

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 1, 2018 8:51 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** RE: Candice Hughes

Would it be possible to make it retroactive to April 20?

s.22

when the Senior MA told her it would take effect.

Thank you

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**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Monday, April 30, 2018 11:26 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Candice Hughes

We could make it effective whatever date you want, the start of this pay period is 29APR18. Let me know what you want and if you will be providing a letter. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

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**From:** Parte, Maura PSA:EX  
**Sent:** Monday, April 30, 2018 8:59 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Candice Hughes

Hi DL,

Candice is an AO18 in the AG Office. She hasn't had a step increase for several years so it has been decided that she should immediately move to the step she would have been at had she been progressing through the grid each year.

Please let me know when we can make this effective.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
Desk: 778-698-9278  
Mobile: 250-208-4578



Where ideas work

Page 003 of 182

Withheld pursuant to/removed as

s.22

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 1, 2018 10:45 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Clark, Layne PREM:EX; Hendry, Jackie PREM:EX; Wade, Debbie PREM:EX  
**Subject:** Records Management IM117

Good morning,

If you are receiving this email it is because records show that you haven't taken course IM117 Records Management.

It is possible that you have completed the course but didn't sign the form so there is no record of it, please let me know right away if this is the case and when you did take it.

If you aren't a new employee but haven't taken it in your new role it would be a good idea to have a refresher course. These sessions are also difficult to coordinate with several people so please rearrange your schedule to attend if necessary.

Records Management Training  
Thursday, May 3  
Government Caucus Room 223  
2:00PM-3:30PM

The course is mandatory for all new government employees and if you haven't taken it please do. It covers expectations about managing government records and complying with laws like the Freedom of Information and Protection of Privacy Act (FOIPPA).

I will be sending a calendar invite shortly.

Thanks everyone,  
Maura

## Parte, Maura PREM:EX

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**Subject:** RECORDS MANAGEMENT IM117  
**Location:** Government Caucus Room 223

**Start:** Thu 2018-05-03 2:00 PM  
**End:** Thu 2018-05-03 3:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Parte, Maura PSA:EX  
**Required Attendees:** LP Support Staff; LP Administrative Coordinators; LP Senior Ministerial Assistants; LP Ministerial Assistants; Clark, Layne PREM:EX; Hendry, Jackie PREM:EX

Records Management IM117 is being offered this Thursday, May 3 from 2pm to 3:30pm for any interested staff in Ministers' offices and the Office of the Premier.

We have new employees who haven't taken the course yet so please allow for everyone to organize their schedules so they can attend. It is mandatory for all employees.  
Most of you have completed the course but you are also welcome to attend.

The course will cover best practices for records management and expectations with regards to FOI.

Please call me if you have any questions.

Thank you,  
Maura

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 1, 2018 12:17 PM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Administrative Coordinators; LP Support Staff  
**Cc:** Clark, Layne PREM:EX  
**Subject:** More on records mgmt - Thursday session

Hello All,

The records management training this week is for staff who haven't taken the IM117 course yet.

If you haven't taken it, you have received an email from me today saying so.

If you have taken it but would like additional training you are most welcome to attend.

There will be a focussed training session in the next couple of weeks on calendar management for ACs and AAs, this is not that.

Please let me know if you have any questions.

Thanks all,  
Maura

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 1, 2018 12:23 PM  
**To:** Weltz, Angela D PSA:EX; Gadsby, Sean C PSA:EX; Tupper, Linsey PSA:EX  
**Subject:** Current Version of Guidelines  
**Attachments:** Civic Election Communique and FAQs May 2018.docx

Hello,

Please find attached the draft guidelines for political staff taking leave we are discussing this afternoon. There are minor changes since the version from yesterday, nothing substantive.

Thank you,  
Maura

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 1, 2018 4:40 PM  
**To:** Sam, Anne-Marie IRR:EX  
**Subject:** RE: More on records mgmt - Thursday session

Hi Anne-Marie,  
There is an online version you can take. Go to MyHR or log into your HR portal. It's course IM117.  
If there is another in person session scheduled in the future we will let you know.  
Maura

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**From:** Sam, Anne-Marie IRR:EX  
**Sent:** Tuesday, May 1, 2018 3:02 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: More on records mgmt - Thursday session

Maura,

I have not taken this course, but I am not available this Thursday on Tour with MSF.

anne

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, May 1, 2018 12:17 PM  
**To:** LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>; LP Ministerial Assistants <LPMAs@Victoria1.gov.bc.ca>; LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>; LP Support Staff <LPSUPPORT@Victoria1.gov.bc.ca>  
**Cc:** Clark, Layne PREM:EX <Layne.Clark@gov.bc.ca>  
**Subject:** More on records mgmt - Thursday session

Hello All,

The records management training this week is for staff who haven't taken the IM117 course yet.

If you haven't taken it, you have received an email from me today saying so.

If you have taken it but would like additional training you are most welcome to attend.

There will be a focussed training session in the next couple of weeks on calendar management for ACs and AAs, this is not that.

Please let me know if you have any questions.

Thanks all,  
Maura

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 2, 2018 9:05 AM  
**To:** Farmer, Susan PREM:EX  
**Subject:** Re: Correspondence Staff Salaries

Will do

On May 2, 2018, at 9:03 AM, Farmer, Susan PREM:EX <[Susan.Farmer@gov.bc.ca](mailto:Susan.Farmer@gov.bc.ca)> wrote:

That'd work for me – my direct number is below if you want to call me when you're available around then.

Thanks ☺

**Susan Farmer**

Managing Director | Correspondence Branch | Office of the Premier  
P: 250-387-3570 E: [susan.farmer@gov.bc.ca](mailto:susan.farmer@gov.bc.ca)

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, May 2, 2018 9:02 AM  
**To:** Farmer, Susan PREM:EX  
**Cc:** Holmwood, Jen PREM:EX  
**Subject:** Re: Correspondence Staff Salaries

Hi Susan, let's have a phone call so I can walk you through the changes.  
Would 11:45am work for you?  
Thank you

On May 2, 2018, at 8:54 AM, Farmer, Susan PREM:EX <[Susan.Farmer@gov.bc.ca](mailto:Susan.Farmer@gov.bc.ca)> wrote:

Hi – I'm hoping for clarity as to whether this is impacting all staff in Correspondence (even me). The attachment got lost through being added to the reply, so maybe that would answer that question...

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**From:** Holmwood, Jen PREM:EX  
**Sent:** Tuesday, May 1, 2018 4:05 PM  
**To:** Parte, Maura PSA:EX  
**Cc:** Farmer, Susan PREM:EX  
**Subject:** RE: Correspondence Staff Salaries

Hi Maura,  
Thanks for this. I will leave it for Susan to deliver the general info and have them speak to you for specifics if needed.  
Cheers!



**From:** Parte, Maura PSA:EX  
**Sent:** Monday, April 30, 2018 9:07 AM  
**To:** Holmwood, Jen PREM:EX  
**Cc:** Geary, Vanessa PREM:EX  
**Subject:** FW: Correspondence Staff Salaries

Good morning Jen,

Per our conversation last week Geoff has signed off on salary increases for those correspondence staff who haven't been progressing through the pay grid.

Jen, do you or Susan want to communicate this to them?

One of you could deliver the general news and then leave specifics for me to answer if that's helpful. In case they inquire about retroactivity, etc.

It will be effective April 29, 2018.

I've attached the note for reference..

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
Desk: 778-698-9278  
Mobile: 250-208-4578  
<image003.png>

Page 013 of 182 to/à Page 014 of 182

Withheld pursuant to/removed as

s.22

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 2, 2018 10:56 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Records Management IM117

Hello – you are receiving this note again because you haven't responded to the calendar invite regarding the session tomorrow.

There is no record of you having taken the IM117 course. If you have and it hasn't been recorded please let me know. If you haven't please make it a priority to attend tomorrow's session.

Thank you

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, May 1, 2018 10:45 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Clark, Layne PREM:EX; Hendry, Jackie PREM:EX; Wade, Debbie PREM:EX  
**Subject:** Records Management IM117

Good morning,

If you are receiving this email it is because records show that you haven't taken course IM117 Records Management.

It is possible that you have completed the course but didn't sign the form so there is no record of it, please let me know right away if this is the case and when you did take it.

If you aren't a new employee but haven't taken it in your new role it would be a good idea to have a refresher course. These sessions are also difficult to coordinate with several people so please rearrange your schedule to attend if necessary.

Records Management Training  
Thursday, May 3  
Government Caucus Room 223  
2:00PM-3:30PM

The course is mandatory for all new government employees and if you haven't taken it please do. It covers expectations about managing government records and complying with laws like the Freedom of Information and Protection of Privacy Act (FOIPPA).

I will be sending a calendar invite shortly.

Thanks everyone,  
Maura

**Parte, Maura PREM:EX**

**From:** Parte, Maura PSA:EX  
**Sent:** May 2, 2018 12:14 PM  
**To:** Farmer, Susan PREM:EX  
**Subject:** Correspondence Staff

<b>Name and Salary</b>	<b>Recommendation</b>	<b>Decision</b>
Ashley Hampson Clerk 14/Step 1  Was eligible for an increase to Grid 14/Step 2 on December 5, 2017.	Move to Step 2  \$46,337.21 to \$47,647.15 Increase of \$1,309.94 (2.8%)	Effective April 29, 2018
Gary Hostad Clerk 9/Step 2  Was eligible for an increase to Clerk 9/Step 3 on May 29, 2017.	Move to Step 3  \$41,507.29 to \$42,655.22 Increase of \$1,147.93 (2.8%)	Effective April 29, 2018
Titas Uzdavinys Clerk 9/Step 1  Was eligible for an increase in 2015, 2016, 2017, currently placing him at Step 4 on September 2, 2017. (8.5%)	Move to Step 4  \$40,394.06 to \$43,842.81 Increase of 3,448.75	Effective April 29, 2018

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 3, 2018 9:37 AM  
**To:** Romanow, Holly CITZ:EX  
**Cc:** Begley, Rhianna CITZ:EX  
**Subject:** RE: IM117 Training

Yes

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**From:** Romanow, Holly CITZ:EX  
**Sent:** Thursday, May 3, 2018 9:37 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Begley, Rhianna CITZ:EX  
**Subject:** RE: IM117 Training

Hi Maura,

Can I please confirm that it's Minister's Office and Office of the Premier staff who will attend?

Thanks,

**Holly Romanow** | Senior Advisor  
Privacy, Compliance and Training  
Corporate Information & Records Management Office | Ministry of Citizens' Services  
778-698-5852 | [holly.romanow@gov.bc.ca](mailto:holly.romanow@gov.bc.ca)

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, May 3, 2018 9:29 AM  
**To:** Begley, Rhianna CITZ:EX  
**Cc:** Romanow, Holly CITZ:EX  
**Subject:** RE: IM117 Training

Hi Rhianna,

It is confirmed for today, from 2pm-3:30pm in the Government Caucus Room 223.  
I have 26 scheduled to attend, some have taken the course before last fall and are seeking a refresher.

Thank you,  
Maura

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**From:** Begley, Rhianna CITZ:EX  
**Sent:** Thursday, May 3, 2018 8:58 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Romanow, Holly CITZ:EX  
**Subject:** RE: IM117 Training

Hi Maura,

May I please confirm that this is not happening this afternoon. If it is, we will need confirmation of audience, number of attendees (for print outs) and confirmation of room and time.

Thank you,  
Rhianna

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, May 1, 2018 9:04 AM  
**To:** Begley, Rhianna CITZ:EX  
**Subject:** RE: IM117 Training

Thanks for clarifying that Rhianna. We have an executive director from Vancouver who needs the training but I think we will need to find an alternate date, and possible in Vancouver too. I will be back in touch shortly.

Maura

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**From:** Begley, Rhianna CITZ:EX  
**Sent:** Tuesday, May 1, 2018 9:03 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: IM117 Training

Hi Maura,

Sorry Maura – I misunderstood. So long as there are no exec staff in attendance, I think 2pm onwards works well. If exec staff are in attendance we will have to push it out as neither Matt or I are able to do this Thursday.

Thanks,  
Rhianna

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, May 1, 2018 8:57 AM  
**To:** Begley, Rhianna CITZ:EX  
**Subject:** RE: IM117 Training

Hi Rhianna,

Did we sort out a time for Thursday afternoon. I can't canvass the staff until I have that.

Thank you,  
Maura

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**From:** Begley, Rhianna CITZ:EX  
**Sent:** Monday, April 30, 2018 12:01 PM  
**To:** Parte, Maura PSA:EX; Reed, Matt CITZ:EX  
**Cc:** Hendry, Jackie PREM:EX; Arslan, Alan CITZ:EX; Hoskins, Chad CITZ:EX; Romanow, Holly CITZ:EX  
**Subject:** RE: IM117 Training

Hi all,

Before confirming whether or not we can make Thursday afternoon work, may I confirm that audience of the remaining staff?

Thanks,  
Rhianna

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, April 27, 2018 11:23 AM  
**To:** Reed, Matt CITZ:EX  
**Cc:** Hendry, Jackie PREM:EX; Begley, Rhianna CITZ:EX; Arslan, Alan CITZ:EX; Hoskins, Chad CITZ:EX  
**Subject:** RE: IM117 Training

Hi Matt,

Understood. I am wondering how quickly we can pull together a session for the staff who haven't been able to take IM117 yet from both the Premier's Office and Ministers' offices.

