman,

I think we should wait. I am still checking references for the candidate for the eligibility list.

Will let you know once everything is complete.

Thanks,
Krista

Sent from my iPhone

On Jul 29, 2019, at 1:50 PM, Dale, Raman GCPE:EX <Raman.Dale@gov.bc.ca> wrote:

Ok to share the result with the division tomorrow?

Raman Dale, CPA, CMA
Executive Director, Finance and Corporate Services
Government Communications and Public Engagement
Phone: (250) 920-8810

<image001.jpg>

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Friday, July 26, 2019 11:38 AM
To: GCPE FOI Coordinator GCPE:EX
Subject: RE: Redline Reviewed - FOI Sign Off GCP-2019-93645 **Due July 22

Thanks Justin. Stephannie has reviewed and had no concerns.

I think it is fine to go as the 2000 is crossed out but broken down to 800 and 1200 underway...same number just broken down.

Once Don has approved, this can go back to IAO.
Krista

From: GCPE FOI Coordinator GCPE:EX
Sent: Friday, July 26, 2019 11:00 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Cc: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Subject: Redline Reviewed - FOI Sign Off GCP-2019-93645 **Due July 22

Hi Krista,

I have no concerns with this redline other than a possible draft housing number on page 10, not sure if the release of those incorrect housing numbers should be severed under S.13 as not factual information/draft material, however it appears pretty mundane. I can forward this off to Stephanie and verify these numbers are ok to release if you would like.

Thanks,

Justin Smith
GCPE FOI Coordinator

From: GCPE FOI Coordinator GCPE:EX
Sent: July 16, 2019 3:15 PM
To: Ferguson, Stephanie GCPE:EX <Stephanie.Ferguson@gov.bc.ca>
Cc: GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Subject: FOI Sign Off GCP-2019-93645 **Due July 22

Hi Stephanie,

Please see the attached redline for your review and approval.

Please respond by Monday, July 22nd.

Thank you,
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Friday, July 26, 2019 11:32 AM
To: Iliffe, Liam GCPE:EX
Subject: RE: GCP-2019-92720 - Eapprovals

Haha thanks Liam 😊

From: Iliffe, Liam GCPE:EX
Sent: Friday, July 26, 2019 10:38 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: GCP-2019-92720 - Eapprovals

Read your email...

Said to myself... Oh nay nay... I don't have anything in my E-apps at all right now.

Checked E-apps...

Yeup... that old was there... 😞

Sent it to don for his final approval.

From: D'Argis, Krista GCPE:EX
Sent: July 26, 2019 9:07 AM
To: Iliffe, Liam GCPE:EX <Liam.Iliffe@gov.bc.ca>
Subject: GCP-2019-92720 - Eapprovals

Hi Liam,

IAO is looking for an update on the above noted file, this one is with you in eapprovals.

Thanks,
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Friday, July 26, 2019 9:26 AM
To: Zadavec, Don GCPE:EX
Subject: EApprovals: Q1-2019-10K **Due July 30

Hi Don,

Q1-2019-10K is assigned to you in eapprovals. This file is due back to IAO by Tuesday, July 30th

Thanks,
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Friday, July 26, 2019 8:45 AM
To: Zadavec, Don GCPE:EX
Cc: Smith, Justin GCPE:EX; Faust, Marnie L GCPE:EX
Subject: FYI: Signing FOI Approval Forms

Hi Don,

s.22
forms once you have approved the files in Eapprovals.

Justin will apply your electronic signature to sign-off

Please let us know if you have any concerns.

Thanks,
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Thursday, July 25, 2019 9:02 AM
To: Gallant, Linda GCPE:EX
Subject: RE: Backflow Installation 617 Gov. St

Thanks Linda. You too!

From: Gallant, Linda GCPE:EX
Sent: Thursday, July 25, 2019 9:00 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: Backflow Installation 617 Gov. St

Hi Krista, s.22
I'll call the plugged sink in, I called it in a few months back and they didn't fix it properly.
Have a great day! LL

From: D'Argis, Krista GCPE:EX
Sent: July 25, 2019 8:58 AM
To: Gallant, Linda GCPE:EX <Linda.Gallant@gov.bc.ca>
Subject: RE: Backflow Installation 617 Gov. St

Thank you, Linda. The sink in the women's bathroom (our side) is clogged. Not sure if that has anything to do with this.

From: Gallant, Linda GCPE:EX
Sent: Thursday, July 25, 2019 7:13 AM
To: Foster, Bruce GCPE:EX <Bruce.Foster@gov.bc.ca>
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>; Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Subject: FW: Backflow Installation 617 Gov. St

Good morning,
s.22

I contacted our FM this morning and everything went smoothly with the water shut off last night. They flushed out the water on each floor, so hopefully no issues with the water being dirty today.

Please let me know if there are any issues.

Cheers, Linda

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Wednesday, July 24, 2019 4:22 PM
To: Field, Stephanie GCPE:EX
Subject: FOI/RM Reference Material
Attachments: Records Management-Info Handout.docx; FOIPPA Handout.pdf

Hi Stephanie,

Please see the attached FOI and RM reference material.

Thanks,
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Wednesday, July 24, 2019 9:50 AM
To: GCPE FOI Coordinator GCPE:EX
Subject: Heather Finn Records GCP-2019-94044 (Maloney Report)
Attachments: Records.pdf

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Wednesday, July 24, 2019 9:12 AM
To: Finn, Heather GCPE:EX
Subject: RE: GCP-2019-94044 (Maloney Report)

Thanks

From: Finn, Heather GCPE:EX
Sent: Tuesday, July 23, 2019 4:36 PM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: GCP-2019-94044 (Maloney Report)

That attachment is the same as the document that's on pages 53-56.

Heather Finn
778-679-2104

From: D'Argis, Krista GCPE:EX
Sent: July 23, 2019 4:13 PM
To: Finn, Heather GCPE:EX <Heather.Finn@gov.bc.ca>
Subject: GCP-2019-94044 (Maloney Report)

Thank you, Heather. I have attached the combined records, I believe we are missing the attachment to page 59.

Krista

From: Finn, Heather GCPE:EX
Sent: Tuesday, July 23, 2019 12:17 PM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: Maloney Comms Plan FOI

Hi Krista,

Harms identified in attached documents.

Thanks!

Heather Finn
Director – Cabinet Priorities
Government Communications and Public Engagement
Heather.Finn@gov.bc.ca
778-679-2104
Pronouns: she/her

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 23, 2019 3:58 PM
To: Field, Stephanie GCPE:EX
Subject: Accepted: FOI Training

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 23, 2019 2:56 PM
To: Wrona, Katie GCPE:EX
Subject: RE: Interview Questions for FOI Analyst Comp

Please. Thank you.

From: Wrona, Katie GCPE:EX
Sent: Tuesday, July 23, 2019 2:55 PM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: Interview Questions for FOI Analyst Comp

Just confirming I am only putting the bold question in the candidate questions

From: D'Argis, Krista GCPE:EX
Sent: July 23, 2019 2:49 PM
To: Wrona, Katie GCPE:EX <Katie.Wrona@gov.bc.ca>
Subject: Interview Questions for FOI Analyst Comp

Hi Katie,

Here are the three questions for the interviewees. Let me know if you have any questions.

s.3

Page 014

Withheld pursuant to/removal as

s.3

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 23, 2019 2:24 PM
To: Wrona, Katie GCPE:EX
Subject: Accepted: FOI Interviews

Sensitivity: Private

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 23, 2019 2:08 PM
To: Field, Stephanie GCPE:EX
Subject: New Time Proposed: FOI Training

Hi Stephanie.

Any chance we can move this to tomorrow? I am in interviews all day Thursday.

Many thanks,
Krista

Page 017 to/à Page 024

Withheld pursuant to/removed as

s.22

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Monday, July 22, 2019 9:22 AM
To: Field, Stephanie GCPE:EX
Subject: Accepted: FOI Training

D'Argis, Krista GCPE:EX

From: O'Connor, Tim CITZ:EX
Sent: Wednesday, July 17, 2019 10:06 AM
To: Alagaratanam, Suhan Kumar AG:EX; Allen, Jackie PREM:EX; Ascui, Viviana PSA:EX; Ast, Kerry L SDPR:EX; Baker, Chelsea AG:EX; HOLD - 190628 - Barnhouse, Rebecca AG:EX; Blakesley, Nicki AG:EX; Boychuk, Elizabeth AG:EX; Bullard, Dan FLNR:EX; Cain, Krista A MCF:EX; Clarke, Melaina B PSSG:EX; Cooke, Janet PSSG:EX; Coutts, Kathy LCRB:EX; Crockett, Janine EMPR:EX; Currie, Patty L HLTH:EX; D'Argis, Krista GCPE:EX; Desaulnier, Vicki ENV:EX; Dickson, Brandy GPEB:EX; Egilson, Stefan AG:EX; Fedorak, Julia ENV:EX; Fernandes, Ruth EMBC:EX; Flatman, John MAH:EX; George, Anu PSSG:EX; Green, Jessie M SDPR:EX; Guenard, Gislene TRAN:EX; Hartley, Rachelle TRAN:EX; Hudson, Vicki MAH:EX; Hughes, Jordan LDB:EX; Hunt, Charlotte PSSG:EX; Kangas, Debbie D MCF:EX; Richardson, Robert C AG:EX; Root, Danielle IRR:EX; Shepherd, Lisa AG:EX; Sidhu, Tej PSSG:EX; Skogstad, Holly AGRI:EX; Smith, Justin GCPE:EX; Speers, Blake AG:EX; Hold - 190606 - Stirling, Debbie EAO:EX; Tang, Michelle TRAN:EX; Tardif, Megan R CLBC:EX; Tepper, Alyssa AEST:EX; Tesar, Tammara SDPR:EX; Twist, Janine CLBC:EX; Ussery, Camas AG:EX; Vale, Linda AG:EX; Walker, Elizabeth PSSG:EX; Walkley, Dawn EMBC:EX; Ward, Jessica PSSG:EX; Wilkinson, Anita PSSG:EX; Wulff, Zane PSSG:EX; Kinnear, Lindsay FIN:EX; Kowalewsky, Sheila J IRR:EX; Lai, Teresa PSSG:EX; Lapierre, Sylvain AG:EX; Lapthorne, Carmen MCF:EX; Lee, Ally EDUC:EX; Leighton, Dawn EMBC:EX; Lindsay, Liz AG:EX; Lyttle, Shawna AGRI:EX; MacKinnon, Kelly A MCF:EX; MacMillan, Karen SDPR:EX; McDonald, Seanna CITZ:EX; McKellar, Grant PSSG:EX; McNeil, Kevin EMPR:EX; Meseyton, Robert PSSG:EX; Millar, Jarrod LDB:EX; Morgan, Melissa FIN:EX; Muller, Shawne ENV:EX; Oaten, Jeremy AEST:EX; O'Neill, Jennifer L PSA:EX; Padgett, David MAH:EX; Pater, Lori PSA:EX; Pearson, Barbera AG:EX; Peddle, Jennifer CITZ:EX; Pinheiro, Nick ENV:EX; Poltorak, Brenna LDB:EX; Preziuso, Carrie EDUC:EX; Quigley, Shanna CITZ:EX; Ralph, Tara IIO:EX; Ralph, Tara LDB:EX
Cc: Ghag, Kris CITZ:EX
Subject: FOI Coordinator's CoP - Follow-up from Quarterly Meeting July 16

FOI Coordinator CoP Members:

We recently had our second quarterly meeting of 2019. It was an engaging meeting attended by about 20 members attending online and in person. Our next meeting is expected late November.

For those of you who could not attend, our meeting involved presentation and group discussion on the following:

1. New [FOI Request Processing Guide \(Interactive\) version](#) and feedback on the (print) version. The content in both versions is identical and both can be found under 'Document Library' on [our SP site](#). Here you will find:
 - a. [The \(interactive\) version](#) (presented at yesterday's meeting)
 - b. [The \(print\) version](#) (presented at February's meeting)
2. Current projects underway at IAO.
3. Reporting, Tracking and Dashboards.
 - a. Members were asked about how they track requests/consultations and provide reports. Members discussed how they use IAO's [weekly PDF reports](#) and [excel dashboards](#). The feedback provided good insight.
 - b. For those without access to IAO's reporting site "[FOI Intel](#)", please contact FOI.Operations@gov.bc.ca for access. This site can also be found on [our SP site](#) under 'Reports'.