Is next Thursday morning or afternoon too ambitious for scheduling a session?

We can hold it in the Legislature.

Thank you,  
Maura

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**From:** Reed, Matt CITZ:EX  
**Sent:** Thursday, April 26, 2018 11:49 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Hendry, Jackie PREM:EX; Begley, Rhianna CITZ:EX; Arslan, Alan CITZ:EX; Hoskins, Chad CITZ:EX  
**Subject:** RE: IM117 Training

Hi Maura,

The thought over here was that there would be a benefit to doing IM117 first – before calendar training – so we will work to schedule the IM117 and then follow that up with scheduling the latter.

Thanks,  
-m

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**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, April 25, 2018 6:09 PM  
**To:** Reed, Matt CITZ:EX  
**Cc:** Hendry, Jackie PREM:EX; Begley, Rhianna CITZ:EX; Arslan, Alan CITZ:EX  
**Subject:** Re: IM117 Training

Hi Matt,

Thanks for this.

1) Government Caucus has requested records management training for their staff. The contact there is Executive Director Roseanne Moran at [Roseanne.Moran@leg.bc.ca](mailto:Roseanne.Moran@leg.bc.ca) or 250-953-4645. I can facilitate an introduction if that's helpful.

2) Yes, we are seeking a focussed session for Administrative Coordinators and Administrative Assistants in Ministers' offices on calendar management. A small group of them have not taken IM117 yet so I am wondering if it would be advisable for them to take that first. This group is approximately 45 people.

Thank you,  
Maura

On Apr 25, 2018, at 4:20 PM, Reed, Matt CITZ:EX <[Matt.Reed@gov.bc.ca](mailto:Matt.Reed@gov.bc.ca)> wrote:

Hi Maura,

I have two follow-up questions semi-related to this thread:

- Was there an interest or need for training to be delivered to caucus again? I ask because we had the handful of caucus staff uninvited from the session last week.
- Was there an interest in having us set up calendar training for admin assistants?

Thanks,

-m

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**From:** Arslan, Alan CITZ:EX  
**Sent:** Wednesday, April 25, 2018 1:54 PM  
**To:** Hendry, Jackie PREM:EX; Parte, Maura PSA:EX  
**Cc:** Begley, Rhianna CITZ:EX; Reed, Matt CITZ:EX  
**Subject:** RE: IM117 Training

Hello Jackie and Maura,

I hope you are both doing well. I am writing about a couple of things:

1. I am still needing the numbers from the 4 employees in the email below so that they can get credit for completing IM117
2. The following MO staff listed below will need to receive training from our branch. Could you please let me know what dates could work so that I can coordinate with Matt/Rhianna?

Hubley,Holly Lynn
Nanninga,Tanera
Sharma,Niki
DeLaney-Spindler,ChelseaS.22
Frampton,Caelie
Singh,S.22 : Jasmyn
Demelo,Paula
Sam,Ann Marie
Duguay,Ilene S
MacDonald,Alexanders.22
Pommelet,LisaS.22
Smith,Jessica S.22
Reid,Heide S.22
Garnier,Jack S.22
Hembree,SaraS.22
Takkar,Namrata
Wakeman,Michelle

Sincerely,



Alan Arslan

**From:** Arslan, Alan CITZ:EX

**Sent:** Thursday, April 19, 2018 1:26 PM

**To:** Hendry, Jackie PREM:EX; Parte, Maura PSA:EX

**Subject:** IM117 Training

Good afternoon Jackie and Maura,

I am needing employee numbers for the following employees that took IM117 training today so that they can get credit for the course:

- Maura Parte
- Kim Manton
- John Michael McColl
- Brenda Tombs

As always, thank you.

Sincerely,

**Alan Arslan**

Privacy Advisor | desk 778-698-5839; cell 250-588-3524

Privacy, Compliance & Training Branch

Corporate Information & Records Management Office

Ministry of Citizens' Services

*The contents of this message are provided for information purposes and do not constitute legal advice.*

Page 023 of 182 to/à Page 024 of 182

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**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 4, 2018 9:38 AM  
**To:** Clark, Layne PREM:EX; Wade, Debbie PREM:EX  
**Subject:** Final Civic Participation Guidelines  
**Attachments:** Civic Election Communique and FAQs May 2018.docx;  
A.1.B\_Standards\_of\_Conduct\_Political\_Staff.pdf

Hello,

Please find attached the guidelines for staff participation in civic elections and the Standards of Conduct for Political Staff that are part of the package.

Thank you,  
Maura

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 4, 2018 10:36 AM  
**To:** Sanderson, Melissa EMPR:EX  
**Cc:** Duncan, Kate EMPR:EX  
**Subject:** Temporary AA starting Monday

Hi Melissa,

Lisa Pommelet is starting in your office for a 2 week posting starting Monday, May 7.

Please note <sup>s.22</sup> Monday, May 14 so won't be working on that day.

Can you please arrange for Lisa to have an email account set up in EMPR?

She will be at your office Monday at 8:30am.

Please let me know if there are any other questions.

Thank you,  
Maura

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 4, 2018 11:32 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** FW: IM117 Training

Hi Dawn-Lynn,

More staff participated in the workshop yesterday so I need employee IDs for them?

Is there a way I can access this information?

Thank you,  
Maura

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**From:** Arslan, Alan CITZ:EX  
**Sent:** Friday, May 4, 2018 11:08 AM  
**To:** Hendry, Jackie PREM:EX; Parte, Maura PSA:EX  
**Subject:** RE: IM117 Training

Good morning Jackie and Maura,

I am needing employee numbers for the following employees that took IM117 training yesterday so that they can get credit for the course:

- Susan Campbell
- Lisa Grant
- Debbie Wade
- Lisa Pommelet
- Andra Hahn
- Lindsay Banh
- Amanda Shortt
- Holly Hubley
- Paula Demelo
- Ilene Duguay
- Jack Garnier

As always, thank you.

Sincerely,

**Alan Arslan** CIPP/C

Privacy Advisor | desk 778-698-5839; cell 250-588-3524

Privacy, Compliance & Training Branch

Corporate Information & Records Management Office

Ministry of Citizens' Services

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**From:** Arslan, Alan CITZ:EX  
**Sent:** Thursday, April 19, 2018 1:26 PM  
**To:** Hendry, Jackie PREM:EX; Parte, Maura PSA:EX  
**Subject:** IM117 Training

Good afternoon Jackie and Maura,

I am needing employee numbers for the following employees that took IM117 training today so that they can get credit for the course:

- Maura Parte
- Kim Manton
- John Michael McColl
- Brenda Tombs

As always, thank you.

Sincerely,

**Alan Arslan**

Privacy Advisor | desk 778-698-5839; cell 250-588-3524

Privacy, Compliance & Training Branch

Corporate Information & Records Management Office

Ministry of Citizens' Services

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**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 4, 2018 12:56 PM  
**To:** Hunt, Charlotte PSSG:EX  
**Subject:** Offer Letter  
**Attachments:** Scan\_20180504.pdf

Hi Charlotte,

Please review and sign and return to me as soon as you can.

Your pay and benefits are confirmed as reinstated.

Apologies for any confusion this may have caused.

Thank you,  
Maura

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 4, 2018 1:08 PM  
**To:** 'Erin Richards'  
**Subject:** RE: Offer Letter - Communications Assistant, Office of the Premier

Hi Erin,

It will be email but I need your home address please.

Thank you,  
Maura

**From:** Erin Richards s.22  
**Sent:** Thursday, May 3, 2018 5:44 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Offer Letter - Communications Assistant, Office of the Premier

Hi Maura,

Do you know when I can expect to receive the offer letter? Will it be sent by email or mail?

Thank you,

Erin Richards | Communications Specialist  
250-588-5417



**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 8, 2018 9:57 AM  
**To:** Sas, Jonathan IRR:EX  
**Subject:** Check in

Hi Jonathan,

I'm getting in touch because we haven't had our one to one check in yet.

It should take approximately 45 minutes.

My calendar is up to date if you are able to propose a time.

Thank you,  
Maura

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 8, 2018 9:57 AM  
**To:** Sam, Anne-Marie IRR:EX  
**Subject:** One to one check in

Hi Anne-Marie,

I'm getting in touch because we haven't had our one to one check in yet.

It should take approximately 45 minutes.

My calendar is up to date if you are able to propose a time.

Thank you,  
Maura

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 8, 2018 2:43 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** RE: PO Changes

Thank you

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**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Tuesday, May 8, 2018 2:42 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: PO Changes

Hi Maura – These have been processed in PeopleSoft –

*Re: Ashley Hampson §.22  
- Merit to step2 effective April 29, 2018 has been processed.*

*Re: Gary Hostad §.22  
- Merit to step 3 effective April 29, 2018 has been processed.*

*Re: Tital Uzdavinys §.22  
- Merit from step 1 to step 4 effective April 29, 2018 has been processed.*

Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

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**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, May 3, 2018 12:25 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** PO Changes

Hi Dawn-Lynn,

I am writing to effect the following salary changes.

Please let me know if there are any changes.

Thank you,

Maura

<b>Name and Salary</b>	<b>Recommendation</b>	<b>Decision</b>
Ashley Hampson Clerk 14/Step 1  Was eligible for an increase to Grid 14/Step 2 on December 5, 2017.	Move to Step 2  \$46,337.21 to \$47,647.15 Increase of \$1,309.94 (2.8%)	Effective April 29, 2018
Gary Hostad Clerk 9/Step 2  Was eligible for an increase to Clerk 9/Step 3 on May 29, 2017.	Move to Step 3  \$41,507.29 to \$42,655.22 Increase of \$1,147.93 (2.8%)	Effective April 29, 2018
Titas Uzdavinys Clerk 9/Step 1  Was eligible for an increase in 2015, 2016, 2017, currently placing him at Step 4 on September 2, 2017. (8.5%)	Move to Step 4  \$40,394.06 to \$43,842.81 Increase of 3,448.75	Effective April 29, 2018

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 8, 2018 2:48 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** RE: Don Privett

Thank you

---

**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Tuesday, May 8, 2018 2:48 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Don Privett

Hi Maura – the first information I have on Don Privett is he started on 16AUG17, he was not a previous employee (EE) that we had a record of. If he says he was a previous EE, we can check back but if he left before 1995 or 1996, we most likely would not have a record. Sorry.....d!

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

---

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, May 8, 2018 9:23 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Don Privett

Hi Dawn Lynn,

Don Privett is a Clerk 11 in the OOP.

Are you able to see whether he worked in government previous to this position?  
I'm doing a review of his salary and trying to get a sense of his past experience.

Thank you,  
Maura

Page 036 of 182

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s.22

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 8, 2018 3:58 PM  
**To:** Wade, Debbie PREM:EX  
**Subject:** Letter  
**Attachments:** s.22

Hello Debbie,

Attached is a letter for Geoff's review.

Please let me know if he has any questions.

Thank you,  
Maura  
250-213-6377

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 9, 2018 9:22 AM  
**To:** Sharma, Niki MCF:EX  
**Subject:** RE: Update

Hi Niki,

I'm still working through options to provide to Geoff so I won't have anything new to update you on but I am happy to discuss.

I'm in my office this morning if you are available to discuss by phone.

Thank you,  
Maura  
778-698-9278

---

**From:** Sharma, Niki MCF:EX  
**Sent:** Tuesday, May 8, 2018 8:20 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Update

Hi Maura,

Hope your morning is going well. Can we connect this week?

Thanks

Sincerely,

**Niki Sharma**  
*Ministerial Assistant to*  
**The Hon. Katrina Chen**  
Minister of State for Child Care

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Room 027 | Parliament Buildings | Victoria | British Columbia | V8W 9E2  
Phone: 250-356-5781 | Fax: 250-356-0201 | Email: [Niki.Sharma@gov.bc.ca](mailto:Niki.Sharma@gov.bc.ca)



**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 9, 2018 9:45 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Charlotte Hunt  
**Attachments:** Charlotte Hunt Signed Offer Letter.pdf

Please find a signed offer letter for Charlotte Hunt

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 9, 2018 9:52 AM  
**To:** Hughes, Candice AG:EX  
**Subject:** Step increase

Hello Candice,

I am confirming that your salary has been increased from Step 4 to Step 5, effective April 20, 2018 has been processed.

Please let me know if you have any questions.

Thank you,  
Maura Parte  
778-698-9278



Where ideas work

**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Tuesday, May 1, 2018 11:29 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Charlotte Hunt

Hi Maura – I tried to call you about Charlotte Hunt – it appears she is still working, however, I see she was hired as a term-limited OIC and I do not see another OIC was completed. Please let me know if you have one. I am guessing we should be extending her. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, May 1, 2018 8:56 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Charlotte Hunt

Good morning Dawn-Lynn,

Charlotte Hunt is a clerk 9 in the PSSG office who does correspondence officer duties.

From March 12 to April 22 she spent 4 hours a day in the AG office subbing for Candice Hughes who is an AO18.

We initially discussed time in lieu for her extra efforts but have concluded that she should be compensated for the substitution she did.

This would mean she would need to be paid for the difference between her Clerk 9 salary and the AO18 Step 1 salary for 4 hours a day for 6 weeks (120 hours).

Is this even possible to do?

Or is there a better way to accomplish the same goal?

Thank you,  
Maura

Page 043 of 182

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## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 9, 2018 4:37 PM  
**To:** Tupper, Linsey PSA:EX  
**Cc:** Roe, Sandra PSA:EX  
**Subject:** Re: Vancouver travel on Monday

Yes and yes, thank you!

On May 9, 2018, at 4:05 PM, Tupper, Linsey PSA:EX <[Linsey.Tupper@gov.bc.ca](mailto:Linsey.Tupper@gov.bc.ca)> wrote:

Did you get the confirmation from Harbour Air with your flight details for Monday? If not, I will send again. If yes, please have a look at them just to confirm that I have you booked correctly ☺

Thanks,  
Linsey

Linsey Tupper, Senior Executive Assistant  
Office of the Deputy Minister | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772  
<image001.png>

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, May 9, 2018 11:12 AM  
**To:** Roe, Sandra PSA:EX; Tupper, Linsey PSA:EX  
**Subject:** Vancouver travel on Monday

Hello Sandra and Linsey,

I would like to book the following flight on Harbour Air for next Monday, May 14:

Flight #204 – Departing Victoria at 8am  
Flight #223 – Departing Vancouver at 5pm

Thank you for your help.

Maura

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 9, 2018 7:58 PM  
**To:** Halls, Lori D PSA:EX  
**Subject:** Re: Presentation to Caucus

Thank you, understood.

On May 9, 2018, at 6:30 PM, Halls, Lori D PSA:EX <[Lori.D.Halls@gov.bc.ca](mailto:Lori.D.Halls@gov.bc.ca)> wrote:

Here's the presentation I was speaking about. We would need to update but it gives you a flavour of what was covered. Please keep this to yourself.

Lori Halls  
Deputy Minister  
BC Public Service Agency

Begin forwarded message:

**From:** "Tupper, Linsey PSA:EX" <[Linsey.Tupper@gov.bc.ca](mailto:Linsey.Tupper@gov.bc.ca)>  
**Date:** May 9, 2018 at 4:25:04 PM PDT  
**To:** "Halls, Lori D PSA:EX" <[Lori.D.Halls@gov.bc.ca](mailto:Lori.D.Halls@gov.bc.ca)>, "Roe, Sandra PSA:EX" <[Sandra.Roe@gov.bc.ca](mailto:Sandra.Roe@gov.bc.ca)>  
**Subject:** RE: Presentation to Caucus

Here you go.  
Linsey

Linsey Tupper, Senior Executive Assistant  
Office of the Deputy Minister | BC Public Service Agency  
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250-952-6296  
[MyHR@gov.bc.ca](mailto:MyHR@gov.bc.ca) | 250.952.6000 | Toll Free 1.877.277.0772

<image001.png>

---

**From:** Halls, Lori D PSA:EX  
**Sent:** Wednesday, May 9, 2018 4:14 PM  
**To:** Roe, Sandra PSA:EX; Tupper, Linsey PSA:EX  
**Subject:** Presentation to Caucus

Sandra/Linsey

In the first year I was here I was asked to give a presentation to Caucus.....can you resurrect that presentation?

Lori Halls  
Deputy Minister  
BC Public Service Agency

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 9, 2018 8:40 PM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Re: Niki Sharma - Oath

Thank you

On May 9, 2018, at 4:13 PM, Wilson, Cherie MCF:EX <[Cherie.Wilson@gov.bc.ca](mailto:Cherie.Wilson@gov.bc.ca)> wrote:

Hi Maura,

I wanted to give you Niki's Oath for your files.

Have a good day.

Sincerely,

**Cherie Wilson**  
Administrative Assistant to  
**The Hon. Katrina Chen**  
Minister of State for Child Care

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Phone: 250-356-5781 | Fax: 250-356-0201 | Email: [Cherie.Wilson@gov.bc.ca](mailto:Cherie.Wilson@gov.bc.ca)

**From:** CHEWILSO [<mailto:Cherie.Wilson@gov.bc.ca>]  
**Sent:** Wednesday, May 9, 2018 4:11 PM  
**To:** Wilson, Cherie MCF:EX  
**Subject:** Scan From <Device Name>

<Scan\_20180509.pdf>

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 10, 2018 11:09 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Re: Maria

That's great for her. Yes I am available later on; do you have a time in mind?

On May 10, 2018, at 10:10 AM, Geary, Vanessa PREM:EX <[Vanessa.Geary@gov.bc.ca](mailto:Vanessa.Geary@gov.bc.ca)> wrote:

Maria got the events job. I need to figure out timing for transition – do you have a few minutes later today to chat? This is still confidential.  
Thanks Vanessa



## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 10, 2018 3:33 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** Re: Relocations: Copies of Assignment of Wages-Minister's Office

I have a spreadsheet with everyone who has been authorized for assistance: I'll send it to you tomorrow.

Thank you

> On May 10, 2018, at 3:11 PM, Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca> wrote:

>

> Also received these ones. If you notice we are missing any for the  
> folks that had relocation, please let me know. Thank you.....dl

>

> Dawn-Lynn Phillips, HR Executive Support Services Advisor Executive  
> Talent Management Talent Management Division | BC Public Service  
> Agency Suite 500, 1011 – 4th Avenue | Prince George BC | V2L 3H9 |  
> Phone: 250.888.4570

>

> [wiw]

>

> From: Janke, Debra FIN:EX  
> Sent: Thursday, May 10, 2018 2:59 PM  
> To: Phillips, Dawn-Lynn PSA:EX  
> Subject: Relocations: Copies of Assignment of Wages-Minister's Office

>

> Hi Dawn-Lynn,

>

> As requested, attached please find copies of the Assignment of Wages for Relocation payments made to the following employees:

>

> William Beale                      Agriculture

>

> Karl Riley                         Citizens Services

>

> Robert Hill                        Energy, Mines Petroleum Resources

> James McNish                      Energy, Mines Petroleum Resources

> Melissa Sanderson                Energy, Mines Petroleum Resources

>

> Eveline Xia                        Environment

>

> Kassandra Dycke                  Health

> Amanda van Baarsen               Health

>

> Anna Lindsay-Baugh               Mental Health and Addictions

>

> To-date, no relocation payments were made for Finance.

>

> Thanks.  
>  
> Debra  
>  
>  
>  
> Debra Janke  
> Executive Financial Clerk, Ministers' Office Support Services  
> Corporate Financial and Facilities Services Branch Ministry of Finance  
> Phone: 778 698-8564 Fax: (250) 356-7326  
> Email: Debra.Janke@gov.bc.ca<mailto:Debra.Janke@gov.bc.ca>  
> Website: <http://www.min.fin.gov.bc.ca>  
> Serving all Ministers' Offices and the Office of the Premier  
>  
> <MINISTERS OFFICE-RELOCATIONS.pdf>  
> <image001.jpg>

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 10, 2018 4:30 PM  
**To:** Erin Richards  
**Subject:** Re: Letter and forms

Thanks Erin.

I can't download the encryption tool as it's not government approved.

It may be best to drop off the forms a package at my office if you have security concerns about electronic mail.  
I need to have it by the end of next week at the latest.

Maura

On May 10, 2018, at 4:18 PM, Erin Richards <[erinriehrichards@gmail.com](mailto:erinriehrichards@gmail.com)> wrote:

Hello Maura,

Thank you for sending this package. I have completed and signed all the forms, but I'm wondering if there is a more secure way for me to send you the documents and scanned identification. If not, would you be open to downloading an encryption tool? S.22

and < suggests <https://www.gpg4win.org/>. This way, I can send you the documentation as an encrypted file and you can use the tool to decrypt it with a password.

Let me know what works best for you.

Thank you,

Erin Richards | Communications Specialist  
250-588-5417

On Tue, May 8, 2018 at 10:02 AM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hello Erin,

Please find attached your letter of offer. Once you have reviewed please return to me.

I have also attached forms for onboarding you as a new employee. The criminal record check is policy for all Order in Council appointed employees.

Please also include 2 pieces of identification, preferably a driver's license.

Thank you and please call if there are any questions.

Maura

Page 052 of 182

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**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 11, 2018 11:11 AM  
**To:** Hansen, Lucy HLTH:EX  
**Cc:** Singh, Jasmyn HLTH:EX  
**Subject:** Package for your review  
**Attachments:** LOE Erika McCormick.docx; A.1.C\_Standards\_of\_Conduct - Public Service.pdf; Administrative Assistant Job Profile Minister's Office January 2018.docx

Hello Lucy and Jasmyn,

Please find attached a draft letter of expectations for your consideration and accompanying documents.

I am available this afternoon to discuss or Tuesday of next week.

Thank you,  
Maura

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 11, 2018 4:42 PM  
**To:** Russell, Shannon CITZ:EX  
**Subject:** employee\_exit\_checklist\_excel\_version.xlsx  
**Attachments:** employee\_exit\_checklist\_excel\_version.xlsx

Page 056 of 182 to/à Page 057 of 182

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**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 11, 2018 4:52 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Next week one to one check ins

Hi there. If you are receiving this email it is because I still haven't been able to meet with you for a one on one check in. Thank you for your efforts to meet with me and my apologies for any cancellations this week. Next week I am in Vancouver all day Monday but look forward to connecting with you later in the week. Thanks and have a good weekend,  
Maura

Page 061 of 182 to/à Page 062 of 182

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## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 15, 2018 11:53 AM  
**To:** Meggs, Geoff PREM:EX  
**Subject:** FW: Update

Hi Geoff,

Niki Sharma has been in touch with me regarding employment options. I met with her a couple of weeks to assess her situation so she has asked me for follow-up as she needs to plan for the next few months.

We could ask her to consider another month in her current position until all options are fully explored? The Minister will likely have a lot of Lower Mainland based events once the session has ended.

Please let me know if there is anything you need me to do, I'm happy to help.

Thank you,  
Maura

---

**From:** Sharma, Niki MCF:EX  
**Sent:** Tuesday, May 15, 2018 11:45 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Re: Update

Hi Maura,

Please let me know when you have something. I would like to see what options you can offer so I can plan for the next few months.

Thanks  
Niki

Sent from my iPhone

On May 9, 2018, at 9:22 AM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hi Niki,

I'm still working through options to provide to Geoff so I won't have anything new to update you on but I am happy to discuss.

I'm in my office this morning if you are available to discuss by phone.

Thank you,  
Maura  
778-698-9278

---

**From:** Sharma, Niki MCF:EX  
**Sent:** Tuesday, May 8, 2018 8:20 AM

**To:** Parte, Maura PSA:EX  
**Subject:** Update

Hi Maura,

Hope your morning is going well. Can we connect this week?

Thanks

Sincerely,

Niki Sharma  
Ministerial Assistant to  
The Hon. Katrina Chen  
Minister of State for Child Care

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Phone: 250-356-5781 | Fax: 250-356-0201 | Email: [Niki.Sharma@gov.bc.ca](mailto:Niki.Sharma@gov.bc.ca)

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 15, 2018 1:04 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** AA Hiring  
**Attachments:** Administrative Assistant Job Profile Minister's Office January 2018.docx; AA Interview Questions May 2018 DRAFT.docx; MO Administrative Coordinator Job Description Nov 2017.docx; Salary Range Regulation 219 2017.pdf

Hi Vanessa,

I've attached the following documents:

- AA job description – its tailored to a MO so we will need to amend the fit VCO and change from Clerk 9 to Clerk 11
- AA draft interview guide
- AC job description – again it is tailored to an MO so we will need to adjust to fit VCO needs and to be consistent with public service job descriptions (profiles) Note: Danny L may have another job description I'm not aware of
- Salary Range Regulation for all political staff

Please let me know if there is anything else.

Thank you,  
Maura

## **Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 15, 2018 3:32 PM  
**To:** Sharma, Niki MCF:EX  
**Subject:** RE: Update

Hi Niki,

Do you have time today to talk for a short time?

I don't have anything final for you but would like to update you on where things are at.

Thank you,  
Maura

---

**From:** Sharma, Niki MCF:EX  
**Sent:** Tuesday, May 15, 2018 11:45 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Re: Update

Hi Maura,

Please let me know when you have something. I would like to see what options you can offer so I can plan for the next few months.

Thanks  
Niki

Sent from my iPhone

On May 9, 2018, at 9:22 AM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hi Niki,

I'm still working through options to provide to Geoff so I won't have anything new to update you on but I am happy to discuss.

I'm in my office this morning if you are available to discuss by phone.

Thank you,  
Maura  
778-698-9278

---

**From:** Sharma, Niki MCF:EX  
**Sent:** Tuesday, May 8, 2018 8:20 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Update

Hi Maura,

Hope your morning is going well. Can we connect this week?

Thanks

Sincerely,

Niki Sharma  
Ministerial Assistant to  
The Hon. Katrina Chen  
Minister of State for Child Care

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Phone: 250-356-5781 | Fax: 250-356-0201 | Email: [Niki.Sharma@gov.bc.ca](mailto:Niki.Sharma@gov.bc.ca)

## **Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 16, 2018 9:24 AM  
**To:** Lawson, Liam PSSG:EX  
**Subject:** RE: AA Job description  
**Attachments:** Administrative Assistant Job Profile Minister's Office January 2018.docx

The Administrative Assistant may be required, under the direction of the Senior Ministerial Assistant, to be the back-up to the Administrative Co-ordinator during periods of vacation and leaves of absence.

---

**From:** Lawson, Liam PSSG:EX  
**Sent:** Wednesday, May 16, 2018 9:23 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** AA Job description

Forgot to ask at the end, can you forward over?