Thanks to all who joined this meeting and a special thanks to John Flatman at the Ministry of Municipal Affairs and Housing for co-Charing this event!

Best regards,

Tim

Tim O'Connor

Business Services Manager | Information Access Operations

Corporate Information and Record Management Office | Ministry of Citizens' Services

tim.oconnor@gov.bc.ca | 250 952-0898 | PO Box 9569, Stn Prov Gov, Victoria BC V8W 9K1

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Wednesday, July 17, 2019 10:00 AM
To: Funk, Richelle GCPE:EX
Cc: Dale, Raman GCPE:EX
Subject: Re: Next steps - public accounts

Good morning,

IAO has confirmed the direct award contract summaries are published to open info 60 days from the end of the month.

The June direct awards will be published August 29th.

Thanks,
Krista

Sent from my iPhone

On Jul 17, 2019, at 9:29 AM, Funk, Richelle GCPE:EX <Richelle.Funk@gov.bc.ca> wrote:

Hi Raman,

Krista would know better than I – but for the other direct awards, normally, they are released the first two weeks of the month after they have been approved for release.

I am working off that understanding.

We will wait for Krista to confirm.

R

From: Dale, Raman GCPE:EX
Sent: July 17, 2019 9:27 AM
To: Funk, Richelle GCPE:EX <Richelle.Funk@gov.bc.ca>
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: Next steps - public accounts

Can you please confirm where you got the info about the Direct Award being released in 2 weeks?

Our understanding is the quarterly and monthly releases (that would include romar) won't be until the end of August.

Just want to ensure we are aligned.

I have cc'd Krista here from our FOI group who has been in contact with the IAO.

Raman Dale, CPA, CMA
Executive Director, Finance and Corporate Services

<image001.jpg>

From: Funk, Richelle GCPE:EX
Sent: Wednesday, July 17, 2019 9:23 AM
To: Dale, Raman GCPE:EX
Subject: RE: Next steps - public accounts

It won't be part of public accounts.

But I received direction from katie that she would like MCJ to see the IN as soon as possible. I understand that the direct award will be made public in two weeks, and I am guessing the thought it – before everyone scatters after public accounts – they have the IN with the MO.

R

From: Dale, Raman GCPE:EX
Sent: July 17, 2019 9:22 AM
To: Funk, Richelle GCPE:EX <Richelle.Funk@gov.bc.ca>
Subject: RE: Next steps - public accounts

Can you please confirm that the romar contract will be part of Public accounts? It was initiated in June of the 2019/20 fiscal year.

I know it will be posted with other Direct Awards as per the normal processes, however, that won't be until the end of August

Raman Dale, CPA, CMA
Executive Director, Finance and Corporate Services
Government Communications and Public Engagement
Phone: (250) 920-8810

<image002.jpg>

From: Funk, Richelle GCPE:EX
Sent: Wednesday, July 17, 2019 9:10 AM
To: Dale, Raman GCPE:EX; LeSueur, Kathryn GCPE:EX
Cc: Stewart, Dawn M GCPE:EX; Soo, Rosilyn L GCPE:EX
Subject: Next steps - public accounts

Good morning everyone,

Firstly – Once again, I'm sorry for the delay in getting the materials to you.

Our event is tomorrow at 1 p.m. – I know we will be receiving direction from the MO to have the media packages finished by mid morning.

I understand that at this point – you both have the drafts you are comfortable signing off on (Raman, you and Roslyn are looking at that one table) – and that you’ll be engaging the ADM – possibly the DM – on getting their approval today.

Let me know if you’d like me to facilitate in any way. I am anticipating that next I’ll have updated versions of:

- Factsheet
- An approved Ad spend table
- IN GCPE Public Accounts Advertising 2018-19
- IN GCPE Public Accounts Strategic Communications
- IN GCPE Public Accounts Budget 2018-19 (Currently validating a background table)

Would be nice to get as well – if possible, but a secondary priority:

- IN GCPE Direct Award Romar

Thanks so much,

R

Richelle D. Funk
Public Affairs Officer
Government Communications and Public Engagement
Ministry of Finance

LL – 250 387-3514 [8:30 – 4:30, M – Fri.]
C – 778 679-8203 [after hours]

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 4:33 PM
To: Smith, Justin GCPE:EX
Subject: Stuff :)

Hi Justin,

s.22

As you can see by looking at the inbox there is a lot going on.

A few things to note:

- Partial transfer request from TRA (in my name) I have emailed TRAN-GCPE and sent a reminder today to see if they have records – If they respond please respond to IAO.
- Don't worry about working on the Call for records unless time permits (except for reminders) – I understand there is a lot going on and there is not rush to get these over to IAO.

Call for records:

- Records received and need to be combined and prepared to IAO – as mentioned above, only if time permits.
 - GCP-2019-93681
 - GCP-2019-93933
 - GCP-2019-94047
- Please send reminders for the call for records as noted in the tracking.

Active files with IAO

- GCP-2019-93565 – IAO has a few questions – email in my name – can you please check with Linda Stagg to see if there is any concerns with releasing pages 2-6?
 - I don't think Rob has any concerns with the rest.

Sign-offs

- Please submit final approval to IAO on GCP-2019-93081 and GCP-2019-93481 by **end of day July 17th**, is possible.
- For GCP-2019-93126 and GCP-2019-92246, please see comment in tracking and follow up or ask for extension as required.

Consultations:

- MAG-2019-93069 part 2 – s.13,s.16
s.13,s.16
 - Heather came by to chat after she sent in her response.
- OOP-2019-91371 – as I mentioned on the phone the applicant withdrew their request so I closed all the associated consults.

Thanks so much for your help! Call or text if anything comes up.
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 3:49 PM
To: Dale, Raman GCPE:EX
Subject: RE: *ALERT: NEW FOI for Approval - Q1-2019-10K - Proactive Disclosure

IAO has advised this one will be published August 27th.

From: Dale, Raman GCPE:EX
Sent: Tuesday, July 16, 2019 3:42 PM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FW: *ALERT: NEW FOI for Approval - Q1-2019-10K - Proactive Disclosure

When will this get posted

Raman Dale, CPA, CMA
Executive Director, Finance and Corporate Services
Government Communications and Public Engagement
Phone: (250) 920-8810



Where ideas work

WORK
AV

From: GCPE eApprovals [<mailto:DoNotReply@SP2010.gov.bc.ca>]
Sent: Tuesday, July 16, 2019 3:40 PM
To: Dale, Raman GCPE:EX
Subject: *ALERT: NEW FOI for Approval - Q1-2019-10K - Proactive Disclosure

This is a new assignment. You have been sent an eApprovals Item by D'Argis, Krista GCPE:EX.

File Number: Q1-2019-10K

Scope: **Contracts with Values Over \$10,000 CAD, April - June 2019**

Applicant Type: Not Applicable
Due Date: 7/30/2019 12:00:00 AM
Last Action: Item Sent To

Comments:

eApprovals Link:
<https://gcpeeapprovals.gov.bc.ca/prod/SitePages/activeItems.aspx>

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 3:32 PM
To: Wrona, Katie GCPE:EX
Cc: GCPE FOI Coordinator GCPE:EX
Subject: RE: FOI Analyst Position

Hi Katie,

I fine making an exception here. Please advise ^{s.22} you will send ^{s.22} the exam on Friday, July 19th at 3:00pm, to be completed and return to me by Saturday, July 20th at 10:00am.

Thank you!
Krista

From: Wrona, Katie GCPE:EX
Sent: Tuesday, July 16, 2019 2:54 PM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FW: FOI Analyst Position

****SEE BELOW****

From: ^{s.22}
Sent: July 16, 2019 2:51 PM
To: Wrona, Katie GCPE:EX <Katie.Wrona@gov.bc.ca>
Subject: Re: FOI Analyst Position

Hi Katie.

I accept the interest to write the exam.

However I was wondering if that is the only day and time to write the exam?

If it is possible for me to write the exam on Friday the following day or Monday that would work better for me.

Please let me know if this possible.

Thank you.

Sincerely,

^{s.22}

On Tue, Jul 16, 2019, 2:31 PM Wrona, Katie GCPE:EX, <Katie.Wrona@gov.bc.ca> wrote:

Good afternoon,

Congratulations! You have been screened into the next phase of the FOI Analyst Position.

The next step is a written test.

You will receive the test on **Thursday July 18 at 3:00pm Pacific time**, to be completed by **Friday July 19 at 10:00am Pacific Time**.

Late submissions will not be considered.

Thank you and good luck!

Katie Wrona

GCPE Receptionist

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 3:26 PM
To: Wrona, Katie GCPE:EX
Subject: RE: FOI Analyst Position
Attachments: AO18 FOI Analyst - Written Test .docx

Hi Katie,

I have attached the written test to be sent out Thursday at 3:00 pm.

Thank you,
Krista

From: Wrona, Katie GCPE:EX
Sent: Tuesday, July 16, 2019 2:31 PM
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FOI Analyst Position

Good afternoon,

Congratulations! You have been screened into the next phase of the FOI Analyst Position.

The next step is a written test.

You will receive the test on **Thursday July 18 at 3:00pm Pacific time**, to be completed by **Friday July 19 at 10:00am Pacific Time**.

Late submissions will not be considered.

Thank you and good luck!

Katie Wrona
GCPE Receptionist

Page 036

Withheld pursuant to/removed as

s.22

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 10:42 AM
To: Heinrich, Tara CITZ:EX
Subject: Accepted: GCPE FOI call

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 9:27 AM
To: Heinrich, Tara CITZ:EX
Subject: New Time Proposed: GCPE FOI call

Hi Tara,

s.22

can we move our meeting to today?

Thanks,
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 9:13 AM
To: Newcomb, Allison GCPE:EX
Subject: RE: Draft FOI Intranet Material

Thanks for sharing. Definitely a good start. I feel like we may want to add more content as we go.

Krista

From: Newcomb, Allison GCPE:EX
Sent: Monday, July 15, 2019 2:40 PM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: Draft FOI Intranet Material

Hi Krista!

Thanks for sending this over! I have been working on it (still am), and thought you might like a preview. 😊

<https://intranet.qa.gov.bc.ca/gcpe/records-management-rm-freedom-of-information-foi/freedom-of-information-foi>

Again – very much still in draft form, but it's neat to see it on the web. Let me know if you have any thoughts/questions.

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 Email | allison.newcomb@gov.bc.ca

From: D'Argis, Krista GCPE:EX
Sent: July 15, 2019 10:54 AM
To: Newcomb, Allison GCPE:EX <Allison.Newcomb@gov.bc.ca>
Subject: Draft FOI Intranet Material

Hi Allison,

Here is the draft material for the FOI section. I have also included the revised IA (I only changed the FOI piece).

No work has been started on the Privacy and Personal Information section – not sure if this actually needs a section or a page under FOI. David Johnson is the Ministry Privacy Officer. Lets chat about this tomorrow.

Thanks 😊
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 9:12 AM
To: Field, Stephanie GCPE:EX
Subject: RE: FOI Training Request

Hi Stephanie,

Absolutely. There currently isn't a upcoming training session booked, but we can do one on one.

I am around next week, ^{s.22}

My calendar is up to date, book me at your convenience.

Thanks.
Krista

From: Field, Stephanie GCPE:EX
Sent: Tuesday, July 16, 2019 8:48 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FOI Training Request

Hi Krista,

I have yet to have any FOI training. I was hoping to get in touch with you and see if that would be possible for next week or the week afterwards.