Liam Lawson  
Senior Ministerial Assistant  
Ministry of Public Safety and Solicitor General  
P: 250-356-2173 | C: 250-812-2547



**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 16, 2018 2:00 PM  
**To:** MacDonald, Alex MMHA:EX  
**Subject:** Course

The records management training (IM117) is mandatory for all new employees and can be taken online. Employees can access learning here: <https://gwww.gov.bc.ca/groups/learning-bc-public-service>

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 17, 2018 9:28 AM  
**To:** Sharma, Niki MCF:EX  
**Subject:** Mandatory course

Hi Niki,

Our records show that you haven't yet taken the records management course. If you have, and it hasn't been recorded properly, please let me know the date you attended one of the sessions we held.

If you haven't I would encourage you to take the course online, preferably by the end of this week. It shouldn't take any longer than one hour.

You can access the course here: <https://gwww.gov.bc.ca/groups/learning-bc-public-service>

Please let me know once it is complete.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

Page 071 of 182 to/à Page 072 of 182

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## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 17, 2018 10:40 AM  
**To:** Kish, Gillian PSA:EX  
**Subject:** RE: REMINDER: Top Work Unit Announcement

Hi Gillian,

I'd like to talk to you about this as I haven't taken action on it yet.

I just tried calling. I am at my desk for another 10 minutes and then available at 1pm.

Thank you,  
Maura  
778-698-9278

---

**From:** Kish, Gillian PSA:EX  
**Sent:** Thursday, May 17, 2018 10:22 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** REMINDER: Top Work Unit Announcement

Just a reminder that we require the confirmed names of your organization's Top Work Unit today.

Thank you!  
Gillian

**Gillian Kish, Corporate Recognition and Long Service Awards Manager**  
Policy, Innovation and Engagement Branch | BC Public Service Agency  
976 Meares St. | Victoria BC | V8V 3J4 | 250.216.7069

---

**From:** Kish, Gillian PSA:EX  
**Sent:** Friday, May 11, 2018 2:20 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Top Work Unit Announcement  
**Importance:** High

Hello Maura,

In follow up to Don Wright's announcement received by your DMO yesterday, attached you will find a copy of your organization's **2018 Top Work Unit (TWU) winner**. This list also identifies work units that have been shortlisted as being eligible for a **10 Best Places to Work award** (see scoring criteria below) and who are encouraged to apply during the application period of May 14 to June 22nd.

As the SHR representative for your organization, you are our one point of contact for communications regarding Top Work Unit (TWU) winners and 10 Best finalists.

**\*\* In order to have the Top Work Unit certificates printed and delivered in time for presentation during Public Service Week in June, we kindly ask that you take action on the following:**

1. **Confirm the proper (full) name of the TWU winner** in the attached list. *This name will appear on the TWU certificate exactly as you provide it.* Please use abbreviations and acronyms only when it makes sense to do so. The finalized list needs to be returned to Gillian Kish **no later than Thursday, May 17.**
2. Further to step #1 - **identify the contact name and street mailing address where the certificate should be delivered.** Complete contact info is required by **Thursday, May 17.**
  - If your DM or SHR office would like to receive this certificate for direct presentation, please specify the DMO/SHR address and also identify a contact person who will receive the certificate.
3. Forward the attached **10 Best application form** to the semi-finalist noted in the attached list.  
If this work unit wishes to be considered for the 2018 10 Best Places to Work awards, their **application must be received by Friday, June 22.** Completed applications should be emailed to [Gillian.Kish@gov.bc.ca](mailto:Gillian.Kish@gov.bc.ca)

#### Scoring Criteria:

##### 2018 Top Work Units

Top Work Unit awards are presented to work units that have a WES score of 75 or more in the engagement driver. Winners will receive a framed certificate during Public Service Week (June 11-15).

##### 2018 10 Best Places to Work

The screening criteria for 10 Best semi-finalist selection includes:

- Achievement of Top Work Unit award status (75 or higher WES engagement score);
- Having 10 or more WES drivers with scores in the top 25% of all work units;
- Four of these top drivers (in the top 25%) must include: Empowerment, Supervisor, Respectful Environment and Staffing Practices

##### 10 Best application process

- 10 Best semi-finalists are invited to submit an application (attached) to the Public Service Engagement and Corporate Initiatives branch (via Gillian Kish) from May 14-June 22nd.
- Application includes questions specific to workplace culture, employee engagement and WES driver-specific actions taken.
- A cross-government panel of executives and SHR professionals will review the applications and decide on the final 10 Best.
- 10 Best winners will receive a framed certificate and will be recognized individually with a special feature on @Work in the fall.

If you have any questions about the Top Work Unit or 10 Best award programs, please don't hesitate to contact me.

Thank you in advance for coordinating these arrangements for your organization!

Gillian

**Gillian Kish, Corporate Recognition and Engagement Strategist**  
Policy, Innovation and Engagement Branch | BC Public Service Agency  
976 Meares St. | Victoria BC | V8V 3J4 | 250.216.7069

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 17, 2018 1:25 PM  
**To:** Reed, Matt CITZ:EX  
**Cc:** Hendry, Jackie PREM:EX  
**Subject:** Course Completion

Hi Matt,

There is one more person from the Premier's Office that has taken IM117 but is not on the list.

Special Advisor Don Bain took the training on February 23, 2018 by video conference.

Thank you,

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 17, 2018 1:37 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** FW: Records Management

Hi Anne-Marie,

Our records show that you haven't yet taken the records management course. If you have, and it hasn't been recorded properly, please let me know the date you attended one of the sessions we held.

If you haven't I would encourage you to take the course online, preferably by the end of this week. It shouldn't take any longer than one hour.

You can access the course here: <https://gwww.gov.bc.ca/groups/learning-bc-public-service>

Please let me know once it is complete.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 17, 2018 1:54 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Update

We are looking at June dates for VCO staff, is there a day/time during the week you would recommend?  
Perhaps when cabinet is meeting in Victoria?

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Thursday, May 17, 2018 1:53 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Re: Update

Super, thank you.

Sent from my iPhone

On May 17, 2018, at 1:45 PM, Parte, Maura PSA:EX <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)> wrote:

Hi Vanessa,

Thanks for helping to sort through which staff had completed the course, the list is accurate now.

Stay tuned in the coming weeks for a follow-up course which we will deliver at VCO for all staff there.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377



## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 17, 2018 2:05 PM  
**To:** Curtis, David CITZ:EX  
**Cc:** Hendry, Jackie PREM:EX; Reed, Matt CITZ:EX  
**Subject:** Update

Hello David,

I'm writing to provide an update on coordinating the follow-up records management training for ministers, parliamentary secretaries, and political staff, and to recommend some dates for the training.

- Ministers and parliamentary secretaries
  - A 1.5 hour session is being secured for an upcoming Cabinet meeting, possible dates include May 30, June 6, June 13 so far. Jackie Hendry will follow-up with an exact date and time in the next day.
  - We are recommending that parliamentary secretaries join this session. Please advise if you recommend a separate session for this group.
- Staff
  - We would recommend 3 sessions for staff: two in Victoria and one in Vancouver for Vancouver Cabinet Office staff
  - For the Victoria session, I recommend the following dates:
    - Afternoon, May 30, morning or afternoon, May 31, morning, June 6, or morning, June 13. It could be held at the same time as the presentation to ministers as long as that doesn't pose a staffing challenge for you. Executive Assistants based outside of Victoria are here May 30-31 for other training so the May 30 and 31 dates are preferred.
  - For the Vancouver session we will wait to see where the Cabinet is meeting in June so we can coordinate a meeting there when we expect ministers to be in Victoria.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 17, 2018 5:20 PM  
**To:** Rice, Colleen A CITZ:EX  
**Subject:** Re: Parliamentary Secretaries

Yes PS Rice and Dean were at the last meeting so likely won't attend this one. PS Dean followed up with David Henry on the technical side and it went very well so she may want to share that experience with her colleagues. I will keep you posted.

On May 17, 2018, at 5:07 PM, Rice, Colleen A CITZ:EX <[Colleen.Rice@gov.bc.ca](mailto:Colleen.Rice@gov.bc.ca)> wrote:

Hi Maura,

David asked me to follow up with you to confirm that Parliamentary Secretary Rice and Parliamentary Secretary Dean attended the previous session (which I remember that they were there, but if you could confirm that would be great).

I believe with the confirmations that you sent earlier today that will mean that if everyone makes it to the meeting next week that all of the Parliamentary Secretaries will have been offered additional sessions.

Thank you,  
Colleen

---

**From:** Reed, Matt CITZ:EX  
**Sent:** Thursday, May 17, 2018 4:42 PM  
**To:** Curtis, David CITZ:EX; Rice, Colleen A CITZ:EX  
**Subject:** Parliamentary Secretaries

Rick Glumac – Parliamentary Secretary for Technology  
Ravi Kahlon – Parliamentary Secretary for Sport and Multiculturalism  
Bowinn Ma – Parliamentary Secretary for TransLink  
Anne Kang – Parliamentary Secretary for Seniors  
Mable Elmore – Parliamentary Secretary for Poverty Reduction  
Jennifer Rice – Parliamentary Secretary for Emergency Preparedness  
Mitzi Dean – Parliamentary Secretary for Gender Equity

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 18, 2018 9:42 AM  
**To:** Meggs, Geoff PREM:EX  
**Cc:** Geary, Vanessa PREM:EX; Moran, Roseanne LASS:EX  
**Subject:** Update on training

Hello Geoff,

I'm writing to provide an update on coordinating the follow-up records management training for ministers, parliamentary secretaries, and political staff.

There are a couple of recommendations for you to consider.

Citizen Services ADM David Curtis is leading the preparations. A draft presentation will be available for review in advance.

- Ministers and parliamentary secretaries
  - A 1.5 hour session at the June 6 Cabinet meeting (final confirmation by end of day)
  - I recommend that the parliamentary secretaries join this session
- Staff – Once we have dates and time finalized I recommend a note to staff from you to encourage maximum participation
  - Victoria Staff
    - Two sessions will be offered on June 6 and June 13
  - VCO Staff
    - For the Vancouver based session we will wait to see where the Cabinet is meeting in June so we can coordinate a meeting there when we expect ministers to be in Victoria
  - Executive Assistants
    - For those staff that can't attend a Victoria or Vancouver based session we will hold a webinar session before the end of June
- Government Caucus
  - I will continue to coordinate with Roseanne on planning for Caucus members and staff

Please let me know if there is anything else.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 18, 2018 9:49 AM  
**To:** Reed, Matt CITZ:EX  
**Subject:** List

Hello Matt,

A couple more staff who aren't recorded correctly:

Sara Hembree in PSSG – completed in person in October 2017, can't recall the form but has a hand out from the session

Michelle Wakeman in PSSG – is no longer working for us

Thank you

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 18, 2018 9:55 AM  
**To:** Farmer, Susan PREM:EX  
**Subject:** Records

Hi Susan,

Our records show an employee in your unit has not taken the IM117 records management course.

The employee is Ahlers, Sonja Elizabeth

It may be the case that she has but it hasn't been recorded properly so can you please check with her?

By the end of today, if possible.

If she hasn't completed the course, please have her take it immediately.

Here is the link: <https://www.gov.bc.ca/groups/learning-bc-public-service>

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 18, 2018 11:09 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** AC substitution pay

Hi Dawn-Lynn,

The PSSG office is trying to enter substitution pay for Sara Hembree but the AC job code is coming back as incorrect.

Can you recommend someone to speak to about this?

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

Page 086 of 182

Withheld pursuant to/removed as

s.22

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 18, 2018 11:30 AM  
**To:** Wade, Debbie PREM:EX  
**Subject:** FW: Job Opportunity - Communications Assistant  
**Attachments:** Resume.pdf; Administrative Assistant Job Profile Minister's Office January 2018.docx

Hi Debbie,

The attached applicant was seeking the Communications Assistant in Sage's office.  
We did not interview but I had a follow-up conversation with her and she was open to considering the AA position.

I am thinking we should send her the AA job profile (attached) and ask her if she would be interested in an interview next Wednesday.

Her family is relocating to Victoria.

I will send on others as well.

Maura

---

**From:** Addo, Wolfgang AG:EX  
**Sent:** Wednesday, March 21, 2018 11:31 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Job Opportunity - Communications Assistant

Good Morning Maura,

Please see the attached, I am referring someone regarding the job posting.

Thank you,

Wolfgang

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**From:** Parte, Maura PSA:EX  
**Sent:** Tuesday, March 20, 2018 1:12 PM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Support Staff; LP Administrative Coordinators; LP Executive Assistants  
**Subject:** Job Opportunity - Communications Assistant

Hello Everyone,

An exciting job opportunity has opened up in the Premier's Office.

We are seeking an administrative support person to work with the Director of Communications.

Please note that this is a new position – the job profile is attached.

If you are interested or would like to refer someone who is please send resumes to my attention by the end of the day, Tuesday, March 27.



**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 18, 2018 12:27 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: VCO position

Great, have a good long weekend!

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Friday, May 18, 2018 12:23 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: VCO position

Sounds good. Both Rick and I spoke to Maria but will not be getting a notice out til next week. How about we connect on Wed morning at about 10am – I will send you invite.

BTW – Rick and I agreed on June 11 as Maria's start date with flexibility for transition on both sides ...

---

**From:** Parte, Maura PSA:EX  
**Sent:** Friday, May 18, 2018 12:19 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** VCO position

Hi Vanessa,

I'm hoping we can set a time next week to review the job description and next steps for the vacant position in your office.

Wednesday or Thursday morning is looking open for me right now.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 18, 2018 3:22 PM  
**To:** Lawson, Liam PSSG:EX  
**Subject:** Fwd: AC substitution pay

Begin forwarded message:

**From:** "Phillips, Dawn-Lynn PSA:EX" <[Dawn-Lynn.Phillips@gov.bc.ca](mailto:Dawn-Lynn.Phillips@gov.bc.ca)>  
**Date:** May 18, 2018 at 3:07:53 PM PDT  
**To:** "Parte, Maura PSA:EX" <[Maura.Parte@gov.bc.ca](mailto:Maura.Parte@gov.bc.ca)>  
**Subject:** RE: AC substitution pay

The job code for an Administrative Coordinator is 150005. Today has been filled with meetings, I am sorry for taking so long to get back to you. I am unsure why it is not working. There are times you are unable to enter into Time and Leave. A Substitution Pay form may need to be completed. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, May 18, 2018 11:09 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** AC substitution pay

Hi Dawn-Lynn,

The PSSG office is trying to enter substitution pay for Sara Hembree but the AC job code is coming back as incorrect.

Can you recommend someone to speak to about this?

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

Page 091 of 182

Withheld pursuant to/removal as

s.22

**Parte, Maura PREM:EX**

**From:** Parte, Maura PSA:EX  
**Sent:** May 22, 2018 7:44 AM  
**To:** Roe, Sandra PSA:EX  
**Subject:** Fwd: Projected Government Business  
**Attachments:** Projected Government Business 2018-05-17.docx; ATT00001.htm

Hi all,

Please see the attached projected government business for the week ahead and an update on estimates ordering below. Except for the final supply bill that will be introduced on the last day, all of the legislation for the spring sitting has now passed. Bill 32 – Protection of Public Participation Act will sit on the order paper over the summer and will likely be debated the first day back in the fall. Also, Committee C may still be used for estimates debate on Wednesday May 30<sup>th</sup> or Thursday May 31<sup>st</sup> if needed depending on the progress that is made with the remaining estimates. If you have questions or if there is anyone you think should be included on these emails in the future please let me know,

<b>Little House/Committee A (Douglas Fir Room) Order</b>	<b>Big House/Committee B (Main Chamber) Order</b>
<ol style="list-style-type: none"><li>1. <del>Public Safety &amp; Solicitor General (approx. 10 hrs)</del></li><li>2. <del>Agriculture (approx. 4 hrs)</del></li><li>3. <del>Education (approx. 6 hr)</del></li><li>4. <del>Environment &amp; Climate Change Strategy</del></li><li>5. <del>Children &amp; Family Development (approx. 3 hrs)<sub>2</sub></del> <del>Child Care (approx. 6 hrs)</del></li><li>6. <del>Social Development &amp; Poverty Reduction</del></li><li>7. <del>Citizens' Services</del></li><li>8. <del>Mental Health and Addictions (approx. 5 hrs)</del></li><li>9. <del>Health (approx. 9 hrs)</del></li><li>10. <del>Tourism, Arts &amp; Culture (approx. 5 hrs)</del></li><li>11. <del>Advanced Education, Skills &amp; Training (approx. 4 hrs)</del></li><li>12. <del>Finance (approx. 8 hrs)</del></li><li>13. <del>Energy, Mines &amp; Petroleum Resources (approx. 10 hrs)</del></li><li>14. <del>Jobs, Trade &amp; Technology, Trade (approx. 8 hrs)</del></li></ol>	<ol style="list-style-type: none"><li>1. <del>Transportation &amp; Infrastructure (approx. 8 hr)</del></li><li>2. <del>Forests, Lands, Natural Resource Operations &amp; Rural Development approx. (approx. 12 hrs)</del></li><li>3. <del>Labour (approx. 4 hrs)</del></li><li>4. <del>Indigenous Relations &amp; Reconciliation (approx. 5 hrs)</del></li><li>5. <del>Municipal Affairs &amp; Housing (approx. 5 hrs)</del></li><li>6. <del>Attorney General</del></li><li>7. <del>Executive Council</del></li></ol>
<b>Ministries yet to be ordered</b> 1.	

**Projected Spring 2018 Estimates Schedule for the  
Little House/Committee A in the Douglas Fir Room**

**May**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>
<b>28</b> <b>2:30pm to 6:30pm</b> Advanced Education Finance	<b>29</b> <b>11:00am to Noon</b> Finance  <b>1:30pm to 6:30pm</b> Energy, Mines & Petroleum Resources	<b>30</b> <b>2:30pm to 7:00pm</b> Energy, Mines & Petroleum Resources Jobs, Trade & Technology	<b>31</b> <b>11:00am to Noon</b> Jobs, Trade & Technology  <b>1:30pm to 5:00pm</b> Jobs, Trade & Technology

\*Times are approximate and subject to change

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 22, 2018 11:48 AM  
**To:** Wade, Debbie PREM:EX  
**Subject:** Re: Interviews tomorrow & Thursday

Hi Debbie,

Thank you for taking this on.

Maura

On May 22, 2018, at 11:27 AM, Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)> wrote:

Hi Maura;

I have confirmed the following 3 interviews for tomorrow  
Wednesday May 23<sup>rd</sup>

**2:00-2:45pm -S.22**

**3:00-3:45pm -**

**4:00-4:45pm -**

Thursday May 24<sup>th</sup>

**10:00-10:45am -S.22**

I will bring a folder for each – including a copy of their resume / list of questions.

Please advise if you would like me to do anything further.

Thanks!

*Debbie Wade*  
*Executive Coordinator to the Chief of Staff*  
*Office of the Premier*  
250-356-2785

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 22, 2018 2:08 PM  
**To:** Roe, Sandra PSA:EX  
**Subject:** Re: TL Request Form #265985 | Employee: 6 22 - Lawson-Tattersall, Liam | Action: Access Request

Hi Sandra,

I've just checked with Liam and it was news to him that he wasn't an expense authority as he filled out the forms last fall. That office has just had a staffing change with their AC leaving a week and a half ago so things may have been mixed up.

He will need expense authority going forward. The immediate need is for him to be able to approve substitution pay so it's not just a matter of approving leave.

Thank you for following up on this.

Please let me know if you need anything else at my end.

Thank you,  
Maura

On May 22, 2018, at 1:29 PM, Roe, Sandra PSA:EX <[Sandra.Roe@gov.bc.ca](mailto:Sandra.Roe@gov.bc.ca)> wrote:

Maura – this request to set Liam up as the sign off authority has come back to me because he does not have expense authority. In order to be a sign off authority you need to have expense authority. However, if he just needs to be able to see his staff and edit their requests if necessary, I can set him up as a Leave Approver, which does not require Expense Authority, however, the final sign off will still be done by someone else..... whoever is doing them right now.

Shall I set him up as the Leave Approver instead of the Sign Off Authority?

S

---

**From:** Sinclair, Melanie JAG:EX  
**Sent:** Tuesday, May 22, 2018 12:25 PM  
**To:** Roe, Sandra PSA:EX  
**Subject:** TL Request Form #265985 | Employee: 6 22 - Lawson-Tattersall, Liam | Action: Access Request

This person does not have Expense Authority. EA needs to be set up before T&L requests are put in. Please carefully read instructions on page 2 of SA form , have this person take the Expense Authority course, send Course Completion Certificate, as well as fill out SA form and the Expense Authority Agreement Form, date and sign. Send all the originals to me.  
Then I can approve this T&L request.

Thank you.

Melanie Sinclair  
CSAS Administrator  
Finance and Administration Division  
Corporate Management Services Branch,  
Ministry of Attorney General  
5<sup>th</sup> Floor 910 Government Street,  
Victoria BC,  
V8W 9J4

<Signing\_Authority\_Card\_2017 (4) Aug 2017.pdf>

<Expense\_Authority\_Agreement\_form.pdf>



## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 8:36 AM  
**To:** Lawson, Liam PSSG:EX  
**Subject:** FW: TL Request Form #265985 | Employee: S.22 - Lawson-Tattersall, Liam | Action: Access Request

Hi Liam,

Please see below and note that EA course must be taken prior to authority being granted.

Thanks,  
Maura

---

**From:** Roe, Sandra PSA:EX  
**Sent:** Tuesday, May 22, 2018 4:08 PM  
**To:** Sinclair, Melanie JAG:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** RE: TL Request Form #265985 | Employee: S.22 - Lawson-Tattersall, Liam | Action: Access Request

Melanie - Liam will require Expense Authority so will proceed as you've outlined below.

---

**From:** Sinclair, Melanie JAG:EX  
**Sent:** Tuesday, May 22, 2018 12:25 PM  
**To:** Roe, Sandra PSA:EX  
**Subject:** TL Request Form #265985 | Employee: S.22 - Lawson-Tattersall, Liam | Action: Access Request

This person does not have Expense Authority. EA needs to be set up before T&L requests are put in.  
Please carefully read instructions on page 2 of SA form , have this person take the Expense Authority course, send Course Completion Certificate, as well as fill out SA form and the Expense Authority Agreement Form, date and sign.  
Send all the originals to me.  
Then I can approve this T&L request.

Thank you.

Melanie Sinclair  
CSAS Administrator  
Finance and Administration Division  
Corporate Management Services Branch,  
Ministry of Attorney General  
5<sup>th</sup> Floor 910 Government Street,  
Victoria BC,  
V8W 9J4

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 8:37 AM  
**To:** Sam, Anne-Marie IRR:EX  
**Subject:** FW: Records Management

Good morning Anne-Marie,

I'm checking in to see whether you've been able to complete this course yet.

Can you please let me know so we can update our records.

Thank you,  
Maura

---

**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, May 17, 2018 1:21 PM  
**To:** Sam, Anne-Marie IRR:EX  
**Subject:** Records Management

Hi Anne-Marie,

Our records show that you haven't yet taken the records management course. If you have, and it hasn't been recorded properly, please let me know the date you attended one of the sessions we held.

If you haven't I would encourage you to take the course online, preferably by the end of this week. It shouldn't take any longer than one hour.

You can access the course here: <https://gwww.gov.bc.ca/groups/learning-bc-public-service>

Please let me know once it is complete.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

Maura Parte  
BC Public Service Agency  
250-213-6377

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 8:45 AM  
**To:** Sas, Jonathan IRR:EX; Sam, Anne-Marie IRR:EX; Papik, Stephanie PREM:EX  
**Subject:** FW: Executive Message from Don Wright: Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples

Good morning,

In advance of next week's presentation it may be helpful to provide participants with documents to read in advance so they come better prepared for discussions.

I was thinking of circulating these draft principles for people to review plus the TRC executive summary and calls to action.

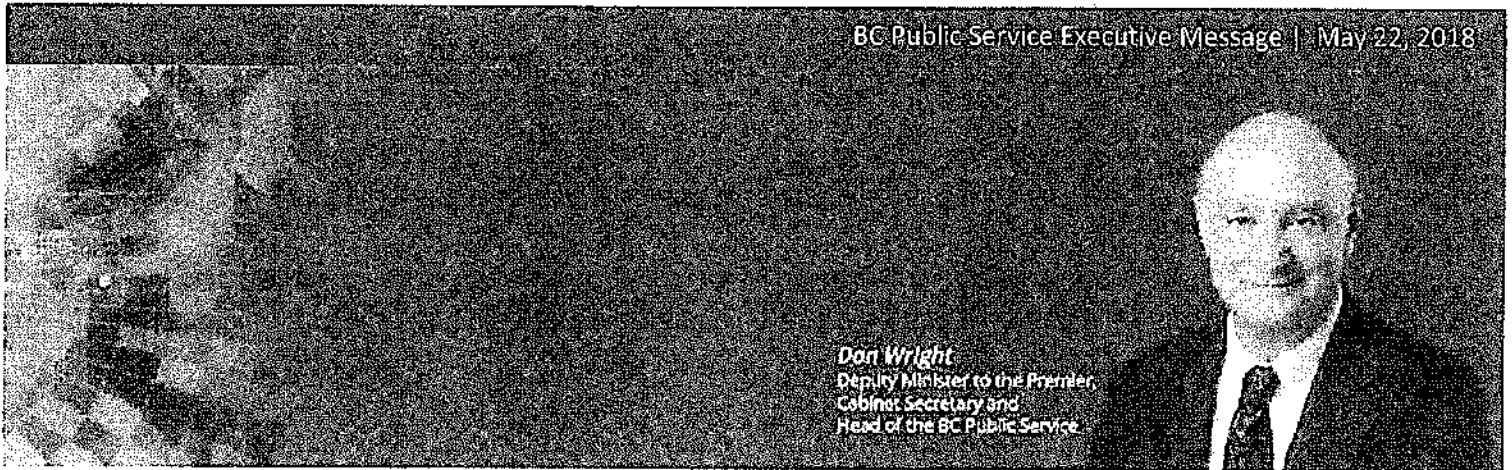
Is it advisable to do this and are there other documents we should be asking people to read in advance?

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

---

**From:** Executive Update PSA:EX  
**Sent:** Tuesday, May 22, 2018 10:00 AM  
**Subject:** Executive Message from Don Wright: Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples



*Don Wright*  
Deputy Minister to the Premier,  
Cabinet Secretary and  
Head of the BC Public Service

## Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples

Today, I am pleased to share the Draft Principles that Guide the Province of British Columbia's Relationship with Indigenous Peoples. These 10 principles are a tool for the BC Public Service to use as we work to implement the *United Nations Declaration on the Rights of Indigenous Peoples*, the *Truth and Reconciliation of Canada: Calls to Action* and court decisions, as outlined in our ministry mandate letters.