Regards,
Stephanie Field
Marketing Officer | Advertising & Marketing Services
Government Communications & Public Engagement
(250) 886-2104

www.gov.bc.ca

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Monday, July 15, 2019 10:54 AM
To: Newcomb, Allison GCPE:EX
Subject: Draft FOI Intranet Material
Attachments: 2019-07-09
_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI_Resources.docx;
2019-07-09
_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI_RespondingtoaReques
t.docx; Combine docs into 1 PDF.pdf; FOI Harms Assessment Info - Cheat Sheet.pdf; REVISED IA -
FOI Records Management and Facilities.docx; 2019-07-09
_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI.docx; 2019-07-09
_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI_FOITeam.docx;
2019-07-09
_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI_OpenInformation.docx

Hi Allison,

Here is the draft material for the FOI section. I have also included the revised IA (I only changed the FOI piece).

No work has been started on the Privacy and Personal Information section – not sure if this actually needs a section or a page under FOI. David Johnson is the Ministry Privacy Officer. Lets chat about this tomorrow.

Thanks ☺
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Monday, July 15, 2019 10:21 AM
To: Smith, Justin GCPE:EX
Subject: FW: WATCHER: Incoming Assignment – eApprovals FOI number GCP-2019-93979 - FOI Request

Justin,

For this one, [s.13](#)
[s.13](#)

Thanks,
Krista

From: GCPE eApprovals <DoNotReply@SP2010.gov.bc.ca>
Sent: Monday, July 15, 2019 10:19 AM
To: Smith, Justin GCPE:EX <Justin.Smith@gov.bc.ca>; D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: WATCHER: Incoming Assignment – eApprovals FOI number GCP-2019-93979 - FOI Request

An eApprovals Item has been sent to [Smith, Justin](#).

File Number: GCP-2019-93979

Scope: Records of any and all emails, text messages, BBMs, slack messages, and WhatsApp messages - excluding attachments - sent from Robb Gibbs. (Date Range for Record Search: From 08/01/2018 To 08/31/2018)

Applicant Type: Political Party
Due Date: 7/22/2019 12:00:00 AM
Last Action: Item Approved

Comments:
approved

eApprovals Link:
<https://gcpeeapprovals.gov.bc.ca/prod/SitePages/watchedItems.aspx>

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Friday, July 12, 2019 10:53 AM
To: Sall, Gurmeet GCPE:EX
Subject: Re: AO 18 FOI Analyst_REQ62387 [Incident: 190627-000335]

Thanks, Gurmeet!

Sent from my iPhone

On Jul 12, 2019, at 10:49 AM, Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca> wrote:

Hi Krista – attached is the spreadsheet for you to work off of for shortlisting.

Thanks

Gurmeet

From: MyHR <myhr@gov.bc.ca>
Sent: July 12, 2019 10:11 AM
To: Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Cc: Chand, Rita GCPE:EX <Rita.Chand@gov.bc.ca>
Subject: AO 18 FOI Analyst_REQ62387 [Incident: 190627-000335]

Hello,

Now that your posting has closed, your recruiter has asked me to create a “Closing Report”. Please see the attached to help with the screening.

Please note that applicants not currently eligible to work in Canada have already been screened out of this competition and sent an ineligibility regret letter as indicated in the Closing Report.

The Closing Report includes two tabs:

The **Questionnaire tab** (for reference) includes:

- Summary of Applicants List
- Standard questions asked of applicants on all postings, and responses
- If applicable, criteria questions and responses

The **Screening Table tab** (use for documenting your screening decisions) includes:

- Applicants' names
- Education and experience requirements from the posted job profile

NEXT STEPS – FOR YOUR ACTION:

- Review the [Screening Applicants](#) page on MyHR prior to starting your screening process.

- **To review each applicant's information** (i.e. resume/cover letter/ questionnaire responses):
 - Go to the [Hiring Managers](#) page on MyHR
 - Click on 'Manage My Hiring Competitions' to log in to the Recruitment Management System (RMS).
- **To find "Route Resume" instructions** and send yourself and/or panel members the applications:
 - Go to the [Hiring Manager RMS Quick Reference Guide](#)
 - Click and hold the "Control" key + "F" key (CTRL + F) and type "Route Resumes".
 - **Note;** Applicants are displayed on separate pages "Screened-In" and "Screened-Out". **These pages do not indicate your final short-listing decisions but rather how applicants self-assessed in their questionnaire responses.*

Ways you can connect with your Recruiter throughout this competition:

- 1) Click "REPLY" directly to this message. To avoid ticket disconnect, delays and/or missed messages; please do not change the subject or address fields, or email hiring staff directly; OR
- 2) Visit [AskMyHR](#) to view your Service Request History page. Click on your ticket number [190627-000335] to see all messages associated with this competition, or to make updates to your request that will go directly to your Recruiter.

Kind regards,

Madeline Holden | Recruitment Support | M.A., B.Comm. Hon.

Talent Acquisition and Operational Solutions | BC Public Service Agency

<QST_REQ62387.xlsx>

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Friday, July 12, 2019 10:25 AM
To: Faust, Marnie L GCPE:EX
Subject: RE: Outstanding FOI

Absolutely ☺

From: Faust, Marnie L GCPE:EX
Sent: Friday, July 12, 2019 10:21 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: Outstanding FOI

Yes please and thank you if that is ok?

Appreciate your support!

M

From: D'Argis, Krista GCPE:EX
Sent: July 12, 2019 9:47 AM
To: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Subject: RE: Outstanding FOI

Ok, do you want me to check in with Donna and Nammi next week?

Absolutely we can cover FOI s.22

I still have Don's signature.

s.22

Krista

From: Faust, Marnie L GCPE:EX
Sent: Friday, July 12, 2019 9:21 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Cc: Wrona, Katie GCPE:EX <Katie.Wrona@gov.bc.ca>
Subject: RE: Outstanding FOI

Yes I have from Hume/Zadravec/Dale – no records but have yet to hear from Nammi and Donna on this one.

Do you mind managing these s.22

And the sign off piece as well?

Do you still have e-sig?

M

From: D'Argis, Krista GCPE:EX
Sent: July 12, 2019 9:14 AM
To: Faust, Marnie L GCPE:EX <Marnie.Faust@gov.bc.ca>
Subject: Outstanding FOI

Hi Marnie,

s.22 I have reviewed our FOI tracking and it appears the only outstanding FOI is GCP-2019-94044. Responses are due July 18th, have you received any responses as of yet?

Do you want me to apply Don's signature to the approved sign-offs s.22

Thanks,
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Friday, July 12, 2019 7:17 AM
To: Zadavec, Don GCPE:EX
Subject: Reminder: GCP-2019-92612 (Jarrett Hagglund) **LDD July 16

Good morning Don,

GCP-2019-92612, Jarrett Hagglund's FOI is with you in Eapprovals. The legislated due date for this request is Tuesday, July 16th.

Thanks,
Krista

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Thursday, July 11, 2019 2:17 PM
To: Wrona, Katie GCPE:EX
Subject: FW: GCPE Intranet Project - Division, Branch Content Review
Attachments: CMS Lite Page Template - BLANK.docx

From: Newcomb, Allison GCPE:EX
Sent: Tuesday, July 9, 2019 9:17 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: GCPE Intranet Project - Division, Branch Content Review

Hi Krista!

I am available if you are wanting to chat this morning. Otherwise, I have attached an updated simplified template. This is what you would use for each webpage to write/edit the content.

Let me know if you have any questions!

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 [Email | allison.newcomb@gov.bc.ca](mailto:allison.newcomb@gov.bc.ca)

From: D'Argis, Krista GCPE:EX
Sent: July 8, 2019 3:52 PM
To: Newcomb, Allison GCPE:EX <Allison.Newcomb@gov.bc.ca>
Subject: RE: GCPE Intranet Project - Division, Branch Content Review

Hi Allison,

I want to get started on this tomorrow morning, but want to touch base with you before hand. Do you have five minutes to chat?

Thanks,
Krista

From: Newcomb, Allison GCPE:EX
Sent: Friday, June 28, 2019 11:49 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>; Foster, Bruce GCPE:EX <Bruce.Foster@gov.bc.ca>
Subject: GCPE Intranet Project - Division, Branch Content Review

Good Morning Krista & Bruce!

Thank you very much for sending me your updated IA, it will be an important component for next week's progress on this project.

The next step is to start reviewing, revising, and writing new content! With this in mind I have attached a template and guide for writing pages. Each page should have its own template, and the naming convention for the files is as follows:
DateCompleted_Division_Theme_Topic_SubTopic
Example: 2019-06-28_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI_FOITeam

My recommendation is to select a page and follow these steps:

1. See if it currently exists using the Content Inventory Spreadsheet (attached)
2. If it exists, review content and edit as required in the template
3. If page does not currently exist, use template to write new content.

Some notes for the template:

-if you would like to include a hyperlink in your text – Bold the text you would like to use as the hyperlink, then put the link in brackets beside it.

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If you have any questions please reach out! I am happy to come over or chat on the phone to assist you with any roadblocks.

Warm Regards,

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 [Email | allison.newcomb@gov.bc.ca](mailto:allison.newcomb@gov.bc.ca)



D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Thursday, July 11, 2019 2:17 PM
To: Wrona, Katie GCPE:EX
Subject: FW: GCPE Intranet Project - Division, Branch Content Review
Attachments: CMS Lite Guide and Template - Revise and Add New Page.docx; CMS Lite Page Template - BLANK.DOCX; Content Inventory - Corporate Services - V2.xlsx

From: Newcomb, Allison GCPE:EX
Sent: Friday, June 28, 2019 11:49 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>; Foster, Bruce GCPE:EX <Bruce.Foster@gov.bc.ca>
Subject: GCPE Intranet Project - Division, Branch Content Review

Good Morning Krista & Bruce!

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Example: 2019-06-28_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI_FOITeam

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Warm Regards,

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 [Email | allison.newcomb@gov.bc.ca](mailto:allison.newcomb@gov.bc.ca)



D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Thursday, July 11, 2019 10:27 AM
To: Zadravec, Don GCPE:EX
Subject: RE: ED Coverage during s.22

Thank you!

From: Zadravec, Don GCPE:EX
Sent: Thursday, July 11, 2019 10:26 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FW: ED Coverage during s.22
Importance: High

fyi

From: LeGuilloux, Marg GCPE:EX
Sent: Thursday, July 11, 2019 10:26 AM
To: GCPE Comm Directors; GCPE Comm Managers
Cc: Zadravec, Don GCPE:EX; Poorooshasb, Nammi GCPE:EX; Dalzell, Danielle GCPE:EX; McGregor, Cara GCPE:EX; Croft, Robyn J GCPE:EX; Evans, Donna GCPE:EX; Devereux, Rick GCPE:EX
Subject: ED Coverage during s.22
Importance: High

Hello all.

As some of you know, s.22
ED coverage for s.22 ministries will be as follows:

Don Zadravec (778-584-1252)

- Transportation
- JTT
- MAH
- Finance

Marg LeGuilloux (778-584-1259)

- Cit Services
- Labour
- TAC

For our existing ministries, we thank you for your patience and consideration as Don and I take on these extra responsibilities.

Thx, we look forward to working with you!



Marg LeGuilloux

Executive Director, Communications
Social Ministries

Government Communications and Public Engagement
Government of British Columbia
Cell: 778-584-1259
Office: 778-698-8926
marg.leguilloux@gov.bc.ca

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Wednesday, July 10, 2019 12:14 PM
To: Smith, Justin GCPE:EX
Subject: GCP-2019-92245

Hi Justin,

Can you please submit the approval for this one to IAO tomorrow, Thursday, July 11th? The analyst is ^{s.22} and is hoping to wrap this one up.

Many thanks,
Krista

Page 055 to/à Page 057

Withheld pursuant to/removed as

s.14;s.13

D'Argis, Krista GCPE:EX

Subject: FOI Analyst Comp - Next steps

Location: Gurmeet's Office

Start: Thu 2019-07-11 10:30 AM

End: Thu 2019-07-11 11:00 AM

Recurrence: (none)

Meeting Status: Meeting organizer

Organizer: D'Argis, Krista GCPE:EX

Required AttendeesSall, Gurmeet GCPE:EX

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 9, 2019 9:26 AM
To: Foster, Bruce GCPE:EX
Subject: FW: GCPE Intranet Project - Division, Branch Content Review
Attachments: CMS Lite Page Template - BLANK.docx

Updated template.

From: Newcomb, Allison GCPE:EX
Sent: Tuesday, July 9, 2019 9:17 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: GCPE Intranet Project - Division, Branch Content Review

Hi Krista!

I am available if you are wanting to chat this morning. Otherwise, I have attached an updated simplified template. This is what you would use for each webpage to write/edit the content.

Let me know if you have any questions!

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 [Email | allison.newcomb@gov.bc.ca](mailto:allison.newcomb@gov.bc.ca)

From: D'Argis, Krista GCPE:EX
Sent: July 8, 2019 3:52 PM
To: Newcomb, Allison GCPE:EX <Allison.Newcomb@gov.bc.ca>
Subject: RE: GCPE Intranet Project - Division, Branch Content Review

Hi Allison,

I want to get started on this tomorrow morning, but want to touch base with you before hand. Do you have five minutes to chat?

Thanks,
Krista

From: Newcomb, Allison GCPE:EX
Sent: Friday, June 28, 2019 11:49 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>; Foster, Bruce GCPE:EX <Bruce.Foster@gov.bc.ca>
Subject: GCPE Intranet Project - Division, Branch Content Review

Good Morning Krista & Bruce!

Thank you very much for sending me your updated IA, it will be an important component for next week's progress on this project.

The next step is to start reviewing, revising, and writing new content! With this in mind I have attached a template and guide for writing pages. Each page should have its own template, and the naming convention for the files is as follows:
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Example: 2019-06-28_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI_FOITeam

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Warm Regards,

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 [Email | allison.newcomb@gov.bc.ca](mailto:allison.newcomb@gov.bc.ca)



D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 9, 2019 9:17 AM
To: Newcomb, Allison GCPE:EX
Subject: RE: GCPE Intranet Project - Division, Branch Content Review

Hi Allison, I am here.

Want to come by?

From: Newcomb, Allison GCPE:EX
Sent: Tuesday, July 9, 2019 9:17 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: RE: GCPE Intranet Project - Division, Branch Content Review

Hi Krista!

I am available if you are wanting to chat this morning. Otherwise, I have attached an updated simplified template. This is what you would use for each webpage to write/edit the content.

Let me know if you have any questions!

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 [Email | allison.newcomb@gov.bc.ca](mailto:allison.newcomb@gov.bc.ca)

From: D'Argis, Krista GCPE:EX
Sent: July 8, 2019 3:52 PM
To: Newcomb, Allison GCPE:EX <Allison.Newcomb@gov.bc.ca>
Subject: RE: GCPE Intranet Project - Division, Branch Content Review

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Thanks,
Krista

From: Newcomb, Allison GCPE:EX
Sent: Friday, June 28, 2019 11:49 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>; Foster, Bruce GCPE:EX <Bruce.Foster@gov.bc.ca>
Subject: GCPE Intranet Project - Division, Branch Content Review

Good Morning Krista & Bruce!

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DateCompleted_Division_Theme_Topic_SubTopic

Example: 2019-06-28_FOI_RecordsManagementFreedomofInformationandProtectionofPrivacy_FOI_FOITeam

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Warm Regards,

Allison Newcomb

Strategic Talent Services & Engagement Officer

Government Communications and Public Engagement

Direct | 250.413.7582 [Email | allison.newcomb@gov.bc.ca](mailto:allison.newcomb@gov.bc.ca)



D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Monday, July 8, 2019 11:17 AM
To: Dale, Raman GCPE:EX
Subject: Upcoming FOI Coverage

Hi Raman,

s.22

Let me know if you have any questions or concerns.
Krista

Page 064 to/à Page 065

Withheld pursuant to/removed as

s.22

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Monday, July 8, 2019 9:57 AM
To: Newcomb, Allison GCPE:EX; Hamilton, Becky GCPE:EX; Reed, Linda GCPE:EX
Cc: Sall, Gurmeet GCPE:EX; GCPE FOI Coordinator GCPE:EX; Sigouin, Melissa GCPE:EX
Subject: Call for Records GCP-2019-93715 Due July 10, 2019

Hi Alison,

Thank you! Can you please revise the first tab to July 17th rather than July 1st?

Is it possible to do a list of all employees at December 31st, 2018 to provide an accurate reflection of staff earnings for 2018?

Becky/Linda, can you please provide a copy of all the org charts for GCPE from July 17, 2017 to June 26, 2019?

Many thanks,
Krista

From: GCPE FOI Coordinator GCPE:EX
Sent: Friday, June 28, 2019 10:21 AM
To: Sigouin, Melissa GCPE:EX <Melissa.Sigouin@gov.bc.ca>; Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Cc: Newcomb, Allison GCPE:EX <Allison.Newcomb@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Subject: REVISED: NEW FOI Request: GCP-2019-93715 ** Due July 5

Hi Team,

This request has been revised:

A list of all staff in the Government Communications and Public Engagement branch, including the following: Names, when they joined the branch, all staff in the branch since July 17, 2017 to present and indicating who left or is still there by duration of assignment, an org chart, and records indicating whether each position is a political appointment (OIC) or a public service position. List of position beside their name, along with the formal rank/grade and salary for that position; List of earnings of all staff for calendar year 2018 (Jan to Dec) sorted by name and title. (Date Range for Record Search: From 07/01/2017 To 06/26/2019)

Some of this information will not be possible to add to the list and some will have to be severed.

Please don't hesitate to reach out with any questions or concerns.
Thanks,
Krista

From: GCPE FOI Coordinator GCPE:EX
Sent: Thursday, June 27, 2019 11:45 AM
To: Sigouin, Melissa GCPE:EX <Melissa.Sigouin@gov.bc.ca>; Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Cc: Newcomb, Allison GCPE:EX <Allison.Newcomb@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>; Plan, Jakelene GCPE:EX <Jakelene.Plan@gov.bc.ca>; Funk, Richelle GCPE:EX

<Richelle.Funk@gov.bc.ca>

Subject: NEW FOI Request: GCP-2019-93715 ** Due July 5

Hello,

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

Scope:

A list of all staff in the Government Communications and Public Engagement branch, including the following: Names, when they joined the branch, all staff in the branch since July 17, 2017 to present and indicating who left or is still there by duration of assignment, an org chart, and records indicating whether each position is a political appointment (OIC) or a public service position. (Date Range for Record Search: From 07/01/2017 To 06/26/2019)

Applicant Type: Individual

Please ensure to perform "Conversation Clean-up" on your sent outlook folder prior to printing your records to PDF. If you need assistance performing this action, please contact the FOI Coordinator, Justin Smith for assistance.

Instructions and Due Dates:

Due Date: Friday, July 5, 2019

- 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, July 3, 2019

- 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
GCPE FOI Coordinator

Page 069

Withheld pursuant to/removed as

s.14;s.13

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Friday, July 5, 2019 8:37 AM
To: Newcomb, Allison GCPE:EX
Subject: RE: OEX

Thanks!

From: Newcomb, Allison GCPE:EX
Sent: Friday, July 5, 2019 8:36 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: OEX

Hello Krista!

Becky was able to confirm OEX is order in council excluded.

Let me know if you have any questions!

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 Email | allison.newcomb@gov.bc.ca



Page 071

Withheld pursuant to/removal as

s.22

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Wednesday, July 3, 2019 9:13 AM
To: O'Connor, Tim CITZ:EX
Subject: Accepted: FOI Coordinator's Community of Practice - Quarterly Meeting 2 - July 2019

Hi Tim,

I plan to attend in person.

Thanks,
Krista

Page 073

Withheld pursuant to/removal as

s.22

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 2, 2019 10:54 AM
To: Kerrigan, Andrea GCPE:EX
Subject: Accepted: CSD Vision Team #3 Meeting

D'Argis, Krista GCPE:EX

From: Soo, Rosilyn L GCPE:EX
Sent: Sunday, July 28, 2019 5:09 PM
To: Sall, Gurmeet GCPE:EX; Sigouin, Melissa GCPE:EX; Dale, Raman GCPE:EX; Davison, Maurina GCPE:EX; Doidge, Tracey GCPE:EX; Craig, Annie GCPE:EX; Brandt, Charisma L GCPE:EX; St. Gelais, Josh GCPE:EX; Reed, Linda GCPE:EX; Hamilton, Becky GCPE:EX; Chand, Rita GCPE:EX; Newcomb, Allison GCPE:EX; Kerrigan, Andrea GCPE:EX; Gallant, Linda GCPE:EX; D'Argis, Krista GCPE:EX; Foster, Bruce GCPE:EX; Wrona, Katie GCPE:EX; Smith, Justin GCPE:EX
Cc: Remacle, Danton GCPE:EX; Smith, Karen A GCPE:EX; Quine, Karen GCPE:EX
Subject: GDX transfer update @ July 29

Update on some GDX transfer items in progress –

1. Inter-ministry transfer at TBS being processed. No further work needed by Tony nor Ros.
2. CITZ will issue a 2019/20 Budget Letter to ADM, David Hume. No action required by us.
3. Oracle GL balance and detail transaction reports for fiscal 18/19 and 19/20 to date all run and sent to Tony. No further action needed by Ros.
4. iStore chart of accounts coding to be updated. Ros to work on this after CITZ sets up new chart of accounts. This is in progress and I have initiated a Jira ticket and have the iStore table.
5. Service Desk staff to have access to clients 112 and 022 as they are a service provider for GCPE now. This is in progress. Ros working with CFFS to confirm the staff have access to initiate iStore orders for both ministries.
6. Department ID's – PSA have contacted Gurmeet (for GCPE) and Debra Dow (for CITZ). PSA is working on transferring employees. The effective date of first pay period for GDX employees on CITZ payroll is August 4, 2019.
7. New Post Office box number assigned to GDX by BCMP. For business continuity, this is charged to GCPE and expenses will be JV'ed. Once CITZ sets up the Chart of Accounts, BCMP should be contacted to change the chargeback coding to post directly to CITZ.
8. EA cards – Fred Harvey to issue for CITZ and work with Maurina.
9. Chart of Accounts hierarchical rollups – Fred Harvey to set up for CITZ.
10. Month end reporting to central agencies – July month end by FIN, August month end by CITZ.
11. JV transfer of GDX expenses to date – expenses up to end of July to be JV'ed in August for substantial completion, expenses up to end of August to be JV'ed by September.
12. Contract administration – CITZ to contact Karen and/or Tracey.
13. Ted Drummond is the IT contact for CITZ. Bonnie and Craig have connected with him.
14. Bruce has the records management transfer work in hand.
15. FOI requests for GDX will go through CITZ.
16. IT contact is Ted Drummond in CITZ. Bonnie confirmed that Craig and she have connected with him.
17. Kim Levesque is the facilities contact in CITZ. Linda G has been working with Kim.
18. Other financial, HR, systems and corporate support work (i.e. cab cards, stipends, automatic billings, amortization on assets, balance sheet items, chargebacks) are also in progress. Corporate Finance in CITZ will contact GCPE Finance Branch as the work continues.

The deliverables completed to date are updated as 'complete' or 'done' on the GDX Transfer Checklist. The details are on the checklist this email is just a summary.

Ros.