As public service employees, we are uniquely positioned to transform the relationships between the Province of B.C. and Indigenous peoples through the important work we do, every day. In fact, there are many activities underway across the public service that already align with the principles. For example:

- Revitalizing the environmental assessment process.
- Improving B.C.'s approach to child welfare.
- Incorporating traditional Indigenous knowledge into resource management.

The principles are modelled on the guidelines announced by the federal government last summer. They are considered draft because they represent the starting point for our engagement, and may evolve as we engage with Indigenous peoples on their terms.

I encourage you to read the principles and think about how they apply to your work. More information, including FAQs and important links, is available to you on [@Work](#). Through direction provided to each deputy minister, all ministries will develop plans to implement the principles over the next six months.

I want to acknowledge the strong willingness and desire I've heard from many of you to develop the skills needed to achieve the shift in relationships articulated in the principles. Additional awareness and education resources are being developed to support our work in this regard.

True and lasting reconciliation will benefit all British Columbians. There is much to be done by all. Our role as public servants will be critical. These principles will be a useful guide as we continue to bring concrete meaning to renewed relationships and reconciliation with Indigenous peoples in B.C.

Don Wright  
Deputy Minister to the Premier,  
Cabinet Secretary and Head of the BC Public Service



Where ideas work

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 8:57 AM  
**To:** Reed, Matt CITZ:EX  
**Cc:** Curtis, David CITZ:EX  
**Subject:** Dates for staff training

Hello Matt,

Subject to the availability of your team I am proposing the following dates for follow-up records management training:

Wednesday, June 13, 10:00AM-11:30AM: Senior MAs and MAs

Wednesday, June 20, 10:00AM-11:30AM: Senior MAs and MAs

Thursday, June 21, 2:00PM-3:30PM: MO administrative coordinators and administrative assistants

TBC by the end of June:

- Training for Premier's Office staff located in Vancouver (in person or webinar?)
- Training for EAs located outside of Victoria and Vancouver (webinar format)

A room is booked for all sessions and I can confirm participants closer to the dates.

Thank you and please let me know if there is anything else.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## **Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 8:59 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Admin Assistant - job description

Thanks Vanessa, let's discuss this morning when we meet and fold what we need to into the job profile for Administrative Assistant.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Tuesday, May 22, 2018 4:00 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Admin Assistant - job description

Fyi ...

---

**From:** Szabo, Maria PREM:EX  
**Sent:** Tuesday, May 22, 2018 3:48 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Admin Assistant - job description

Hi Vanessa,

Here's the job description that was used when hiring for my position. It hasn't been officially revised since I've started to my knowledge.

Thanks!

**Maria Szabo** | Support Staff, Operations and Strategic Initiatives  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1600 | E: [maria.szabo@gov.bc.ca](mailto:maria.szabo@gov.bc.ca)

Page 105 of 182

Withheld pursuant to/removed as

s.22



**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 9:56 AM  
**To:** Wade, Debbie PREM:EX  
**Subject:** RE: Interview for Clerk 9 - Administrative Assistant , Office of the Minister

Yes, they can just check in at reception.

---

**From:** Wade, Debbie PREM:EX  
**Sent:** Wednesday, May 23, 2018 9:43 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Interview for Clerk 9 - Administrative Assistant , Office of the Minister

Ok thank you!

I've asked S.22 to mention they have an interview with you, will that be sufficient when they arrive?

*Debbie Wade*  
*Executive Coordinator to the Chief of Staff*  
*Office of the Premier*  
250-356-2785

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, May 23, 2018 9:42 AM  
**To:** Wade, Debbie PREM:EX  
**Subject:** RE: Interview for Clerk 9 - Administrative Assistant , Office of the Minister

Okay check in at reception and they will send you to my office on the 4<sup>th</sup> floor

---

**From:** Wade, Debbie PREM:EX  
**Sent:** Wednesday, May 23, 2018 9:16 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** FW: Interview for Clerk 9 - Administrative Assistant , Office of the Minister

Hi Maura;

Our 2pm Interview has cancelled. So our first one will be at 3:00pm – I'll head over there for 2:30ish

Thanks!

*Debbie Wade*  
*Executive Coordinator to the Chief of Staff*  
*Office of the Premier*  
250-356-2785

---

**From:** Wade, Debbie PREM:EX  
**Sent:** Wednesday, May 23, 2018 9:07 AM

To: s.22

Subject: RE: Interview for Clerk 9 - Administrative Assistant , Office of the Minister

Good morning S.22

s.22

Thank you,

**Debbie Wade**

*Executive Coordinator to the Chief of Staff*

*Office of the Premier*

250-356-2785

---

From: s.22

Sent: Tuesday, May 22, 2018 7:58 PM

To: Wade, Debbie PREM:EX

Subject: Re: Interview for Clerk 9 - Administrative Assistant , Office of the Minister

s.22

Take Care & Best Regards,

s.22

On May 18, 2018, at 3:05 PM, Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)> wrote:

Hi s.22

It was very nice to speak with you earlier today. I would like to confirm your interview scheduled for;

**DATE: Wednesday May 23<sup>rd</sup>, 2018**

**TIME: 2:00-2:30pm**

**Location: 4<sup>th</sup> Floor – 810 Blanshard Street.**

Please find attached the Job Description for the position of Administrative Assistant in a Minister's Office.

On behalf of Maura and myself, we look forward to meeting you next Wednesday. In the meantime, if you have any questions please feel free to contact me anytime, either on my cell s.22 or via email.

Thanks so much.

*Debbie Wade*  
*Executive Coordinator to the Chief of Staff*  
*Office of the Premier*  
250-356-2785

<Administrative Assistant Job Profile Minister's Office January 2018.docx>

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 10:36 AM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** FW: Scan From <Device Name>  
**Attachments:** Scan\_20180523.pdf

Onboarding package for Erin Richards is attached

**From:** MPA RTE [mailto:Maura.Parte@gov.bc.ca]  
**Sent:** Wednesday, May 23, 2018 10:34 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Scan From <Device Name>

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 11:37 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** FW: Correspondence Staff

Correspondence staff changes, effective April 29, 2018

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, May 2, 2018 12:14 PM  
**To:** Farmer, Susan PREM:EX  
**Subject:** Correspondence Staff

<b>Name and Salary</b>	<b>Recommendation</b>	<b>Decision</b>
Ashley Hampson Clerk 14/Step 1  Was eligible for an increase to Grid 14/Step 2 on December 5, 2017.	Move to Step 2  \$46,337.21 to \$47,647.15 Increase of \$1,309.94 (2.8%)	Effective April 29, 2018
Gary Hostad Clerk 9/Step 2  Was eligible for an increase to Clerk 9/Step 3 on May 29, 2017.	Move to Step 3  \$41,507.29 to \$42,655.22 Increase of \$1,147.93 (2.8%)	Effective April 29, 2018
Titas Uzdavinys Clerk 9/Step 1  Was eligible for an increase in 2015, 2016, 2017, currently placing him at Step 4 on September 2, 2017. (8.5%)	Move to Step 4  \$40,394.06 to \$43,842.81 Increase of 3,448.75	Effective April 29, 2018

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 11:59 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Job Profiles  
**Attachments:** Job Profile Communications Assistant to OOP CD April 2018.docx; Job Profile Executive Coordinator to CoS Feb 2018.docx; Job Profile Scheduling Officer OOP 2018.docx

Hi Vanessa,

Attached are amended job profiles for the positions of Scheduling Officer, Executive Coordinator to the Chief of Staff, and Communications Assistant.

The Communications Assistant is a new position which doesn't start until June 1.

Other job descriptions that are being amended to reflect changing responsibilities include:

Administrative Assistant, VCO

Administrative Coordinator, VCO

Director of Operations, PO (transfer of responsibility for correspondence branch and supervision of 3 staff positions)

Deputy Director of Communications, VCO (inclusion of responsibility for correspondence branch)

Executive Coordinator to the Premier (inclusion of supervisory responsibility for 3 staff formerly supervised by the Director of Operations)

Please let me know if there is anything else.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

Page 114 of 182 to/à Page 115 of 182

Withheld pursuant to/removed as

s.22

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 1:44 PM  
**To:** Wade, Debbie PREM:EX  
**Subject:** Draft email

### **DRAFT To All Staff:**

*Following from the Premier's commitment to ensure that best practices for records management are being used across government, follow-up training is being scheduled for all staff in the Office of the Premier and Ministers' offices.*

*When we formed government the Premier committed to a high standard and to ensuring government is doing its level best to being open and transparent.*

*The follow-up sessions in June will answer any questions you have now that you've had the experience of managing records in the past few months.*

*Calendar invitations will be sent shortly, please plan on attending and please rearrange your schedule to make this a priority if need be.*

For sending to:  
Senior MAs, MAs, EAs  
Premier's Office staff – Victoria  
VCO staff  
All MO administrative staff – ACs and AAs

### **Note:**

- Training is confirmed for Senior MAs and MAs on June 13 and June 20, 10AM-12PM
- VCO staff training dates still to be confirmed
- EAs will be done by webinar (those that can't join Vancouver or Victoria based training)
- All MO administrative staff training is proposed for June 21



## **Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 2:59 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** RE: Leave Without Pay

May 22 to June 9

---

**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Wednesday, May 23, 2018 2:44 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Leave Without Pay

Hi Maura – how long is the leave without pay for? I can ask that they enter it to avoid an overpayment. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570



Where ideas work

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, May 23, 2018 2:43 PM  
**To:** Phillips, Dawn-Lynn PSA:EX  
**Subject:** RE: Leave Without Pay

Hi Dawn-Lynn,

It iss.22 . It is effective yesterday, I am waiting to get the letter back.

Maura

---

**From:** Phillips, Dawn-Lynn PSA:EX  
**Sent:** Wednesday, May 23, 2018 2:20 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Leave Without Pay

Hi Maura – this morning you mentioned someone on a leave without pay, I think you said it started this week. Do you have further information? It is our cut-off today, so I am hoping we can get it entered. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor  
Executive Talent Management  
Talent Management Division | BC Public Service Agency  
Suite 500, 1011 – 4<sup>th</sup> Avenue | Prince George BC | V2L 3H9 | Phone: 250.888.4570

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 3:53 PM  
**To:** Sharma, Niki MCF:EX  
**Subject:** RE: Update

Hi Niki,

Your compensation is determined by your appointment order so there is no change until a new OIC is approved.

Please let me know if there is anything else.

Thank you,  
Maura  
250-213-6377

-----Original Message-----

**From:** Sharma, Niki MCF:EX  
**Sent:** Wednesday, May 23, 2018 2:13 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Update

Hi Maura,

Hope your day is going well. I spoke with Geoff last week and he filled me in on where you landed with options on my role.

From that conversation, a question for you:

1) would my pay increase be retroactive since I raised the issue a couple months ago?

Thanks Maura

Niki

Sent from my iPhone

## **Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 4:00 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: Records management training at VCO

Thank you, I think we can also have a webinar if we can't capture everyone.  
Geoff should be sending a note in the next day or so letting people know this is happening and then we will follow-up with calendar invites.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Wednesday, May 23, 2018 3:09 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: Records management training at VCO

I am surveying staff on this and will get back to you tomorrow. Thanks VG

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, May 23, 2018 12:13 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Records management training at VCO

Hi Vanessa,

Just following up on securing a date and time for follow-up records management training for PO staff at VCO.

I had hoped to coordinate with Cabinet meeting timing but it appears that June meetings will be co-located in Vancouver and Victoria so we can't plan around that.

Can you please propose some dates and time of day that would work well for most of the office staff there?  
Some alternate times would be ideal as the Access to Information (AIO) staff will likely have to travel there.

The goal is to do an in person session. We will have a follow-up webinar session for those staff that can't attend in person sessions but in person is ideal.

Please note that sessions will be held in Victoria for PO and MO political staff here on June 13 and June 20 from 10AM-12PM. There will be a follow-up session for administrative staff too but the VCO session can capture all staff there.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 23, 2018 5:04 PM  
**To:** Squance, Leah SDPR:EX; Ducker, Jayne SDPR:EX; Infante, James TAC:EX; Sali, Meghan JTT:EX; van Baarsen, Amanda HLTH:EX; Gardea, Daniela MAH:EX  
**Subject:** Follow up meeting

Hello All,

This is to let you know that parliamentary secretaries attached to your ministers are meeting tomorrow from 4pm-5pm to follow up on the discussion regarding email and calendar use on government platforms.

You are welcome to join. The meeting will be led by Citizen Services ADM David Curtis. He will review best practices for email and calendar management and advise them on how to access follow up technical support for implementation.

If you are able to join please let me know so I can update the attendance. Once you confirm I will send teleconference information.

Please call if you have any questions.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 24, 2018 11:40 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Job Profile  
**Attachments:** Administrative Assistant Job Profile VCO May 2018.docx

Hi Vanessa,

A draft is attached for your review.

Talk to you at 2pm.