Regards,

Rosilyn L. Soo, BBA, CPA, CMA

Director, Budgets and Financial Services

Government Communications and Stakeholder Engagement

Email: rosilyn.soo@gov.bc.ca; phone: 778-698-9822; cell: 250-508-5039



Where ideas work



Page 077 to/à Page 081

Withheld pursuant to/removed as

s.14;s.13

D'Argis, Krista GCPE:EX

From: Dale, Raman GCPE:EX
Sent: Monday, July 15, 2019 1:59 PM
To: D'Argis, Krista GCPE:EX
Subject: FW: GDX transfer to CITZ_Checklist_updated July 11-2019.xlsx

Just FYI

Raman Dale, CPA, CMA

Executive Director, Finance and Corporate Services
Government Communications and Public Engagement
Phone: (250) 920-8810



Where ideas work



From: Sall, Gurmeet GCPE:EX
Sent: Monday, July 15, 2019 10:48 AM
To: Dale, Raman GCPE:EX
Subject: RE: GDX transfer to CITZ_Checklist_updated July 11-2019.xlsx

s.22

From: Dale, Raman GCPE:EX
Sent: July 15, 2019 10:20 AM
To: Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Subject: RE: GDX transfer to CITZ_Checklist_updated July 11-2019.xlsx

Speaking of which, any word from s.22

Raman Dale, CPA, CMA

Executive Director, Finance and Corporate Services
Government Communications and Public Engagement
Phone: (250) 920-8810



Where ideas work



From: Sall, Gurmeet GCPE:EX
Sent: Monday, July 15, 2019 9:27 AM
To: Soo, Rosilyn L GCPE:EX; Sigouin, Melissa GCPE:EX; Gallant, Linda GCPE:EX

Cc: Dale, Raman GCPE:EX; Remacle, Danton GCPE:EX

Subject: RE: GDX transfer to CITZ_Checklist_updated July 11-2019.xlsx

Thanks Ros. Linda Gallant will look after distribution lists. I will make sure the 3 positions are moved to 5298.

Thanks

Gurmeet

From: Soo, Rosilyn L GCPE:EX

Sent: July 15, 2019 9:15 AM

To: Sigouin, Melissa GCPE:EX <Melissa.Sigouin@gov.bc.ca>; Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>; Gallant, Linda GCPE:EX <Linda.Gallant@gov.bc.ca>

Cc: Dale, Raman GCPE:EX <Raman.Dale@gov.bc.ca>; Remacle, Danton GCPE:EX <Danton.Remacle@gov.bc.ca>

Subject: GDX transfer to CITZ_Checklist_updated July 11-2019.xlsx

GDX transfer checklist.

This has been updated/edited to reflect only those items for GCPE as the transferor (CITZ has their own checklist as the receiving ministry), and has been updated for items completed or in progress. It will continue to be updated as decisions are received, work completed, meetings occur, etc.

Please let me know if you see that anything is missing or misrepresented.

Thanks,
Ros

D'Argis, Krista GCPE:EX

From: Newcomb, Allison GCPE:EX
Sent: Friday, July 5, 2019 8:36 AM
To: D'Argis, Krista GCPE:EX
Subject: OEX

Hello Krista!

Becky was able to confirm OEX is order in council excluded.

Let me know if you have any questions!

Allison Newcomb

Strategic Talent Services & Engagement Officer
Government Communications and Public Engagement
Direct | 250.413.7582 [Email | allison.newcomb@gov.bc.ca](mailto:allison.newcomb@gov.bc.ca)



D'Argis, Krista GCPE:EX

From: Franchuk, Ryan GCPE:EX
Sent: Thursday, July 4, 2019 9:41 AM
To: D'Argis, Krista GCPE:EX
Subject: fyi for foi email requests

https://77000.gov.bc.ca/index?page=content&id=FAQ384&actp=LIST_RECENT

Ryan Franchuk

GDX - Government Digital Experience Division
Government Communications & Public Engagement
Direct: 778 698 5457

[IM](#) --- [EMAIL](#) --- [CALL](#)

D'Argis, Krista GCPE:EX

From: Chand, Rita GCPE:EX
Sent: Friday, July 26, 2019 1:43 PM
Subject: Staffing Update July 26

July 13, 2019	s.22
July 17, 2019	
July 22, 2019	
July 29, 2019	
August 9, 2019	

D'Argis, Krista GCPE:EX

From: Hamilton, Becky GCPE:EX
Sent: Wednesday, July 24, 2019 11:56 AM
To: GCPE Service Desk GCPE:EX; Gallant, Linda GCPE:EX; Dale, Raman GCPE:EX; Foster, Bruce GCPE:EX; D'Argis, Krista GCPE:EX
Cc: Sall, Gurmeet GCPE:EX; Reed, Linda GCPE:EX; Brandt, Charisma L GCPE:EX; Johnston, Karen GCPE:EX; Larabee, Shawn G GCPE:EX
Subject: GREER, Shannon - Start-up Request

Hi everyone,

Please note the following start-up request for Shannon Greer.

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)	Shannon Greer
2. Job Title/Position Number	Communications Manager/00101507
3. Unit/Shop Name (pay list)	CFD Communications/022-5303
4. Unit/Shop Location - Address	2nd Floor, 525 Superior St
5. Flex schedule – if applicable (union employees)	NA
6. Supervisor(s)	Karen Johnston
7. Type of Position (Permanent, Temp, Auxiliary)	Regular OIC
8. Start Date	s.22
9. Hours of Work	
10. End date – if applicable (term-limited/aux/coop)	NA
11. Do they currently work for gov't (or have they in the past)?	s.22
12. If yes to #10, name of ministry currently working in (or worked with in the past) **	
13. If yes to #10, name of previous manager/supervisor	

IT Services and Access Requirements - GCPE Service Desk – gcpe.servicedesk@gov.bc.ca		
Service Desk will default-order the following services upon receiving this completed form:	<ul style="list-style-type: none">• IDIR• Email Inbox• VPN Service	<ul style="list-style-type: none">• GCPE 411 Access• GAL Entry
Access/Equipment	Source of Answer	Y/N or Specific Instructions
Computer/Workstation <ul style="list-style-type: none">• Existing Workstation?• New Desktop Required?• New Laptop Required?	Supervisor Decision <ul style="list-style-type: none">- Have staff switched workstations? If yes, quickly describe any changes.- Are there any available workstations in office? If yes, <u>provide bar code</u> printed on computer – ex. DC051234	Laptop, docking station, mouse - yes

Other Software Required? <ul style="list-style-type: none"> ex. Individual Adobe CC Titles ex. Adobe Acrobat Pro 	Supervisor Decision Supervisor Must Provide Justification	Acobat Pro - yes
LAN Access Required GCPE LAN access catalogue & guide	Supervisor Decision Indicate YES if HQ and Unit LAN are req'd - specify LAN requirements otherwise	Yes
H-Drive or Mailbox Transfer to GCPE Required? (If coming from elsewhere in gov't)	Supervisor Decision Must be approved by both current and new supervisor	n/a
iPhone Device Required? Android/Blackberry unavailable	Supervisor Decision	yes
UC Device Requirement Standard Headset or Desk Phone	Supervisor Decision	Desk phone
Access to Shared Mailboxes (ex. gcpetraining@gov.bc.ca)	Supervisor Decision Please Provide Mailbox Address(s)	Yes - -for media requests
Other IT Equipment Required? <ul style="list-style-type: none"> ex. Second monitor ex. Docking-Station 	Supervisor Decision Financial Cost Approved by Supervisor?	Docking station (as mentioned above)
Access to Other Systems <ul style="list-style-type: none"> ex. JIRA ex. CONFLUENCE 	Supervisor Decision CAS/TRIM require Supervisor Justification	

Administrative Services – Gurmeet Sall 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: Can we mirror someone's access?	Supervisor Linda Gallant will email supervisor a confirmation for GCPE distribution lists Talk to ministry folks for any ministry-specific lists. <u>OK to 'mirror' someone</u>	
Shop/ministry access card	Supervisor Linda knows the ministry contact and will follow up with them directly regarding ministry access cards.	yes
Legislative Pass – Comm. Shops	Supervisor Will employee be in the legislature building on a regular basis? E.g.: Media Relations positions. Anyone other than CD, will need both CD and Executive's approval	yes
BMO Corporate Travel Card	Supervisor Is the employee required to travel as part of their job?	yes
Taxi Card <ul style="list-style-type: none"> Victoria Vancouver 	Supervisor 1) Is the employee required to attend meetings outside downtown core (or is office located away from downtown) OR 2) Will employee be on TEAMS?	yes
Keys – office, desk, etc.	See Core Information List If need desk/office keys, let Linda Gallant know <u>Ask:</u> Have people moved/swapped desks? Describe	

Business Cards – NEW PROCESS	Supervisor Will employee <u>need</u> cards within their first month? If yes reception to print 1-2 sheets.	yes
Ergonomic Assessment	Supervisor Tell supervisor that within 3-4 weeks Linda Gallant will contact employee and do 1:1 ergonomic assessment.	yes
Other request? <ul style="list-style-type: none"> HAD/HAT – doctor’s note req’d TV or DVD – monitor the Legislative channel? Keyboard Tray, etc.? 	Supervisor **GCPE HR INSTRUCTIONS** Don’t provide shopping list; just be aware of some of the options.	Keyboard tray possible – will wait for Shannon to decide
Parking Pass	**GCPE HR INSTRUCTIONS** <u>HQ</u> – Executive only; <u>Shops</u> – CDs – ministry to provide	

Records Services		
<u>Service/Information</u>	<u>Source of Answer</u>	<u>Y/N or Specific Instructions</u>
Records training	Supervisor Tell supervisor that within 2 weeks Bruce will contact employee and do 1:1 training.	yes
FOI training	Supervisor Tell supervisor that within 2 weeks Justin will contact employee and do 1:1 training.	yes

D'Argis, Krista GCPE:EX

From: Hamilton, Becky GCPE:EX
Sent: Monday, July 22, 2019 12:32 PM
To: GCPE Service Desk GCPE:EX; Gallant, Linda GCPE:EX; Dale, Raman GCPE:EX; Foster, Bruce GCPE:EX; D'Argis, Krista GCPE:EX; Dixon, Jane GCPE:EX
Cc: Sall, Gurmeet GCPE:EX; Reed, Linda GCPE:EX; Brandt, Charisma L GCPE:EX
Subject: s.22 - Start Up Request

Hi everyone,

Please note the following start-up request for s.22

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

If you have any further questions please contact Bonnie Keck.

Thank you,

Core Information List (HR to complete):	
1. New Employee Name (include middle initial if possible)	s.22
2. Job Title/Position Number	Systems Analyst
3. Unit/Shop Name (pay list)	GDX –BCC 022-0186
4. Unit/Shop Location - Address	4-617 Government Street
5. Flex schedule – if applicable (union employees)	s.22
6. Supervisor(s)	Bonnie Keck
7. Type of Position (Permanent, Temp, Auxiliary)	Auxiliary
8. Start Date	s.22
9. Hours of Work	
10. End date – if applicable (term-limited/aux/coop)	
11. Do they currently work for gov't (or have they in the past)?	
12. If yes to #10, name of ministry currently working in (or worked with in the past) **	
13. If yes to #10, name of previous manager/supervisor	

IT Services and Access Requirements - GCPE Service Desk – gcpe.servicedesk@gov.bc.ca		
Service Desk will default-order the following services upon receiving this completed form:	<ul style="list-style-type: none">• IDIR• Email Inbox• VPN Service	<ul style="list-style-type: none">• GCPE 411 Access• GAL Entry
Access/Equipment	Source of Answer	Y/N or Specific Instructions
Computer/Workstation <ul style="list-style-type: none">• Existing Workstation?• New Desktop Required?	Supervisor Decision - Have staff switched workstations? If yes, quickly describe any changes.	Y – He will be using s.22 machine since he has left.

<ul style="list-style-type: none"> New Laptop Required? 	- Are there any available workstations in office? If yes, <u>provide bar code</u> printed on computer – ex. DC051234	
Other Software Required? <ul style="list-style-type: none"> ex. Individual Adobe CC Titles ex. Adobe Acrobat Pro 	Supervisor Decision Supervisor Must Provide Justification	No
LAN Access Required GCPE LAN access catalogue & guide	Supervisor Decision Indicate YES if HQ and Unit LAN are req'd - specify LAN requirements otherwise	Yes
H-Drive or Mailbox Transfer to GCPE Required? (If coming from elsewhere in gov't)	Supervisor Decision Must be approved by both current and new supervisor	N/A
iPhone Device Required? Android/Blackberry unavailable	Supervisor Decision	Yes – will let him decide
UC Device Requirement Standard Headset or Desk Phone	Supervisor Decision	He will use the one s.22 s.22 had
Access to Shared Mailboxes (ex. gcpetraining@gov.bc.ca)	Supervisor Decision Please Provide Mailbox Address(s)	Yes GCPE GDX Service Desk GCPE:EX and GCGPE Service Desk GCPE:EX COSOPERS@Victoria1.gov.bc.ca
Other IT Equipment Required? <ul style="list-style-type: none"> ex. Second monitor ex. Docking-Station 	Supervisor Decision Financial Cost Approved by Supervisor?	Will uses s.22
Access to Other Systems <ul style="list-style-type: none"> ex. JIRA ex. CONFLUENCE 	Supervisor Decision CAS/TRIM require Supervisor Justification	Yes Jira, confluence and CAS for istore and running reports

Administrative Services – Gurmeet Sall and Linda Gallant		
<u>Access/Equipment</u>	<u>Source of Answer</u>	<u>Y/N or Specific Instructions</u>
Name plate	See Core Information List	Y
HQ building access card Default is 24/7	Supervisor Note: All GCPE staff can have this	Y
Email distribution lists: Can we mirror someone's access?	Supervisor Linda Gallant will email supervisor a confirmation for GCPE distribution lists Talk to ministry folks for any ministry-specific lists. <u>OK to 'mirror' someone</u>	Y – mirror Ryan Franchuk
Shop/ministry access card	Supervisor Linda knows the ministry contact and will follow up with them directly regarding ministry access cards.	Y
Legislative Pass – Comm. Shops	Supervisor Will employee be in the legislature building on a regular basis? E.g.: Media Relations positions. Anyone other than CD, will need both CD and Executive's approval	N
BMO Corporate Travel Card	Supervisor Is the employee required to travel as part of their job?	N
Taxi Card <ul style="list-style-type: none"> Victoria 	Supervisor	Y

<ul style="list-style-type: none"> Vancouver 	1) Is the employee required to attend meetings outside downtown core (or is office located away from downtown) OR 2) Will employee be on TEAMS?	
Keys – office, desk, etc.	See Core Information List If need desk/office keys, let Linda Gallant know <u>Ask</u> : Have people moved/swapped desks? Describe	N
Business Cards – NEW PROCESS	Supervisor Will employee <u>need</u> cards within their first month? <u>If yes reception</u> to print 1-2 sheets.	N
Ergonomic Assessment	Supervisor Tell supervisor that within 3-4 weeks Linda Gallant will contact employee and do 1:1 ergonomic assessment.	N
Other request? <ul style="list-style-type: none"> HAD/HAT – doctor’s note req’d TV or DVD – monitor the Legislative channel? Keyboard Tray, etc.? 	Supervisor **GCPE HR INSTRUCTIONS** Don’t provide shopping list; just be aware of some of the options.	N
Parking Pass	**GCPE HR INSTRUCTIONS** <u>HQ</u> – Executive only; <u>Shops</u> – CDs – ministry to provide	N

Records Services		
<u>Service/Information</u>	<u>Source of Answer</u>	<u>Y/N or Specific Instructions</u>
Records training	Supervisor Tell supervisor that within 2 weeks Bruce will contact employee and do 1:1 training.	N
FOI training	Supervisor Tell supervisor that within 2 weeks Justin will contact employee and do 1:1 training.	N

D'Argis, Krista GCPE:EX

From: Chand, Rita GCPE:EX
Sent: Friday, July 12, 2019 11:31 AM
Subject: Staffing Update July 12

July 2, 2019	s.22
July 2, 2019	
July 8, 2019	
July 8, 2019	
July 10, 2019	
July 12, 2019	
July 15, 2019	
July 15, 2019	
July 15, 2019	
July 17, 2019	
July 19, 2019	
July 29, 2019	

D'Argis, Krista GCPE:EX

From: Hamilton, Becky GCPE:EX
Sent: Wednesday, July 3, 2019 7:24 AM
To: GCPE Service Desk GCPE:EX; Gallant, Linda GCPE:EX; Dale, Raman GCPE:EX; Foster, Bruce GCPE:EX; D'Argis, Krista GCPE:EX
Cc: Hume, David GCPE:EX; Brandt, Charisma L GCPE:EX; Sall, Gurmeet GCPE:EX; Reed, Linda GCPE:EX
Subject: FW: s.22 - Start-up

Hi everyone,

Please note the following start-up request for s.22

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)	s.22
2. Job Title/Position Number	Director, Cultural Transformation/ 00105528
3. Unit/Shop Name (pay list)	022-0182
4. Unit/Shop Location - Address	4 th floor – 617 Government Street
5. Flex schedule – if applicable (union employees)	NA
6. Supervisor(s)	David Hume
7. Type of Position (Permanent, Temp, Auxiliary)	Temporary Appointment
8. Start Date	s.22
9. Hours of Work	
10. End date – if applicable (term-limited/aux/coop)	
11. Do they currently work for gov't (or have they in the past)?	
12. If yes to #11, name of ministry currently working in (or worked with in the past) **	
13. If yes to #11, name of previous manager/supervisor	

IT Services and Access Requirements - GCPE Service Desk – gcpe.servicedesk@gov.bc.ca		
Service Desk will default-order the following services upon receiving this completed form:	<ul style="list-style-type: none">• IDIR• Email Inbox• VPN Service	<ul style="list-style-type: none">• GCPE 411 Access• GAL Entry
Access/Equipment	Source of Answer	Y/N or Specific Instructions
Computer/Workstation <ul style="list-style-type: none">• Existing Workstation?• New Desktop Required?• New Laptop Required?	Supervisor Decision <ul style="list-style-type: none">- Have staff switched workstations? If yes, quickly describe any changes.- Are there any available workstations in office? If yes, <u>provide bar code</u> printed on computer – ex. DC051234	Laptop Required. (1 st choice: 14" Lenovo, 2 nd choice: Surface Tablet)

Other Software Required? <ul style="list-style-type: none"> ex. Individual Adobe CC Titles ex. Adobe Acrobat Pro 	Supervisor Decision Supervisor Must Provide Justification	<ul style="list-style-type: none"> Adobe Acrobat Pro (needed for corporate document creation/alteration) Visio (needed for process mapping)
LAN Access Required GCPE LAN access catalogue & guide	Supervisor Decision Indicate YES if HQ and Unit LAN are req'd - specify LAN requirements otherwise	YES (The more access the better)
H-Drive or Mailbox Transfer to GCPE Required? (If coming from elsewhere in gov't)	Supervisor Decision Must be approved by both current and new supervisor	Not required
iPhone Device Required? Android/Blackberry unavailable	Supervisor Decision	Yes
UC Device Requirement Standard Headset or Desk Phone	Supervisor Decision	Yes, standard headset
Access to Shared Mailboxes (ex. gcpetraining@gov.bc.ca)	Supervisor Decision Please Provide Mailbox Address(s)	Not at this time
Other IT Equipment Required? <ul style="list-style-type: none"> ex. Second monitor ex. Docking-Station 	Supervisor Decision Financial Cost Approved by Supervisor?	None
Access to Other Systems <ul style="list-style-type: none"> ex. JIRA ex. CONFLUENCE 	Supervisor Decision CAS/TRIM require Supervisor Justification	CAS (working on financials), TRIM (working on records), JIRA, and CONFLUENCE

Administrative Services – Gurmeet Sall and Linda Gallant		
Access/Equipment	Source of Answer	Y/N or Specific Instructions
Name plate	See Core Information List	N
HQ building access card Default is 24/7	Supervisor Note: All GCPE staff can have this	Yes, s.22
Email distribution lists: Can we mirror someone's access?	Supervisor Linda Gallant will email supervisor a confirmation for GCPE distribution lists Talk to ministry folks for any ministry-specific lists. <u>OK to 'mirror' someone</u>	Mirror Carmen Ross
Shop/ministry access card	Supervisor Linda knows the ministry contact and will follow up with them directly regarding ministry access cards.	4000 Seymour access card
Legislative Pass – Comm. Shops	Supervisor Will employee be in the legislature building on a regular basis? E.g.: Media Relations positions. Anyone other than CD, will need both CD and Executive's approval	N
BMO Corporate Travel Card	Supervisor Is the employee required to travel as part of their job?	N
Taxi Card <ul style="list-style-type: none"> Victoria Vancouver 	Supervisor 1) Is the employee required to attend meetings outside downtown core (or is office located away from downtown) OR 2) Will employee be on TEAMS?	N
Keys – office, desk, etc.	See Core Information List If need desk/office keys, let Linda Gallant know <u>Ask</u> : Have people moved/swapped desks? Describe	s.22

		s.22
Business Cards – NEW PROCESS	Supervisor Will employee <u>need</u> cards within their first month? If <u>yes reception</u> to print 1-2 sheets.	N
Ergonomic Assessment	Supervisor Tell supervisor that within 3-4 weeks Linda Gallant will contact employee and do 1:1 ergonomic assessment.	N
Other request? <ul style="list-style-type: none"> HAD/HAT – doctor's note req'd TV or DVD – monitor the Legislative channel? Keyboard Tray, etc.? 	Supervisor **GCPE HR INSTRUCTIONS** Don't provide shopping list; just be aware of some of the options.	N
Parking Pass	**GCPE HR INSTRUCTIONS** <u>HQ</u> – Executive only; <u>Shops</u> – CDs – ministry to provide	N

Records Services		
<u>Service/Information</u>	<u>Source of Answer</u>	<u>Y/N or Specific Instructions</u>
Records training	Supervisor Tell supervisor that within 2 weeks Bruce will contact employee and do 1:1 training.	N
FOI training	Supervisor Tell supervisor that within 2 weeks Justin will contact employee and do 1:1 training.	N

D'Argis, Krista GCPE:EX

From: Hamilton, Becky GCPE:EX
Sent: Wednesday, July 3, 2019 7:22 AM
To: GCPE Service Desk GCPE:EX; Gallant, Linda GCPE:EX; Dale, Raman GCPE:EX; Foster, Bruce GCPE:EX; D'Argis, Krista GCPE:EX
Cc: Hume, David GCPE:EX; Brandt, Charisma L GCPE:EX; Sall, Gurmeet GCPE:EX; Reed, Linda GCPE:EX
Subject: s.22 - Start-up

Hi everyone,

Please note the following start-up request for s.22

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)	s.22
2. Job Title/Position Number	Director, Delivery Management Services/ 00115637
3. Unit/Shop Name (pay list)	Government Digital Experience Division
4. Unit/Shop Location - Address	4 th floor – 617 Government Street
5. Flex schedule – if applicable (union employees)	NA
6. Supervisor(s)	David Hume
7. Type of Position (Permanent, Temp, Auxiliary)	Permanent
8. Start Date	s.22
9. Hours of Work	
10. End date – if applicable (term-limited/aux/coop)	
11. Do they currently work for gov't (or have they in the past)?	
12. If yes to #11, name of ministry currently working in (or worked with in the past) **	
13. If yes to #11, name of previous manager/supervisor	

IT Services and Access Requirements - GCPE Service Desk – gcpe.servicedesk@gov.bc.ca		
Service Desk will default-order the following services upon receiving this completed form:	<ul style="list-style-type: none">• IDIR• Email Inbox• VPN Service	<ul style="list-style-type: none">• GCPE 411 Access• GAL Entry
Access/Equipment	Source of Answer	Y/N or Specific Instructions
Computer/Workstation <ul style="list-style-type: none">• Existing Workstation?• New Desktop Required?• New Laptop Required?	Supervisor Decision - Have staff switched workstations? If yes, quickly describe any changes.	New laptop required