Thanks,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## Parté, Maura PREM:EX

---

**From:** Parté, Maura PSA:EX  
**Sent:** May 24, 2018 1:46 PM  
**To:** Wade, Debbie PREM:EX  
**Subject:** Re: Draft email

Please call before you send. Thank you

On May 24, 2018, at 1:28 PM, Wade, Debbie PREM:EX <[Debbie.Wade@gov.bc.ca](mailto:Debbie.Wade@gov.bc.ca)> wrote:

Hi Maura;

Geoff has approved this email.

Thanks!

**Debbie Wade**  
*Executive Coordinator to the Chief of Staff*  
*Office of the Premier*  
250-356-2785

---

**From:** Parté, Maura PSA:EX  
**Sent:** Wednesday, May 23, 2018 1:44 PM  
**To:** Wade, Debbie PREM:EX  
**Subject:** Draft email

**DRAFT To All Staff:**

*Following from the Premier's commitment to ensure that best practices for records management are being used across government, follow-up training is being scheduled for all staff in the Office of the Premier and Ministers' offices.*

*When we formed government the Premier committed to a high standard and to ensuring government is doing its level best to being open and transparent.*

*The follow-up sessions in June will answer any questions you have now that you've had the experience of managing records in the past few months.*

*Calendar invitations will be sent shortly, please plan on attending and please rearrange your schedule to make this a priority if need be.*

For sending to:  
Senior MAs, MAs, EAs  
Premier's Office staff – Victoria  
VCO staff  
All MO administrative staff – ACs and AAs

Note:

- Training is confirmed for Senior MAs and MAs on June 13 and June 20, 10AM-12PM

- 
- VCO staff training dates still to be confirmed
  - EAs will be done by webinar (those that can't join Vancouver or Victoria based training)
  - All MO administrative staff training is proposed for June 21

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 24, 2018 2:29 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Updated Job Profile  
**Attachments:** Administrative Assistant Job Profile VCO May 2018.docx

Maura Parte  
BC Public Service Agency  
250-213-6377



**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 24, 2018 4:39 PM  
**To:** Clark, Layne PREM:EX  
**Subject:** Tip Sheet  
**Attachments:** Email and information storage tip sheet final.docx

Hi Layne,

As we discussed yesterday this tip sheet was created to answer questions regarding use of devices.

Maura

## **Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 24, 2018 4:50 PM  
**To:** Reed, Matt CITZ:EX  
**Subject:** RE: Dates for staff training

Hi Matt,

I have some additional proposed dates for follow-up records management training sessions and information on attendance.

In addition to the times proposed below for Victoria based training sessions I can now propose times for the Vancouver based session:

### Vancouver based session for PO staff at VCO

Monday June 11 afternoon  
Tuesday June 12 morning  
Tuesday June 19 morning  
Tuesday June 26 morning  
Wednesday June 27 afternoon  
Thursday June 28 afternoon

For the webinar based session for staff located outside of Victoria and Vancouver we are flexible during the last week of June. It would be helpful for this to go towards the end so we can capture staff who haven't been able to attend a previous session.

Please also note the following employee groups who will participate in each of the sessions:

### Victoria based sessions proposed for June 13 and 20:

- Premier's office staff including directors
- Senior Ministerial Assistants, Ministerial Assistants, Executive Assistants

### Vancouver based session:

- Premier's Office staff based in the Vancouver Cabinet Office, including executive director and directors
- Executive Assistants based in the Lower Mainland

### Victoria based session proposed for June 21:

- Minister's Office administrative coordinators and administrative assistants
- Premier's office administrative staff

### Webinar session – end of June

- Executive Assistants
- Any staff who haven't been able to attend previous sessions

I'm available most of the day tomorrow if you want to discuss.

Thank you,

Maura

---

Maura Parte  
BC Public Service Agency  
250-213-6377

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, May 23, 2018 8:57 AM  
**To:** Reed, Matt CITZ:EX  
**Cc:** Curtis, David CITZ:EX  
**Subject:** Dates for staff training

Hello Matt,

Subject to the availability of your team I am proposing the following dates for follow-up records management training:

Wednesday, June 13, 10:00AM-11:30AM: Senior MAs and MAs

Wednesday, June 20, 10:00AM-11:30AM: Senior MAs and MAs

Thursday, June 21, 2:00PM-3:30PM: MO administrative coordinators and administrative assistants

TBC by the end of June:

- Training for Premier's Office staff located in Vancouver (in person or webinar?)
- Training for EAs located outside of Victoria and Vancouver (webinar format)

A room is booked for all sessions and I can confirm participants closer to the dates.

Thank you and please let me know if there is anything else.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 25, 2018 11:20 AM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Executive Assistants; LP Premiers Vancouver Office; LP PO Executive Office; LP Support Staff; LP Administrative Coordinators  
**Cc:** Meggs, Geoff PREM:EX  
**Subject:** Words Matter - new tool for all staff  
**Attachments:** Words Matter.pdf

To: All Staff, Premier's Office, Ministers' offices

I am writing to alert all staff to *Words Matter*, an important new tool to assist you in using inclusive language in both written and oral communications. Using inclusive language has been identified as a key element in building and maintaining a respectful workplace, something that is a responsibility of all staff and critical to a positive and productive work environment.

*Words Matter* is a new resource that is a deliverable from government's Diversity and Inclusion Action Plan.

The *Words Matter* guidelines can be found here along with FAQ guide that can help you understand why government is taking on this important initiative: <https://www.gov.bc.ca/words-matter/faqs>

If you have a question or want to give feedback on the guidelines please send a message directly to the Diversity and Inclusion team.

Staff have also requested a briefing on the government's Diversity and Inclusion Action Plan which will be coordinated in the coming weeks.

Thanks all,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 25, 2018 11:27 AM  
**To:** Manton, Kim FIN:EX; Pecora, Talea PSSG:EX; Sali, Meghan JTT:EX; Squance, Leah SDPR:EX; Infante, James TAC:EX; van Baarsen, Amanda HLTH:EX; Gardea, Daniela MAH:EX  
**Subject:** RE: Tip Sheet

Hello again,

This tip sheet is being slightly revised from the version I sent yesterday so please don't distribute it any further. An updated version will be made available shortly.

This will also be addressed again in the follow-up records management training session being offered to Ministers and parliamentary secretaries on June 6.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

---

**From:** Parte, Maura PSA:EX  
**Sent:** Thursday, May 24, 2018 3:39 PM  
**To:** Manton, Kim FIN:EX; Pecora, Talea PSSG:EX; Sali, Meghan JTT:EX; Squance, Leah SDPR:EX; Infante, James TAC:EX; van Baarsen, Amanda HLTH:EX; Gardea, Daniela MAH:EX  
**Subject:** Tip Sheet

Hello,

Can you please send this on to the parliamentary secretary attached to your Minister?

Hopefully in time for the 4pm meeting, I don't have an email list for them.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## **Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 25, 2018 11:30 AM  
**To:** Hendry, Jackie PREM:EX  
**Cc:** Wade, Debbie PREM:EX  
**Subject:** Records management session on June 6

Hi Jackie,

I am following up to confirm that parliamentary secretaries are being included in the June 6 follow-up records management session being provided to ministers. Geoff had asked that they receive the training at the same time.

Thank you, and please let me know if I can be of any assistance.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 25, 2018 12:43 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** PSA role  
**Attachments:** Estimates Note HR Manager Apr 26 18.docx

Hi Vanessa,

Attached is a note I did for finance estimates that I am sharing with you in case it comes up.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

## **Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 25, 2018 1:34 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: PO staffing list

Okay, good to know, I wasn't sure about her role in that and Jackie H upstairs.

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Friday, May 25, 2018 1:30 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** RE: PO staffing list

Kate does do #6 ...

---

**From:** Parte, Maura PSA:EX  
**Sent:** Friday, May 25, 2018 12:59 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** RE: PO staffing list

Hi Vanessa,

Looks good overall, a couple of minor things:

P. 3 – Director of Operations

Bullet #6 – I'm not sure if this is currently a function of that position

Bullet #7 – Instead of referring to scheduling branch should it refer to the Executive Coordinator to the Premier?

Under direct reports: Amber also supervises the Scheduling Officer position Christine McLaren

Thanks,  
Maura

---

**From:** Geary, Vanessa PREM:EX  
**Sent:** Friday, May 25, 2018 11:51 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** PO staffing list

Does this look accurate to you – my goal is to provide high level summary of who is doing what ... and lines of accountability. Thanks V

**Vanessa Geary** | Executive Director, Operations and Strategic Initiatives  
Vancouver Cabinet Office | Office of the Premier  
P: 604-775-1662 | M: 604-619-0513  
E: [vanessa.geary@gov.bc.ca](mailto:vanessa.geary@gov.bc.ca)



**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 25, 2018 4:12 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Job Profiles AC and AA  
**Attachments:** Administrative Assistant Job Profile VCO May 2018.docx; Administrative Coordinator Job Profile VCO May 2018.docx

Hi Vanessa,

Attached are the most up to date versions of the job profiles for the Administrative Coordinator and Administrative Assistant positions at VCO.

I'm here for a few minutes still if you want to discuss or we can pick it up again Monday.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 25, 2018 4:50 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Fwd: March 1 OOP changes

Begin forwarded message:

**From:** "Geary, Vanessa PREM:EX" <Vanessa.Geary@gov.bc.ca>  
**Date:** May 23, 2018 at 11:36:13 AM PDT  
**To:** "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>  
**Subject:** RE: March 1 OOP changes

thanks

---

**From:** Parte, Maura PSA:EX  
**Sent:** Wednesday, May 23, 2018 11:36 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** March 1 OOP changes

Hi Vanessa,

The changes below were made effective March 1, 2018

Name	OIC/Payroll
Jen Holmwood Deputy Director Communications	<ul style="list-style-type: none"><li>• OIC to increase salary to \$120,000 from \$110,000</li><li>• Amendment to Salary Range Regulation moving the position of DDC from Band 4 (\$86,000-\$112,000) to Band 5 (\$100,000-\$125,000)</li><li>• Transfer of responsibility for correspondence branch from Director of Operations to Deputy Director of Communications</li></ul>
Danny Loubert Support Staff VCO	<ul style="list-style-type: none"><li>• OIC to appoint to the position of Administrative Coordinator for VCO (Salary Range Regulation Table 2)</li><li>• Step 2 is \$55,336.71</li></ul>
Maria Szabo Support Staff, VCO	<ul style="list-style-type: none"><li>• Payroll adjustment entered at \$46,106.58, C11 Step 4 (no OIC change required)</li></ul>

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 25, 2018 8:00 PM  
**To:** Curtis, David CITZ:EX  
**Cc:** Rice, Colleen A CITZ:EX  
**Subject:** Re: 2 pager

Thank you

On May 25, 2018, at 5:24 PM, Curtis, David CITZ:EX <[David.Curtis@gov.bc.ca](mailto:David.Curtis@gov.bc.ca)> wrote:

Hi Maura,

The use of VPN has been confirmed as a viable option and the current two pager is correct. Please feel free to distribute and we anticipate including in the upcoming training.

Thanks again for your help!

Regards,

David

Page 139 of 182

Withheld pursuant to/removed as

s.22

## Parte, Maura PREM:EX

---

**From:** Parte, Maura PSA:EX  
**Sent:** May 28, 2018 9:22 AM  
**To:** Hendry, Jackie PREM:EX  
**Cc:** Wade, Debbie PREM:EX  
**Subject:** RE: Records management session on June 6

Thank you Jackie.

---

**From:** Hendry, Jackie PREM:EX  
**Sent:** Monday, May 28, 2018 8:48 AM  
**To:** Parte, Maura PSA:EX  
**Cc:** Wade, Debbie PREM:EX  
**Subject:** FW: Records management session on June 6

Hi Maura,

Michelle Massy at Cabinet Operations will ensure the Parliamentary Secretaries are invited to the session on June 6<sup>th</sup>.

Thank you,  
Jackie

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**From:** Massy, Michelle E PREM:EX  
**Sent:** Friday, May 25, 2018 3:38 PM  
**To:** Hendry, Jackie PREM:EX  
**Subject:** RE: Records management session on June 6

Hi Jackie – Yes I will send an invite to each of them

**From:** Hendry, Jackie PREM:EX  
**Sent:** Friday, May 25, 2018 2:11 PM  
**To:** Massy, Michelle E PREM:EX <Michelle.Massy@gov.bc.ca>  
**Subject:** FW: Records management session on June 6

Hi Michelle,

We have been asked to include the Parliamentary Secretaries on the training session that is scheduled for the Ministers during the June 6 Cabinet Meeting. Can you extend invitations to that group? Or, how can this be done?

Thanks so much,  
Jackie

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**From:** Parte, Maura PSA:EX  
**Sent:** Friday, May 25, 2018 11:30 AM  
**To:** Hendry, Jackie PREM:EX  
**Cc:** Wade, Debbie PREM:EX  
**Subject:** Records management session on June 6

Hi Jackie,

I am following up to confirm that parliamentary secretaries are being included in the June 6 follow-up records management session being provided to ministers. Geoff had asked that they receive the training at the same time.

Thank you, and please let me know if I can be of any assistance.

Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

Page 142 of 182 to/à Page 147 of 182

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s.22

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 28, 2018 3:58 PM  
**To:** Reed, Matt CITZ:EX  
**Subject:** For our 4pm mtg

### Vancouver based session for PO staff at VCO

Monday June 11 afternoon

Tuesday June 12 morning

Tuesday June 19 morning

Tuesday June 26 morning

Wednesday June 27 afternoon

Thursday June 28 afternoon

For the webinar based session for staff located outside of Victoria and Vancouver we are flexible during the last week of June. It would be helpful for this to go towards the end so we can capture staff who haven't been able to attend a previous session.