	- Are there any available workstations in office? If yes, provide bar code printed on computer – ex. DC051234	
Other Software Required? <ul style="list-style-type: none"> ex. Individual Adobe CC Titles ex. Adobe Acrobat Pro 	Supervisor Decision Supervisor Must Provide Justification	Adobe Acrobat Microsoft Project Microsoft Visio
LAN Access Required GCPE LAN access catalogue & guide	Supervisor Decision Indicate YES if HQ and Unit LAN are req'd - specify LAN requirements otherwise	Yes
H-Drive or Mailbox Transfer to GCPE Required? (If coming from elsewhere in gov't)	Supervisor Decision Must be approved by both current and new supervisor	Yes s.22 s.22
iPhone Device Required? Android/Blackberry unavailable	Supervisor Decision	No s.22 s.22
UC Device Requirement Standard Headset or Desk Phone	Supervisor Decision	No
Access to Shared Mailboxes (ex. gcpetraining@gov.bc.ca)	Supervisor Decision Please Provide Mailbox Address(s)	Yes
Other IT Equipment Required? <ul style="list-style-type: none"> ex. Second monitor ex. Docking-Station 	Supervisor Decision Financial Cost Approved by Supervisor?	Second Monitor, mouse & keyboard
Access to Other Systems <ul style="list-style-type: none"> ex. JIRA ex. CONFLUENCE 	Supervisor Decision CAS/TRIM require Supervisor Justification	No

Administrative Services – Gurmeet Sall and Linda Gallant		
Access/Equipment	Source of Answer	Y/N or Specific Instructions
Name plate	See Core Information List	No
HQ building access card Default is 24/7	Supervisor Note: All GCPE staff can have this	Yes
Email distribution lists: Can we mirror someone's access?	Supervisor Linda Gallant will email supervisor a confirmation for GCPE distribution lists Talk to ministry folks for any ministry-specific lists. OK to 'mirror' someone	Yes
Shop/ministry access card	Supervisor Linda knows the ministry contact and will follow up with them directly regarding ministry access cards.	-
Legislative Pass – Comm. Shops	Supervisor Will employee be in the legislature building on a regular basis? E.g.: Media Relations positions. Anyone other than CD, will need both CD and Executive's approval	No
BMO Corporate Travel Card	Supervisor Is the employee required to travel as part of their job?	No
Taxi Card <ul style="list-style-type: none"> Victoria Vancouver 	Supervisor 1) Is the employee required to attend meetings outside downtown core (or is office located away from downtown) OR 2) Will employee be on TEAMS?	Yes
Keys – office, desk, etc.	See Core Information List	No

	If need desk/office keys, let Linda Gallant know <u>Ask</u> : Have people moved/swapped desks? Describe	
Business Cards – NEW PROCESS	Supervisor Will employee <u>need</u> cards within their first month? <u>If yes reception</u> to print 1-2 sheets.	No
Ergonomic Assessment	Supervisor Tell supervisor that within 3-4 weeks Linda Gallant will contact employee and do 1:1 ergonomic assessment.	-
Other request? <ul style="list-style-type: none"> HAD/HAT – doctor’s note req’d TV or DVD – monitor the Legislative channel? Keyboard Tray, etc.? 	Supervisor **GCPE HR INSTRUCTIONS** Don’t provide shopping list; just be aware of some of the options.	Keyboard Tray & Mouse (per above)
Parking Pass	**GCPE HR INSTRUCTIONS** <u>HQ</u> – Executive only; <u>Shops</u> – CDs – ministry to provide	No

Records Services		
<u>Service/Information</u>	<u>Source of Answer</u>	<u>Y/N or Specific Instructions</u>
Records training	Supervisor Tell supervisor that within 2 weeks Bruce will contact employee and do 1:1 training.	-
FOI training	Supervisor Tell supervisor that within 2 weeks Justin will contact employee and do 1:1 training.	-

D'Argis, Krista GCPE:EX

From: GCPE HR GCPE:EX
Sent: Tuesday, July 2, 2019 1:20 PM
To: GCPE All Staff
Subject: Staffing Update

June 20, 2019	s.22
June 24, 2019	
June 28, 2019	
July 2, 2019	
July 2, 2019	
July 8, 2019	
July 8, 2019	

D'Argis, Krista GCPE:EX

From: s.22
Sent: Friday, July 26, 2019 3:58 PM
To: D'Argis, Krista GCPE:EX
Subject: FOI Analyst Position

Dear Ms. D'Argis:

I'm just contacting you to follow up about the FOI position and interview, s.22
s.22

Thank you so much, and I look forward to hearing form you soon.

Sincerely,

s.22

D'Argis, Krista GCPE:EX

From: Sall, Gurmeet GCPE:EX
Sent: Friday, July 26, 2019 9:13 AM
To: D'Argis, Krista GCPE:EX
Subject: Reference template
Attachments: Reference Check Blank.docx

Here you go.

*Gurmeet Sall
Manager, Staffing, Recruitment and Operations
Corporate Services Division
Government Communications and Public Engagement
Phone No: (250) 387-1449 Cell: (250) 415-7343*

D'Argis, Krista GCPE:EX

From: s.22
Sent: Thursday, July 25, 2019 2:54 PM
To: D'Argis, Krista GCPE:EX
Cc: Sall, Gurmeet GCPE:EX
Subject: s.22 | References

Hi Krista,

s.22

Thank you!

s.22

D'Argis, Krista GCPE:EX

From: s.22
Sent: Tuesday, July 23, 2019 2:55 PM
To: Wrona, Katie GCPE:EX
Cc: D'Argis, Krista GCPE:EX; Sall, Gurmeet GCPE:EX
Subject: RE: FOI Analyst

Hi Katie;

Thank you for your email.

Can you please book me in for 10:45am on Thursday.

Kind regards,

s.22

From: Wrona, Katie GCPE:EX <Katie.Wrona@gov.bc.ca>
Sent: Tuesday, July 23, 2019 2:29 PM
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>; Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Subject: FOI Analyst

Good Morning,

You recently applied for FOI Analyst with Government Communications & Public Engagement. I'm pleased to let you know that you've been selected to move forward in the recruitment process. We'd like to invite you to come in for an interview on **Thursday July 25th at 9:15am, 10:00am, 10:45am, 11:30am or 2:15pm.**

Please let me know the time that you wish to have and I will book you in.

Your interview will take place on the 4th Floor of 617 Government Street. [Here](#) is a link to a map of our location. When you arrive, please check in with reception. You will be given an opportunity to review the interview questions so please arrive 15 minutes prior to your scheduled time.

The members of the interview panel will be:

Krista D'Argis – FOI Lead
Gurmeet Sall – Manager, Staffing, Recruitment & Operations

Here is a [link](#) to more information about Government Communications & Public Engagement.

Please confirm your attendance via email. We look forward to meeting with you. If you have any questions, please do not hesitate to reach out to me.

Best regards,

Katie
GCPE Receptionist

D'Argis, Krista GCPE:EX

From: s.22
Sent: Tuesday, July 23, 2019 2:45 PM
To: Wrona, Katie GCPE:EX
Cc: D'Argis, Krista GCPE:EX; Sall, Gurmeet GCPE:EX
Subject: RE: FOI Analyst

Hi Katie,

Thanks for the great news.

I can attend an interview at 11:30 or 2:15. If still available, the 2:15 would be preferred. Please let me know what works best.

Thanks again for the email!

s.22

From: Wrona, Katie GCPE:EX
Sent: July 23, 2019 2:29 PM
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>; Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Subject: FOI Analyst

Good Morning,

You recently applied for FOI Analyst with Government Communications & Public Engagement. I'm pleased to let you know that you've been selected to move forward in the recruitment process. We'd like to invite you to come in for an interview on **Thursday July 25th at 9:15am, 10:00am, 10:45am, 11:30am or 2:15pm.**

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Your interview will take place on the 4th Floor of 617 Government Street. [Here](#) is a link to a map of our location. When you arrive, please check in with reception. You will be given an opportunity to review the interview questions so please arrive **15 minutes prior** to your scheduled time.

The members of the interview panel will be:

Krista D'Argis – FOI Lead
Gurmeet Sall – Manager, Staffing, Recruitment & Operations

Here is a [link](#) to more information about Government Communications & Public Engagement.

Please confirm your attendance via email. We look forward to meeting with you. If you have any questions, please do not hesitate to reach out to me.

Best regards,

Katie
GCPE Receptionist

D'Argis, Krista GCPE:EX

From: s.22
Sent: Tuesday, July 23, 2019 2:41 PM
To: Wrona, Katie GCPE:EX
Cc: D'Argis, Krista GCPE:EX; Sall, Gurmeet GCPE:EX
Subject: RE: FOI Analyst

Hello,

Thank you very much for your email. I am available to come interview at 9:15am or 10:00am. s.22
s.22

I look forward to meeting everyone.

Thank you,
s.22

From: Wrona, Katie GCPE:EX
Sent: Tuesday, July 23, 2019 2:29 PM
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>; Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Subject: FOI Analyst

Good Morning,

You recently applied for FOI Analyst with Government Communications & Public Engagement. I'm pleased to let you know that you've been selected to move forward in the recruitment process. We'd like to invite you to come in for an interview on **Thursday July 25th at 9:15am, 10:00am, 10:45am, 11:30am or 2:15pm.**

Please let me know the time that you wish to have and I will book you in.

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The members of the interview panel will be:

Krista D'Argis – FOI Lead
Gurmeet Sall – Manager, Staffing, Recruitment & Operations

Here is a [link](#) to more information about Government Communications & Public Engagement.

Please confirm your attendance via email. We look forward to meeting with you. If you have any questions, please do not hesitate to reach out to me.

Best regards,

Katie
GCPE Receptionist

D'Argis, Krista GCPE:EX

From: Wrona, Katie GCPE:EX
Sent: Tuesday, July 23, 2019 2:29 PM
Cc: D'Argis, Krista GCPE:EX; Sall, Gurmeet GCPE:EX
Subject: FOI Analyst

Good Morning,

You recently applied for FOI Analyst with Government Communications & Public Engagement. I'm pleased to let you know that you've been selected to move forward in the recruitment process. We'd like to invite you to come in for an interview on **Thursday July 25th at 9:15am, 10:00am, 10:45am, 11:30am or 2:15pm.**

Please let me know the time that you wish to have and I will book you in.

Your interview will take place on the 4th Floor of 617 Government Street. [Here](#) is a link to a map of our location. When you arrive, please check in with reception. You will be given an opportunity to review the interview questions so please arrive 15 minutes prior to your scheduled time.

The members of the interview panel will be:

Krista D'Argis – FOI Lead
Gurmeet Sall – Manager, Staffing, Recruitment & Operations

Here is a [link](#) to more information about Government Communications & Public Engagement.

Please confirm your attendance via email. We look forward to meeting with you. If you have any questions, please do not hesitate to reach out to me.

Best regards,

Katie
GCPE Receptionist

D'Argis, Krista GCPE:EX

From: s.22
Sent: Saturday, July 20, 2019 9:52 AM
To: D'Argis, Krista GCPE:EX
Cc: Wrona, Katie GCPE:EX; s.22
Subject: FOI Analyst Written Assignment - AO 18 - Requisition 62387
Attachments: s.22 · Written Assign - Req 62387 FOI Analyst.docx

Good morning Krista,

As I have spoken and confirmed with Katie and have agreed to hand in my completed written exam by Sat July 20th at 10am, here is my submission in Word for the above competition before the deadline.

Pleas confirm when you have received my completed exam.

Thank you for your consideration and attention.

Sincerely,

s.22

D'Argis, Krista GCPE:EX

From: s.22
Sent: Friday, July 19, 2019 9:27 AM
To: D'Argis, Krista GCPE:EX
Subject: FOI Analyst Written
Attachments: AO18 FOI Analyst - Written Test_s.22.docx

Good morning,

Attached is my completed written assignment for the FOI Analyst Position.

I look forward to discussing this position with you further.

Thank you,
s.22

D'Argis, Krista GCPE:EX

From: s.22
Sent: Friday, July 19, 2019 9:21 AM
To: D'Argis, Krista GCPE:EX
Subject: Completed exam for Requisition 62387 – FOI Analyst AO18- s.22
Attachments: AO18 FOI Analyst - Written Test s.22 i.docx

Thank you for this opportunity. If there are any questions or clarification required, please call me.

s.22

D'Argis, Krista GCPE:EX

From: s.22
Sent: Friday, July 19, 2019 8:49 AM
To: D'Argis, Krista GCPE:EX
Subject: FOI Analyst Written Test
Attachments: AO18 FOI Analyst - Written Test_s.22.docx

Good morning,

Attached is my written test for the AO18 FOI Analyst position.

Thank you,

s.22

D'Argis, Krista GCPE:EX

From: s.22
Sent: Friday, July 19, 2019 8:31 AM
To: D'Argis, Krista GCPE:EX
Cc: Wrona, Katie GCPE:EX
Subject: RE: FOI Analyst Written Test - s.22
Attachments: AO18 FOI Analyst - Written Test s.22 .docx

Good morning,

Please find my completed written test attached to this email.

Thanks for the opportunity to compete for this position. The assessment was fun.

Have a great day,

s.22

From: Wrona, Katie GCPE:EX
Sent: July 18, 2019 3:04 PM
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FOI Analyst Written Test

Good afternoon,

Please find attached the written test to be completed by **Friday July 19th at 10:00am pacific time.**

Please return the completed test to Krista.DArgis@gov.bc.ca

Thank you and good luck,
Katie Wrona

GCPE Receptionist

D'Argis, Krista GCPE:EX

From: s.22
Sent: Friday, July 19, 2019 7:47 AM
To: D'Argis, Krista GCPE:EX
Cc: Sigouin, Melissa GCPE:EX; Sall, Gurmeet GCPE:EX; Smith, Justin GCPE:EX
Subject: Written Exam - FOI Analyst Competition - s.22
Attachments: AO18 FOI Analyst - Written Test - s.22 .docx

Good morning,

Please find attached my completed exam regarding the FOI Analyst competition.

Thank you,

s.22

D'Argis, Krista GCPE:EX

From: s.22
Sent: Thursday, July 18, 2019 11:41 PM
To: D'Argis, Krista GCPE:EX
Subject: FOI Analyst Written Test
Attachments: AO18 FOI Analyst - Written Test s.22 .docx

Here is my completed written test for the FOI Analyst position. Please let me know if there is anything else you require from me at the this time.

s.22

D'Argis, Krista GCPE:EX

From: s.22
Sent: Thursday, July 18, 2019 11:14 PM
To: D'Argis, Krista GCPE:EX
Subject: FOI Analyst Written Test for s.22
Attachments: AO18 FOI Analyst - Written Test for s.22 .docx

Good evening Krista,

I am forwarding my written test to be considered for the FOI Analyst competition. I look forward to hearing from you soon.

Thank you!

s.22

From: Wrona, Katie GCPE:EX
Sent: July 18, 2019 3:04 PM
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FOI Analyst Written Test

Good afternoon,

Please find attached the written test to be completed by Friday July 19th at 10:00am pacific time.

Please return the completed test to Krista.DArgis@gov.bc.ca

Thank you and good luck,
Katie Wrona

GCPE Receptionist

D'Argis, Krista GCPE:EX

From: s.22
Sent: Thursday, July 18, 2019 10:56 PM
To: D'Argis, Krista GCPE:EX
Subject: FOI Analyst Written Assignment
Attachments: s.22 - Req 62387 - AO18 FOI Analyst Written Test July 19 2019.docx

Hi Krista,

Please find attached my completed assignment for the FOI analyst position.

Regards,

s.22

D'Argis, Krista GCPE:EX

From: s.22
Sent: Thursday, July 18, 2019 7:38 PM
To: D'Argis, Krista GCPE:EX
Subject: RE: FOI Analyst Written Test
Attachments: AO18 FOI Analyst - Written Test s.22 .docx

Good evening Ms. DArgis;

Attached please find my submission.

Regards,
s.22

From: Wrona, Katie GCPE:EX <Katie.Wrona@gov.bc.ca>
Sent: Thursday, July 18, 2019 3:04 PM
Cc: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FOI Analyst Written Test

Good afternoon,

Please find attached the written test to be completed by **Friday July 19th at 10:00am pacific time.**

Please return the completed test to Krista.DArgis@gov.bc.ca

Thank you and good luck,
Katie Wrona

GCPE Receptionist

D'Argis, Krista GCPE:EX

From: s.22
Sent: Thursday, July 18, 2019 6:58 PM
To: D'Argis, Krista GCPE:EX
Subject: FOI Analyst written test
Attachments: AO18 FOI Analyst - Written Test_Finance.docx

Hello Krista,

Please find attached my answers to the written assessment for the AO 18 FOI Analyst for the Ministry of Finance.

Thank you,

s.22

D'Argis, Krista GCPE:EX

From: Wrona, Katie GCPE:EX
Sent: Thursday, July 18, 2019 3:04 PM
Cc: D'Argis, Krista GCPE:EX
Subject: FOI Analyst Written Test
Attachments: AO18 FOI Analyst - Written Test .docx

Good afternoon,

Please find attached the written test to be completed by Friday July 19th at 10:00am pacific time.

Please return the completed test to Krista.DArgis@gov.bc.ca

Thank you and good luck,
Katie Wrona

GCPE Receptionist

D'Argis, Krista GCPE:EX

From: Wrona, Katie GCPE:EX
Sent: Tuesday, July 16, 2019 2:31 PM
Cc: D'Argis, Krista GCPE:EX
Subject: FOI Analyst Position

Good afternoon,

Congratulations! You have been screened into the next phase of the FOI Analyst Position.

The next step is a written test.

You will receive the test on **Thursday July 18 at 3:00pm Pacific time**, to be completed by **Friday July 19 at 10:00am Pacific Time**.

Late submissions will not be considered.

Thank you and good luck!

Katie Wrona
GCPE Receptionist

D'Argis, Krista GCPE:EX

From: D'Argis, Krista GCPE:EX
Sent: Tuesday, July 16, 2019 1:54 PM
To: Sall, Gurmeet GCPE:EX
Subject: RE: AO 18 FOI Analyst_REQ62387 [Incident: 190627-000335]
Attachments: Copy of QST_REQ62387.xlsx

Hi Gurmeet,

I have attached the completed spreadsheet.

I will be down shortly to chat.

Krista

From: Sall, Gurmeet GCPE:EX
Sent: Friday, July 12, 2019 10:50 AM
To: D'Argis, Krista GCPE:EX <Krista.DArgis@gov.bc.ca>
Subject: FW: AO 18 FOI Analyst_REQ62387 [Incident: 190627-000335]

Hi Krista – attached is the spreadsheet for you to work off of for shortlisting.

Thanks

Gurmeet

From: MyHR <myhr@gov.bc.ca>
Sent: July 12, 2019 10:11 AM
To: Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Cc: Chand, Rita GCPE:EX <Rita.Chand@gov.bc.ca>
Subject: AO 18 FOI Analyst_REQ62387 [Incident: 190627-000335]

Hello,

Now that your posting has closed, your recruiter has asked me to create a “Closing Report”. Please see the attached to help with the screening.

Please note that applicants not currently eligible to work in Canada have already been screened out of this competition and sent an ineligibility regret letter as indicated in the Closing Report.

The Closing Report includes two tabs:

The **Questionnaire tab** (for reference) includes:

- Summary of Applicants List
- Standard questions asked of applicants on all postings, and responses
- If applicable, criteria questions and responses

The **Screening Table tab** (use for documenting your screening decisions) includes:

- Applicants' names
- Education and experience requirements from the posted job profile

NEXT STEPS – FOR YOUR ACTION:

- Review the [Screening Applicants](#) page on MyHR prior to starting your screening process.
- To review each applicant's information (i.e. resume/cover letter/ questionnaire responses):
 - Go to the [Hiring Managers](#) page on MyHR
 - Click on 'Manage My Hiring Competitions' to log in to the Recruitment Management System (RMS).
- To find "Route Resume" instructions and send yourself and/or panel members the applications:
 - Go to the [Hiring Manager RMS Quick Reference Guide](#)
 - Click and hold the "Control" key + "F" key (CTRL + F) and type "Route Resumes".
 - **Note;** Applicants are displayed on separate pages "Screened-In" and "Screened-Out". **These pages do not indicate your final short-listing decisions but rather how applicants self-assessed in their questionnaire responses.*

Ways you can connect with your Recruiter throughout this competition:

- 1) Click "REPLY" directly to this message. To avoid ticket disconnect, delays and/or missed messages; please do not change the subject or address fields, or email hiring staff directly; OR
- 2) Visit [AskMyHR](#) to view your Service Request History page. Click on your ticket number [190627-000335] to see all messages associated with this competition, or to make updates to your request that will go directly to your Recruiter.

Kind regards,

Madeline Holden | Recruitment Support | M.A., B.Comm. Hon.
Talent Acquisition and Operational Solutions | BC Public Service Agency

D'Argis, Krista GCPE:EX

From: Sall, Gurmeet GCPE:EX
Sent: Friday, July 12, 2019 10:50 AM
To: D'Argis, Krista GCPE:EX
Subject: FW: AO 18 FOI Analyst_REQ62387 [Incident: 190627-000335]
Attachments: QST_REQ62387.xlsx

Hi Krista – attached is the spreadsheet for you to work off of for shortlisting.

Thanks

Gurmeet

From: MyHR <myhr@gov.bc.ca>
Sent: July 12, 2019 10:11 AM
To: Sall, Gurmeet GCPE:EX <Gurmeet.Sall@gov.bc.ca>
Cc: Chand, Rita GCPE:EX <Rita.Chand@gov.bc.ca>
Subject: AO 18 FOI Analyst_REQ62387 [Incident: 190627-000335]

Hello,

Now that your posting has closed, your recruiter has asked me to create a “Closing Report”. Please see the attached to help with the screening.

Please note that applicants not currently eligible to work in Canada have already been screened out of this competition and sent an ineligibility regret letter as indicated in the Closing Report.

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- Summary of Applicants List
- Standard questions asked of applicants on all postings, and responses
- If applicable, criteria questions and responses

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- Applicants' names
- Education and experience requirements from the posted job profile

NEXT STEPS – FOR YOUR ACTION:

- Review the [Screening Applicants](#) page on MyHR prior to starting your screening process.
- To review each applicant's information (i.e. resume/cover letter/ questionnaire responses):
 - Go to the [Hiring Managers](#) page on MyHR
 - Click on 'Manage My Hiring Competitions' to log in to the Recruitment Management System (RMS).

- To find “Route Resume” instructions and send yourself and/or panel members the applications:
 - Go to the [Hiring Manager RMS Quick Reference Guide](#)
 - Click and hold the “Control” key + “F” key (CTRL + F) and type “Route Resumes”.
 - **Note;** Applicants are displayed on separate pages “Screened-In” and “Screened-Out”. **These pages do not indicate your final short-listing decisions but rather how applicants self-assessed in their questionnaire responses.*

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- 2) Visit [AskMyHR](#) to view your Service Request History page. Click on your ticket number [190627-000335] to see all messages associated with this competition, or to make updates to your request that will go directly to your Recruiter.

Kind regards,
Madeline Holden | Recruitment Support | M.A., B.Comm. Hon.
Talent Acquisition and Operational Solutions | BC Public Service Agency

D'Argis, Krista GCPE:EX

From: System Notification <donotreply@hrsmaart.com>
Sent: Thursday, July 11, 2019 10:42 AM
To: D'Argis, Krista GCPE:EX
Subject: FYI: Résumés/CVs Have Been Routed To You (Includes Attachments)
Attachments: ADMN O 18R - FOI Analyst_resumes.pdf

Dear Krista D'Argis,

This notification includes 5 résumés and attachments that have been routed to you. Candidates include the following:

s.22

Comments Include:

Requisition Associated (If Any):
ADMN O 18R - FOI Analyst (62387)

BC Public Service

D'Argis, Krista GCPE:EX

From: System Notification <donotreply@hrsmart.com>
Sent: Thursday, July 11, 2019 10:42 AM
To: D'Argis, Krista GCPE:EX
Subject: FYI: Résumés/CVs Have Been Routed To You (Includes Attachments)
Attachments: ADMN O 18R - FOI Analyst_resumes.pdf

Dear Krista D'Argis,

This notification includes 25 résumés and attachments that have been routed to you. Candidates include the following:

s.22

Comments Include:

Requisition Associated (If Any):
ADMN O 18R - FOI Analyst (62387)

BC Public Service