Please also note the following employee groups who will participate in each of the sessions:

Victoria based sessions proposed for June 13 and 20:

- Premier's office staff including directors
- Senior Ministerial Assistants, Ministerial Assistants, Executive Assistants

Vancouver based session:

- Premier's Office staff based in the Vancouver Cabinet Office, including executive director and directors
- Executive Assistants based in the Lower Mainland



Victoria based session proposed for June 21:

Minister's Office administrative coordinators and administrative assistants  
Premier's office administrative staff

Webinar session – end of June

Executive Assistants  
Any staff who haven't been able to attend previous sessions

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 29, 2018 4:23 PM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** VCO AA  
**Attachments:** Administrative Assistant Job Profile VCO May 29 2018.docx

Hi Vanessa,

The most recent version is attached.

Thank you

Maura Parte  
BC Public Service Agency  
250-213-6377

## Parte, Maura PREM:EX

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**From:** Parte, Maura PSA:EX  
**Sent:** May 30, 2018 8:48 AM  
**To:** White, Emily MCF:EX  
**Subject:** RE: AC - Step 2

Thanks Emily. You have asked the correct person but it will take me until the end of next week to respond.

Let's aim to discuss this mid-June.

Thank you

---

**From:** White, Emily MCF:EX  
**Sent:** Wednesday, May 30, 2018 8:10 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** AC - Step 2

Hi Maura –

As I come up on July, and my one year as AC, I wanted to touch base on my wage and moving up to step 2. My understanding is that at each one year mark, a staff member moves up a step within their classification.

I know that my offer letter was signed in September, but as I technically started in July (and was back-paid for this time), I was hoping that I could move up a step in July.

Do you know if this is possible? Please let me know if I should direct this question elsewhere!

Thank you kindly,

**Emily White**  
*Administrative Coordinator*  
**The Hon. Katrine Conroy**  
Minister of Children and Family Development

Room 134 | Parliament Buildings | Victoria | British Columbia | V8V 1X4  
Phone: 250-387-2054 | Cell: 250-480-8176 | Email: [emily.white@gov.bc.ca](mailto:emily.white@gov.bc.ca)

*\*\* In British Columbia, the Office of the Registrar of Lobbyists is responsible for monitoring and enforcing compliance with the Lobbyists Registration Act. To ensure that you are in compliance with the registration requirements for lobbyists under the Act please contact the Office of the Registrar of Lobbyists at: <https://www.lobbyistsregistrar.bc.ca/>. \*\**

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 30, 2018 4:19 PM  
**To:** Geary, Vanessa PREM:EX; Clark, Layne PREM:EX  
**Subject:** Drafts  
**Attachments:** DEPUTY CHIEF OF STAFF Draft 2.docx; DIRECTOR OF LIAISON AND COORDINATION DRAFT 1.docx

Hello,

Attached are drafts for the two job descriptions.

Before these are finalized and shared with potential candidates I should add behavioural competencies as that will help them get a fuller understanding of what's expected in the role.

Thank you,  
Maura

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 31, 2018 9:19 AM  
**To:** Geary, Vanessa PREM:EX  
**Subject:** Follow up Training

Hi Vanessa,

I am now able to confirm the follow up records management training session for Vancouver based PO staff:

Tuesday, June 26  
10:00am-11:30am

Lower Mainland based EAs will join as well.

Please let me know if there is an issue with the date and time.

A note will be going out from Geoff later today.

Thank you,  
Maura

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** May 31, 2018 11:23 AM  
**To:** Reed, Matt CITZ:EX  
**Subject:** Final list of dates for training

Hello Matt,

This is the final list of dates and times for follow-up records management training sessions. I will be sending invitations Friday morning so please let me know if anything has changed.

Thank you,

Maura

### **Victoria Sessions**

Wednesday, June 13 10:00AM-11:30AM Senior MAs, MAs, EAs

Wednesday, June 20 10:00AM-11:30AM Senior MAs, MAs, EAs

Thursday, June 21 2:00PM-3:30PM PO and MO administrative support staff

### **Vancouver Cabinet Office Session**

Tuesday, June 26 10:00AM-11:30AM

### **Webinar Session**

Thursday, June 28 2:00PM-3:30PM

Page 155 of 182

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## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** June 1, 2018 8:44 AM  
**To:** Wade, Debbie PREM:EX  
**Subject:** Fw: Final list of dates for training

Hi Debbie,

I am waiting for confirmation on the email below and then we can get letter out from Geoff.

Thanks,  
Maura

---

**From:** Parte, Maura PSA:EX  
**Sent:** May-31-18 11:22 AM  
**To:** Reed, Matt CITZ:EX  
**Subject:** Final list of dates for training

Hello Matt,

This is the final list of dates and times for follow-up records management training sessions. I will be sending invitations Friday morning so please let me know if anything has changed.

Thank you,

Maura

### Victoria Sessions

Wednesday, June 13 10:00AM-11:30AM Senior MAs, MAs, EAs

Wednesday, June 20 10:00AM-11:30AM Senior MAs, MAs, EAs

Thursday, June 21 2:00PM-3:30PM PO and MO administrative support staff

### Vancouver Cabinet Office Session



Tuesday, June 26 10:00AM-11:30AM

Webinar Session

Thursday, June 28 2:00PM-3:30PM

## **Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** June 1, 2018 10:10 AM  
**To:** LP Ministerial Assistants; LP Senior Ministerial Assistants; LP Administrative Coordinators; LP Executive Assistants; LP Support Staff; LP PO Executive Office; LP Premiers Vancouver Office  
**Cc:** Geary, Vanessa PREM:EX  
**Subject:** Administrative Assistant Opportunity VCO

To: All Staff, Premier's Office, Minister's Offices

We are seeking an Administrative Assistant (Clerk 11) for the Vancouver Cabinet Office, Office of the Premier.

The position provides administrative support to the senior management team at VCO and ensures the smooth functioning of the Office.

Please note that this position may include providing assistance to the Correspondence Branch, Office of the Premier, for 2/5 of the working time.

Interested applicants, both internal and external, should send a resume and cover letter to Maura Parte at [maura.parte@gov.bc.ca](mailto:maura.parte@gov.bc.ca).

The deadline for applications is Monday, June 11 at 5pm.

Thank you,  
Maura

Maura Parte  
BC Public Service Agency  
250-213-6377

**Parte, Maura PREM:EX**

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**From:** Parte, Maura PSA:EX  
**Sent:** June 1, 2018 1:33 PM  
**To:** Manton, Kim FIN:EX  
**Subject:** Re: Public Service

Hi Kim,

Here you go:[https://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/standards\\_of\\_conduct\\_political\\_staff.pdf](https://www2.gov.bc.ca/assets/gov/careers/managers-supervisors/managing-employee-labour-relations/standards_of_conduct_political_staff.pdf)

We should talk again early next week.  
I'm around all week.

Have a great weekend,  
Maura

On Jun 1, 2018, at 1:03 PM, Manton, Kim FIN:EX <[Kim.Manton@gov.bc.ca](mailto:Kim.Manton@gov.bc.ca)> wrote:

Hi Maura,

HAPPY FRIDAY!

I am wondering if you could send me the sheet you showed me that articulated how to work with the public service? It was in a huge binder and I believe that the language was in a sort of text box?

If not, no worries ;)

**Kim Manton**

Executive Assistant to Hon. Carole James  
Deputy Premier and Minister of Finance  
Cell: 250-888-5930  
Email: [Kim.Manton@gov.bc.ca](mailto:Kim.Manton@gov.bc.ca)

**Parte, Maura PREM:EX**

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**From:** Curtis, David CITZ:EX  
**Sent:** May 1, 2018 5:15 PM  
**To:** Dean, Mitzi FIN:EX; Rice, Jennifer PSSG:EX  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Session

I would like to thank you once again for your involvement in this afternoon's information management session. Please do not hesitate to contact me if you have any follow-on questions. Additionally, I can be reached via the above email with any updates on the completion of the discussed activities.

Many thanks,

David Curtis,  
ADM and Chief Records Officer,  
Corporate Information and Records Management Office,  
Ministry of Citizens' Services

**Parte, Maura PREM:EX**

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**From:** Wade, Debbie PREM:EX  
**Sent:** May 2, 2018 4:37 PM  
**To:** Parte, Maura PSA:EX  
**Subject:** Civic Election Participation FAQ's DRAFT Policial Staff

Hi Maura;

Geoff has advised this can go out. I was wondering if you had an electronic copy that you could send to me.

Thanks!

*Debbie Wade  
Executive Coordinator to the Chief of Staff  
Office of the Premier  
250-356-2785*

Page 162 of 182 to/à Page 164 of 182

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## Parte, Maura PREM:EX

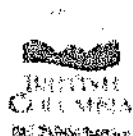
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**From:** Roe, Sandra PSA:EX  
**Sent:** May 18, 2018 9:52 AM  
**To:** Parte, Maura PSA:EX  
**Subject:** Stats  
**Attachments:** MO Cliff Stats.docx

Here's the finished table – for your info only. Let me know if you see anything I got wrong.

S

**Sandra Roe, Manager, Executive Operations**  
Office of the Deputy Minister | BC Public Service Agency  
4th Floor, 810 Blanshard Street | Victoria, BC | V8W 2H2  
Ph: (778) 698-7968 | Fax: (250) 356-7074  
[www.gov.bc.ca/myhr/contact](http://www.gov.bc.ca/myhr/contact) | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

Page 166 of 182

Withheld pursuant to/removed as

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Page 167 of 182 to/à Page 168 of 182

Withheld pursuant to/removed as

s.13; s.22

Page 169 of 182 to/à Page 172 of 182

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**Parte, Maura PREM:EX**

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**From:** Halls, Lori D PSA:EX  
**Sent:** May 31, 2018 8:04 PM  
**To:** Meggs, Geoff PREM:EX  
**Cc:** Parte, Maura PSA:EX; Russell, Shannon CITZ:EX; Clark, Layne PREM:EX  
**Subject:** RE: Possible privacy breach

Thanks Geoff for the heads up. As with any privacy breach, folks have taken the right first step in contacting David Curtis. The PSA works closely with David and his team, and should CIRMO's investigation result in a finding of potential misconduct, the Agency would then work with your office to investigate. S.22 this may not be warranted, but we need to assess based on the level of the potential breach. David and I have already spoken about this matter.

Lori Halls  
Deputy Minister  
BC Public Service Agency

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**From:** Meggs, Geoff PREM:EX  
**Sent:** Thursday, May 31, 2018 10:54 AM  
**To:** Halls, Lori D PSA:EX  
**Cc:** Parte, Maura PSA:EX; Russell, Shannon CITZ:EX; Clark, Layne PREM:EX  
**Subject:** Possible privacy breach

Good morning, Lori,

This morning, Shannon Russell, the MA for Minister Jinny Sims, advised me she has discovered a probable privacy breach in the e-mails S.22 She had accessed e-accounts to ensure uncompleted work was followed up. I asked her to make an immediate report of the breach to the privacy officer and am asking, through this e-mail, for your advice on any follow-up steps. Thanks for your assistance. Shannon is working with David Curtis on this matter.

Geoff

**GEOFF MEGGS**  
Chief of Staff, Office of the Premier  
West Annex, Parliament Buildings,  
501 Belleville St, Victoria, BC V8V 2L8  
(250) 356-6271

## **Parte, Maura PREM:EX**

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**From:** Meggs, Geoff PREM:EX  
**Sent:** June 4, 2018 1:30 PM  
**To:** LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Executive Assistants; LP Administrative Coordinators; LP Support Staff; LP Premiers Vancouver Office; LP PO Executive Office  
**Cc:** Parte, Maura PSA:EX  
**Subject:** Records Management Training

*To All Staff:*

*Following from the Premier's commitment to ensure that best practices for records management are being used across government, follow-up training is being scheduled for all staff in the Office of the Premier and Ministers' offices.*

*When we formed government the Premier committed to a high standard and to ensuring government is doing its level best to being open and transparent.*

*The follow-up sessions in June will answer any questions you have now that you've had the experience of managing records in the past few months.*

*Calendar invitations will be sent shortly, please plan on attending and please rearrange your schedule to make this a priority if need be.*

### **VICTORIA SESSIONS**

*Wednesday, June 13 10:00AM-11:30AM Premier's Office, Senior MAs, MAs, EAs (Victoria based)*

*Wednesday, June 20 10:00AM-11:30AM Premier's Office, Senior MAs, MAs, EAs (Victoria based)*

***Please note that staff have to attend one of the two sessions, not both.***

*Thursday, June 21 2:00PM-3:30PM PO and MO administrative support staff*

### **VANCOUVER CABINET OFFICE SESSION**

*Tuesday, June 26 10:00AM-11:30AM*

### **WEBINAR SESSION**

*Thursday, June 28 2:00PM-3:30PM*

Thank you,

### **GEOFF MEGGS**

Chief of Staff, Office of the Premier  
West Annex, Parliament Buildings,  
501 Belleville St, Victoria, BC V8V 2L8  
(250) 356-6271

Page 176 of 182

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s.13; s.22

Page 177 of 182

Withheld pursuant to/removed as

s.22; s.13

Page 178 of 182 to/à Page 182 of 182

Withheld pursuant to/removed as

s.13; s.22